

## **Saskatchewan Rivers School Division No. 119 Policy Manual**

**Policy Name:** **Manual of Procedure**  
**Policy Type:** **Board of Education Governance and Operations**  
Number: 2050  
Date Approved: November 28, 2005  
Legal Reference: *The Education Act, 1995*; Section 104

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The Director of Education shall prepare a Manual of Procedure governing the transaction of Board of Education business, the conduct of meetings, and general organization and functioning of the Board, and shall submit such Manual of Procedure to the Board for its consideration and approval.

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### **ADMINISTRATIVE PROCEDURES**

1.     The Director of Education shall acquaint new trustees with the Manual of Procedure and its content.
2.     Normally, amendments to the Manual of Procedure shall be made at the Organizational Meeting.
3.     The Manual of Procedure shall be provided to:
  - Each Board Trustee
  - Director of Education
  - Superintendents of Schools
  - Superintendent of Business Administration
  - Superintendent of Facilities
  - Superintendent of Human Resources
  - Human Resources Administrator
  - Executive Assistant
  - Ministry of Education
  - Others as approved by the Director of Education.