

Guildwood Junior Public School

School Council By-Laws



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Mission statement:

The School Council exists to provide a forum through which parents and other members of the school community can contribute to improving student achievement and the student experience. The Guildwood Junior Public School community strongly values academic achievement, holistic programming, environmental awareness, equity, diversity and community involvement.

Governance

The Education Act, Ontario Regulation 612/00, School Councils (“the Regulation”), sets out the mandate and roles and responsibilities for school councils. This Regulation has therefore been adopted in its entirety as the Constitution of Guildwood Junior Public School Council. The Bylaws of the School Council are informed by the Regulation. Should there be omissions or material divergences herein from the Regulation, the Regulation shall supersede the Guildwood Bylaws.

PART I: ORGANIZATION

1 Annual Meeting

1.1 The Council shall hold an election within 30 days of the start of the school year.

1.2 The purpose of the meeting shall be to elect members of council:

(a) to elect the Chair of the Council;

(b) to elect the Vice-Chair of the Council;

(c) to appoint members to committees of the Council;

(d) to appoint members to represent the Council on external forums (as required); and,

(e) to adopt a schedule of meeting dates and times for regular meetings of the Council and standing committees for the following year if the Council has not yet done so.

1.3 The Chair of the Council, in consultation with the Vice-Chair, shall arrange the annual meeting.

1.4 The Chair of the Council may deliver an address at the annual meeting.

1.5 The agenda for the meeting shall not include any business to be considered by the Council, but may include various ceremonial matters at the discretion of the Chair of the Council, in consultation with the Principal, Superintendent and Trustee.

1.6 The Council shall have 10-15 council members including Parents.

1.7 The term of an office or other position to which a member has previously been elected shall be for one school year and expire immediately prior to the next annual meeting, until a successor is elected, or until the member ceases to be a member of the Council, whichever occurs first.

1.8 The previous Chair shall preside until the Chair of the next Council is elected.

1.9 The Chair of the Council shall preside at the meeting upon being elected.

1.10 The election of Chair and Vice-Chair of the Council shall be by majority vote of the members present.

1.11 Members shall be elected to committees by a majority vote.

1.12 The Council may adopt a procedure for the election of members to various committees and positions from time to time.

1.13 Each member present shall vote for as many candidates as there are positions to be filled at the time each vote is taken.

1.14 Every parent participating at the meeting has the right to vote.

2 Electing Council Members

2.1 Individuals interested in joining the School Council must be of legal age.

2.2 Candidates may include registered (current) parents/guardians of Guildwood Junior Public School Student Body.

2.3 To join the School Council a candidate must physically be present at a School Council meeting.

2.4 Candidates must complete a Nomination Form. Nomination Form can be found in Appendix 1.

2.5 A candidate will be elected member of Council by a simple majority vote.

PART II: COMMITTEES

3 Application

3.1 A reference in these Bylaws to a committee refers equally to a standing committee, a permanent committee, and a special committee established by the Council, unless otherwise stated.

3.2 In this Part, a reference to a committee refers equally to a subcommittee established by a committee.

4 Standing Committees

Establishment of Standing Committees

4.1 There shall be four standing committees of the Council:

- (a) Administration, Finance and Accountability Committee;
- (b) Program and School Services Committee;
- (c) Operations and Facilities Management Committee;
- (d) Human Resources and Professional Learning Committee

4.1.1 The purpose of the Committees is to support the execution of the School Council Priorities efficiently by focusing on a specific mandate.

4.1.2 At its discretion, the Council has the authority to merge Committees as necessary based on the School Council Priorities and Council membership.

Mandates of Standing Committees

4.2 The Administration, Finance and Accountability Committee shall consider, make recommendations to the Council on administrative matters, including finance matters. This Committee manages the Council Treasury.

4.2.1 All expenditures of the Council require prior approval of the Council.

(a) All expenditures are to be reported in a financial statement to be made available at each council meeting.

(b) The Council will not borrow funds or enter into any financial commitment for which funds are not already in hand.

(c) 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 Council signatories.

4.2.2 All cheques must be signed by the Chair, Vice-chair, and Treasurer with the principal having no signing authority.

4.3 The Program and School Services Committee shall consider and make recommendations to the Council on education matters referred to it for consideration.

(a) The Committee supports the School's School Improvement Plan and all applicable educational programs. Such as Trips, Events, Guest Speakers, interaction with other schools in the community to further advance education matters and others.

