**Dunlace Public School Council**

**Bylaws and Practices**

**Revised June 13, 2019**

**Introduction**

Welcome to the Dunlace Public School Council!

The council is made of volunteer parents and staff who are committed to the goals of improving pupil achievement and enhancing the accountability of the education system to parents.

The council’s activities include the following:

* Raising money to fund projects that will enhance the educational environment, including acquiring information technology and improving outdoor educational and recreational spaces.
* Arranging events such as Fun Fair, movie nights, lunch time and after school programs, and special lunches, which not only raise money but also enhance the Dunlace community.
* Consulting with and receiving feedback from parents of pupils enrolled in the school about various matters concerning the educational environment at Dunlace.
* Making an annual report on its activities to the principal and school board, including a report on any fundraising activities, which the principal will distribute to the parents of pupils enrolled in the school.
* Making recommendations to the principal of the school and the school board on any matter. When the council makes recommendations to the board, the board has an obligation to consider the recommendations and advise council of the action taken in response to the recommendation.
* Liaising with the school board on matters that it is considering that could impact on the educational environment at Dunlace.

**Resources for Board Members**

Attached are the council’s bylaws, practices, and Code of Ethics. These documents set out the way the council conducts its business. It is the responsibility of every council member to become familiar with the contents of these documents, and to abide by any requirements set out in them. Members should particularly review the Code of Ethics and Bylaw 6: Conflict of Interest. These documents can be found on the school’s website. The council chair shall draw new members’ attention to these documents.

Many of the requirements for school councils are set out in Ontario Regulation 612/00. A copy of the part of this Regulation dealing with student councils is attached for easy reference.

The Ministry of Education has prepared a guide entitled School Councils – A Guide for Members, which can be found online at <http://www.edu.gov.on.ca/eng/general/elemsec/council/council02.pdf>. This document provides detailed information about the requirements of Ontario Regulation 612/00 as well as practical information and best practices for school council members.

The Board’s website for school councils is at <http://www.tdsb.on.ca/Community/Howtogetinvolved/Schoolcouncils.aspx>.

The Board’s Procedures for School Council Funds can be found online at <https://www.tdsb.on.ca/Portals/0/Community/docs/SchoolCouncilFundsProcedures-August2013.pdf>.

**Interpretation**

In these documents the following terms shall be interpreted as follows:

“School board” or “board” means the Toronto District School Board.

Whenever the term “chair” is used, it incorporates “co-chair” where there are co-chairs instead of one single chair.

The term “parent” includes guardian.

The term “principal” means “vice-principal” in cases where the principal has designated the vice-principal to take the principal’s place.

**Contents**

Bylaw 1: Membership in and Composition of Council

Bylaw 2: Officers, Committees and Representatives

Bylaw 3: Elections

Bylaw 4: Mid-Term Vacancies

Bylaw 5: Meetings and Decisions of Council (see also “Practices: Council Meetings”)

Bylaw 6: Conflict of Interest

Bylaw 7: Conflict resolution

Bylaw 8: Fundraising

Bylaw 9: Finances

Bylaw 10: Amendments

Practice: Council Meetings

Practice: Notice to Parents

Code of Ethics

Annual List of Committees and Representatives

Ontario Regulation 612/00 - Part I (excerpts) and Part II

**BYLAW 1: MEMBERSHIP IN AND COMPOSITION OF COUNCIL**

**Eligibility**:

A school trustee or member of a school board is not eligible to be a member of a school council.

Specific criteria for eligibility for the categories of member that comprise the council are set out in this bylaw.

**Composition:**

The council will be made up of the following:

Parent Members – A parent member must be the parent of a student enrolled in Dunlace. A parent who is employed at the school cannot be a parent member but can be a teacher or non-teacher representative, as the case may be. If parents are employed elsewhere by the board, they can be parent members as long as they take reasonable steps in advance of the election of parent members to inform people qualified to vote of their employment. The number of parent members will be the number required to fill each of the parent Officer positions, each of the committee chair and representative positions (allowing for the option of having two co-chairs or co-representatives) existing from time to time, and up to two members at large.

1 Teacher – Anyone assigned to the teaching staff (except the principal or vice-principal) may be a candidate for teaching staff representative.

1 Non-teacher staff member – Anyone assigned to the non-teaching staff may be a candidate for non-teaching staff representative.

1 Student – The principal will consult with the other members of the council to determine if there is to be a student representative on the council. If a decision is reached to have a student position on the council, the principal will appoint a student who is a pupil enrolled in the school to be a representative to the council.

1 Community representative – This is a member who represents the community’s perspective and helps build a partnership and links between the school and the community. The community representative cannot be an employee of the school. An employee of the board who is not employed by the school can be appointed as community representative as long as the other members of council are informed of their employment before the appointment.

1 Past-chair (ex officio) – This is the immediate past-chair, or, in the absence of the immediate past chair, a prior past chair. This position is only filled if a past-chair chooses to take this role.

