

# Operating Procedure Governing Style

## Guiding Principles

The authority of the Trustee is invested only in the Board not in the individual.

## Process for Handling Issues for the Public

1. If Trustees wish more information on any issues, regardless of meeting dates, they may contact any member of the Executive Committee.
2. Trustees may receive contact, from time to time, from individuals in the community. When this occurs, the following process is encouraged:
  - a) Refer the citizen to the appropriate manager for the issue (i.e., school Principal, General Manager of the Northwestern Ontario Student Services Consortium, etc.) being mindful of established reporting structures.
  - b) Employees should be referred to their appropriate supervisor.
  - c) The Trustee may call the Director of Education on behalf of the citizen who will then investigate or delegate the matter appropriately.
  - d) The Trustee may contact the Chair or Vice-Chair of the Board, particularly on matters that may require policy revision and are not operational or administrative in nature.

*All Stakeholders Create a Culture of Learning so that Students Come First*