

CALGARY SCIENCE SCHOOL SOCIETY

Policy Title: **Policy Development**

Policy No. **2.06**

Legal Reference: Societies Act, RSA2000, C.S-14 and the regulations made thereunder.
School Act, RSA 2000 C.S-3 and the regulations made thereunder.
Restated By-laws of the Society

RATIONALE: Policy development is an important function of the Board of Directors. Polices are used to guide the decision making process of Board and its administration.

POLICY: The Board recognizes its legal responsibility to develop polices that will guide the operations of the society and The Calgary Science School. Impacted stakeholders will be consulted prior to final adoption of new policies. Amendments to existing polices will be handled in a similar fashion.

PRINCIPLES

1. Suggestions for new policies or policy amendments may be generated by Board members, school council, school administration, staff or Alberta Education.
2. Draft policies, or amendments, will be developed by members of the school administration designated by the superintendent and/or school principal.
3. Draft polices will be referred to the relevant Board Committee for consideration. The committee may make appropriate changes before recommending the draft policy to the Board of Directors.
4. The Board shall then give the proposed policy first reading and request comments from impacted stakeholders. The relevant committee may make revisions based on input received before recommending the amended policy for second reading.
5. At a subsequent meeting, the Board shall consider comments received before giving the policy second reading. When the Board gives a policy second reading the policy shall be incorporated into the Policy Handbook.

6. Minor amendments to policies will not require two readings. The Board may give a new policy two readings at the same meeting if agreed to by a unanimous vote of members present. This procedure will only be used when required in an emergency situation.
7. Stakeholders shall be provided information on the new policy.

First Reading	<u>November 10, 1999</u>
Adopted	<u>November 10, 1999</u>
Amended	<u>November 4, 2008</u>