Principal (ex officio). The principal may delegate any of their duties to a vice-principal.

The majority of council members must be parents.

 **BYLAW 2: OFFICERS, COMMITTEES AND REPRESENTATIVES**

**Council Officers:**

The following positions constitute the council officers. With the exception of the principal, all officer roles are required to be filled by parent members.

Council chair: The council chair sets the agenda for meetings in consultation with council members, provides the agenda to members in advance of meetings, chairs council meetings, maintains communication with all committees, liaises with the principal as well as external offices and committees (e.g., school trustee, family of schools, ward meetings), has signing authority, produces or oversees the production of a written annual report to the principal (which the principal will deliver to parents), manages council funds, has the responsibilities allocated to a School Council Chair, School Council Representative and Fund Administrator in the TDSB Procedures for School Council Funds, and in consultation with the Treasurer generally ensures finances and fundraising activities are compliant with all requirements of law and board policy/procedures. A person who is employed by the board cannot be the chair of council.

Council vice-chair: Assists the chair when necessary, fills in when the chair is not available, and becomes chair automatically in the event that the chair position becomes vacant.

Treasurer: Manages bank accounts, has signing authority, keeps records of all financial transactions, produces monthly financial statements and presents them regularly to the council, produces end of year financial report for council chair’s review and signature. Collaborates with council chair and principal to prepare a draft budget to present to council for approval. Performs the duties of Treasurer within the meaning of the TDSB Procedures for School Council Funds, and supports the council chair in their role of generally ensuring finances and fundraising activities are compliant with all requirements of law and board policy/procedures.

Secretary: Takes minutes at council meetings and arranges for the distribution of minutes to council members and posting of minutes for parents. Maintains official council records including all agendas, minutes, annual reports, financial statements, treasurer reports, and submissions to the principal and/or school board, and ensures that all council records are held at the school and available and accessible to parents for at least 4 years after the end of the school year in which the records were created.

Principal (ex officio).

**Committees and Representatives**

Council will conduct its business through committees and representatives.

The council may continue, discontinue, and/or change the scope of existing committees and representative positions, and create new committees and representative positions. An updated list of committees and representative positions will be maintained and appended to these Bylaws and Practices.

The role of committees and representatives is to make recommendations to council on various matters.

Committees or Representatives are typically established for the following matters:

* + Fundraising, including Fun Fair and fundraising for graduation activities.
	+ School events other than fundraising.
	+ Lunch clubs and after-school activities.
	+ Communications and information technology.
	+ Bylaws and practices.
	+ Graduation activities.
	+ Canadian Parents for French Representative

Representatives will be parent members of council.

Committee Membership: Committees will have a chair, or two co-chairs, and may or may not have additional members. All committees will include at least one parent member of council, who may be the committee chair. Remaining members of a committee, if any, do not need to be council members.

Selection of Committee Members: Whether there will be additional committee members, and their selection, will be at the discretion of the committee chair.

Decisions: Committees will endeavour to reach consensus. Where consensus is not reached the committee chair may order a vote. Each member of a committee is entitled to one vote in votes taken by the committee except the principal, if the principal is on the committee, who does not have the right to vote.

Meetings: The law requires the following:

* Committee meetings are required to be open and accessible to the public.
* Committee meetings are legally permitted to take place in the school.
* The principal of a school shall, on behalf of council, give notice of the dates, times and locations of committee meetings to every parent of a student enrolled in the school.

Reporting to council: each committee chair, or designate, and each representative, is responsible for providing a report on the activities of the committee/representative at each council meeting.

**BYLAW 3: ELECTIONS**

**Parent Members:**

Parents of a student enrolled in Dunlace are eligible to run for election as a parent member of council unless they are employed at the school. If parents who wish to run for election are employed elsewhere by the board they must take reasonable steps to inform people qualified to vote of their employment.

Elections shall occur during the first thirty (30) days of the start of each school year, at any time prior to the start of the first council meeting of the year, on a date chosen by the prior year’s council chair or designate in consultation with the principal.

Notice of the date, time and location of the election will be given by the principal, on behalf of the council, at least 14 days in advance of the election, to every parent of a pupil who is enrolled in the school on the day notice is given.

Parents seeking election must each be nominated or self-nominated, indicating in their submission that they have a child registered at Dunlace and declaring if they are employed by the Board.

The election of parent members may take place at a meeting. For example, candidate profiles may be provided orally in the meeting, and the secret ballot vote, ballot count, and notifying candidates of results may all take place at the meeting.

Parents seeking to be members may express their interest in a specific council position prior to the election, although elections and/or appointments to specific positions will not take place until the first council meeting.

Every parent of a student enrolled in the school shall be entitled to one vote for each vacant parent member position on the council.

If there are fewer candidates than positions available then the candidate(s) shall be acclaimed.