4.4 The Operations and Facilities Management Committee shall consider and make recommendations to the Council on operational matters, including property matters, referred to it for consideration.

4.4.1 This Committee also manages School Fundraising activities. These include fundraising within the school body as well as community outreach and participation in community programs to raise additional funds such as grants etc.

(a) The Committee supports all activities related to the management of the school property.

4.5 The Human Resources and Professional Learning Committee shall consider and make recommendations to the Council on human resources and professional learning matters referred to it for consideration.

(a) The Committee supports activities relating to the functioning of the school council. Matters such as securing guest speakers from the community or other schools to provide information that will benefit the school and school Council and others.

- 4.6 A matter may be referred to a standing committee for consideration by:
- (a) the Council members;
 - (b) the Principal;
 - (c) a parent of Guildwood Junior Public School, by giving written notice of the matter to any Council member;
 - (d) Teacher Representative/s;
 - (e) Community volunteer of municipal / public servant supporting the School (max. 2 community representatives)

Signing Authority

4.7 All cheques must be signed by the Chair, Vice-chair, and Treasurer with the principal having no signing authority.

Membership of Standing Committees

4.8 Each standing committee shall be composed of at least one member of the Council elected at the annual meeting.

4.8.1 Any parent can be a member & chair of a Committee.

4.9 Members of the Council, can attend multiple committees.

4.10 A member of the Council may chair more than one standing committee as necessary if the Council agrees to merge Committees.

4.11 The Chair and Vice-Chair of the Council shall be members of each standing committee *ex officio*.

5 Planning and Priorities Committee

5.1 The Planning and Priorities Committee shall be established as a permanent committee of the Council.

5.2 The Planning and Priorities Committee shall be composed of:

- (a) the Chair of the Council;
- (b) the Vice-chair of the Council;
- (c) the chair of each of the standing committees;
- (d) one member appointed by each standing committee from amongst its members.

5.3 The Planning and Priorities Committee shall make recommendations to the Council on:

- (a) the development and coordination of a strategic plan for the Council and if necessary with the Principal, Trustee, Superintendent, and the standing committees;

- (b) the Council's by-laws and procedures;
- (c) professional development for members of the Council as applicable; and,
- (d) other matters referred to it from time to time by the Council Members.

6 Establishment of Special Committees

6.1 The Council may establish a special committee to make recommendations to the Council on any matter.

6.2 The term of a special committee shall expire on November 30 in each year unless otherwise determined by the Council.

6.3 A special committee that has expired may be revived and continued by the Council at its next annual meeting.

7 Membership

7.1 The Council will be comprised of the following members:

- (a) the Chair;
- (b) the Vice-Chair;
- (c) the Secretary;
- (d) the Committee Chairs;
- (e) the Members;
- (f) the Principal;
- (g) the teacher representative/s'
- (h) Community representative/s as necessary to a max of 2.

7.2 Any parent may be a member of a committee of the Council.

7.2.1 Committee members may chair a Committee and do not need to be Council members.

7.2.2 They can vote on Committee matters but not have vote on Council matters.

7.3 The membership of a committee shall be determined by the Council.

7.4 A member whose term on a committee has expired may be re-appointed to a subsequent term.

7.5 A vacancy on a committee, other than a subcommittee, shall be reported to the Council in the next report of the committee.

7.6 The Council shall appoint a member to fill a vacancy on a committee upon being notified of a vacancy on a committee.

7.7 A member of a committee who is absent from three consecutive meetings of the committee without the approval of the committee shall cease to be a member of the committee, and this information shall be reported to the Council, or to the establishing committee if the absence was from meetings of a subcommittee.

7.8 Should a member of Council miss three consecutive meetings without sufficient notification to council, the Chair may call a meeting with the member to determine the members interest in the council.

7.9 All Council members are required to attend a majority of the Council meetings.

8 School Council Visitors Attendance and Voting Rights

8.1 Parents can freely attend School Council meetings.

8.2 Visitors to Council meetings are free to ask questions on any matter presented at Council meetings.

8.3 Visitors attending Council meetings shall conduct themselves in accordance with the School Council bylaws.

8.4. Visitors do not have voting rights at Council meetings.

9 Election of Committee Chair

9.1 The Council Chair shall convene the initial meeting to elect a chair of that committee.

9.2 A committee chair may be elected throughout the year.

9.3 At the initial meeting of a committee, or at the first meeting after the office of committee chair or vice-chair becomes vacant, the committee members shall elect a committee chair and a committee vice-chair from amongst themselves.

