



**SCHOOL ADVISORY COUNCIL
BYLAWS**

September 2016

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MISSION

The mission of the School Advisory Council at Elkhorn Public School is as follows:

“The School Advisory Council at Elkhorn, in partnership with the school community, is dedicated to providing the best learning environment, enabling all students to reach their full potential.”

PURPOSE

The purpose of Elkhorn Public School Advisory Council (herein referred to as *the Council*) is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents.

The *Council's* primary means of achieving its purpose, is by making recommendations in accordance with *O. Reg. 612/00: School Councils and Parent Involvement Committees* under *Education Act 1990* to the principal of Elkhorn Public School (herein referred to as *the school*) and the Toronto District School Board (herein referred to as *TDSB*).

O. Reg. 612/00 sets out the mandate and roles and responsibilities for school councils. In effect, the regulation serves as the constitution for the SAC.

These *Council* by-laws (herein referred to as by-laws) serve as governance for the conduct of the *Council's* affairs and as framework to help the *Council* work effectively.

In the event that any provision of these *by-laws* conflict with the provisions of the regulation, *O. Reg. 612/00* takes precedence.

COUNCIL MEMBERSHIP

Council membership shall comprise of

- i. At minimum, ten (10) parent members.
- ii. The principal of *the school*.
- iii. One (1) teacher, by election, who is employed at *the school*.
- iv. One (1) person, by election, who is employed at *the school* other than the principal, vice-principal or any other teacher.
- v. One (1) person living in the school community may be appointed by *the Council* as a community representative member.

All council members should sign a form acknowledging they have reviewed, and understand, the Elkhorn SAC by- laws on an annual basis after their election for the new school year.

Each Council member should lead or coordinate one event within the school year under the guidance of the Chair; a member should be involved with the school; decision-making should not be their sole purpose.

PARENT MEMBERS

A person is qualified to be a parent member of *the Council* if he or she is a parent or guardian of a child enrolled at *the school*. Parent members are voting members of *the Council* who:

- may participate on any committees established by *the Council* and contribute to the discussions of *the Council*.
- are required to observe *the Council's* code of ethics and these by-laws when participating in *the Council*.

SCHOOL PRINCIPAL

The school principal must be a member of *the Council*, as he or she is an important link between *the Council* and *the school*. The principal is not a voting member of *the Council*. The principal's role and responsibilities include the following:

- prompt distribution of material identified by the Ministry of Education to *Council* members and posting of the material in a school location accessible to parents;
- act as a resource to *the Council* on laws, regulations, and board policies;
- attend all *Council* meetings, unless this responsibility has been delegated to the vice-principal if and where applicable;
- consider each recommendation made by *the Council* and returning to *the Council* with the action taken in response to the recommendation;
- solicit views on matters pertaining to the establishment or amendment of school policies and guidelines relating to student achievement and accountability of the education system to parents, and communicating those plans to the parents;
- optional participation on committees established by *the Council*; and
- solicit the views of *the Council* on any matter; and observing *the Council's* code of ethics and these by-laws.

SCHOOL STAFF REPRESENTATIVES

School staff representatives are voting members who:

- contribute to the discussions of *the Council*;
- solicit views from their staff groups to share with *the Council*;
- may participate on committees established by *the Council*;
- communicate information back to their staff groups;
- observe the *Council's* code of ethics and these by-laws.

CHAIR/CO-CHAIRS

The Chair or Co-Chairs (at any given time, there can be up to two Co-Chairs, and if there are two Co-Chairs then any reference in these by-laws to "Chair" will be interpreted to mean either Co-Chair) of *the Council* is an executive officer of *the Council* and is elected by *the Council* members. The Chair must be a parent of a student enrolled at the school and also a person who is not employed by the *TDSB*. The Chair is a voting member who performs the same duties as other Council members, in addition to performing duties which include,

- make arrangements for meetings;
- prepare meeting agendas;
- chair *the Council* meetings;
- ensure that minutes of *the Council* meetings are recorded and maintained;
- facilitate the resolution of conflict;
- participate as ex-officio members of all committees established by *the Council*;
- communicate with the school principal on behalf of *the Council*;
- act as signing authority on *the Council* bank account; and
- attend *the Council* meetings.

