

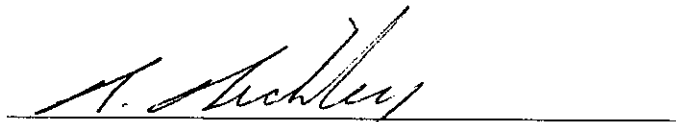
APPRENTICESHIP AND INDUSTRY TRAINING ACT

ALBERTA APPRENTICESHIP AND INDUSTRY TRAINING BOARD

BYLAWS

The Alberta Apprenticeship and Industry Training Board, pursuant to section 4(1) of the *Apprenticeship and Industry Training Act*, hereby makes the Alberta Apprenticeship and Industry Training Board Bylaws in the attached Appendix.

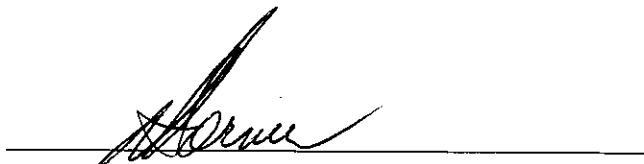
Dated at Edmonton, Alberta on *February 1,* 2008.



Chair
Alberta Apprenticeship and Industry Training Board

I, Doug Horner, Minister of Advanced Education and Technology, pursuant to section 4(1) of the *Apprenticeship and Industry Training Act*, hereby approve the Alberta Apprenticeship and Industry Training Board Bylaws in the attached Appendix.

Dated at Edmonton, Alberta on *February 25,* 2008.



Minister of Advanced Education and Technology

BYLAWS OF THE ALBERTA APPRENTICESHIP AND INDUSTRY TRAINING BOARD

February 2008

Purpose and Function of the Board

1. The Alberta Apprenticeship and Industry Training Board (the Board) may, for the purpose of addressing the functions of the Board described in section 3(1) of the Apprenticeship and Industry Training Act (the Act), conduct its business through:
 - (a) regular meetings, special meetings, subcommittee meetings, and meetings held through electronic media; and
 - (b) any other means as may be approved from time to time by the members of the Board.
2. The Board shall be operated without purpose of monetary gain of its members.

Membership

3. Board membership

Members of the Board will consist of all members appointed to the Board by the Lieutenant Governor in Council in accordance with section 2(2) of the Act.

4. Nominations for Membership

All nominations for membership will be reviewed according to Alberta Advanced Education and Technology's policy on Alberta Apprenticeship and Industry Training Board Nominations.

5. Resignation from Membership

Any member may resign from the Board by giving written notice to the Minister through the Chair of the Board.

6. Vacant Positions

Where a vacancy occurs on the Board, the Chair of the Board shall request that the Executive Secretary begin the process for filling the vacancy.

7. Members in Good Standing

Those members who regularly attend meetings shall be considered members in good standing.

8. Removal from Membership

Members

- (a) who are absent from regularly scheduled meetings without acceptable reason, or
 - (b) for any just cause,
- may be asked to resign.

In such circumstances and on a motion of the Board supported by two-thirds of all the members then holding office, a recommendation to terminate membership will be sent to the Minister. This motion shall not be subject to bylaw 35.

9. Register of Members

Advanced Education and Technology (the Department) will maintain a register of members of the Board.

Duties of Chair

10. The Chair shall

- (a) at all times exercise his or her duties in such a manner as to ensure neutrality of the chair and thus safeguard the balance between employer and employee interests,
- (b) be responsible for safeguarding debates by ensuring a fair and equitable discussion of the issues,
- (c) be responsible for the overall supervision and administration of the affairs of the Board,
- (d) in consultation with the Executive Secretary, prepare agendas for meetings of the Board.

Duties of Executive Director

11. Executive Secretary

- (a) The Executive Director of Apprenticeship and Industry Training is the Executive Secretary to the Board.
- (b) The role of the Executive Secretary is to ensure the provision of administrative support and other services that are reasonably required to enable the Board to carry out its duties under the Act.

Meetings

12. Members

All members will receive notices of, and be invited to attend and participate at, all meetings of the Board.

13. Board Meetings

The Board will normally meet 8 times in each calendar year.

14. Advisors

The Chair may invite any person who has special, technical, or other knowledge that would assist the Board in its duties, to attend meetings of the Board.

15. Confidentiality and In Camera Sessions

All department files placed before the Board relating to the training and certification of persons engaged in the work of the trade, will be held in confidence.

The Chair may conduct a meeting or any portion of a meeting in camera and require all persons who are not members of the Board, including the Executive Secretary and support staff, to leave the meeting.

16. Notice for Meetings and Agenda

All regular meetings shall be called or cancelled by the Chair of the Board in consultation with Board Members and Executive Secretary.

Notice of a regular meeting including the date, time, place, and agenda for the meeting shall be sent to all members by pre-paid mail, courier, facsimile machine or email prior to the scheduled date for the meeting.

17. Notice for Certain Agenda Items

The following items cannot be considered at a meeting unless notice is given to Board Members at least two weeks prior to the Board meeting at which the item will be considered:

- (a) amendments to the bylaws;
- (b) adoption of, and changes to, terms of reference of standing committees;
- (c) renewing, amending, or rescinding of a previously considered motion;
- (d) recommendation for the removal of persons from membership;

This bylaw is subject to bylaw 35.

18. Motions from Members

A motion from a member of the Board received by the Executive Secretary at least two weeks before the scheduled date of a regular meeting shall be included in the agenda for that meeting, provided that such motion relates to new business.

19. Additions to the Circulated Agenda

With the exception of items listed in bylaw 17, items not included on the circulated agenda may be added to the agenda by moving an amendment to the agenda prior to the agenda being approved. Such approval shall require a majority of votes cast.

