



BYLAW AND POLICY DEVELOPMENT AND REVIEW

PURPOSE

The Board of Education believes that one of its major responsibilities is to provide leadership in education through setting Policy/Bylaw in accordance with both local circumstances and provincial directions. The Board's objective in establishing policy is to provide direction and guidance in the operation of the Qualicum School District and its schools. Policy will generally be broad enough to allow discretionary action, yet specific enough to provide clear direction to those responsible for implementing policy decisions of the Board. The Superintendent will be responsible for the development of Administrative Procedures that accompany Board policies.

It shall be the Board's practice to follow a specific process of policy making, the aim being not only to ensure the best possible results but also to encourage appropriate participation by all staff, representatives of partner groups, and the community. The Board will ensure that its Bylaws and Policies will be accessible to all staff, partners and the community.

In consideration of the development of or amendments to bylaws and policies:

1. The Board is responsible for establishing bylaws and policy to guide those employees to whom the Board delegates specific and general administrative and management duties.
2. Development of or amendments to bylaws and policies shall be within the oversight of the Board's Standing Policy Committee of the Whole, which will deliberate in public and with the involvement of advisors the committee. Recommendations will flow from the committee to the Board as part of the Board's monthly public Board meetings.
3. Bylaws and policies will be developed in keeping with the definitions below.
4. Bylaws and Administrative Procedures will be formatted according to need. Policies will be formatted with the following headings:

Context (preamble, whereas statement)
Policy Statement (clear statement of action or intent)
Guiding Principles (Board beliefs)
Definitions
References (statutory, policy, contractual)
Dates of Adoption/Amendment

5. Unless expressly required to be exercised by bylaw, all powers of the Board may be exercised by bylaw, by resolution or by Board Policy.
6. The formal adoption of bylaws and policies shall be by three readings of the Board and recorded in the minutes. Only those written statements so adopted and recorded shall be regarded as official Board Policy. The Board is committed to a consistent, open and fair process for the development of policy prior to, and accompanying, the three readings required for adoption.



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7. The formal adoption of bylaws of the Board shall be by three distinct readings. The Board shall not give a bylaw more than two readings at any one meeting unless the members of the Board who are present at the meeting unanimously agree to give the bylaw all three readings at that meeting.
8. Policies may be proposed for adoption, revision or appeal by any member of the Board, staff member, student, parent or member of the community, by utilizing the worksheets for “New Policy Development” or for “Request for Policy Revision” attached to this Bylaw.
9. When appropriate, the Superintendent shall seek legal advice on the intent and wording of the policy.
10. The Board may request the Superintendent to change an administrative procedure to Board Policy and will provide the rationale for same.
11. The Superintendent must inform the Board of any changes to administrative procedures.
12. The Board may also repeal a Policy and subsequently delegate, to the Superintendent, authority over this area. The Superintendent may choose to then develop an Administrative Procedure relative to this matter.
13. The Board shall review each policy every Board term (four years).

GUIDING PRINCIPLES

When a proposed bylaw, policy or administrative procedure is being developed or reviewed, the following questions shall be considered:

1. What is the intent or rationale?
2. What is the impact on students and their families?
3. Is there consistency with Board philosophy, mission statement, goals and objective? If not, why not?
4. How will consistency with other policies, regulations, bylaws or legislation be ensured?
5. In what ways is the issue of significance or of general public concern?
6. Is the policy or regulation written in concise and easily understood language? If not, what could be changed?
7. What, if any, are the financial considerations?
8. What, if any, are the legal implications?

DEFINITIONS

Bylaw: A rule or set of rules that defines the operation of an organization and that establishes governance of the internal affairs of the organization.

Policy: A set of rules that both describe and prescribe what will be expected in particular situations that are within the requirements of an organization.



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Administrative Procedures: A set or system of rules that govern the procedures for managing an organization. These procedures are meant to establish efficiency, consistency, responsibility, and accountability

TITLE

This bylaw may be cited as "the Board of Education of School District No.69 (Qualicum) Bylaw and Policy Development and Review Bylaw No.7."

Read a first time the 28th day of November, 2023.

Read a second time this 23rd day of January 2024.

Read a third and final time, passed and adopted this 23rd day of January 2024.

Original signed copy on file

CHAIRPERSON OF THE BOARD

Original signed copy on file

SECRETARY TREASURER

STATUTORY REFERENCES

[School Act](#) : Sections 65(4), 68(1), 68(4), and 85(2)

DATES OF ADOPTION AND AMENDMENTS:

Adopted: January 1999

Amended: December 2002, 2008.05.27, Reviewed 2009.05.26; 2013.02.26; Renumbered 2014.10.28; 2015.08.25; 2020.02.25; **2024.01.23**



REQUEST FOR NEW POLICY DEVELOPMENT OR POLICY REVISION

WORKSHEET

Date _____

Name _____

Address _____

Telephone: _____ E-mail: _____

NEW Policy Topic _____

or

REVISION of Existing Policy # _____

Area of Involvement/Group/Organization

Problem or Issue or Need - Explain why there is a need for a new policy or revision to an existing policy. *(If more space required, please use back of form).*

Signature _____

All fields must be completed. This form may be submitted in person, via mail to the School Board Office, or via email to the Executive Assistant khergt@sd69.bc.ca