TREASURER

The Treasurer of *the Council* is an executive officer of *the Council*. The Treasurer is a voting member who performs the same duties as other Council members, in addition to performing duties which include,

- ensure that *the Council* funds are kept separate from personal funds;
- ensure that proper accounting records are maintained for all revenues and expenses;
- arrange for payment of *the Council's* expenses and deposits of *the Council* revenues;
- monitor the status of the funds on a monthly basis by preparing and keeping current a cash flow report, reconciling the report with the bank statement and preparing budget reports;
- report the status of the funds to *the Council* members at each Council meeting;
- ensure that any investments of surplus funds not immediately required are under the name of *the Council* referencing the school and *TDSB*; controlled through *the Council* Treasurer;
- invest for no longer than one year;
- invest non-risk investments (Canada Savings Bond, term deposit, G.I.C.);
- act as signing authority on *the Council's* bank account; and
- attend *the Council* meetings.

SECRETARY

The Secretary is an executive officer of *the Council*. The Secretary is a voting member who performs the same duties as other Council members, in addition to performing duties which include,

- record of *the Council* meeting minutes;
- prepare and provide an electronic copy of draft meeting minutes to the members of *the Council* in attendance at such meeting at least seven (7) days prior to the upcoming Council meeting and receive any comments from members that were in attendance on such draft minutes;

- distribute and post meeting minutes 7 days after approval at Council the council meeting;
- file a copy of approved meeting minutes in the school office for examination by anyone without charge.
- maintain council website including the posting of meeting minutes, maintaining the calendar of events, etc.
- maintain SAC documents regarding by-laws, policies and procedures.
- maintain current member listing with current contact information.

COMMUNITY REPRESENTATIVE

The Council may at any given time vote to appoint one (1) interested community representative. The community representative is a voting member who:

- contributes to the discussions of *the Council*;
- represents the community's perspective;
- may participate on committees established by *the Council*;
- help build partnerships and links between the school and the community; and
- observes *the Council* code of ethics and these by-laws.

ELECTION PROCEDURES

According to *O. Reg. 612/00*, elections must take place at the same time each year – within the first 30 days of each school year. They may not take place in May or June. While this approach may seem logical for a sense of continuity, the risk of excluding new parents from the process is too great. Since September is a busy time for parents and educators, the elections plan below shows the timelines leading up to election.

NOMINATIONS

For the election to each executive position, the person conducting the running of the election shall ask for nominations for that position. The Council will solicit parents and guardians from the general school population and existing Council members for nominations.

- An election candidate must declare if they are employed by the *TDSB*.
- If there are no nominees for a position at the meeting scheduled for the election, the election for that position only will be deferred for one month for an active search for a new candidate.

VOTING AND ACCLAMATION

For each executive position, a member of *the Council* may be re-elected or re-acclaimed for two consecutive terms (e.g. two school years), after which at least one school year must elapse before they may be elected or acclaimed for the same executive position.

If there is only one nominee, the person running the election may ask "any objections". If there are no objections, that person will be declared acclaimed. If there are objections, the person conducting the election shall ask one more time for nominations. If there are no additional nominations the person conducting the election will call for a vote. If the majority of parent members vote for the contested candidate, that candidate will be declared elected.

Removal of *the Council* or Committee Members:

In the event that an elected member of the School Council executive committee is not able to attend two consecutive School Council meetings for any reason whatsoever (e.g. illness etc.) or does not perform the duties of their elected position, a motion may be brought to the School Council to vacate that position and appoint another interested parent member to serve the remainder of the term.

Conditions for Removal:

A member of *the Council* or any committee may be removed for any one of the following:

- Failing to abide by the Code of Ethics.
- Failing to disclose a conflict of interest.
- Consistently behaving in a rude or disruptive manner.
- Refusing to comply with *the Council* rules or procedures.
- Failing to attend seventy percent (70%) of the meetings held within the school year in which case, the Chair will approach the member to determine if the member's interest in Council still exists.

