FORT MCMURRAY CATHOLIC SCHOOLS
BOARD OF GOVERNANCE POLICY

Policy Name:	**Annual Organizational Meeting**	**Number:**	**GP-17**
Policy Type:	**Governance Process**	**Date Approved:**	**Dec. 12, 2011**

The annual organizational meeting of the Fort McMurray Catholic Board of Education shall be the first regular public meeting held in August in those years in which there is not a general election. In any year in which a general election takes place, the Annual Organizational Meeting shall be held within four weeks of the election, at a time and location determined by the Superintendent.

1. Written notice either by letter or electronic mail of the Annual Organizational Meeting, stating the date, time and place of the meeting and the business to be transacted, shall be given to all Trustees by the Superintendent seven clear days prior to the date of the meeting.
2. The Superintendent shall conduct the Annual Organizational Meeting until the Trustees elect the Chair.
3. The Annual Organizational Meeting of the Board is the meeting at which the Chair and Vice-Chair are elected and representation on standing committees is determined. The Board will also confirm and officially approve the dates, time and place of all regular meetings of the Board for the coming year.
4. The nominee for Chair and Vice-Chair will have a nominator from the current board of Trustees. The successful nominee will assume the position immediately after the election is completed.