

Internal Management By-Laws of the Conseil supérieur de l'éducation

Act respecting the Conseil supérieur de l'éducation

(R.S.Q., c. C-60, s. 10.2)

SECTION I DEFINITIONS

1. The Conseil supérieur de l'éducation (hereinafter called "the Conseil") shall refer to an organization comprised of 22 members appointed by the Government, as well as its established commissions and, where applicable, any committee struck.
2. The Board of the Conseil shall refer to any sitting of the 22 members of the Conseil appointed by the Government.
3. *Repealed*, November 2014.
4. The personnel of the Conseil shall be appointed in accordance with the *Public Service Act* and constitutes its staff.

SECTION II THE CONSEIL

5. **Meetings:** The time and place of statutory meetings of the Board of the Conseil shall be determined by its members.

A special meeting may be convened at any time by the President, or upon request in writing by a minimum of eight members, indicating items for the agenda therein. In the three days following the request, the Secretary General shall send a notice of meeting that shall take place no later than eight days following issuance of the notice.

The Board of the Conseil shall meet no less than eight times per year.

6. **Notice of Meeting:** For each meeting of the Board of the Conseil, the Secretary General shall send to each member by mail, e-mail, or any other means deemed appropriate a notice of meeting at least four days prior to the date of the meeting, stating the date, time and location of the meeting.

The notice of meeting must be accompanied by an agenda. During regular meetings, the Board of the Conseil may consider any item of business raised.

7. Special Meetings: Notwithstanding article 2, the President of the Conseil may, where he or she deems it urgent, shall call a special meeting without adhering to the prescribed schedule. Such convocation of meeting shall require a minimum notice of one clear day, submitted to each of the members by registered or certified mail, e-mail, or any other means. During such a meeting, only the items indicated in the notice may be discussed. However, a special meeting may be used to immediately raise any items not indicated in the notice, provided all standing members of the Board of the Conseil are present and unanimously agree.

8. Quorum: Quorum shall be a majority of the standing members (half plus one).

9. Chairing of Meetings: Meetings shall be chaired by the President of the Conseil or, in his or her absence, by the substitute designated by the President, or, where necessary, by a member nominated at the start of the meeting.

10. Voting on Proposals: In the absence of consensus or unless a secret ballot is requested by one of the members, all proposals shall be resolved by a show of hands.

All proposals shall be adopted by an absolute majority of the members present.

11. The Chair's Vote: The President of the Conseil or his or her designate shall not have a deciding vote, however he or she shall have the same voting rights as any other member of the Board of the Conseil.

12. Establishment of Committees: The Conseil may strike any committee it shall deem useful.

13. Seal: The Conseil shall own a seal bearing its name.

14. Duties of the Secretary General: The holder of this position shall:

- a) record the minutes of meetings of the Conseil in a ledger, to be duly signed either by the President or the Secretary General;
- b) at the request of a member, record in the minutes any minority's opinions or recommendations;
- c) report to the Board of the Conseil any correspondence that falls within its jurisdiction;
- d) archive minutes and any related documents;
- e) ensure that excerpts of the minutes, as well as copies of the resolutions and regulations, be duly certified either by the President or the Secretary General.

SECTION III

THE COMMISSIONS

15. Established commissions: The Conseil shall establish by resolution five commissions, each representing a level or sector of education:

- a) Commission on Preschool and Elementary Education
- b) Commission on Secondary Education
- c) Commission on College Education

- d) Commission on University Education and Research
- e) Commission on Adult Education and Continuing Education

16. Duties: The commissions shall be responsible for advising the Conseil on any matter related to their respective sector of education and prepare, by mandate of Board of the Conseil, briefs that shall thereafter be submitted to the latter for their adoption.

17. Composition: The commissions shall comprise nine to fifteen members, including a chair.

18. Chair: The Board of the Conseil shall appoint one of its members to act as Chair of each commission. Where no member is available, the Board of the Conseil shall designate a member from the commission as an interim Chair. The term of office of the Chair shall be one year and may be renewed.

19. Appointment of Members: The Conseil shall appoint commission members at the last meeting of the Board of the Conseil before the 1st of September, after consultations with stakeholder institutions and organizations in the relevant level or sector of education.