Removal of a Committee or Council Member by Council:

The Council may remove a Council or Committee Member by means of a resolution passed by sixty-six percent (66%) of the votes cast at a meeting. The person in question shall be given the reason for proposed removal from *the Council* at least five (5) days prior to a meeting, where this person shall have an opportunity to be heard by *the Council*. If *the Council* finds that there are grounds for removal of said person under the provisions of this by-law, *the Council* may remove this person from the Council or Committee.

TIMELINES FOR THE COUNCIL ELECTION

May/June

The current Council will establish a Council Election Committee, to handle the Council election of parent members. The co-chairs must forward election information package (Council Election of Parent Representatives) to the principal well in advance of the election.

The committee should have representation from parents, teaching staff, non-teaching staff, students (if applicable) and community representatives.

The appearance of conflict of interest can be avoided, by establishing an election committee composed of two (2) individuals who will not be standing for election the following year but may be general Council members; the Executive cannot be on the election committee.

Mid-August

In the welcome-back-to-school package, the principal includes in the school mailing *the Council* Election of Parent Representatives which includes election forms, deadline for submitting nominations to the school, who is eligible, the election date and other election information.

Early September

With the help of the Election Committee, the principal of a school shall, at least 14 days before the date of the election of parent members, on behalf of *the Council*, give written notice of the date, time and location of the election to every parent of a pupil who, on the date the notice is given, is enrolled in the school.

Early to mid-September

A list of parent nominees with brief biographies is published on the school's website, e-mailed out via the e-newsletter or sent home, with a reminder of the election date and information on the election process.

Each parent/guardian seeking election must be nominated in writing, must have a child registered at the school and must declare if he or she is employed by the school board.

An election of parent members of *the Council* shall be held during the first 30 calendar days of each school year, on a date that is fixed by the chair or co-chairs of the SAC after consulting with the principal of the school.

Late September to early October

The first meeting of the new Council takes place and meeting dates, times and locations for the upcoming year are determined. (The first meeting of the new Council must take place within thirty-five (35) days of the start of school year in September.

The names of the new Council members are publicized to the school community within thirty (30) days of the election, as are the dates, times and locations of future meetings.

The election committee shall:

- provide nomination forms;
- ensure that the school community is notified of election procedures and election date(s), location, and time, at least fourteen days in advance of the election;
- request a profile from all candidates and make these available to the electorate;
- conduct the elections by secret paper ballot;
- count the ballots (candidates may observe ballot counting);
- help the principal notify all candidates of the results; and
- keep all results and related information confidential.

TERM OF OFFICE

A person elected or appointed as a member of *the Council* holds office from the later of, the date he or she is elected or appointed; and the date of the first meeting of the SAC after the elections held at the beginning of the school year, until the date of the first meeting of the SAC after the elections held at the beginning of the next school year. A member of *the Council* may be re-elected or reappointed.

VACANCIES

- A vacancy in the membership of *the Council* may be filled by appointment.
- A vacancy in the membership of *the Council* does not prevent the council from exercising its authority.
- Appointments are to be by majority vote at a meeting of *the Council*.

RESIGNATION

Any Council Member, except the principal may resign his or her position by writing a letter of resignation to the Chair/Co-chairs.

PARENT INVOLVEMENT COMMITTEES

OFFICERS

- Officers must be parent members of *the Council*, and shall be elected by the members of *the Council*.
- A person who is employed by the *TDSB* that established the council cannot be chair, co-chair, vice-chair, secretary or treasurer of *the Council*.
- If the chair cannot be present at a council meeting, any of the officers can chair the council meeting.
- If one of the Officers can no longer perform his/her duties, the duties can be immediately assumed by any other Officer.

