

Barrhaven Public School Parent Council Bylaws

Effective March 3rd 2008

School Council By-Law #1: Composition & Duties of the School Council

Members of the School Council shall include:

- parents of students enrolled in the school;
- the school principal;
- teaching staff;
- non-teaching staff;
- community representative(s).

All members of the School Council who are not staff members should be Ottawa-Carleton District School Board ratepayers.

Parent members must form the majority of the Council.

OCDSB employees:

- are not eligible to serve as Parent Members if they work at the same school where their children attend.
- may serve as Parent Members at a different school provided they disclose their employment information to avoid potential conflict of interest.

The Council Executive shall consist of up to 16 members with maximums in each category as follows:

Parents	12
Principal	1
Teaching Staff	1
(elected by members of teaching staff)	
Non-Teaching Staff	1
(elected by members of Administrative/Support staff)	
Community Representative	1
(appointed by two members of the Council)	
Maximum	16

The minimum number of parent members is 5 and must include the following Officer positions: Chair, Vice Chair (or 2 Co-Chairs), Treasurer Secretary.

If the principal determines, after consulting with other members of the School Council, that the council should include a student, one student enrolled in an elementary school may serve on Council Executive, bringing the maximum to 17.

The roles and responsibilities of Council members set out in:

- the Ontario Regulation 612/00,
- Board Policy P.014.SCO; and
- School Council Procedure PR 509.SCO.

Duties of the Officers of the Council are as follows:

The Chair shall:

- Call School Council meetings;
- Prepare the agenda for School Council meetings and distribute the agenda and any other relevant materials to Council members at least 2 days prior to the next meeting;
- Chair School Council meetings;
- Ensure that the responsibilities of other executive members are being followed;
- Participate in all School Council Committees as an ex-officio member;
- Ensure that a current principal profile is on file with the Board by October 31st of each year;
- Participate in information and training programs, if possible;
- Ensure that there is regular communication with the school principal and with the school community in general;
- Ensure that parents/guardians of all students enrolled in the school are consulted about all matters under consideration by the Council;
- Ensure that the constitution and by-laws of the Council are maintained and up to date and are reviewed annually by the Council;
- Consult with senior Board staff and trustees, as required; and
- Prepare and submit the annual report of the School Council to the school principal, the superintendent and the Director of Education including, if the council engages in fundraising activities, a report on those activities.

The Vice-Chair shall:

- Fulfill the Chair's duties in the absence of the Chair.
- Fulfill duties as delegated by the Chair.

The Treasurer shall:

- Monitor the finances of the Council on a regular basis;
- Check the accuracy and consistency of monthly bank statements;
- Monitor the cash position and maintain a detailed record of all funds;
- Maintain a sufficient balance in the current account to cover outstanding cheques and bank charges;
- Prepare cheques for signing;
- Issue cheques for invoices of Council-approved expenditures;
- Participate in all School Council Committees as an ex-officio member;
- Ensure that Financial Policies and Procedures are reviewed annually and recommend and/or propose amendments as required;
- Report monthly to the School Council on fundraising and other revenues, expenditures (including accounts payable), bad debts, investments, and cash position;
- Prepare a year-end financial report to present to Council, which will be included in the School Council annual report to the principal, Superintendent and the Director of Education.

- Ensure that all of the financial records of the Council during his/her tenure are passed on to his/her successor.
- Ensure Financial Policies and Procedures as outlined in by-law #4 are followed.

The Secretary shall:

- Record accurate minutes of School Council meetings, including the recording of votes taken at regular meetings and those taken by e-mail/phone;
- Provide a copy of meeting minutes, within 2 weeks following a meeting, to the Council Officers for verification of their accuracy prior to general distribution;
- Distribute minutes in a timely manner, amended if necessary, to the Chair/Vice-chair who prepares the pre-meeting packages; and
- Make minutes available to post in the school and to the council web site;
- Ensure that the minutes and records of the Council during his/her tenure are passed on to his/her successor.

The Council Executive may choose to designate other positions within council and will specify roles and responsibilities accordingly.