20. Term of Office: The mandate of commission members shall be a maximum of three years; renewable once. All mandates shall expire on the 31st of August of the final year.

21. Vacancy of Office: Any vacancies in commissions shall be filled for the remainder of the mandate. The office of a commission member shall become vacant when the member submits a written resignation or does not attend four consecutive meetings of the commission.

22. Meetings: The commissions of the Conseil shall meet at least four times per year.

SECTION IV

EXECUTIVE COMMITTEE

23. Composition: An Executive Committee shall be constituted, comprised of the President and four members of the Board of the Conseil.

24. Election: The four members of the Executive Committee shall be elected by secret ballot during a majority vote of members present at the first meeting of the Board of the Conseil following the 1st of September.

25. Term of Office: The mandate of the four members elected to the Executive Committee shall be one year, and is renewable.

26. Vacancy of Office: In the event of a vacancy on the Executive Committee, this office shall be filled by a member of the Board of the Conseil elected by secret ballot during a majority vote of members present at the first meeting of the Board following the date of the vacancy.

The vacancy shall be filled for the remainder of the mandate.

27. Vice-Chair: Members of the Executive Committee shall designate its Vice-Chair. His or her role shall be to carry out duties assigned by the President of the Conseil.

28. Functions: The Executive Committee shall:

- a) submit to the President of the Conseil any proposal likely to improve operations;
- b) receive and recommend strategic plans to the Board of the Conseil;
- c) ensure an annual review of the implementation of the strategic plan;
- d) receive the annual management report, pursuant to article 14.1 of the *Act respecting the Conseil supérieur de l'éducation*, and recommend to the Board of the Conseil its submission to the Minister;
- e) review applications submitted to the commissions for merit and representation and make the appropriate recommendations to the Board of the Conseil;
- f) undertake all other duties assigned by resolution of the Board of the Conseil.

SECTION V

REPORT ON THE STATE AND NEEDS OF EDUCATION

29. Selection of Themes: The Board of the Conseil shall determine the theme of each report on the state and needs of education.

30. Mandate: The Board of the Conseil shall determine the mandate for the production of the report and define the terms of its preparation, including participation from the commissions and, where necessary, shall strike a committee to carry out the mandate and appoint a Chair thereto.

SECTION VI

SPECIAL PROVISIONS

31. Relations With the Public: The Board of the Conseil shall determine which meetings, deliberations, procedures or activities shall be open to the public.

As spokesperson for the Conseil, the President is responsible for all public relations, and as such only persons authorized by the President can communicate with the public in the name of the Conseil or act as its representative.

32. Code of Ethics and Professional Conduct:

- a) **Adoption:** The Conseil shall adopt a code of ethics and professional conduct in accordance with the *Act respecting the Ministère du Conseil exécutif* (Québec, 2007, R.S.Q., c. M-30, r. 0.1).
- b) **Commitment:** Members of the Board of the Conseil and its commissions and committees shall be advised of the *Code of Ethics and Professional Conduct of the Conseil supérieur de l'éducation* at the commencement of their function, and shall be required to abide by these standards.

SECTION VII

AMENDMENTS TO THE INTERNAL MANAGEMENT BY-LAWS

33. The Conseil may amend its Internal Management By-laws after submitting a written notification to this effect at the preceding meeting of the Board of the Conseil.

SECTION VIII

COMING INTO FORCE

34. Coming Into Force of the Internal Management By-laws: The Internal Management By-laws shall immediately come into force upon their adoption by the Conseil.

35. Coming Into Force of Amendments to the Internal Management By-laws: All amendments to the Internal Management By-laws shall come into force at the time of their adoption, unless otherwise decided by the Conseil.

Adopted on November 28, 2014 by the Conseil supérieur de l'éducation.

These Internal Management By-laws replace R.S.Q., 1981, c. C-60, r. 10 and r. 3.1.

Previous Versions: Version adopted on June 8, 2007 by the Conseil.
 Amended on September 22, 1971 by Order in Council 3261 and published in the
 Gazette officielle, page 7419.
 By Order in Council 1740-65, September 8, 1965,