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## **Article 1 – Name and Address**

The name of the council shall be: Holbrook School Council referred to as *school council* in these by-laws.

The school address is: 450 Sanatorium Rd, Hamilton, ON L9C 2B1

## **Article 2 – Mission Statement**

To act as a liaison between the staff of Holbrook School, the Hamilton-Wentworth District School Board and the community in an advisory role for the betterment of the children, the school and the educational environment.

## **Article 3 – Objectives**

To provide opportunities for students and their families to become involved in the school community and to raise funds to support school council initiatives.

## **Article 4 – Procedures and Guidelines**

The school council will comply with the Ministry of Education laws and regulations, Hamilton-Wentworth District School Board (HWDSB) policies and the collective agreement between the board and its employees.

For all matters not covered in these by-laws, guidance may be found in the Education Act or by referring to the HWDSB policies.

## **Article 5 – Code of Ethics**

The school council adopts the code of ethics from the by-laws of the Port Arthur Collegiate Institute Council, Lakehead Board of Education, Thunder Bay, Ontario. The code of ethics document can be found in the appendix of these by-laws.

## **Article 6 – Membership**

The number of parents/guardians must be greater than all other members combined, i.e., parents/guardians must be in the majority on the school council.

Members of the school council shall include,

- a majority number, to a maximum of 15, of parents/guardians who have a child enrolled in the school,
- the school principal,
- a teacher representative who is employed at the school,
- a non-teaching staff member who is employed at the school, and
- a community representative.

## Article 7 – Elections

The election process is as follows.

- Elections will be held during the first 30 days of the new school year.
- A date for the next year’s elections will be set during the final council meeting of the school year.
- The principal will distribute nominations forms at least 14 days prior to the meeting where elections will take place.
- Only the candidates elected will be announced.

Elections for each position on council will follow the process outlined below.

### Parent/Guardian

- A nomination form shall be completed and submitted prior to the meeting in which elections will take place.
- An individual putting their name forward must be in attendance at the meeting in which elections will take place in order to have their name stand.
- If the election of parent members is uncontested the candidates shall be acclaimed.
- The contested election of parent members shall be by secret ballot and follow the steps outlined below,
  - each candidate shall have the opportunity to give a short oral biography of themselves,
  - the principal shall conduct a lottery to determine ballot position,
  - the principal shall count the ballots in the presence of at least two persons who are not election candidates, and
  - if there is a tie for the final parent/guardian position, the winner shall be determined by lot.

### Officers

- A parent/guardian member must be nominated orally and be willing to run for office.
- If the election of an officer is uncontested the candidate shall be acclaimed.
- The contested election of an officer shall be by secret ballot and follow the steps outlined below,
  - each candidate shall have the opportunity to give a short oral biography of themselves,
  - the principal shall conduct a lottery to determine ballot position,
  - the principal shall count the ballots in the presence of at least two parent/guardian members who are not candidates running for an office position.

### Teaching and Non-Teaching Staff

- The principal is not eligible for a teaching or non-teaching staff position.
- A teaching or non-teaching staff candidate may be nominated or self-nominated.
- A teaching or non-teaching staff candidate must be in attendance at the meeting in which elections will take place in order to have their name stand.

- If the election of a teaching or non-teaching staff candidate is uncontested they shall be acclaimed.
- The contested election of a teaching or non-teaching staff candidate shall be by secret ballot and follow the steps outlined below,
  - each candidate shall have the opportunity to give a short oral biography of themselves,
  - the principal shall conduct a lottery to determine ballot position,
  - the principal shall count the ballots in the presence of at least two parent/guardian members.

### **Community Representative**

- A community representative may be appointed to council by a majority vote at a meeting of council members.

## **Article 8 – Vacancies**

### **Section 1 - Parent/Guardian Membership**

If a parent/guardian member position is vacant it may remain vacant until the next council elections unless the number of parent/guardian members is no longer a majority. If there is no longer a majority than the school council may request nominations from the school community and follow the election procedures outlined in Article 7 – Elections.