9.4 The term of office of the chair and vice-chair of a committee shall expire when another member is elected or on October 30 each year.

9.5 The chair and vice-chair of a committee may be re-elected to a subsequent term by the committee.

10 Removal of a Council Member

10.1 Under a notice of motion with one meeting notice, a member of the Council may be removed under the following conditions:

- (a) A member who misses three or more general meetings in a school year may be removed by a simple majority;
- (b) A member convicted of a criminal act may be removed by a simple majority;
- (c) A member, whose conduct is detrimental to the purpose of the Council, may be removed by a two/third majority;
- (d) A member deemed to have committed a breach of trust or whose conduct is deemed to be inappropriate may be removed by a two/third majority;
- (e) A member failed to perform their elected duties.

PART III: COUNCIL MEETINGS

11 Definitions

11.1 In this Part, the following definitions apply:

- (a) "chair" means presiding officer;
- (b) "majority" means a majority of the members present;
- (c) "majority of the Council" means a majority of the members of the Council.

12 Regular Meetings of the Council

Meeting schedule

12.1 A regular meeting of the Council shall take place on the date, at the time and at the location established in the schedule of meetings.

12.2 The Council shall meet at least 6 times a year from October to June as well as September of the next school year.

Notice of a regular meeting

12.3 The Chair will notify all members of the Council in writing of a regular meeting of the Council 7 days in advance of the meeting, and shall include the agenda for the meeting with the notice.

12.4 The Chair and Vice-Chair of the Council shall be responsible for the content of the agenda for a regular meeting of the Council in consultation with the Principal and any of the Committee Chairs and Council members.

12.5 Any Council member may include a matter in the agenda for a regular Council meeting by submitting the matter in writing to the Chair at least seven days in advance of the meeting.

12.6 The agenda for a regular meeting of the Council shall include all the matters that are to be considered by the Council as far as is known.

12.7 A matter may be added to an agenda for a regular meeting of the Council at the discretion of the Chair of the Council.

13 Quorum

13.1 A quorum shall be a simple majority of parents and members of the Council.

13.2 A meeting of the Council shall commence as soon after the time shown in the agenda as a quorum is present.

13.3 If a quorum is not present within 15 minutes after the time shown in the agenda the meeting shall be cancelled.

13.4 If a quorum is lost during the course of the meeting, the Council shall stand in recess.

13.5 If quorum cannot be re-established within 15 minutes of the Council recessing due to a loss of quorum, the Council shall stand adjourned.

13.6 When a meeting of the Council is cancelled or adjourned due to a lack of quorum, the Chair shall record the names of the members present, and report that information to the next regular meeting of the Council.

14 Presiding Officer

14.1 The Chair of the Council, or in his or her absence, the Vice-Chair of the Council, shall preside at a meeting of the Council.

14.2 In the absence of both the Chair and the Vice-Chair of the Council, the members present shall elect one of themselves to preside at the meeting, or until the Chair or the Vice-Chair of the Council is present.

14.3 No member of the Council shall preside over the consideration of a motion on which the member is disqualified from voting on.

Please refer to the School Council Handbook for information on the following sub-sections:

Order of Business;

Voting;

Debate;

Ending Debate;

Motions;

Reconsideration;

Questions of Privilege; and

Timed Adjournment.

15 Record of Decisions

15.1 The Secretary shall maintain a complete record of the decisions made, including recorded votes, at all meetings of the Council.

15.2 At each regular meeting of the Council, the Secretary shall present, through the chair, unconfirmed minutes of the decisions and votes recorded at previous meetings of the Council for confirmation.

16 Rules and privileges of the Council

16.1 The rules and privileges of the Council shall include these Bylaws and regulation 612.

17 Private Session

17.1 The Council shall not meet and conduct business in private.

PART IV: COMMITTEE MEETINGS

18 Committee Meetings

18.1 Committees may use various mediums to execute their accountability.

18.2 The objective of the Committees is to flexibly and efficiently support the Council Mandate and execute its accountability. The Committees may meet separately as necessary, in order to conduct business.