CONFLICT OF INTEREST

A conflict of interest may be actual, perceived, or potential:

Actual:

When a Council member has a private interest that is sufficiently connected to his or her duties and responsibilities as a Council member that it influences the exercise of these duties and responsibilities.

Perceived:

When reasonably well-informed person could reasonably believe that a Council member has a conflict of interest, even where, in fact, there is no real conflict of interest.

Potential:

When a Council member has a private interest that could affect his or her decision about matters proposed for discussion.

DECLARATION OF CONFLICT OF INTEREST

Should an issue or agenda item arise during a Council meeting where a Council member is in a conflict of interest situation, he or she shall declare conflict of interest immediately. Members of the *the Council* shall declare a conflict of interest in matters that they, members of their families, or business entities in which they have a direct or indirect interest, stand to benefit either directly or indirectly by decisions of *the Council*.

The Council member shall exclude him- or herself from discussions in which:

- a conflict of interest is likely to result; and
- the member's ability to carry out his or her duties and responsibilities as a member of *the Council* may be jeopardized.

REMUNERATION

A person shall not receive any remuneration for serving as a member or officer of *the Council*. A member shall not accept favours or economic benefits from any individuals, organizations, or entities known to be seeking business contracts with the school.

CONFLICT RESOLUTION

The following is the conflict resolution process for *the Council*:

- Members will demonstrate respect for their colleagues on Council at all times and in all forms of communication.
- If a member or members become disruptive during a meeting, the Chair shall ask for order.
- If all efforts to restore order fail or the unbecoming behaviour continues, the Chair may direct the individual member(s) to leave the meeting, citing the reasons for the request.
- The removal of a member for one meeting does not prevent the member from participating in future meetings of *the Council*.
- The incident shall be recorded in the meeting minutes.
- When the Chair has requested the removal of a member or members from a meeting, the Chair shall request that the disputing members of *the Council* participate in a special meeting, the purpose of which will be to arrive at a mutually acceptable solution to the dispute. Such a meeting may be a private meeting, and shall not be construed as a meeting of *the Council*.
- The Chair may request the intervention of an independent third party to assist in achieving a resolution to the dispute.
- An independent third party may be a board official or another individual mutually agreed on by the parties involved in the dispute.
- Any cost for third party mediation shall be the responsibility of the individual parties of the dispute.
- *The Council* will not be held liable and does not accept any cost or liability relating to third party mediation with regard to the conflict resolution process.

- Any resolution reached at the meeting to resolve the conflict shall be signed and respected in full by all parties to the agreement.

CODE OF CONDUCT

PURPOSE OF THE PROVINCIAL CODE OF CONDUCT

The Council requires its members to meet the standards of behaviour set out in these by-laws. The standards are meant to govern the behaviour of all members of *the Council* with the following objectives:

- To ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity;
- To promote responsible citizenship by encouraging appropriate participation in the civic life of the school community;
- To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility;
- To encourage the use of non-violent means to resolve conflict; and
- To promote the safety of people in the schools.

STANDARDS OF BEHAVIOUR

Respect, Civility, and Responsible Citizenship

All members of *the Council* must:

- respect and comply with all applicable federal, provincial, and municipal laws; and
- demonstrate honesty and integrity.

Safety

- respect differences in people, their ideas, and their opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- seek assistance, if necessary, to resolve conflict peacefully; and
- respect all members of the school community, especially persons in positions of authority.

All members of *the Council* must:

- not engage in bullying behaviours;
- not threaten or intimidate another person; and

- not engage in hate propaganda and other forms of behaviour motivated by hate or bias.

CODE OF ETHICS

- A member shall consider the best interests of all students.
- A member shall be guided by the purpose of *the Council*.
- A member shall act within the limits of the roles and responsibilities of *the Council*.
- A member shall maintain the highest standards of integrity.
- A member shall recognize and respect the personal integrity of each member of the school community.
- A member shall treat all other members with respect and allow for diverse opinions to be shared without interruption.
- A member shall encourage a positive environment in which individual contributions are encouraged and valued.
- A member shall acknowledge democratic principles and be respectful of the consensus of *the Council*.
- A member shall limit discussions at *the Council* meetings to matters of concern to the school community as a whole.
- A member shall use established communication channels and procedures when questions or concerns arise.
- A member shall promote high standards of ethical practice within the school community.