Where there are more candidates than positions available, a vote shall be conducted by secret ballot.

All individuals standing for election shall be notified of the results before the results are released to the school community.

The council shall work with the principal to ensure that the names of the new members are provided to the school community within 30 days of the election.

An election committee may be struck by the council in May or June each year to help plan the election process for electing parent members to the council for the upcoming school year.

The prior year’s council chair, or a member of the prior year’s council designated by the prior year’s council chair, or the election committee if there is one, shall be responsible for the following:

- Distributing to parents information regarding the nomination process including how, when and to whom to submit the nomination.

- Working with the principal to give notice to parents of election procedures including the date, location and time, at least 14 days in advance of the election.

- If there is more than one candidate for a given position, requesting a profile from the candidates and making these available to voters in advance of the election.

- Overseeing the conduct of the secret-ballot vote.

- Counting the ballots.

- Working with the principal (and new council chair if applicable) to notify all candidates of the results.

At the first council meeting, council members will begin by electing, by majority vote, a council chair from among eligible parent members.

At the first council meeting, following the election of the council chair, other parent officers and committee chairs and representatives will be elected or appointed, at the council chair’s discretion, from among eligible council members.

**Teaching Staff and Non-Teaching Staff Representatives**

The principal, in consultation with the election committee if there is one, and the council chair or designate if there is no election committee, will make the necessary arrangements for the teaching staff and non-teaching staff representatives to be elected within the first 30 days of a new school year.

Eligible voters for teaching staff and non-teaching staff representatives are the school’s teaching staff or non-teaching staff respectively, and do not include the principal or vice-principal.

**Community Representative**

All appointments of community representatives to the council will be by majority vote of council members.

**Term of Office**

The term of office for council members begins on the date of the first council meeting of a school year (or the date of appointment for a member filling a mid-term vacancy), and ends on the date of the first council meeting the following school year.

There is no limit on how many times an eligible person can seek election or re-election for a position on council.

**BYLAW 4: MID-TERM VACANCIES**

If the council chair position becomes vacant during its term, the vice-chair shall become the chair and the vice-chair position shall become vacant.

If any other council parent member position, including any other officer position, becomes vacant for any reason during its term, the remaining members shall constitute the council unless:

 (1) the parent majority is not maintained due to the vacancy, or

 (2) the council votes to replace the position.

In either of the above situations, council will seek names of interested and qualified persons and the council chair will appoint one such person to fill the vacancy.

If the teaching or non-teaching staff position becomes vacant during its term, the principal shall appoint a replacement.

A vacancy in the membership of the council does not prevent council from exercising its authority.

**BYLAW 5: MEETINGS AND DECISIONS OF COUNCIL (see also “Practice: Council Meetings”)**

The law requires the following in respect of council meetings:

* The council must meet at least 4 times per year.
* The first meeting must take place no later than 35 days after the start of the school year on a date set by the principal.
* Meetings are required to be open and accessible to the public.
* Meetings are legally permitted to take place in the school.
* The principal of a school shall, on behalf of council, give notice of the dates, times and locations of meetings of council to every parent of a student enrolled in the school.
* A meeting can only be held if a majority of current council members are present and a majority of members present are parents (i.e., the foregoing constitutes “quorum” for purposes of council business).

Decision-making process: With the exception of immediate decisions as set out below, council will make decisions in meetings. The council chair has discretion to determine the process of decision-making (i.e., by vote or by consensus). In all events, matters will be discussed and council members will have a reasonable opportunity to ask questions and provide input.

Voting: In the event the Chair calls a vote, a majority is required for the decision to pass. Each council member has one vote per decision with the exception of the principal, who does not have the right to vote. Voting shall generally be conducted by show of hands.

Proxy: A council member may vote by proxy. The proxy must be given to the council chair in writing (this may be done electronically) prior to the commencement of the meeting.

Recording of Decisions: All decisions shall be recorded by the secretary (or designate) in the minutes of the meeting. Minutes for the prior four years shall be available at the school for anyone to look at.

Immediate Decision: Notwithstanding the foregoing, items requiring immediate decisions (prior to the next council meeting) may be made by the council officers (with a quorum of 4 officers) and shall be made by consensus. Decisions made under this paragraph will be reported to the other members of council as soon as reasonably possible but at the next council meeting at the latest. Decisions made under this paragraph that involve expenditures must be approved by the treasurer.

**BYLAW 6: CONFLICT OF INTEREST**

Any time the council does business with the potential for monetary gain/loss with any person, agency or company, and a member of the council has a vested interest in any way with that particular person, agency or company, that member shall declare a conflict of interest and shall not discuss or participate in decision making on any such resolution relating to the matter.

**BYLAW 7: CONFLICT RESOLUTION**

Council members are elected to serve the school community and to that end will show one another respect and endeavour to avoid conflict. Council members will abide by the council Code of Ethics.