If the Council is a member of The Ottawa Carleton Assembly of School Councils, an OCASC Representative shall be elected/appointed. The OCASC rep will:

- Attend all meetings of OCASC
- Provide a report to at all council meetings
- Notify council members of any issues which require a vote at OCASC so that council position is followed.

School Council By-Law #2: Elections

The Council Executive term of office is one year, starting from the date of the first regularly scheduled council meeting in September.

At the last meeting of the school year, a nominating committee will be formed to seek parent nominations to the Council for the following year.

The nominating committee is responsible to:

- Ensure that a date for the election is set in accordance with Board Policy P.014.SCO;
- Confirm with the principal, who is responsible for giving notice, that a minimum of two weeks notice will be given to the various electoral groups;
- Create and monitor a method of registration for electors;
- If ballots are used, oversee the voting and counting of ballots;
- On election night:
 - Welcome those in attendance and outline the evening's purpose and process;
 - Introduce the candidates and invite them to speak for up to a three minute maximum prior to the commencement of voting;

- Announce the results of the voting by listing only the names of the successful candidates in alphabetical order.

Voting

- No voting by proxy is permitted
- Voting will done by a show of hands unless any council member expresses a desire for secret ballot.
- If ballots are used:
 - Ballots will list, in alphabetical order all eligible candidates, and will indicate the maximum total number of votes permitted per ballot.
 - Only one ballot per person in attendance at election time will be provided.
 - Voters will have the choice of either filling out their ballots where they are seated, or at a designated table(s) which provides privacy;
 - Ballots will be folded and collected, which, upon completion of voting, will be removed to an area where the ballots will be counted immediately following the close of voting;
- The amount of time allowed for voting will be set by the Chair and announced prior to the commencement of voting. However, at the Chair's discretion, during the voting process, this amount of time can be amended provided that the Chair announces the change to all electors present and provides a reasonable amount of time to finish the voting process.
- Volunteers (who are not running for election) will take the ballots to a private area where the ballots will be counted;
- Completed ballots where the choice of candidates is deemed unclear or where there are a greater number of candidates selected than there are positions to fill, will be disqualified;
- Completed ballots with fewer candidates selected than the number of positions available, will be counted; and
- In the case of a tie vote, the tied candidates will draw lots to determine the election.

Acclamations

If there are less than the required number of parent member nominees, all eligible nominees will be acclaimed and no general election will be held, although the election of Officers will still take place.

The Nominating Committee will be responsible for advising all nominees of their acclamation and reminding them to attend the meeting in order to elect the Officers of the Council.

Election of Officers

- Immediately following the general election meeting, the new Council Executive will elect its Officers.
- The term of office for Officers shall be one year.

- Elected or appointed Officers may seek additional terms of office but may serve a maximum of five consecutive years in the same position
- The School Council will elect Officers in a manner consistent with School Councils Procedure PR.509.SCO.
- Voting will be done on a show of hands basis, unless a Council member requests a secret ballot.

The Chair, Vice-Chair and Treasurer:

- must be parents/guardians of a student currently enrolled at the school;
- must be elected by the Council from amongst the parents/guardians representatives of the newly elected council
- may not be OCDSB employees

The Secretary and OCASC rep

- may be filled by any member of the newly elected Council
- may be voted on by all voting members of the newly elected Council.

Filling vacancies

If not all available positions are filled, Council may at any time during the term, bring forward names of interested parties and by consensus, may fill those vacancies by acclamation, until such time as all positions are filled.

School Council By-Law #3: Meetings

Meetings of the School Council may be held monthly with a minimum of four times each year and shall be open to the general public.

The School Council may adopt such procedures for the conduct of meetings and of School Council members as it deems appropriate, and which are consistent with Canadian principles of fairness and democracy as reflected in the Board's rules of conduct. Robert's Rules of Order will be applied unless in conflict with previously mentioned Board Policies and Procedures.

The Chair/Vice-Chair will call and chair the meetings.

The Chair will seek consensus on all proposals of representation, written or verbal, made on behalf of the School Council, and on all recommendations to administration or the Board.

