



Balmy Beach Community School Parent Advisory Council Bylaws

The Education Act and Ontario Regulation 612/00/613 states that “school councils shall create by-laws that govern parent election procedures and the filling of vacancies in the membership of the council, establishes rules for participation in council proceeding in cases of conflict of interest and outlines a conflict resolution process for internal school disputes.

These by-laws are for the establishment of the Balmy Beach Community School Council and are declared in effect from September 2015.

1 Name

The name of this organization shall be Balmy Beach Community School Parent Advisory Council (herein referred to as Council)

2 Membership

Council shall be composed of:

- a) Three or four parents/guardians of children in the school who are elected to the Council in Executive positions (one Chair or two Co-Chairs, Secretary, and Treasurer).
- b) Parents/guardians of children in the school who are elected to the Council in Committee positions (Budget, Fundraising & Social, Social Justice, Environment, Health & Safety, Enrichment). One or two chairs for each committee can be elected.
- c) The Principal or his/her designate.
- d) Any parent/guardian of children in the school who wish to attend a meeting.

3 Objective

In addition to the mandate of school Councils as defined by the Education Act, and in accordance with Ontario Regulation 612/00 regarding school Councils, the objectives of the Council shall be to:

- a) contribute to the improvement of student achievement and school performance and enhance accountability of the education system to parents;
- b) facilitate effective communication and cooperation between the parent community and the staff at Balmy Beach C. S.; and
- c) build and foster the spirit of community and social responsibility.

4. Election of Parent/Guardian Members

- a) The following officer positions are elected at the first meeting of the Council:
 - Chair or Co-Chairs
 - Secretary
 - Treasurer
- b) Elections shall occur within the first 30 (school) days of the school year in accordance with Ontario Regulation 612/00.

- c) The Principal on behalf of the Council shall at least 14 days before the date of the election of parent/guardian members, give written notice of date, time, and location of the election to every parent/guardian of a student in the school.
- d) Each parent/guardian seeking election must be a parent/guardian of student in the school to be nominated or self-nominated in writing and must declare if s/he is employed by the Toronto District School Board, and summarize their reasons for seeking election. Nominations will not be accepted from the floor on the evening of elections.
- e) Nomination forms supplied by the school/Council shall be filed by all parent/guardian candidates to the school (principal or designate).
- f) Information about each candidate supplied by the candidate him/herself shall be made available to the school community at least one week prior to the election.
- g) If the number of declared candidates is less than or equal to the number of positions, the candidates will be acclaimed at the first Council meeting of the academic year.
- h) If the number of declared candidates is higher than the number of positions, then an election will be called.
- i) Elections for Council shall be supervised by the Principal (or designate) and parents/parent member(s) of Council not seeking election.
- j) The Principal shall conduct a lottery of candidate names to determine randomly selected ballot positions for each candidate.
- k) Voting shall be by secret ballot and neither proxy nor absentee voting is permitted.
- l) Only a parent/guardian of a student enrolled in the school shall be entitled to one vote for each vacant parent/guardian position on the Council.
- m) Only the names of the successful candidates shall be made public.
- n) Elections for teaching and non-teaching staff representative on Council will be held during the first 30 days of each school year.

5 Term of Office

- a) The term of office for all school Council representatives is one academic year, (September until end of June) and any member may, if qualified, seek re-election or re-appointment.
- b) A person elected or appointed to Council will hold office until the first meeting of the Council after elections.

6 Role of Council Members

All titled Executive of Council are co-signing officers. Required signatures will be 2 of any 3 OR must include the Chair and any other executive.

6a) Role of Chair/Co-Chairs

- Arrange for Council meetings;
- Chair Council meetings;
- Ensure that minutes of Council meetings are recorded and maintained;
- Facilitate conflict resolution;
- Communicate with the Principal on behalf of the Council;
- Consult with senior board staff and trustees as required on behalf of the Council;
- Act as joint signing officer;
- Chair, or their representative, may be invited to sit on school committees, not limited to but including: School Budget Committee; School Improvement Plan Committee; School Staffing Committee; and School Safety Committee.