20. Additions to the Approved Agenda

With the exception of items listed in bylaw 17, items of urgent business not included in the agenda approved at a meeting may be added to the agenda at any time in the meeting with unanimous consent of the members present at that meeting.

21. Standing Agenda Items

Except at special meetings the following shall be standing agenda items:

- (a) the minutes of the previous meeting complete with a report of actions taken on behalf of the Board since the last meeting;
- (b) a report of the activities of all Provincial Apprenticeship Committees (PACs), as reflected through PAC minutes submitted since the last meeting of the Board;
- (c) a report by the Executive Director;
- (d) a report by the Chair of the Board;
- (e) reports from all of the Board's Standing Committees; and
- (f) reports from all Board Members.

22. Special Meetings

Special meetings shall be called by the Chair on the request of:

- (a) the Minister; or
- (b) a majority of the members then holding office.

Special meetings may be scheduled as soon as it is possible to advise members of the date, time, place, and agenda for the meeting, allowing for the notice period required by bylaw 18. No additional items may be added to the agenda circulated for a special meeting.

23. Meetings Via Electronic Means

The business of the Board may be conducted by a telephone or video conference call in accordance with the rules of order referred to in bylaw 37.

24. Quorum

In accordance with section 4(2) of the Act, a quorum for all meetings of the Board is a majority of members then holding office. [Note also bylaw 35(f)]

25. Balloting/Voting Through Mail Or by Electronic Means

If approved in advance by the Board, the business of the Board may be decided by mail or any form of electronic balloting provided that:

- (a) the precise form of the question to be decided together with any supportive documentation is circulated at least twenty four hours before the ballot is to be taken;
- (b) a majority of members then holding office cast their ballots; and
- (c) the ballot does not infringe on any regulations pertaining to the functioning of the Alberta apprenticeship and industry training system.

26. Approval of Minutes

The minutes of the Board shall be distributed to members prior to the next regular Board meeting. The minutes shall be approved by a majority of votes cast at the Board meeting.

Committees

27. Committees

Committees of the Board may be established by a motion of the Board. Motions to establish committees must include terms of reference in accordance with bylaw 28. These terms of reference may be subsequently amended by a motion of the Board.

28. Terms of Reference for all Committees

Terms of Reference for all committees shall include the following:

- (a) the type of committee (standing, special, ad hoc, etc.);
- (b) the overall purpose including goals and tasks;
- (c) any specific directives or authority;
- (d) membership of the committee;
- (e) resources assigned by the Executive Secretary to the committee; and
- (f) unless the committee is a standing committee, the terms of office for members and the expiry date for the committee.

Chair

29. Authority for the Appointment of a Chair

The Chair of the Board is appointed by the Lieutenant Governor in Council in accordance with the requirements of the Act.

30. Recommendation for Removal from Office

A recommendation for removal of the Chair from office shall be forwarded to the Minister when a motion requesting removal is approved by a two-thirds majority of Board members then holding office. Voting on such a motion shall take place only in accordance with bylaw 17 and after the Chair has been invited to make a statement to the Board.

Acting Chair

31. Authority for the Appointment of an Acting Chair

In accordance with the Act, the Lieutenant Governor in Council may designate one or more members of the Board to act in the place of the Chair when he or she is absent or is otherwise unable to carry out the duties of the Chair.

32. Removal from Office

A recommendation for rescinding the designation of the person to act for the Chair shall be forwarded to the Minister when such a motion is approved by a two-thirds majority of Board members then holding office. Voting on such a motion shall take place only in accordance with bylaw 17 and after the member designated to act for the Chair has been invited to make a statement to the Board.

Voting Matters

33. Voting Rights

- (a) Each member except the Chair shall have a vote on all issues before the Board.
- (b) Where an issue is being decided at a meeting of the Board, members must be present at the meeting, in person or through electronic means, to be eligible to vote.

34. Voting by Chair

The Chair may vote only in the event of a tie vote.

35. Motions

- (a) A motion dealing with new business, but which is not administrative or procedural in nature, shall normally receive three readings at separate meetings.
- (b) When a motion is first presented it shall be voted upon and if the motion passes, it will move to second reading.
- (c) A motion that has been read and passed at second reading will move to third reading.
- (d) Notwithstanding 35 (a), a motion:
 - (i) that has received unanimous support for first reading by all members present, may also receive second reading at that meeting.
 - (ii) that has received unanimous support for second reading by all members present, may also receive third reading at that meeting.
 - (iii) may receive first, second and third readings at one meeting if the requirements of the preceding 35 d (i) and (ii) are met.
- (e) When a motion is presented for second or third reading it shall be voted upon after members present at the meeting have had the opportunity for debate. Motions at second and third reading may be limited in debate, postponed, referred to a committee or other body, amended, reconsidered, or repealed, as appropriate under the Board's rules of order as named in section 37. [*see appendix 1*]
- (f) In order for any motions to be voted on at a meeting, the quorum, as described in by-law 24, must be comprised of at least one member representing the interests of employers and one member representing the interests of employees.

Signing Authority

36. The Chair and the Executive Secretary or designate have signing authority for the purpose of conducting the business of the Board.

Rules of Order

37. *Roberts Rules of Order Newly Revised, 10th Edition*, shall govern the Board in all procedural matters not contained in the Act, Regulations and in these Bylaws.

Amendments

38. Amendments to Bylaws

Notwithstanding bylaw 35, and subject to bylaw 17, these bylaws may be amended by approval of a motion by a two-thirds majority of votes cast at a meeting of the Board, provided that such amendments shall not be enacted or in force until approval has been obtained from the Minister.

39. Repeal

The Alberta Apprenticeship and Industry Training Board Bylaws, approved June 8, 1994, are repealed.