### **Section 2 - Officers**

If an officer position is vacant it shall be filled by following the procedures outlined in Article 7 – Elections.

### **Section 3 - Teaching Staff, Non-Teaching Staff and Community Representatives**

If a teaching staff, non-teaching staff or community representative position is vacant it shall be filled by following the procedures outlined in Article 7 – Elections. Council may continue to function while a teaching staff, non-teaching staff or community representative position is vacant so long as quorum is met.

## **Article 9 - Term Lengths and Term Limits**

### **Section 1 - Parent/Guardian Membership**

The term of parent/guardian membership shall be from the date of election/acclamation until after elections are held on the date of the first meeting of council in the following school year.

There is no term limit on the number of times a parent/guardian can serve on school council. However, a parent/guardian must have a child enrolled in the school to be a parent/guardian member of school council.

## **Section 2 - Officers**

The term of office shall be from the date of election until after elections are held on the date of the first meeting of council in the following school year.

A candidate may hold a position for two consecutive one year terms. A candidate who has served two consecutive terms may be elected to serve additional terms provided no other candidate is nominated and is willing to serve.

## **Section 3 - Teaching Staff, Non-Teaching Staff and Community Representatives**

The term of office shall be from the date of election until after elections are held on the date of the first meeting of council in the following school year.

A candidate may hold a position for two consecutive one year terms. A candidate who has served two consecutive terms may be elected to serve additional terms provided no other candidate is nominated and is willing to serve.

## **Article 10 – Officers**

### **Section 1 - Titles**

The officers of the council shall be: chair (or co-chairs), vice-chair, secretary and treasurer. There shall be no qualifications for any office other than to be a member of council. The principal or any other employee of the school board may not hold the chair position.

### **Section 2 - Duties of Officers**

All officers are required to read these by-laws prior to the second meeting of the school year. All officers are required to sign the Acknowledgment of By-Laws Read document, which can be found in the appendix of these by-laws.

#### **Chair (or Co-Chairs)**

- Call school council meetings.
- Send notice of meetings to school council members.
- Collaborate with the principal to prepare the agenda for school council meetings.
- Preside over school council meetings.
- Ensure school council minutes are being recorded.
- Inform school secretary on motions approved regarding the spending of council funds.
- Be custodian of past records.
- Participate in information training programs.
- Facilitate the resolution of conflict.
- Communicate with the school principal.
- Communicate with the school community, e.g., school council section of the school newsletter.
- Review all correspondence to the school council, e.g., school council email.
- Act as an ex-officio member of all school council committees.

- Consult with senior school board staff as required.
- Maintain school council website.
- Ensure goals and priorities are established for the school year.
- Identify any training needs council members have and make those known to the principal.
- Ensure the review of these by-laws.
- Ensure council's participation in the completion of the School Facilities Survey.
- Ensure council's participation in the development and implementation of the School Improvement Plan.
- Ensure the completion of the School Council Annual Report.
- Assist with the transfer of all records to incoming chair (or co-chairs).

### Vice-Chair

- Assist the chair (or co-chairs).
- Assume the chair (or co-chairs) duties in his/her or their absence at the chair (or co-chairs) request.

### Secretary

- Take minutes during meetings.
  - Include a list of attendees, non-attendees and whether or not non-attendees have communicated a reason for their absence.
- Distribute prepared minutes to members within 1 week of meeting adjournment.
- Post minutes in school and on school website within 1 week of approval.
- Maintain council by-laws.
  - Ensure updated by-laws are kept on file at the school and made available for viewing on the school council website.
  - Maintain signed copies of the Acknowledgment of By-Laws Read document.
- Be custodian of current year's minutes to be made available during school council meetings.
- Assist with the transfer of all records to incoming secretary.