MEETINGS AND COMMUNICATIONS

NUMBER AND SCHEDULING OF MEETINGS

- *The Council* shall meet at least four times during the school year. Council meetings normally will be held once a month and take place at the school with the exception that there may be no Council meeting scheduled during the months of March and December.
- Every reasonable effort will be made to avoid scheduling meetings in conflict with religious days of significance.

COMMUNICATIONS BY MEMBERS

Any member of *the Council* that intends to send a general communication (in any form including: newsletter, bulletin, poster, email, blog, letter, etc.) that is not meant to be private and targets *the Council* or school community shall ensure that such communication complies with these by-laws and the code of conduct and standards of behaviour set out herein.

No member of *the Council* shall send a communication to members of *the Council* that denigrates or otherwise misrepresents the views, actions or intentions of any other member of *the Council* or committee authorized by *the Council*. No communication shall be sent to members of *the Council* purporting to be from or may reasonably be assumed by a reader to be from *the Council* unless it has been authorized by the Chair of *the Council*.

No member of *the Council* shall send out a communication that promotes or could reasonably appear to promote one committee or initiative authorized or supported by *the Council* at the expense of any other committee or initiative authorized or supported by *the Council*.

If any member of *the Council* becomes aware of a proposed communication and feels that such communication may not be in compliance with these by-laws, he or she may refer the matter to the Chair who will review the communication. If it is determined by the Chair, who may consult the principal of the school, that the communication is not in compliance with these by-laws, then the Chair will communicate with the member responsible for the communication in an effort to resolve the issue. If the member does not agree with the Chair he or she may request a meeting with the Chair and the principal in an effort to find a resolution.

Any communication identified as potentially not being in compliance with these by-laws may not be sent out unless there is a review and prior agreement by the Chair that the communication may be sent.

If the Chair does not agree that the communication identified to him or her may be sent out, then the member may request further discussion of the requested communication at a subsequent Council meeting if appropriate.

AGENDA FOR COUNCIL MEETINGS

The Co-Chairs are responsible for setting the agenda for *the Council* meetings.

Prior to each Council meeting, the Chair will canvas leaders of sub-committees for issues they may wish to discuss at *the Council* meeting. Any member of *the Council* may submit a request for an issue to be included on the agenda to be discussed at a Council meeting. Such request shall be submitted no later than ten (10) days prior to a Council meeting. The Chair shall only include items that support the purpose of Council and may defer certain requests to following Council meetings due to time restrictions or the prioritization of other issues.

The Chair shall allot a period of time in each agenda to permit issues that may be raised by any member of *the Council* that were not otherwise provided for in the agenda. As time may be limited members of *the Council* are encouraged to request that items be added to the agenda in advance as it is possible that not all general issues will be discussed or discussed in detail.

The Chair is entitled to place and enforce time restrictions on presentations and discussions in order to increase efficiency of discussions and accommodate all agenda items.

The Chair shall endeavour to attach or link a formal agenda to the notice of *the Council* meeting which shall be posted at least seven (7) days in advance of *the Council* meeting. Notice of *the Council* meeting with the agenda shall be included in the school blog and sent by email to all parents on the email list maintained by or on behalf of *the Council*.

QUORUM

Parent members must form the majority of the voting membership of *the Council*. A minimum of six (6) parent members must be in attendance to achieve quorum for a Council meeting to proceed. For certainty, executive members of *the Council* are parent members and count towards quorum. Any proxy votes held by a Council member do not count towards quorum. The principal or his/her delegate must be in attendance at *the Council* meeting for *the Council* meeting to proceed.

MEETING MINUTES

The Council shall keep minutes of all of its meetings available at the school for examination without charge by any person for a minimum period of four years. Meeting minutes shall be an unbiased and impartial record of the items discussed and the decisions made by *the Council*.

