

## School council bylaws – Final Version – September, 2012

### 1. Elections

Makeup of council:

- Numbers number of members shall not be less than 9 and shall not exceed 25
- quorum will be 4 members (excluding SCDSB staff)
- Parents must make up the majority of the members
- Non-parent members include:
  - ❖ principal or vice-principal
  - ❖ One member of teaching staff
  - ❖ One member non-teaching staff
  - ❖ One (or more) community members (appointed by elected members)
  - ❖ one student member of student council

Election procedures:

- Shall occur within first thirty days of start of each school year.
- A notice regarding nomination dates and forms shall be included in the first school newsletter (first 15 days of school year). (forms, by-laws and expectations will be available from first day of school until 3 days before first council meeting)
- Each parent/guardian seeking election must be nominated or self-nominated in writing, must have a child registered at the school and must declare if he or she is employed by the school board.
- The forms must be submitted to the office by a specified date, which must be 3 days before the first council meeting. For parents/guardians whose children enroll at Adjala Central throughout the school year, the deadline for their forms to be submitted will be by the first school council meeting after their enrollment
- If the number of parents seeking nomination exceeds to number of positions available then voting procedures shall be followed.
- If the number of parents seeking nomination is equal to or less than the positions available then a vote is not required. All parents who filled out forms will be offered a position of school council. Any remaining positions can be filled by parents attending the first meeting.
- Election of officers – if there is more than one council member seeking an executive position (chair, co-chair, secretary, committee chair) and an agreement cannot be reached, then school

council members will elect the executive by secret ballot at the first school council meeting. The interested parties will be given two minutes to speak to why they should be elected and then council members will vote.

- The names of school council members will be publicized to the school community within 30 days of their election/appointment.

#### Voting procedures

- If the number of parents seeking nomination is greater than the number of positions on school council than an election by all parents/guardians is required.
- Information about the candidates shall be made available to the school community at least 5 days before election.
- The school community shall be notified of election procedures and date, location and time at least 5 days in advance.
- Conduct elections by secret ballot.
- Election day proceedings shall be supervised by the principal.
- Ballots shall be counted by the principal in the presence of at least two parents who are not election candidates.
- Each parent/guardian of a student enrolled in the school shall be entitled to one vote for each vacant parent/guardian position on the council.
- Only the names of successful candidates shall be made public. A list of unsuccessful candidates will be kept by council in the event of a vacancy.
- All individuals standing for election will be notified of the results before the results are released to the school community.

## **2. Filing Vacancies**

- Should a vacancy occur on Adjala Central Public School Council, the council can continue to operate as long as there is a quorum and the majority of council members are parents.
- If the majority of parents on the council is not maintained, the council can fill the vacancy by appointment (following procedures for election of officials) from the non-elected candidates from the previous election.

- If none of the previous candidates remain interested in becoming a council member, the council will invite members from the school community, via newsletter and school website inserts, to submit their names forward. The council shall then appoint a person for that position following procedures for election of officials.

### **3. Conflict of Interest**

- Members of the school council shall declare to the chair/co- chairs , 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.
- A member shall exclude him-or herself from discussions and resolution, by leaving the room for that portion of the meeting, in which:
  - ❖ A conflict of interest is likely to result
  - ❖ The member's ability to carry out his or her duties and responsibilities on the school council may be jeopardized
  - ❖ The council member, his or her relatives, or a business entity in which the member may have an interest, may 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.

### **4. Conflict Resolution**

- Every school council member will be given the opportunity to express his or her concern or opinion about the issue at dispute and how the dispute has affected him or her.
- Speakers to an issue will maintain a calm and respectful tone at all times.
- Speakers will be allowed to speak without interruption.
- The chair's responsibility 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 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 a resolution to the conflict.

### **5. Decision Making**

- Decisions/ recommendations of school council are ideally made by consensus.
- If consensus cannot be achieved, all suggestions are presented to the principal to assist in his/her decision. The amount of support for each suggestion and the rationale will also be presented. If the principal is not present at the meeting, then the co-chairs/ chair will present the suggestions to the principal.

- To table a motion or second a motion, a person must have filled out a membership form and attended at least 50% of the meetings in that school year