

## Internal By-Law of the Conseil supérieur de l'éducation

*Act respecting the Conseil supérieur de l'éducation (R.S.Q., c. C-60, s. 10.2)*

### DIVISION I

#### DEFINITIONS AND GENERAL PROVISIONS

1. The Conseil supérieur de l'éducation (hereinafter called "the Conseil") refers to a body consisting of 22 members appointed by the Government of Québec as well as its established commissions and, where applicable, any committee struck.
2. The Council refers to any sitting of the 22 members of the Conseil appointed by the Government.
3. The *Act respecting the Conseil supérieur de l'éducation* attaches to the Conseil an advisory committee on the financial accessibility of education (ACFAE). In accordance to article 23.6 of the Act, the ACFAE may adopt internal management by-laws, which it shall submit to the Conseil for approval.
4. The personnel of the Conseil is appointed in accordance with the *Public Service Act* and constitute the staff of the Conseil.

### DIVISION II

#### THE CONSEIL

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

A special session may be convened at any time by the President. A special session may also be requested in writing by a minimum of eight members, indicating therein any matters for the agenda. In the three days following the request, the Secretary General shall provide notice of convocation for this special session, which shall take place no later than eight days following the notice.

The Council shall sit no less than eight times per year.

6. **Notice of Convocation:** For each sitting of the Council, no later than four days before the meeting is to be held, the Secretary General shall send notice of convocation to each member by mail, e-mail, or any other means deemed appropriate, indicating the place, date and time of the meeting.

This notice of convocation shall be accompanied by an agenda. During regular meetings, the Council may consider any matter submitted to it.

**7. Special Meetings:** Notwithstanding article 2, the President of the Conseil may, where he or she deems urgent, call a special meeting without adhering to the prescribed schedule. Notice of convocation for such meetings must be submitted by registered or certified mail, by e-mail, or by any other means to each of the members with one clear day's notice. During the meeting, only the items indicated in the notice may be addressed. However, any special meeting may be used to immediately raise any matters not indicated in the notice of convocation, provided all standing members of the Council are present and unanimously agree.

**8. Quorum:** Quorum for meetings shall be half of the standing members, plus one.

**9. Chairing Meetings:** Meetings are chaired by the President of the Conseil or, in his or her absence, by the President's alternate, 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 alternate shall not have a deciding vote, yet he or she shall have the same voting rights as any other member of the Council.

**12. Establishment of Committees:** The Conseil may establish any committee it deems useful.

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

**14. Duties of the Secretary General:** The person bearing this title must:

- a) record in a ledger the minutes of meetings of the Conseil, 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 Council, any correspondence pertaining to the activities of the Conseil;
- d) archive minutes and any documents related to them;
- e) ensure that excerpts of the minutes, as well as copies of the resolutions and regulations, are certified, either by the President or the Secretary General.

### **DIVISION III COMMISSIONS**

**15. Established commissions:** The Conseil shall establish by resolution five commissions 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 advise the Conseil on any matter related to their sector of activity and prepare, by mandate of the Council, briefs that shall thereafter be submitted to the latter for their adoption.

**17. Composition:** Commissions shall comprise nine to fifteen members, including a chairperson.

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

**19. Appointment of Members:** Commission members shall be appointed by the Conseil at the last meeting of the Council before the first day of September, after consultations with stakeholder institutions and organizations in the relevant education level or sector.

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

**21. Vacancy of Office:** All vacancies in any commission shall be filled for the remainder of the member's mandate. The office of a commission member shall become vacant where the member resigns in writing or does not attend four consecutive meetings of the commission of which he or she is a member.

**22. Meetings:** The commissions of the Conseil shall sit no less than four times per year.

#### DIVISION IV EXECUTIVE COMMITTEE

**23. Composition:** An executive committee shall be established, comprised of the President of the Conseil and four members of the Council.

**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 Council following the first day 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:** Should there be a vacancy in the Executive Committee, this office shall be filled by a member of the Council elected by secret ballot during a majority vote of members present at the first meeting of the Council 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 a Vice-Chair. His or her role shall to be carry out the mandate assigned by the President of the Conseil.

**28. Functions:** The Executive Committee may:

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

## **DIVISION V**

### **REPORT ON THE STATE AND NEEDS OF EDUCATION**

**29. Selection of Themes:** The Council shall determine the theme of the report on the state and needs of education.

**30. Mandate:** The Council shall determine the mandate of the report and shall specify the terms of its preparation, including participation from the commissions and, where necessary, shall strike a committee for the fulfilment of the mandate and appoint a person as Chair.

## **DIVISION VI**

### **SPECIAL PROVISIONS**

**31. Public Relations:** The Council shall determine which meetings, deliberations, procedures or activities shall be open to the public.

As spokesperson, only the President shall be responsible for all public relations for the Conseil; thus only those authorized by the President may communicate with the public in the name of the Conseil or act as its representative.

### **32. STANDARDS OF ETHICS AND PROFESSIONAL CONDUCT:**

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

**DIVISION VII**  
AMENDMENTS TO THE INTERNAL BY-LAW

**33.** The Conseil may adopt amendments to its *Internal By-law* after submitting, in writing, a notification to this effect during the preceding meeting.

**DIVISION VIII**  
COMING INTO FORCE

**34. Coming Into Force of the Internal By-law:** The Internal By-law shall immediately come into force upon its adoption by the Conseil.

**35. Coming Into Force of Amendments to the Internal By-law:** All amendments to the Internal By-law shall come into force as of its adoption, unless the Conseil shall deem otherwise.

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Adopted on the 8<sup>th</sup> of June, 2007 by the Conseil supérieur de l'éducation.

This Internal By-law replaces R.R.Q., 1981, c. C-60, r. 10 and r. 3.1.

Previous Versions:   Order in Council 1740-65, 8 September 1965  
                          Amended 22 September 1971 by Order in Council 3261 and published in the  
                          *Gazette officielle*.