Meeting minutes shall record the following:

- date, time, location of the meeting;
- list of attendees;
- name of the person recording the minutes;
- the names of the individuals who made a motion, seconded the motion should be noted, in addition to whether the motion was approved unanimously or the results of the vote; and
- a clear summary of what went on at a meeting, including decisions, future plans, reports, and action items.

The Council minutes should note discussion areas but should not include the discussions themselves.

An attendance sheet will be passed around during *the Council* meeting for those members present to sign and provide an email address. Meeting minutes shall be circulated in draft to members present at such meeting who confirmed attendance and provided an email address.

The Secretary shall endeavour to circulate the draft meeting minutes within seven (7) days of *the Council* meeting. Members present at a meeting may provide comments on the draft meeting minutes to the Secretary up to seven (7) days prior to the following Council meeting. The Secretary may correct any typos and accede to nonmaterial requested changes and need not re-circulate the draft meeting minutes.

Draft meeting minutes shall be reviewed at the following Council meeting. The Secretary or his or her delegate shall indicate whether he or she received any requests for material amendment of the draft minutes. If there are no requested material amendments to the draft minutes, the Chair will invite members to make a motion to approve the draft minutes as final and the draft minutes will be approved as circulated. If any material amendment is requested, a motion to amend the draft minutes with the requested amended wording if feasible shall be requested by the Chair. If the discussion following the motion discloses that it is impracticable to settle on amended wording, the draft meeting minutes will not be approved but will be presented again at the following Council meeting at which time a formal agreed draft must be approved.

IN CAMERA MEETINGS

Although most meetings of *the Council* are expected to be public, in certain circumstances issues may be more appropriately discussed confidentially within *the Council* meeting. Any member may make a motion as provided in these by-laws to move that an issue be discussed in camera whereby the discussion of the issue will be treated as confidential among members present at the meeting.

If a motion to move the discussion to an in camera session is passed, then the minutes of any in camera meeting shall not form part of the normal Council meeting minutes but will be shared among the members who attended the in camera meeting. The minutes of an in camera meeting shall be approved in the same manner as the minutes of *the Council* meeting except that the circulation and approval of such minutes will only be shared with those members that attended the in camera meeting.

If a motion to move the discussion to an in camera session is passed, then the members attending the in camera meeting shall determine whether any of the proceedings, including the results of any motions, will be subsequently be made public.

MAKING DECISIONS

Following the elections, the elected executive committee of *the Council* will recommend conducting Council meetings in either an informal or formal manner. At the first meeting of *the Council* following the elections, the Chair will propose that Council decision making be either informal by reaching consensus; or the more formal option by voting.

The Council will decide at the first Council meeting after elections the manner in which decisions will be made (i.e. either informally or formally).

A motion can be made at any Council meeting even when Council has decided to conduct meetings informally (i.e. by consensus).

Consensus

Because everyone helps reach, and must agree to, the final decision, all members have the chance to influence and understand the decision.

Steps to reaching consensus include the following:

- voting
- identifying the issue or problem;
- relating the issue to goals;
- listing the alternatives or solutions;
- exploring and weighing the solutions in terms of meeting agreed-on goals;
- choosing the solution that best meets the goals; and
- planning to implement the solution.

Once a decision is reached by consensus, the Chair will briefly state the decision made and may ask that *the Council* vote to formalize the decision. The result of the vote should be unanimous. The decision made by *the Council* shall be recorded in the meeting minutes.

The Council may choose to reach decisions by a minimum 50% + 1 majority vote, everyone on *the Council* should be well informed, and *the Council* as a group should discuss all of the implications before a vote is called by the Chair.

A Council member may designate another member of *the Council* as his or her proxy in order to vote at a Council meeting that such member cannot attend. Proxies must be in writing and provided on a meeting by meeting basis. No one member of *the Council* shall hold the proxy vote for more than four (4) members of *the Council* at any one meeting.