If a council member or members become disruptive during a meeting, the council chair shall ask for order. Council members are expected to come to order.

If reasonable efforts to restore order fail or one or more attendees (whether a member of council or otherwise) persist in engaging in disrespectful behavior, the council chair may direct such attendee(s) to leave the meeting, citing the reason(s) for the request. The removal of a council member for one meeting does not prevent the council member from participating in future meetings of council.

The council chair has the right (and in the case of one or more members being removed from a meeting as set out above, an obligation) to hold a special meeting with members of council who are engaged in a dispute in order to arrive at a mutually acceptable solution to the dispute. Such a meeting may be private and shall not be considered a meeting of council.

The council chair may request the intervention of a superintendent, the trustee, another senior administrator, or an independent third party, to assist in achieving a resolution to a dispute.

**BYLAW 8: FUNDRAISING**

Fundraising shall be undertaken by the council and appropriate committees. The projects funded through council fundraising will have the goal of enhancing the learning environment of the students.

The law permits a school council to engage in fundraising activities as long as:

* the activities are conducted in accordance with any applicable policies established by the board,
* the activities are to raise funds for a purpose approved by the board or authorized by any applicable policies established by the board, and
* the funds raised by those activities are used in accordance with any applicable policies established by the board.

TDSB guidelines provide the following:

* The council, in consultation with the principal and school community, will develop a fundraising plan (budget) that addresses use of prior years’ surplus funds, fundraising initiatives for the coming school year, and use of other funds anticipated during the school year.
* Funds must be raised for a specific purpose, and spent accordingly.
* All funds raised for students must be spent on student programs/activities.
* Funds are to be used within a two-year period, unless designated for a specific future project.
* The council’s fund account cannot be in a deficit position at any time during the school year.
* Funds cannot be used for salaries.
* Funds can be used for teacher professional development, but only following discussion with the principal.
* Council can participate in fundraising for non-profit or charitable organizations operating in the interests of children of the community at large, provided they are not of a religious or political nature.

Dunlace’s council provides an annual Bovait McDermid Award, a cash amount for each teacher to spend in the classroom at their discretion, which will continue in memory of past parent volunteers. The amount of the award will be considered annually in light of the funds available.

**BYLAW 9: FINANCES**

Expenditures: Any expenditure over $50.00 must be approved by council at a council meeting and agreed to by the treasurer in advance of committing to the expenditure. An exception can be made for items of an urgent nature where an immediate decision is allowed under the terms of Bylaw 5.

Financial Statements: the treasurer shall prepare appropriate financial statements, shall provide a financial update to council at each council meeting, and shall produce an end of year financial report.

Signing Authority: Signing authority shall be given to the council chair, treasurer, and principal. Signing authority may, at the discretion of council, also be given to any of the vice-chair, secretary, and/or vice-principal. Cheques must be signed by the council chair and one of the other positions.

Records: Records of all financial transactions of council will be kept at the school and be available for anyone to look at.

**BYLAW 10: AMENDMENTS**

The bylaws will be reviewed annually at the Annual General Meeting (AGM).

Recommendations for amendments to the council bylaws shall be given to all council members at least thirty (30) days in advance of the AGM. Notwithstanding the foregoing, the council chair may agree to receive recommendations for amendment submitted less than 30 days but more than 7 days in advance of the AGM if the council chair is satisfied that the council will have an appropriate period of time to consider the recommendations.

The bylaws may be amended at any time of the year if there are changes to statutes, regulations, or Board policy that impact the bylaws.

The bylaws may be amended at a time other than the AGM if the council officers unanimously agree that amendment is necessary.

All amendments to the bylaws must comply with provincial statutes and regulations and board policies. To the extent of any inconsistency between the bylaws and any provincial statute, regulation or board policy, the statute, regulation or board policy will apply.

**PRACTICE: COUNCIL MEETINGS**

Further to Bylaw 5, the practices for Dunlace Public School council meetings are as follows:

The schedule of meetings after the first meeting of the school year is set by the council chair and the principal no later than the end of the first meeting of each school year. Meeting dates may be changed by providing notice in accordance with these practices.

The Annual General Meeting (AGM) takes place in May or June each year.

Meetings are held at Dunlace Public School.

Child care is provided to attendees and the cost of child care is paid by the council.

The council chair may choose to allow council members to attend meetings through electronic means. The council chair, working with the principal, has the following rights and obligations in respect of electronic attendance:

* To decide whether to allow electronic attendance at one or more meeting(s).
* To determine what means of electronic attendance will be permitted.
* To decide and inform members how much notice a member has to provide in order for electronic attendance to be arranged.
* To make the arrangements for electronic attendance.
* In doing the foregoing, the council chair must ensure the electronic attendance will facilitate the members’ participation in the meeting and allow the committee to conduct its business in an efficient fashion.

