



LINCOLN ALEXANDER SCHOOL COUNCIL

Norms and Expectations

Date Approved:
February 13, 2014



LINCOLN ALEXANDER SCHOOL COUNCIL CONSTITUTION & BYLAWS

1. Official Name

Lincoln M. Alexander School Council (herein called LASC)

2. Mission Statement

The council shall provide a forum for parents, educators, students and the community to actively participate in the improvement of student achievement by supporting the learning environment, providing opportunities for parent engagement and increased communication for the Lincoln Alexander School community.

3. Objectives

In addition to the mandate of school councils as defined by the Education Act and in accordance with Ontario Regulations 612/00 regarding school councils the objectives are:

- I. Promote the best interests of Lincoln Alexander School.
- II. Provide and maintain a school-wide focus on all issues.
- III. Respect the personal and professional rights and responsibilities of all individuals.
- IV. Encourage participation of all parents at Lincoln Alexander School and of other groups within the community.
- V. To identify priorities and provide advice to the principal.
- VI. Promote school culture & values such as, but not limited to; leadership, independence, niceness, cooperation, integrity, respect, achieving, believing and caring.
- VII. To organize events that will provide funds, to enrich the school environment for students and staff.
- VIII. To foster a sense of community within the school for staff, parents and students through increased communication.

We recognize that the ultimate responsibility for the administration of the day to day operations of the school rests with the school principal.

4. Membership

Membership of council shall be composed as follows:



- I. At least one teacher employed at the school other than Principal.
- II. Principal / Vice Principal.
- III. A community representative to be appointed by the LASC. Community appointees must be community members who are representatives from local business and/or industry, social service agencies, community or non-profit organizations.
- IV. All members have a vote with the exception of the Principal/Vice principal.

5. Quorum

- I. A quorum for a general meeting shall consist of :
 - A. one school administrator or delegate; and
 - B. 51% of the council membership, provided parent members are in the majority.
- II. No council business shall be transacted without a quorum.

6. Election Procedures

- I. Elections shall take place within the first 30 days of the school year in accordance to Ontario Regulation 612/00.
- II. Nomination forms and notification of election shall be sent to every parent in the school 14 days prior to election.
- III. Each parent/guardian seeking election must be nominated or self-nominated prior to election.
- IV. Completed nomination forms shall be submitted to principal.
- V. Each parent/guardian shall be entitled to one vote for each vacant position
- VI. If number of declared candidates are less or equal to number of vacancies the candidates will be acclaimed.
- VII. If the number of candidates are more than number of vacancies an election shall be held by secret ballot.
- VIII. Voting must be done in person. There will be no proxy or absentee voting for elections.

7. Terms of Office

- I. The terms of office shall be one year starting at elections in September and continuing until the election the following September.
- II. Members may seek additional terms of office.
- III. The following Officers shall be elected from the membership
 - a. Chair
 - b. Vice Chair (optional)
 - c. Secretary
 - d. Treasurer



- IV. The members of the executive will be parents, teachers or guardians
- V. If an executive position becomes vacant during the year, nominations and elections to fill vacancy will be held at the next council meeting.

8. Role of Executive & Subcommittees

A. Role of Chair

- i. Prepare Agenda.
- ii. Chair Council Meeting.
- iii. Ensure meeting minutes are recorded and maintained.
- iv. Participate in information and training as required.
- v. Promote and provide communication between school staff, parents, students and the council.

B. Role of Vice Chair (Optional)

- i. Chair school council meeting in absence of chair.
- ii. Assist chair as required.

C. Role of Secretary

- i. Complete minutes of all meetings in a timely manner.
- ii. Distribute minutes to all council members within one week of meeting.

D. Role of Treasurer

The treasurer will work with school secretary to:

- i. Maintain bank accounts.
- ii. Provide statement of receipts and disbursements including current bank balance at each meeting.
- iii. Verification of financial records in June of each Year.

E. Role of Principal

- i. Facilitate and assist the council as required.
- ii. Support and promote the council's activities.
- iii. Assist, advise, co-operate and consult with the Council as it works to achieve its purpose and objectives.
- iv. Seek input from the Council in areas for which it has been assigned advisory responsibility.



- v. Obtain and provide information required by the Council to enable it to make informed decisions.
- vi. Assist the council in communicating with the school community.

F. *Role of Council Members*

- i. Act as representatives of the entire school community by consulting with parents of pupils enrolled in the school about matters under consideration by council.
- ii. Encourage parents, and others within the school community, to participate in education in the school.
- iii. Bring any new community and school related items to the meetings.
- iv. Act as a link/liaison between the school and the community.
- v. Notify the chair(s) if unable to attend a scheduled meeting.

G. *Role of Sub-Committees*

A working subcommittee is tasked with dealing with a specific and often temporary issue: for example, school council might establish a subcommittee to recommend the fine details of a fundraising event, with the support and assistance of the whole Council as required. The subcommittee presents to the full Council for final decisions to be made as per the LASC Constitution.

- i. Make recommendations to the LASC.
- ii. Must include at least one parent member of LASC .
- iii. May include persons who are not members of LASC.
- iv. Consists of a minimum of two (2) people not from the same immediate family.
- v. Council Chair will be invited to all subcommittee meetings.
- vi. An elected Council member must chair the committee but the members of the subcommittee do not need to be elected members.
- vii. Subcommittees will meet at the discretion of the Chair of the Subcommittee.
- viii. All subcommittees will present an update at each Council meeting and will provide a report.
- ix. Council must approve all recommendations brought forth by the subcommittees before they are implemented.
- x. Discussion and voting will take place at Council.