### Treasurer

- Maintain a detailed report containing all income and expenses as well as any future expenses approved by council that can be provided upon request.
- Provide a monthly report containing new income and expenses as well as the amount of available funds.
- Provide a year-end detailed report containing all income and expenses as well as any future expenses approved by council to be printed in the June school newsletter.
- Be custodian of current year's financial records to be made available during school council meetings.
- Assist with the transfer of all records to incoming treasurer.



## **Article 11 - Committees**

Committees shall contain at least one parent/guardian member and may include persons who are not members of council. The council chair (co-chairs) shall act as an ex-officio member of all school council committees.

## **Article 12 – Meetings**

### **Section 1 – Meeting Occurrence**

A council meeting shall take place within the first 35 days of the new school year. A minimum of 4 meetings shall take place each year. A meeting schedule will be determined after elections. All meetings shall take place in a location accessible to the public.

### **Section 2 – Notice**

The notice of an upcoming meeting shall appear in the school newsletter and be posted on the school council’s webpage.

### **Section 3 – Quorum**

Meetings without quorum may take place and items on the agenda may be discussed, but votes may only be taken during a meeting if,

- a majority of the current members are present at the meeting, and
- a majority of the members of the council who are present at the meeting are parent/guardian members.

### **Section 4 - Rules of Order**

Meetings will follow Robert’s Rules of Order while utilizing portions of the Informal Procedure in Small Boards guidelines, which are listed below.

- Members may make motions or speak without the necessity of formal recognition.
- Members may speak any number of times on a motion.
- A motion need not be pending in order to discuss a subject.
- In putting questions to vote, the chair need not stand.
- The chair can make motions, participate in discussion, and vote.

## **Article 13 – Agendas and Minutes**

### **Section 1 - Agendas**

Agendas shall be made available at least 1 day prior to an upcoming meeting. Requests for an item to be added to the agenda should be sent to the chair in writing at least one week prior to the meeting. Last minute items will be accepted up until approval of the agenda. If further research is required by members of council or the principal the item may be carried over until the next meeting.

## **Section 2 - Minutes**

Minutes must be taken during council meetings. Changes to minutes may be made directly to minutes prior to approval and shall be noted "as corrected". Minutes shall be posted in the school and on the school council website within 7 days of being approved.

## **Article 14 – Voting**

### **Section 1 – Who Can Vote**

Each member of council is entitled to one vote in votes taken by council. Each committee member is entitled to one vote in votes taken by the committee. The principal is not entitled to vote in votes taken by council or by committees.

### **Section 2 – Methods of Voting**

#### **Unanimous Consent**

At the discretion of the chair unanimous consent may be used to decide a motion if it is considered a minor matter and does not require a 2/3 vote. The members are asked if anyone has an objection, if no member objects the motion is approved.

#### **Other Methods of Voting**

At the discretion of the chair other voting methods may be used, such as: voice voting, rising votes/show of hands or counted votes.

#### **Email Voting**

E-mail may be used to vote on motions that do not require a 2/3 vote. The document E-mail Motion and Voting Form shall be used. It can be found in the appendix of these by-laws.

## **Article 15 – Financial**

There shall be a minimum balance of \$500 remaining from council funds at the end of the school year so the incoming council has available funds to work with at the beginning of the new school year.

## **Article 16 - Fundraising**

Notices of fundraisers shall stipulate what funds are being raised for and that they may be used for other school needs.

## **Article 17 – By-Laws**

### **Section 1 – Reading and Availability**

These by-laws shall be reviewed once per year. Each member of council is required to read and sign the Acknowledgment of By-Laws Read document, which can be found in the appendix of these by-laws.

These by-laws shall be kept on file at the school and made available for viewing on the school council website.

## **Section 2 – Amendments**

The by-laws may be amended as follows:

- A notice shall be sent to parent/guardians with the date of the meeting that amendments will be voted on. The notice will include instructions on how to obtain a copy of the current by-law(s) and a copy of the proposed by-law(s).
- A 2/3 vote of all members is required to adopt changes to the by-laws.