Notice of meetings, including the AGM, is given to parents and council members at least thirty (30) days in advance. In the event of an unavoidable need to change the date of a scheduled meeting, notice will be provided as far in advance as circumstances permit.

The council chair provides an agenda to council members and parents typically one week (but at least 48 hours) in advance of each meeting.

Prior to the start of each meeting, the council chair will confirm that quorum is present (i.e. a majority of current council members are present and a majority of members present are parents). The chair will then call the meeting to order.

The chair has the responsibility of maintaining order in the meeting including managing the time of the committee, and discretion in the manner of doing so. For example, the chair may end the discussion on a matter, request a motion to pass an item, call a vote, or defer the discussion or vote to the next meeting, provided that in all cases council members are given a reasonable opportunity to ask questions and provide input on matters discussed by the council.

Members are expected to attend meetings regularly, promptly, and for their entire duration, and to participate actively in meetings. If a member regularly fails to do so, the council chair will speak to the member about their commitment to the council so that the member can decide whether or not they wish to meet the expectations of a council member or wish instead to resign.

Parents who are not members of council and wish to discuss a matter with council should contact the council chair at least 1 week in advance of the meeting to ask for the item to be added to the meeting agenda. The chair has discretion to receive an item to be added to the agenda with less than 1 week’s notice, provided there will be time for the item at the meeting.

**PRACTICE: NOTICE TO PARENTS**

Where notice is required or permitted to be given to parents, or a document or information is required or permitted to be distributed to parents, it shall be considered to be given/distributed if at least one of the following is done:

1. Posting of a hard-copy on the Dunlace notice board

2. Sending home a hard-copy with students

3. Posting a copy on the school website

4. Delivering a copy to parents by electronic means

**CODE OF ETHICS**

***A member shall*** consider the best interests of all students.

***A member shall*** be guided by the school’s and the school board’s mission statements.

***A member shall*** act within the limits of the roles and responsibilities of a school council, as identified by the school, the school board, and the Ontario Ministry of Education.

***A member shall*** become familiar with the school’s policies and practices and act in accordance with them.

***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 in the operations of the council.

***A member shall*** respect the confidential nature of some school business and respect limitations this may place on the operation or discussions/deliberations of the school council.

***A member shall*** not disclose confidential information that is obtained due to their role on council.

***A member shall*** limit discussions at school council meetings to matters of concern to the school community as a whole.

***A member shall*** use established communication channels when questions or concerns arise.

***A member shall*** promote high standards of ethical practice within the school community.

***A member shall*** declare any conflict of interest in accordance with the bylaws.

***A member shall*** not accept any payment or benefit financially through school council involvement.

**ANNUAL LIST OF CommitteeS and Representatives**

(current as of the 2018/2019 school year)

This list is subject to amendment by each new Council elected at the start of the year. Upon amendment, the new list will be appended to the Bylaws. When council creates new committees, they are required to comply with Bylaw 4: Committees and Representatives.

Fun Fair Committee: During the years in which a Fun Fair is planned, this committee is responsible for organizing, planning and executing the Fun Fair. Dunlace typically holds its Fun Fair in May.

Special Events Committee: This committee coordinates the organization of special events such as Dunlace attending sporting events (in the past this has included Blue Jays, Marlies), and seasonal events such as a Halloween party.

Fundraising Committee: This committee undertakes efforts to raise money that is used for the benefit of the students and the school within the guidelines set out in any Board fundraising policies and guidelines. The committee pro-actively contacts local businesses to become school sponsors during the school year or to donate services/items to the school events (including Fun Fair), and acts as a liaison between sponsors and Fun Fair and Special Events committees. This committee is responsible, in consultation with any other committee chair or representative who is involved in fundraising for council, for providing an annual report on fundraising activities to the chair, which will be included in the council chair’s annual report to the principal.

Graduating Class Committee: This committee includes the teachers of graduating classes and is responsible for organizing and coordinating activities that may include a graduation ceremony, party, and any necessary fundraising activities.

Pizza Lunch Representative: This representative is responsible for coordinating the pizza lunch program and any other lunch program that may be instituted from time to time.

Extra Curricular Activities Representative: This representative is responsible for organizing extracurricular programs at lunch and/or after school for the benefit of the students.

Information Technology Representative: this representative coordinates the school web site and the distribution of council communications.

Communications Representative: this representative writes communications from the council for distribution.

Bylaws and Practices Representative: this representative ensures that meetings are conducted in accordance with statutes, regulations and bylaws, and that the bylaws are kept up to date with council practices and with requirements of statute, regulation, and Board policies.

Safety Patrol Representative: this representative organizes and oversees volunteer students and parents assisting at the morning student drop-off area in front of the school.

Canadian Parents for French (CPF) Representative: This representative liaises between the CPF and the council, attending CPF meetings and reporting to the council on its activities as appropriate.