The decision made by *the Council* shall be recorded in the meeting minutes. Some simple rules of order are as follows, however this formal speech does not need to be followed; informal expression is welcomed under a similar process:

1. Making a motion

- a. A member must be recognized by the Chair before "obtaining the floor" to make a motion. This means that the Chair must let a member know that it is his or her turn before that person can speak to *the Council* and formally propose a course of action.
- b. Once a member has the floor, he or she may make a formal proposal, or motion, beginning with the statement "I move that ...".
- c. Before the motion can be considered, another member must second the motion by saying "I second the motion". This does not necessarily indicate that he or she agrees with the proposal, only that he or she believes that it is worthy of discussion.
- d. Once a motion has been made and seconded, the Chair restates the motion ("states the question") so that everyone clearly understand what is being proposed. From this point on, until the motion is voted on, all discussion must focus solely on the question.
- e. If members wish to discuss the motion, the Chair opens debate. Each member may speak to the question twice, but no one may speak a second time until every member that wishes to speak has had the chance to speak once.
- f. If no member wants to speak further to the issue, the Chair may ask *the Council* if it is ready for "the question" (ready to vote on the proposal). The Chair then repeats the motion and conducts the vote by asking for those in favour and those opposed and those who abstain. (The vote may be conducted by a show of hands.)

The majority needed to pass a motion is a minimum of 51% of the number of voting members in attendance at the meeting. In case of a tie, the motion is defeated.

2. Amending a motion

- a. Until the Chair states the question (repeats the motion) for a final vote, the member who made the motion may change it, although the original seconder may wish to withdraw, requiring another seconder.
- b. Once the question has been stated, however, the motion can be amended in one of the following ways:

- i. The member making the motion may ask to change the original wording. The Chair will ask if anyone objects. If no one objects, the wording of the motion is changed. Debate continues on the motion as amended.
- ii. If a member does object, the question of whether to allow a change in the wording of the motion is put to a vote. If *the Council* consents to the change (with at least 51% of voting members consenting to the change), debate continues on the motion as amended.
- iii. Another member may move to amend the motion by saying, "I move to amend the motion by... ". If so, the normal process for a motion, as outlined above in the "Making a Motion" section, is followed.

An amendment to the amendment may also be proposed, but a third amendment is out of order.

3. Withdrawing a motion

- a. At any time before a vote, the member making the original motion may ask to withdraw it. The motion to withdraw does not require a seconder. Once the question is withdrawn, it is as if it never existed. If the Chair has already stated the question and a request to withdraw the motion is made, the Chair asks if there is any objection. If there is none, the motion is withdrawn. If a member objects, the request to withdraw the motion is put to a vote.

4. Tabling a motion

- a. A motion to table a motion means to set it aside for discussion at another time so that more pressing business can be discussed or more information about the issues can be obtained. The following rules apply to tabling a motion:
 - i. The motion to table a motion takes precedence over the discussion of the motion.
 - ii. The motion to table a motion requires a seconder.
 - iii. There can be no debate on a motion to table.

5. Motions that are null and void

- a. Any motions that contradict provincial laws and regulations, or these by-laws are out of order and invalid, even if voted on and passed by a majority vote.

ESTABLISHMENT AND ROLES OF COMMITTEES

Any member of *the Council* may propose for Council's decision to form a committee or working group to focus on specific areas of interest (for example: finance, by-laws, parent volunteer recruitment, special events, election of parent members, etc.) within the school mandate to improve pupil achievement and to enhance the accountability of the education system to parents.

- Each committee or working group shall be made up of at least one (1) parent member.
- The Chair shall participate as ex-officio members of all committees established by *the Council*.

FINANCIAL RECORDS

The Council shall keep records of all of its financial transactions available at the school for examination without charge by any person for a minimum period of four years.

AMENDING PROCEDURES

Where there is an amended or new statute which may affect these by-laws, *the Council* will make amendments to these by-laws to reflect and incorporate such statutory requirements.

These by-laws shall be reviewed by *the Council* every year and amended and updated if *the Council* decides it is appropriate to do so.