18.3 The Committees and its members shall follow the by-laws as contained in this document.

PART V: MISCELLANEOUS

19 Adoption of a procedure

19.1 The Council may adopt a procedure from time to time to establish rules and processes under these Bylaws.

19.2 A procedure shall require a majority vote of the members of the Council to carry.

20 Ontario Ministry of Education School Councils

20.1 The Ontario Ministry of Education has published the School Councils – A Guide for Members.

20.2 All Councils shall be familiar with this guide and execute their duties in accordance with the Guide.

20.3 School Councils – A Guide for Members forms part of these by-laws.

21 Code of Ethics

21.1 The Council shall follow the Code of Ethics listed in Appendix 2.

22 Conflict Resolution

22.1 A conflict of interest may be actual, perceived, or potential.

22.2 Members of the council shall declare a 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 the council.

22.3 A member shall exclude him- or herself from discussions in which:

(a) a conflict of interest is likely to result;

(b) the member's ability to carry out his or her duties and responsibilities as a member of the school council may be jeopardized;

(c) the council member, his or 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 to the board.

22.4 A member shall not accept favours or economic benefits from any individuals, organizations, or entities known to be seeking business contracts with the school.

23 Revision of Bylaws

23.1 The Council may revise these Bylaws from time to time.

23.2 Written notice of a proposed revision to these Bylaws shall be given at a regular meeting of the Council including School Parent body and TDSB representative prior to the meeting at which the proposed revision is to be considered.

23.3 A revision of these Bylaws shall require a 2/3 majority vote of all members of the Council.

24 Social Media/on-line communication

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

- (a) Be coordinated and managed by the secretary and co-chairs only;
- (b) Adhere to all Anti-spam legislation and TDSB on-line Code of Conduct;
- (c) Not compromise privacy of any parent/guardian of council or the school; and
- (d) Be shut down at the discretion of council.

Appendix

Appendix 1 A School Council Parent Self-Nomination Form

SCHOOL COUNCIL PARENT SELF-NOMINATION FORM

I wish to declare my candidacy for an elected position as a parent/guardian representative on the school council.

Name: _____

Address: _____

Home phone: _____ Business phone: _____

E-mail: _____

I am the parent/guardian of _____, who is currently registered
at this school. *(name of student)*

I am an employee of the board.
 yes no

Candidate's signature _____
Date

Please include a brief autobiography on the back of this form.

You will be notified when your nomination has been received.

Appendix 1 B School Council Parent Candidate Nomination Form

SCHOOL COUNCIL PARENT CANDIDATE NOMINATION FORM

I wish to nominate _____ for an elected position as a parent/guardian representative on the school council.

Name: _____

Address: _____

Home phone: _____ Business phone: _____

E-mail: _____

I am the parent/guardian of _____, who is currently registered at this school.
(name of student)

_____ is the parent/guardian of _____,
(name of person nominated) (name of student)

who is currently registered at this school.

The person I have nominated is an employee of the board.

yes no

Nominator's signature

Date

Please include a brief biography of the candidate you have nominated on the back of or on a separate sheet attached to this form.

You will be notified when your nomination has been received.

Appendix 1 C Nomination Form Receipt

NOMINATION FORM RECEIPT

The nomination form for parent/guardian representative on the school council for

_____ at _____
(parent nominee's name) *(school name)*

has been received by:

Name of principal or chair of the nominations committee

Date

Appendix 1 D School Council Election Ballot

SCHOOL COUNCIL ELECTION BALLOT

Date: _____

School: _____

For: *Parent/guardian representatives* _____

Vote for no more than _____ candidates on this ballot.

Place an X in the box before the name(s) of the candidate(s) of your choice. Note that persons whose names are marked with an asterisk are employees of the school board.

<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____

[A similar ballot form could be used for teacher, non-teacher, and student elections.]

Additional information can be found in the Ontario Ministry of Education School Councils – A guide for Members.

Appendix 2 Code of Ethics

2.1A member shall consider the best interests of all students.

2.2 A member shall be guided by the school's and the school board, and school council's mission statements.

2.3 A member shall act within the limits of the roles and responsibilities of a school council, as identified by the school's operating guidelines, the school board, and the Ontario Ministry of Education.

2.4 A member shall become familiar with the school's policies and operating practices and act in accordance with them.

2.5 A member shall maintain the highest standards of integrity.

2.6 A member shall recognize and respect the personal integrity of each member of the school community.

2.7 A member shall treat all other members with respect and allow for diverse opinions to be shared without interruption.

2.8 A member shall encourage a positive environment in which individual contributions are encouraged and valued.

2.9 A member shall acknowledge democratic principles and accept the consensus of the Council.

2.10 A member shall respect the confidential nature of some school business and respect limitations this may place on the operation of the school council.

2.11 A member shall not disclose confidential information.

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

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

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

2.15 A member shall declare any conflict of interest.

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