## **Article 18 – Conflict of Interest**

A council member must declare a conflict of interest at the earliest possible moment the council member realizes a conflict exists.

A council member that has a conflict with respect to an item on the agenda shall leave the meeting room when that item is being discussed.

## **Article 19 – Conflict Resolution**

Conflict resolution shall adopt the Hamilton-Wentworth District School Board Policy No. 5.8: Respectful Working and Learning Environments: Conflict Prevention and Resolution, which can be found in the appendix of these by-laws.

## **Article 20 - Disciplinary Action**

### **Section 1 - Attendance**

If a member has communicated to the chair (co-chairs) that they will be unable to attend a meeting for any reason, they will be considered to have missed a meeting with good cause. A member who fails to attend three consecutive council meetings without good cause may be removed from council following the procedure below.

- At a membership meeting, a council member may make a motion to begin the process of removing a member for poor attendance.
- Using past meeting minutes, the attendance record will be reviewed by assembled members and a vote will be taken.
- If the motion is approved by two-thirds of the assembled members, the member is removed from council.

## Section 2 - Performance

Council members may be removed from office for not fulfilling their duties outlined in these by-laws by following the procedure outlined below.

- At a membership meeting, a council member may make a motion to begin the process of removing a member from office for not fulfilling their duties.
- The officer shall be given the opportunity to offer an explanation showing good cause which explains his/her reason for not fulfilling their duties for the school council's consideration.
- Notice must be given to all members that a vote will take place at a specified upcoming meeting.
- If the motion is approved by two-thirds of the assembled members, the member is removed from office.

## Appendix

- Code of Ethics
- Acknowledgment of By-Laws Read
- Email Motion & Voting Form
- Respectful Working and Learning Environments: Conflict Prevention and Resolution

## Code of Ethics

- A member shall*** consider the best interests of all students.
- A member shall*** be guided by the school's and the school board's mission statements.
- A member shall*** act within the limits of the roles and responsibilities of a school council, as identified by the school's operating guidelines, the school board, and the Ontario Ministry of Education.
- A member shall*** become familiar with the school's policies and operating practices and act in accordance with them.
- A member shall*** maintain the highest standards of integrity.
- A member shall*** recognize and respect the personal integrity of each member of the school community.
- A member shall*** treat all other members with respect and allow for diverse opinions to be shared without interruption.
- A member shall*** encourage a positive environment in which individual contributions are encouraged and valued.
- A member shall*** acknowledge democratic principles and accept the consensus of the council.
- A member shall*** respect the confidential nature of some school business and respect limitations this may place on the operation of the school council.
- A member shall*** not disclose confidential information.
- A member shall*** limit discussions at school council meetings to matters of concern to the school community as a whole.
- A member shall*** use established communication channels when questions or concerns arise.
- A member shall*** promote high standards of ethical practice within the school community.
- A member shall*** declare any conflict of interest.
- A member shall*** not accept any payment or benefit financially through school council involvement.

*Source:* Adapted from the bylaws of the Port Arthur Collegiate Institute School Council, Lakehead Board of Education, Thunder Bay, Ontario.



# Holbrook School Council

## Email Motion & Voting Form

Date of Motion:

Person Presenting Motion:

Person Seconding Motion: take this out if by-laws are approved

Motion:

### Voting Members

<b>Position</b>	<b>Name</b>	<b>In Favour (Yea)</b>	<b>Against (Nay)</b>
<b>Chair</b>			
<b>Co-Chair</b>			
<b>Vice Chair</b>			
<b>Treasurer</b>			
<b>Secretary</b>			
<b>Teacher Rep.</b>			
<b>Non-Teacher Rep.</b>			
<b>Community Rep.</b>			
<b>Member</b>			
<b>Member</b>			
<b>Member</b>			
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