



(Via e-mail)

February 9, 2015

To: Board Chairs
Zone Chairs

Dear Board/Zone Chair:

RE: BYLAW AMENDMENTS AND PROPOSED POLICY POSITIONS

Processes for addressing the business of the Association are outlined in the Association's bylaws and Board of Directors' governance policies and include the following:

1. The ASBA's annual budget and proposed bylaw amendments are determined by the membership at Spring General Meetings; and
2. Proposed Association policies and elections (as required) are discussed at Fall General Meetings.

Association bylaws: proposed amendments (deadline: March 27, 2015)

As you may know, the ASBA bylaws were recently reviewed in their entirety in 2013 by the Bylaws Review committee, comprised of members of the Policy Development Advisory Committee (PDAC) as well as representatives appointed at large.

Presentation, discussion, and receipt of input on the proposed bylaw amendments occurred at each Zone meeting in March 2013, and were approved by the membership at the 2013 Spring General Meeting.

Boards may submit any proposed amendments to the bylaws by March 27, 2015, via email, to Heather Tkachuk (htkachuk@asba.ab.ca). The current ASBA bylaws can be found on the [ASBA website](#).

Any proposed amendments to the bylaws, along with the proposed ASBA budget for 2015-16, will be included in the *Budget & Bylaws Bulletin*, which will be emailed to boards on or before April 1, 2015.

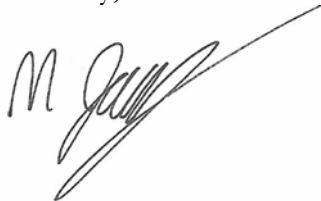
Association policy: development process (deadline: May 22, 2015)

- ♦ Boards are encouraged to identify matters on which ASBA policy is required and forward these to their Zone.
 - When identifying possible policy positions, please review the policies in the current [ASBA Governance Handbook](#) as the matter identified may already be addressed in the *Handbook*.
 - You may choose to identify new policy positions, or propose amendments, reaffirmations or deletions of existing policy positions.
 - The provision of background information, based on research to support proposed policy positions, is helpful.
- ♦ Each Zone may submit a maximum of three proposals (a maximum of six proposals from Zone 2/3) by email to Heather Tkachuk (htkachuk@asba.ab.ca) by May 22, 2015.
- ♦ The Policy Development Advisory Committee will develop draft policy positions from the submissions.
- ♦ The draft policy positions will be circulated back to Zones for review and response in the fall.
- ♦ This input will then be used to develop the final wording of the proposed policy positions that will be presented for consideration at the Fall General Meeting in November.

A document outlining the ASBA policy, bylaws and budget processes and timelines for bringing matters to 2015 SGM and FGM is appended as supplemental information.

Please feel free to contact me with any questions regarding the policy or bylaw processes at mjanz@asba.ab.ca, or Heather Tkachuk at 780.451.7125 / htkachuk@asba.ab.ca.

Sincerely,



Michael Janz
Chair, ASBA Policy Development Advisory Committee

cc: Superintendents
Secretary-Treasurers

Encl.

ASBA Budget, Bylaws and Policy Processes – 2015

SPRING GENERAL MEETING (Budget and Bylaws)		FALL GENERAL MEETING (Policy Positions)	
January 2015	ASBA call for bylaw amendments letter sent to all Board Chairs, Zone Chairs	January 2015	ASBA call for proposed policy positions letter sent to all Board Chairs, Zone Chairs
<u>March 27, 2015</u>	Deadline for Boards to submit proposed bylaw amendments to ASBA <i>Please submit via e-mail to: htkachuk@asba.ab.ca</i>	March-April 2015	Boards submit proposed policy positions for FGM 2015 to zones; timelines and process at zones' discretion
April 1, 2015	Budget and Bylaws Bulletin sent to all member boards <i>As per bylaw requirement of 60 days prior to SGM</i>	April-May 2015	Zones to identify a maximum of three proposed policy positions to be submitted to the ASBA Board of Directors for consideration for the FGM (Zone 2/3 – maximum of six)
April-May 2015	ASBA budget presented to zones	<u>May 22, 2015</u>	Deadline for Zones to submit a maximum of three proposed policy positions to ASBA for FGM (Zone 2/3 – maximum of six) <i>Please submit via e-mail to: htkachuk@asba.ab.ca</i>
<u>May 1, 2015</u>	Deadline for Boards to submit any proposed emergent policies to ASBA for SGM <i>Please submit via e-mail to: htkachuk@asba.ab.ca</i>	May 31, 2015	ASBA Policy Development Advisory Committee (PDAC) reviews proposed policy positions submitted and determines wording of proposed policy positions to be presented to the Board of Directors
June 1, 2015	Call to order SGM: ASBA business session	Summer 2015	ASBA staff review proposed policy positions
		September 2015	ASBA circulates draft proposed policy positions to boards/zones to ensure intent reflected and background sufficient and clear
		Fall 2015	Zones discuss proposed policy positions and submit any suggested wording changes or further background information required <i>Please submit via e-mail to: htkachuk@asba.ab.ca</i>

ASBA Budget, Bylaws and Policy Processes – 2015

FALL GENERAL MEETING (Policy Positions) <i>continued</i>	
October 2015	ASBA Policy Development Advisory Committee (PDAC) meets to refine proposed policy positions based on feedback from zones and present final wording to Board of Directors ASBA Board of Directors determines proposed policy positions for presentation to the membership at the 2015 FGM
<u>October 16, 2015</u>	Deadline for Boards to submit proposed emergent policies to ASBA for the FGM <i>Please submit via e-mail to: btkachuk@asba.ab.ca</i>
October 23, 2015	Policies Bulletin sent to all member boards <i>As per bylaw requirement of 21 days prior to FGM</i>
November 16, 2015	Call to order FGM: ASBA business session