

SCHOOL COUNCIL – BY-LAWS
Tecumseth South Central Public School

Article 1 - Mandate

As per Regulation 612, our school council will work together in an advisory role to engage community partners for the improvement of student achievement and well-being, while promoting a caring, safe and nurturing learning environment.

Article 2 - Objectives and Goals

Our goals reflect the Simcoe County District School Board Strategic Priorities.

Article 3 - Tecumseth South Central Public School Mission Statement

We will work to increase parent/guardian involvement in our school to help our students and school community achieve their fullest potential academically, physically, socially and emotionally.

Article 4 - Membership

Parents/guardians of a student enrolled at our school are eligible to run as parent/guardian representatives on school council and these members will represent the majority of our council. Refer to APM A7200, section 1, for eligibility details and exceptions.

The maximum number of voting positions on our school council will be 15.

The school principal and teacher representative(s) are non-voting members.

From the elected membership, the committee will determine the following positions: chair (or co-chairs), secretary and fundraising/treasurer.

Any council member who can no longer fulfill their responsibilities has an obligation to resign from the council.

Any council member, except the principal, may resign his or her position by writing a letter of resignation to the chair (or co-chairs).

Any council member absent for two consecutive meetings may be asked by the chair (or co-chairs) to explain their absence and declare their intent to continue contributing to the council.

If a council member does not attend three consecutive meetings, without prior approval of the council, the position may be deemed to be vacated by the council.

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Article 5 - Voting/Decision Making

All decisions and recommendations made to school administration will be the result of a vote by voting members of council on a motion presented by a member of council. Refer to APM A7200, section 5.

Any member of the council may make a motion at any meeting, with no seconder required.

Any parent/guardian may propose a motion for the council to consider at any meeting. If another parent/guardian seconds the motion, the chair will put the motion before the council. If a majority of the council approves consideration of said motion, the motion will be considered by the council in the same manner as any other motion.

In the absence of quorum (a majority of voting members, half plus 1), no motions shall be considered or approved. The council may continue to meet for discussion only, or the meeting may be closed.

Each voting member of the council present at the meeting (physically or electronically) will have one vote on every motion and a motion is approved or denied based on the majority of votes. Members can choose not to vote.

The council may at any time approve a motion allowing parents/guardians to vote on a particular motion at a particular meeting.

Refer to Ministry of Education, School Councils: A Guide for Members, section 8.9, for additional information.

Article 6 - Roles and Responsibilities

The roles and responsibilities for school council members are defined in APM A7200, APPENDIX A, as per Policy 4310 – School Councils.

Council members are to maintain a school-wide focus on all issues. No discussions should take place at council meetings about individual parents/guardians, students, staff, trustees or other council members.

Refer to APM A7200, APPENDIX A, for additional information.

Article 7 - Term of Office

A person elected or appointed as a member of school council holds that term for the current school year. A member may be re-elected for a maximum of three consecutive terms to any executive position. A person may continue to serve for a fourth year in an executive position if no other member of council is willing to assume the role.

Term of Office by-law may be exempt if, after an election, council meetings cannot proceed due to lack of quorum. Refer to Regulation 612.

Article 8 - Election Procedures and Vacancies

Election procedures will follow those outlined in APM A7200, sections 1-4. These procedures will be overseen by the school principal.

Should an elected parent/guardian council position become vacant before the next election, the council shall fill the vacancy by appointment from the non-elected candidates from the previous election. If none of the previous candidates remain interested in becoming a council member, the council may request that interested parents/guardians from the school community submit their names for consideration. The council shall then appoint one of those who indicate an interest. When a vacant spot on council is filled, the new member's term shall expire at the time of the next election.

Article 9 - Operating Procedures

School council will meet on the second Monday of each month in the library of the school from 6:30 pm - 8:00 pm, or at an alternative date, location (including electronic or telephonic means) and time, as directed by the school principal.

The principal, on behalf of the school council, will give written notice of the date and time of and the location or means to access each meeting of the council to every parent/guardian of a student who, on the date the notice is given, is enrolled in the school.

Agenda items must be approved by the chair and principal. Agenda items must be submitted to the chair by the day prior to the school council meeting.

Council secretary is responsible for recording the minutes of each meeting and providing said minutes to the chair no later than the 25th of the month prior to the school council meeting.

If time does not permit completion of the agenda, item(s) may be moved to the following meeting.

Refer to APM A7200, section 5, for additional information.

Article 10 - Conflict of Interest

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

Article 11 - Conflict Resolution Procedures

All members of council will, in accordance with SCDSB Code of Conduct, demonstrate respect for members of council, staff and guests in attendance at council meetings.

Should a dispute arise, members of council and the principal will make every effort to resolve the dispute by following APM A7200, section 7.

Article 12 - Code of Conduct

All members of the school community have the right to be safe and to feel safe in their school community. Members of council are expected to contribute to a positive school climate. Expectations for behaviour are outlined in APM A7630 – Code of Conduct.

Article 13 - Amendments to the By-laws

All amendments to the School Council By-Laws must adhere to Regulation 612, Policy 4310, APM A7200 and APM A7630.

Article 14 - Administrative Requirements

School council must record and maintain records of all financial transactions, council meeting minutes, and prepare an annual year-end report in June. The principal will ensure these documents are posted on the school's website or otherwise made accessible to parents.

These documents will be made available to any member of the school community upon request.