

Milliken Public School Council By-Laws

Meetings

Meetings shall begin promptly. Late comers can join the meeting in progress.

Dates and times of the meetings shall be determined by the Executive Members in June for the following school year. This will allow the school to print materials such as calendars/magnets and have these available at the beginning of the school year. There must be a minimum of 4 meetings during the school year.

Election Process

Elections will be held in accordance with Ontario Regulation 612/00.

Elections will be held within the first 30 days of each school year.

The outgoing Chair (or Principal if the outgoing Chair is no longer a member of the community) will call an election and distribute nomination forms (appendix 1) and a description of the executive positions roles/responsibilities (appendix 2). The Chair/Principal will notify the community of the election procedures, date, location and time at least 14 days in advance of the election. A profile from all candidates is required and will be made available to the electorate on the night of the election.

Each parent/guardian seeking election must submit a nomination form by the date indicated, must have a child registered at the school and must declare if he or she is employed by the TDSB. Nomination forms received after the deadline will not be considered for the election.

No individual campaign literature for school council elections may be distributed or posted on school property.

Each parent/guardian shall be entitled to one vote for each of the Executive positions. Voters must be present at the school during the election.

The elections shall be supervised by the Principal. The principal shall conduct the elections by secret ballot, count the ballots and announce the results at the meeting.

If the number of candidates is less than or equal to the number of positions, the candidates shall be acclaimed.

Results of the election will be made public to the school community either by written communication directly from the Council or in the School Newsletter. Results will also be posted on the school website.

The term of office for all Executive Council positions will be one year.

Should the Chairperson be unable to fulfill his/her position, for any reason, the Co-Chair/Vice Chair would succeed the Chairperson's role. If any of the other Executive members is unable to fulfill his/her position, the remaining Executive members will determine if the position can be absorbed by the remaining Executive Council members or if an election will be held.

Code Of Ethics

All Council members are required to abide by the Code of Ethics (appendix 3) Any member in violation of a code of ethics will be required to leave the meeting. If an Executive Member is in violation, they will be required to resign from their position.

Children left in the care of the Council babysitters must behave appropriately and listen to the babysitters. Rude or violent behaviour will not be tolerated. If a child is misbehaving, the parent will be asked to take the child home.

Conflict Resolution

Every school council member will be given an opportunity to express his/her concern/opinion about the issue at dispute.

Speakers to an issue will maintain a calm and respectful tone at all times.

Speakers will be allowed to speak without interruption.

The chair will be responsible to clarify the statements made by all speakers, to identify common ground among the points of view raised and to set out the joint interest of all members.

If no common ground can be identified, the chair will seek to clarify preferences among all members before proceeding further.

If all attempts at resolving the conflict have been exhausted without success, the chair shall request the intervention of a superintendent or other senior administrator to facilitate resolution to the conflict.

Voting/decision Making

All expenses (except operating expenses) and decisions will be made by majority vote. A motion can be put forth at any meeting provided sufficient information is presented to make a decision. Any member not comfortable with voting may abstain from voting.

Funds approved/designated for a specific future project.

If a Council votes to financially support a future event/item the Council must ensure the following:

The item/event and dollar amount is clearly documented in the minutes as well as the financial reporting at the end of the year. This will ensure the future Council must abide by the wishes of the Council who raised the money, and honour the commitment the prior Council made.

Budget

Council funds are allocated at follows: **Teaching Aids & Equipment 50%** (library books, music instruments, computers, audio/visual equipment, classroom books, playground equipment, sporting equipment/uniforms, smart board); **Learning Activities 35%** (field trip subsidy, guest performers/speakers); **Operating Expenses 5%** (babysitters, prizes, movie licence, banking fees, postage); **Graduation 7%**; **Other events/Items 3%** (World Teacher's Day, Winter Songfest, retirement gifts, walk-a-thon/playday freezies, pot luck meeting). This budget was adopted in October 1999 by the Budget Committee (N. Nagao, Chair; M. Bresser, Secretary; G. Lew; A. Wong, Co-Treasurer; A. Pawlak, Principal; Helen Tsang; V. Subramaniam; K. So, Co-Treasurer). This budget will be in effect until it no longer meets the needs of the committee and a new Budget Committee is formed and a new budget is passed by a majority vote.

Signing Officers

There will be a minimum of 4 signing officers. The Chair, Treasurer, Vice-Chair or Secretary and Principal. All cheques must require at least two signatures, one of whom must be the School Council Chair or Treasurer.

Council cheques and financial records will be maintained by the Treasurer.

Fundraising and use of Council funds will be made in accordance with the guidelines established by the TDSB. Members should consult the guidelines for fundraising and Procedures for School Council Funds for details.

Communication

Written communication must be available in English (official language of instruction at Milliken) and can then be translated into other languages as required. Communication must be approved by the principal and must be distributed to all parents.

Conflict of Interest

Any time the school council does business with the potential for monetary gain/loss with any person, agency, or company, and a member of the school 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 vote on any such resolution relating to the matter.

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

Amemndments

These by-laws may be reviewed as deemed necessary by the School Council. Members will be required to make a proposal motion for change and the community must be notified in writing prior to the vote to make the change. The motion for change will be determined by a member vote. The voting results must be a 2/3 majority vote to approve the change.