**Ontario Regulation 612/00 - Part I (excerpts) and Part II**

**PART I
INTERPRETATION**

**[1.](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm%22%20%5Cl%20%22s1)** In this Regulation,

“meeting”, in respect of a school council or a parent involvement committee, does not include a training session or other event where the council or the committee does not discuss or decide matters that it has authority to decide;

“parent” means,

(a) in respect of a school council, a parent of a pupil who is enrolled in the school, and includes a guardian as defined in section 1 of the Act, and ...

 “parent member” means,

(a) in respect of a school council, a member of the council who is elected to the council in accordance with section 4 or who fills a vacancy created by a parent member ceasing to hold office, and ...

**PART II
SCHOOL COUNCILS**

Purpose

**2.** [(1)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s2s1) The purpose of school councils is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents.

 [(2)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s2s2) A school council’s primary means of achieving its purpose is by making recommendations in accordance with this Regulation to the principal of the school and the board that established the council.

Composition

**3.** [(1)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s3s1) A school council for a school shall be composed of the following people:

1. The number of parent members determined under subsection (2).

2. The principal of the school.

3. One teacher who is employed at the school, other than the principal or vice-principal, elected in accordance with section 5.

4. One person who is employed at the school, other than the principal, vice-principal or any other teacher, elected in accordance with section 5.

5. In the case of a school with one or more secondary school grades,

i. one pupil enrolled in the school who is appointed by the student council, if the school has a student council, or

ii. one pupil enrolled in the school who is elected in accordance with section 5, if the school does not have a student council.

6. In the case of a school with no secondary school grades, one pupil enrolled in the school who is appointed by the principal of the school, if the principal determines, after consulting the other members of the school council, that the council should include a pupil.

7. Subject to subsection (3), one community representative appointed by the other members of the council.

8. One person appointed by an association that is a member of the Ontario Federation of Home and School Associations, the Ontario Association of Parents in Catholic Education or Parent Partenaires en Education, if the association that is a member of the Ontario Federation of Home and School Associations, the Ontario Association of Parents in Catholic Education or Parent Partenaires en Education is established in respect of the school.

 [(2)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s3s2) For the purposes of paragraph 1 of subsection (1), the number of parent members shall be determined as follows:

1. If the school council has a by-law that specifies the number of parent members, the number specified in the by-law.

2. If the school council does not have a by-law that specifies the number of parent members, the number specified by the board that established the council.

 [(3)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s3s3)  A school council may specify by by-law that the council shall include two or more community representatives, appointed by the other members of the council.

 [(4)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s3s4) In specifying numbers under subsections (2) and (3), the board or the school council, as the case may be, shall ensure that parent members constitute a majority of the members of the school council.

 [(5)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s3s5) A person who is employed by the board that established a school council cannot be appointed as a community representative on the council unless,

(a) he or she is not employed at the school; and

(b) the other members of the school council are informed of the person’s employment before the appointment.

 [(6)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s3s6) A member of a board cannot be a member of a school council established by the board.

 [(7)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s3s7) Paragraphs 5 and 6 of subsection (1) do not apply in respect of a school that is established primarily for adults.

Election of Parent Members

**4.** [(1)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s4s1) A person is qualified to be a parent member of a school council if he or she is a parent of a pupil who is enrolled in the school.

 [(2)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s4s2) Despite subsection (1), a person is not qualified to be a parent member of a school council if,

(a) he or she is employed at the school; or

(b) he or she is not employed at the school but is employed elsewhere by the board that established the council, unless he or she takes reasonable steps to inform people qualified to vote in the election of parent members of that employment.

 [(3)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s4s3) A person is qualified to vote in an election of parent members of a school council if he or she is a parent of a pupil who is enrolled in the school.

 [(4)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s4s4) An election of parent members of a school council shall be held during the first 30 days of each school year, on a date that is fixed by the chair or co-chairs of the school council after consulting with the principal of the school.

 [(5)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s4s5) Despite subsection (4), if a new school is established, the first election of parent members to the school council shall be held during the first 30 days of the school year, on a date that is fixed by the board that established the school council.

 [(6)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s4s6) The principal of a school shall, at least 14 days before the date of the election of parent members, on behalf of the school 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.

 [(7)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s4s7) The notice required by subsection (6) may be given by,

(a) giving the notice to the parent’s child for delivery to his or her parent; and

(b) posting the notice in the school in a location that is accessible to parents.

 [(8)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s4s8) The election of parent members shall be by secret ballot.

Other Elections

**[5.](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm%22%20%5Cl%20%22s5s1)** [(1)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s5s1) The elections of members of school councils referred to in paragraph 3, paragraph 4 and subparagraph 5 ii of subsection 3 (1) shall be held during the first 30 days of each school year.

 [(2)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s5s2) A person is qualified to vote in an election of a member of a school council referred to in paragraph 3 of subsection 3 (1) if he or she is a teacher, other than the principal or vice-principal, who is employed at the school.

