By-Law Name	MEETINGS OF THE EXECUTIVE COMMITTEE
Reference Number	B004
Adoption	1998-09-30
Historical Amendments	Amended 2022-04-26 by Resolution ETSB 22-04-57 Amended 2026-09-22 by Resolution ETSB 26-09-02
Next Review Date	Every five (5) years, or sooner if legislative or ministerial changes impact it
Related Documents	N/A
Authority	Council of Commissioners Secretariat General

1. According to the established schedule, regular Eastern Townships School Board (ETSB) Executive Committee meetings will be held on the Fourth Tuesday of each month of the school year at 6:00 pm at the ETSB Administrative Building situated at 340, Saint-Jean-Bosco Street, Magog (EA, ss. 162, 182);

2. Extraordinary Executive Committee meetings may be convened by the Chairperson or two (2) members of the Executive Committee by a forty-eight-hour (48h) notice sent by the Secretary General to each member of the Executive Committee. The Secretary General gives a forty-eight hour (48h) public notice as well. However, no publication in a newspaper is required (EA, s. 163);

3. Notice of extraordinary meetings must indicate the time, the date, the location and the purpose or topic of the meeting. At a special meeting, only the matters mentioned in the notice calling the meeting may be dealt with and decided, unless all the commissioners of the executive committee are present at the special meeting and decide otherwise. (EA, ss. 163-164, 182);

4. The presence of a member constitutes a waiver of notice of the meeting unless they attend the meeting in order to object to holding the meeting (EA, s. 165);

5. A majority of the members in office entitled to vote constitutes a quorum of the executive committee (EA, ss. 160, 182);

6. Members of the Executive Committee may participate in a meeting by any means that allows those participating in or attending the meeting to communicate directly with each other. A member of the Executive Committee who participates in a meeting through such means is deemed to be present at the meeting and forms part of the quorum. At least one member of the Executive Committee or the Director General must be physically present at the meeting's location (EA, s. 169).