The Secretary will record minutes of the meetings, including all votes.

Recorded votes must be taken on:

- All motions and resolutions related to financial matters.
- All new Council Policies and Procedures and amendments to existing Policies and Procedures.

All duly elected members in good standing are entitled to vote at Council meetings as follows:

- Each elected parent member is entitled to one vote. (Maximum of 12 votes for all parent members)
- The teacher representative is entitled to one vote. (Maximum of 1 vote)
- The non-teaching representative is entitled to one vote. (Maximum of 1 vote)
- The Community representative is entitled to one vote. (Maximum of 1 vote)

There will be no vote by proxy at Council meetings.

School Council By-Law #4: Financial Policies and Procedures

The financial year for School Council shall be from September 1 to August 31.

Cheques, which disburse the funds of the Council, shall bear the signatures of the Treasurer, and of either the Chair or the Vice-Chair. In the event that the office of Vice-Chair is vacant, the Executive Committee shall formally elect one other parent member to have signing authority.

The financial records of the Council shall be reviewed annually by two members of the Council (excluding the Treasurer) or by an independent reviewer who is not a member of the Council, following the academic year and prior to the first Monthly General meeting.

Decisions for expenditures in excess of \$100.00 for any one item and all gifts other than those to thank non-charging guest speakers shall be presented at a General Monthly meeting in the form of a motion and voted on by Council. Expenditures under \$100 must be approved by Chair/Vice-Chair.

A working capital of \$1,000.00 shall be available.

Requests for expenditures over \$100.⁰⁰ will be submitted in writing with a minimum one-week notice, prior to the Council meeting. The written proposal will include detailed prices including taxes and delivery.

Receipts and/or invoices will be given to the Council Treasurer within one month of purchase.

School Council By-Law #5: Conflict Resolution

The School Council should resolve disagreements collaboratively and through consensus or vote at the local level. In the event that a resolution is not attained at the local level, the Chair/Vice-chairs or principal will request the appropriate Superintendent of Schools to mediate the disagreement. If a resolution is not attained through the Superintendent of

Schools, the Chair/Vice-chairs or principal will refer the matter to the Director of Education.

School Council By-Law #6: Conflict of Interest

If a Council member could personally gain financially from a decision made by the Council, then that member should declare a 'conflict of interest' and not vote. Council members should not accept gifts from outside organizations/businesses that could be construed as an incentive to use his/her influence with students, parents and staff.

School Council By-Law #7: Committees

Appointing Committees:

- The Council may appoint one or more committees, either standing committees or special committees, at any meeting.
- The charge of the committee shall be clearly stated in the motion that creates the committee and shall be recorded in writing. In the case of a standing committee, the charge of the committee shall be included in the bylaws. The statement of the charge to the committee shall include, but shall not be limited to, the specific task or tasks assigned to the committee and the amount of power to act given to the committee.
- The Council shall appoint the Chair of the committee. In the case of a special committee with an expected duration of less than a year, this appointment shall be in effect until the committee has completed its task and submitted its final report; or until the Chair no longer meets the criteria for fulfilling the role of a committee Chair; or until the Council deems it appropriate to replace the Chair. In the case of a standing committee, the Chair shall be nominated at the time of elections on a yearly basis.
 - To be considered for selection, a Chair of a committee must be a parent of a child currently enrolled in the school and may be an employee in the OCDSB. The Chair may be a member of Council, but is not required to be a member of Council, unless this is specified.

Appointing Members to the Committee:

- The Council may appoint members to the committee.
- The Chair of the school council shall serve as an ex officio member of any committee.
- The treasurer of the school council shall be engaged as the treasurer of any committee.
- Any other members of the committee shall be appointed by the Chair of the committee.
- Members of a committee may be parents of students enrolled in the school, school faculty, including the Principal, school staff, students and members of the community. Parents of students enrolled in the school must form a majority of the members.
- At least one member of the committee shall be a parent member of the school council. It is advised, but not required, that the chair of a committee be a member of school council.

- Members of a committee may be removed as a member under the condition that they have missed three consecutive meetings.