6b) Secretary

- Prepare agendas for Council meetings;
- Complete records of all meetings in a timely manner;
- Assist the Chair or Co-Chairs in the distribution of minutes to all Council Members, posts minutes, (once approved) on the Council bulletin board, and have them available to the parent body;
- Responsible for upkeep of all Council social media and communications to the parent body; (e.g. blog, twitter, email, newsletters etc.)
- Act as a Joint Signing Officer.

6c) Treasurer

- Act as custodian of the funds of the Council;
- Handle receipt and disbursement of Council monies;
- Keep proper records of all financial transactions;
- Arrange for verification of the Council's financial records in June of each year;
- Act as a Joint Signing Officer
- Prepare annual Public School Accounting Board (PSAB) report

6d) Principal

- Provide guidance to Council;
- Facilitate and support its operation;
- Provide such information and advice as would enable members to function effectively in their respective roles.

6e) Council Members

All parents/guardians with a child enrolled at Balmy Beach C.S. are encouraged to:

- attend and participate in all meetings;
- participate in sub-committees, such as fundraising; and
- participate in and facilitate any events that the Council holds during the school year.

7 Meetings

- a) There must be a minimum of four meetings per year with the first meeting held within the first 35 days of the school year.
- b) An Annual Meeting of the Council prior to the end of the school year.

- c) All committees including the Fundraising Committee will meet as required throughout the year to carry out the strategic plans for Council's objectives and will make recommendations to, and report to Council, on its activities.
- d) Should a member of Council miss three consecutive meetings without sufficient notification to Council, the Executive may call a meeting with the member to determine the members interest in the Council.
- e) All Council members are required to attend a majority of the Council meetings.
- f) A meeting of the Council cannot be held unless:
 - A majority (51%) of the current elected Members of the Council is present at the meeting including the principal or his/her designate.
 - A majority of the Members (51%) of the Council who are present in the meeting are elected parent/guardian Members
- g) All meetings of the Council shall be open to the public and be held at a location that is accessible to the public.

8 Voting

- a) Each elected member or parent/guardian attendee of the Council meeting is entitled to one vote in votes taken by the Council.
- b) The Principal of the school is not entitled to vote in votes taken by the Council or by a committee of the school Council.

9 Quorum

Quorum will be a simple majority (51%) of voters in attendance at a meeting.

10 Finances

- a) All expenditures of the Council require prior approval of the Council. In the event that funds are required before the next scheduled meeting these may be approved by the Executive Council provided the funds are less than \$300 or provided the money spent will be recuperated through sales (i.e., Welcome BBQ night, social event, etc).
- b) All expenditures are to be reported in a financial statement to be made available at each Council meeting.
- c) The Council will not borrow funds or enter into any financial commitment for which funds are not already in hand.
- d) The Council shall maintain a bank account to which Council funds shall be deposited and from which payments by the Council shall be made. Cheques drawn on the bank account of the Council shall require the signature of two elected members of the executive, one of whom must be the Treasurer.

11 Committees

- a) The Council may establish committees as required to make recommendations to Council and to carry out projects of Council on an as-needed basis.
- b) Council shall have a fundraising and Social committee, that will be chaired by an elected Member of the Council and will recommend and report to Council on fundraising and parent engagement activities and expenditures to meet the objectives of the Council.
- c) All committees must be chaired by an elected Member of the Council and are open to parent/guardians of the school.
- d) Standing Committee meetings like the Fundraising Committee must be open and accessible to the school community.

12 Conflict of Interest

A conflict of interest may be actual, perceived or potential. Members of Council shall declare any conflict of interest in matters that they, members of their families, or business entities in which they may have an interest, stand to benefit either directly or indirectly by decisions of Council.

A Member shall exclude herself/himself from discussions which:

- A conflict of interest is likely to result.
- The Member's ability to carry out his/her duties and responsibilities as a Member of school Council may be jeopardized.
- The Council Member, his/her relatives, or a business entity in which the Member may have an interest, may gain or benefit either directly or indirectly as a result of actions that may be taken by the Principal or board in response to advice that the Council provides to the Principal or board.
- A Member shall not accept favours or economic benefits from any individual organizations, or entities known to be seeking business contracts with the school.

