



## **REGULATIONS**

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| <b>SUBJECT:      Agenda Review Committee Terms of Reference</b> |
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1. The purpose of the Agenda Review Committee is to set the Board Agenda in accordance with the LKDSB Procedural By-laws.
2. The Agenda Review Committee will be comprised of the Chair of the Board, Vice-Chair of the Board, Director of Education and Executive Assistant to the Director of Education and Board.
3. The Agenda Review Committee members will meet no later than the Wednesday prior to the Regularly scheduled Board Meeting at a mutually agreed upon time.
4. The Committee will meet using the most convenient and efficient means for all parties involved (e.g. via teleconference, video conference or face to face).
5. A draft Board Agenda will be emailed to the Agenda Review Committee members before the mutually agreed upon time of the meeting.
6. As per the LKDSB Procedural By-laws, Agenda Review Committee members will review all requests from persons or community groups to delegate to the Board that are received seven working days prior to the Board Meeting. The person or community group shall indicate the matter or issue they wish to speak to and provide an electronic or printed copy of the presentation with their request. The Agenda Review Committee members will determine if the request will be placed on the Board Agenda (Public or Private Session). The Executive Assistant will communicate the Committee's decision to the requester(s).
7. The Chair of the Board shall conduct the meeting while being conscious of the duration of the meeting, concerns from Trustees, Administration and Memoranda from the Ministry of Education.

Implementation Date:    November 28, 2017

Reference:                LKDSB Board Procedural By-Laws, LKDSB Policy *LKDSB Board Committees*