 [(3)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s5s3) A person is qualified to vote in an election of a member of a school council referred to in paragraph 4 of subsection 3 (1) if he or she is a person, other than the principal, vice-principal or any other teacher, who is employed at the school.

 [(4)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s5s4) A person is qualified to vote in an election of a member of a school council referred to in subparagraph 5 ii of subsection 3 (1) if he or she is a pupil enrolled in the school.

Term of Office

**[6.](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm%22%20%5Cl%20%22s6s1)** [(1)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s6s1) A person elected or appointed as a member of a school council holds office from the later of,

(a) the date he or she is elected or appointed; and

(b) the date of the first meeting of the school council after the elections held under sections 4 and 5 in the school year, until the date of the first meeting of the school council after the elections held under sections 4 and 5 in the next school year.

 [(2)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s6s2) A member of a school council may be re-elected or reappointed, unless otherwise provided by the by-laws of the council.

Vacancies

**[7.](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm%22%20%5Cl%20%22s7s1)** [(1)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s7s1) A vacancy in the membership of a school council shall be filled by election or appointment in accordance with the by-laws of the council.

 [(2)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s7s2) If an election is held to fill a vacancy in the membership of a school council, section 4 or 5, as the case may be, applies, with necessary modifications, to the election.

 [(3)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s7s3) A vacancy in the membership of a school council does not prevent the council from exercising its authority.

Officers

**[8.](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm%22%20%5Cl%20%22s8s1)** [(1)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s8s1) A school council shall have a chair or, if the by-laws of the council so provide, two co-chairs.

 [(2)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s8s2) A chair or co-chair of a school council must be a parent member of the council, and shall be elected by the members of the council.

 [(3)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s8s3) A person who is employed by the board that established the council cannot be the chair or co-chair of the council.

 [(4)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s8s4) A school council may have such other officers as are provided for in the by-laws of the council

 [(5)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s8s5) Subject to subsections (2) and (3), vacancies in the office of chair, co-chair or any other officer of a school council shall be filled in accordance with the by-laws of the council.

**[9.](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm%22%20%5Cl%20%22s9)** Revoked: O. Reg. 330/10, s. 5.

Ministry Powers and Duties

**10.**[(1)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s10s1) As part of its accountability to parents, the Ministry shall report annually to members of school councils on education in the province.

 [(2)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s10s2)  The Ministry may,

(a) make other reports to members of school councils; and

(b) provide information to members of school councils respecting the roles and responsibilities of school councils.

Remuneration

**11.**[(1)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s11s1) A person shall not receive any remuneration for serving as a member or officer of a school council.

 [(2)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s11s2) Every board shall establish policies respecting the reimbursement of members and officers of school councils established by the board.

 [(3)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s11s3) The board that established a school council shall reimburse members and officers of the council, in accordance with the policies referred to in subsection (2), for expenses they incur as members or officers of the council.

Meetings

**[12.](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm%22%20%5Cl%20%22s12s1)**[(1)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s12s1)  A school council shall meet at least four times during the school year.

 [(2)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s12s2) A school council shall meet within the first 35 days of the school year, after the elections held under sections 4 and 5, on a date fixed by the principal of the school.

 [(3)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s12s3) A meeting of a school council cannot be held unless,

(a) a majority of the current members of the council are present at the meeting; and

(b) a majority of the members of the council who are present at the meeting are parent members.

 [(4)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s12s4) All meetings of a school council shall be open to the public.

 [(5)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s12s5) A school council is entitled to hold its meetings at the school.

 [(6)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s12s6) All meetings of a school council shall be held at a location that is accessible to the public.

 [(7)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s12s7) The principal of a school shall, on behalf of the school council, give written notice of the dates, times and locations of the meetings of the council to every parent of a pupil who, on the date the notice is given, is enrolled in the school.

 [(8)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s12s8) The notice required by subsection (7) may be given by,

(a) giving the notice to the parent’s child for delivery to his or her parent; and

(b) posting the notice in the school in a location that is accessible to parents.

Committees

**[13.](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm%22%20%5Cl%20%22s13s1)**[(1)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s13s1)  A school council may, in accordance with its by-laws, establish committees to make recommendations to the council.

 [(2)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s13s2) Every committee of a school council must include at least one parent member of the council.

 [(3)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s13s3) A committee of a school council may include persons who are not members of the council.

 [(4)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s13s4) Subsections 12 (4) to (8) apply, with necessary modifications, to committees of school councils.

Voting

**[14.](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm%22%20%5Cl%20%22s14s1)**[(1)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s14s1) Subject to subsection (3), each member of a school council is entitled to one vote in votes taken by the council.

 [(2)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s14s2) Subject to subsection (3), each member of a committee of a school council is entitled to one vote in votes taken by the committee.

 [(3)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s14s3) The principal of the school is not entitled to vote in votes taken by the school council or by a committee of the school council.