13 Conflict Resolution

13a) General Principles

This section provides a process for resolving conflict between Council members, and/or between the Council and the administration that affects the function and/or the physical or social environment of the Council at Balmy Beach C.S.

This process encourages Council members to resolve conflicts and foster good will through direct dialogue whenever possible, before following this formal resolution procedure.

This process encourages constructive relations at the school so that parents/Council members can carry out its purpose.

This policy is intended to work in tandem with existing TDSB laws/policies including the Employment Standards Act and the Human Rights Act, and not to supersede those laws or any policies of the TDSB.

13b) Definitions

Conflict: A strong disagreement or a dispute between Council members, Council members and Chair/Co-Chairs, Council and administration, or between parents and Council resulting from:

- differences of opinion, belief or understanding, or
- differences of personality or behaviour, or
- violation of Council by-laws/school code of conduct.

Council Member: Any parent/guardian of the school who has been elected/identified as a member of the Council.

Council Chair/Co-Chair: Member of the Council elected by membership as Chair/Co-Chairs.

Administration: The principal or his/her designate.

Mediation: A process where a neutral third party assists two conflicting people to come to agreement. This could involve the mediator speaking individually to the two people but ultimately must include the mediator facilitating a meeting between both of the conflicting people.

Resolution: An agreement by parties that solves the conflict.

13c) **Procedure**

- (i) In light of a conflict the Chair/Co-Chairs with support of administration will request a private meeting with the parties to try and resolve the conflict
- (ii) If the conflict is within the entire Council a special meeting will be called by the Chair/Co-Chairs with the support of administration to mediate the conflict. At such a meeting:
 - Every Council Member and Member at Large will be given an opportunity to express his/her concern or opinion about the issue and impact of the dispute.
 - The Chair's/Co-Chairs' responsibility is to clarify the statements made by all speakers, to identify common ground among the points of view raised, and to set out the joint interests of all Members.
 - If no common ground can be identified, the Chair will seek to clarify preferences from all members before proceeding.
 - If all attempts at resolving the conflict have been exhausted without success, the Chair shall request intervention of an independent third party to assist in achieving a resolution.
 - An independent third party may be a board official or another individual mutually agreed on by the parties involved in the dispute.
- (iii) If the conflict is with or between the Chair/Co-Chairs and Council then an executive member will lead the outlined process.
- (iv) If the conflict is with the administration and the Council the Chair/Co-Chairs will lead the outlined process.
- (v) If the conflict is between the Chair/Co-Chairs and administration, an executive member will lead the outlined process.
- (vi) If the conflict is within the Executive, the administrator may identify an external mediator to lead the process.
- (vii) If the conflict occurs at a Council meeting and an attendee become disruptive during a meeting, the Chair (after unsuccessfully asking for order) shall seek Council approval for removal from the meeting, citing reasons for the request. This does not prevent the attendee from participating in future meetings of Council.
- (viii) When the Chair has requested the removal of an attendee from the meeting, the Chair shall request that the disputing Members of Council participate in a special meeting 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.

14 **Annual Report**

- a) The Council shall annually submit a written report of its activities to the Principal of the school and the Toronto District School Board.
- b) If the school Council engages in fundraising activities, the annual report shall include a report of those activities.
- c) The Principal shall, on behalf of the Council, give a copy of the report to every parent of a student who is enrolled in the school.
- d) Subsection (3) may be complied with by:
 - Giving the report to the student for delivery to their parent, and
 - Posting the report in the school in a place that is visible to the parents

15 Social Media/on-line communication

At its discretion, Council will utilize any social media (twitter; Facebook; Instagram etc.) that will assist in fulfilling its purpose. All social media and on-line communication will:

- be coordinated and managed by the Co-Chairs and Secretary or a parent/guardian appointed/elected to the task should a special Communications position be created;
- adhere to all Anti-spam legislation and TDSB on-line Code of Conduct;
- not compromise privacy of any parent/guardian of Council or the school; and
- be shut down at the discretion of Council.

16 By-law Reform

Amendments to this by-law require a two-thirds majority of elected Members present at a meeting of the Council.