9. *Meeting Procedures*

- I. At the first Council meeting of the school year, after the election, the members will receive an information package.



- II. Council shall meet a minimum of 4 times per school year.(Reg.612) It is preferable there be monthly scheduled meetings that are advertised, in advance, in newsletters and posted in the school office.
- III. Meetings are open to all members of the school community.
- IV. Meetings will commence with round-table introductions.
- V. Meetings will commence on time and not last more than 2 hours, unless the council agrees to a longer meeting.
- VI. Council meetings shall not proceed unless there is a quorum in attendance.
- VII. Only written (by hand) proxy votes will be permitted. Each council member may only submit one other council members vote.
- VIII. Agenda items are to be submitted to the chair(s), preferably a week prior to the scheduled meeting.
- IX. The agenda, and relevant topic materials, are to be distributed to members through their children's knapsacks and/or e-mail prior to the next scheduled meeting.
- X. The agenda shall have the following components: a) item number b) topic c) person responsible d) time allotted .
- XI. Previous minutes shall be reviewed and adopted first, advertised agenda issues second, and then any new business items shall be discussed last.
- XII. If there is a disagreement concerning procedures used during meetings then Roberts Rules of Order (Appendix A) will apply.
- XIII. Every attempt should be made to reach a consensus. Consensus is a form of group decision making based on the willingness to consent and support. Consensus is reached when Council members support an idea or concept as the best choice for the entire school community, keeping in mind that the students' needs come first.
- XIV. In the event of a failure to agree and voting becomes necessary, a simple majority will be sufficient for a vote on any issue.
- XV. Council will establish committees, on an as needed basis, to carry out specific functions and will seek widespread participation in these activities.
- XVI. Accepted minutes of the meetings are to be recorded, maintained and posted at the school site and made available to the community members upon request.
- XVII. Council members can call an emergency council meeting at the request of four members.

10. Voting

- I. Each member of school council is entitled to one vote in votes taken by council.(Reg.612)
- II. Each member of school council is entitled to one written proxy vote in votes taken by council.



- III. The principal is not entitled to vote in votes taken by school council or by a committee of school council.(Reg.612)
- IV. In the case of voting through email, quorum (more than 50%) of the active members must vote on the Motion raised, in the time specified, or the Motion is defaulted.

11. Financing

- I. LASC shall be self-supporting and will use fundraising activities to carry out programs and help support the school where needed.
- II. All expenditures over \$100 need prior approval of council.
- III. An explanation must be provided of all expenditures of under \$100 at the next council meeting.
- IV. No fees will be paid to members of LASC.

12. Conflict of Interest

A conflict of interest may be actual, perceived, or potential. Members of the LASC must 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. A member shall exclude him- or herself from discussions in which:

- I. A conflict of interest is likely to result.
- II. The LASC 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 action that may be taken by the Principal or board in response to advice that the LASC provides to the Principal or to the board.
- III. A member shall not accept favours or economic benefits from any individuals, organizations, or entities known to be seeking business contracts with Lincoln Alexander School.

The Chair of the meeting may, with just cause, direct a member to declare a conflict of interest.

13. Conflict Resolutions

- I. Every school council member will be given an opportunity to express his or her concern or opinion about the issue at dispute and how the dispute has affected him or her.
- II. Speakers will maintain a calm and respectful tone at all times and adhere to Roberts Rules of Conduct (appendix A).
- III. Speakers will be allowed to speak without interruption.



- IV. The Chair's responsibility is 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.
- V. If no common ground can be identified, the Chair will seek to clarify preferences among all members before proceeding further.
- VI. 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.

14. Amendment of Bylaws.

These bylaws may be amended by a vote in favour of such amendment by two-thirds of the members present at a meeting. In addition, notice of any proposed amendment must be sent to all council members 1 week prior to any vote.



Appendix A

Robert`s Rules of Order

Call to Order, Order of Business

1. Reading and Approval of Minutes
2. Reports of Officers, Boards, and Standing (that is permanently established) Committees
3. Reports of Special (Select or Ad Hoc) Committees (that is, committees appointed to exist only until they have completed a specified task).
4. Special Orders (that is, matters which have previously been assigned a type of special priority).
5. Unfinished Business and General Orders (that is, matters previously introduced which have come over from the preceding meeting).
6. New business (that is, matters initiated in the present meeting).

Motions

1. A member makes the motion.
 - Ex. `I move that meetings must end at 8 p.m.`
2. Another member Seconds the motion.
 - Ex. `I second that motion`.
3. The Chair repeats the motion as moved.
 - Ex. `The motion on the floor is that meetings must end at 8 p.m.
4. Discussion.
 - Members may speak only after they have been granted the floor by the Chair.
- 4a. Amend.
 - There may be a subsidiary motion to amend to modify the wording
 - Ex. `Meetings must end at 8 p.m....on Wednesday evenings`.
 - An amendment requires a second and may generate discussion of the merits of the amendment, not of the motion.
 - When there is no further discussion of the amendment or when the Chair deems sufficient discussion has occurred, the Chair may call for a vote on the amendment.
5. Call for Vote