Officers of a Committee and Their Responsibilities:

The Chair shall:

- Preside at all committee meetings.
- Serve as an official representative of the committee.
- Report at each committee meeting and each Council meeting.
- Sign documents on behalf of the committee.
- Make appointments as specified in the bylaws.
- Serve as an ex officio member of subcommittees.
- Ensure that there is regular communication with the school Principal and with the school community in general.
- Ensure that parents/guardians of all students enrolled in the school are consulted about the matters that are part of the charge to the committee.
- Ensure that the members of the committee discharge their duties in a way that respects the rules of conduct of committees.
- Work with the secretary to prepare the agenda for meetings.

The Vice-Chair shall:

- Preside in the absence of the Chair.
- Be familiar with the duties of the Chair, to be prepared to take over if the Chair becomes unable to serve.

The Clerk shall:

- Work with the Chair to prepare the agenda.
- Distribute any materials required to committee members/Council members in a timely manner.
- Keep and maintain the minutes.
- Maintain records.

The Treasurer: The Treasurer of the school Council shall be engaged as the Treasurer of any committee and shall:

- Fulfill duties as specified in Bylaw 3.3
- Be an ex officio member of all committees, however, voting rights shall be specified at the appointment of a committee.
- Work with the Financial Overseer of a committee, when this position exists.

Rules of Conduct of Committees:

- A committee may adopt such procedures for the conduct of meetings and of committee members as it deems appropriate, and which are consistent with the principles of B.P.S. Council, as contained in the bylaws.

- A committee shall report to the School Council on a regular basis. The frequency and scope of the reports shall be decided by Council upon the appointment of the committee.
- In the case of committees with some or much power to act, the school Principal shall be consulted and informed on a regular basis.
- Neither a committee, nor any member of a committee, shall act as a representative of the School Council to the public, even on the topic that is the charge of the committee, unless Council has authorized this beforehand, either in writing (including email) or verbally, at a meeting of Council.
- At any time the Chair of the committee shall represent the committee to anyone not on the committee, but shall ensure that the person or group with which he/she is communicating understands that the Chair represents the committee, not the School Council.
- A member of a committee, who is not the Chair, shall only represent the committee to anyone not on the committee, including the public, the school community, experts and consultants, and the OCDSB, if that member has obtained the permission of the committee to act as a representative on a particular topic.

Finances

- The School Council bank account shall be used for all committees and overseen by the Council Treasurer.
- Committees shall be permitted to hold new fundraisers for specific projects upon the approval of Council.
- Council may direct monies from established fundraisers to projects of committees.

School Council By-Law Bylaw #8: School Grounds Committee

A School Grounds Committee shall be formed as a standing committee to improve and maintain the BPS school grounds.

Charge:

- Assess the state of the school grounds on the topics of student safety, year-round student activity, student comfort, educational opportunities, vandalism prevention, and aesthetic appeal.
- Consult with experts, the school Principal, school board officials and stakeholders.
- Devise a strategy to address and correct the problems uncovered in the assessment, including a financial forecast.
- Report to the School Council, as requested by the Council, and obtain agreement in principle from the Council for the implementation of the plan.
- Communicate progress to faculty, staff, students and parents, as well as the community at large.
- Implement the plan, subject to budgetary constraints.
- Devise a strategy for continued maintenance of the gardens, play areas and building exterior, and oversee its implementation.

Committee Membership:

- The committee shall consist of a minimum of 3 members and a maximum of 12 members
- All members shall fit the criteria listed in Bylaw #7.

Voting Regulations:

- All members may vote.
 - Quorum for the School Grounds Committee meetings shall be 50%
 - Electronic meetings (using email or other written forms of electronic communication) may be employed:
 - Voting may take place using electronic communication.
 - Electronic votes shall be ratified at the start on each meeting.
 - 51% constitutes a majority.
-

Effective Date

These School Council By-Laws are in effect on the date it is adopted by Council.

ADOPTED by the Council on March 3rd 2008, in Ottawa, Ontario

Signed by:

Ellen Dickson, Chair *pro tem*
Pattee Taylor, Secretary