By-laws

**15.**[(1)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s15s1) A school council may make by-laws governing the conduct of its affairs.

 [(2)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s15s2) Every school council shall make the following by-laws:

1. A by-law that governs election procedures and the filling of vacancies in the membership of the school council.

2. A by-law that establishes rules respecting participation in school council proceedings in cases of conflict of interest.

3. A by-law that, in accordance with any applicable policies established by the board that established the council, establishes a conflict resolution process for internal school council disputes.

Minutes and Financial Records

**[16.](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm%22%20%5Cl%20%22s16s1)**[(1)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s16s1) A school council shall keep minutes of all of its meetings and records of all of its financial transactions.

 [(2)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s16s2) The minutes and records shall be available at the school for examination without charge by any person.

 [(3)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s16s3) Subsections (1) and (2) do not apply to minutes and records that are more than four years old.

Incorporation

[**17.**](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s17)A school council shall not be incorporated.

Principal

**[18.](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm%22%20%5Cl%20%22s18s1)**[(1)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s18s1) The principal of a school may delegate any of his or her powers or duties as a member of the school council, including any powers or duties under this Regulation, to a vice-principal of the school.

 [(2)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s18s2) In addition to his or her duties under this Regulation, the principal of a school shall perform the duties relating to school councils that are imposed on the principal by Regulation 298 of the Revised Regulations of Ontario, 1990 (Operation of Schools — General).

Consultation by Board

**[19.](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm%22%20%5Cl%20%22s19s1)**[(1)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s19s1) In addition to its other obligations to solicit the views of school councils under the Act, every board shall solicit the views of the school councils established by the board with respect to the following matters:

1. The establishment or amendment of board policies and guidelines that relate to pupil achievement or to the accountability of the education system to parents, including,

i. policies and guidelines established under subsection 302 (1) of the Act with respect to the conduct of persons in schools within the board’s jurisdiction,

ii. policies and guidelines established under subsection 302 (5) of the Act respecting appropriate dress for pupils in schools within the board’s jurisdiction,

iii. policies and guidelines respecting the allocation of funding by the board to school councils,

iv. policies and guidelines respecting the fundraising activities of school councils,

v. policies and guidelines respecting conflict resolution processes for internal school council disputes, and

vi. policies and guidelines respecting reimbursement by the board of expenses incurred by members and officers of school councils.

2. The development of implementation plans for new education initiatives that relate to pupil achievement or to the accountability of the education system to parents, including,

i. implementation plans for policies and guidelines established under subsection 302 (1) of the Act with respect to the conduct of persons in schools within the board’s jurisdiction, and

ii. implementation plans for policies and guidelines established under subsection 302 (5) of the Act respecting appropriate dress for pupils in schools within the board’s jurisdiction.

3. Board action plans for improvement, based on the Education Quality and Accountability Office’s reports on the results of tests of pupils, and the communication of those plans to the public.

4. The process and criteria applicable to the selection and placement of principals and vice-principals.

 [(2)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s19s2) Subsection (1) does not limit the matters on which a board may solicit the views of school councils.

Advisory Authority of School Councils

**[20.](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm%22%20%5Cl%20%22s20)** A school council may make recommendations to the principal of the school or to the board that established the council on any matter.

Duty of Board to Respond

**[21.](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm%22%20%5Cl%20%22s21)** The board that established a school council shall consider each recommendation made to the board by the council and shall advise the council of the action taken in response to the recommendation.

Fundraising

**[22.](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm%22%20%5Cl%20%22s22s1)**[(1)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s22s1) Subject to subsection (2), a school council may engage in fundraising activities.

 [(2)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s22s2) A school council shall not engage in fundraising activities unless,

(a) the activities are conducted in accordance with any applicable policies established by the board; and

(b) the activities are to raise funds for a purpose approved by the board or authorized by any applicable polices established by the board.

 [(3)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s22s3) A school council shall ensure that the funds raised by it are used in accordance with any applicable policies established by the board.

Consultation with Parents

**[23.](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm%22%20%5Cl%20%22s23)** A school council shall consult with parents of pupils enrolled in the school about matters under consideration by the council.

Annual Report

**[24.](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm%22%20%5Cl%20%22s24s1)**[(1)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s24s1) Every school council shall annually submit a written report on its activities to the principal of the school and to the board that established the council.

 [(2)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s24s2) If the school council engages in fundraising activities, the annual report shall include a report on those activities.

 [(3)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s24s3) The principal shall, on behalf of the school council, give a copy of the report to every parent of a pupil who, on the date the copy is given, is enrolled in the school.

 [(4)](http://www.e-laws.gov.on.ca/html/regs/french/elaws_regs_000612_f.htm#s24s4) Subsection (3) may be complied with by,

(a) giving the report to the parent’s child for delivery to his or her parent; and

(b) posting the report in the school in a location that is accessible to parents.