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# Lawfield School Council Bylaws

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Working to build a community with Lawfield families, teachers, and administration all working together to provide not only a great education but a great environment for our children.

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# **Lawfield School Council Bylaws – Updated June, 2023**

## **1. Official Name**

Lawfield School Council (herein called LSC).

## **2. Mission Statement**

The Council shall provide a forum for families, educators, students and the community to actively participate in the improvement of student achievement. Our goals are to increase communication, support the learning environment and provide opportunities to participate in the Lawfield 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 the Lawfield student and school community.
- 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 families at Lawfield and of other groups within the community.
- V. To identify priorities and provide advice to the Principal and administration.
- VI. Promote school atmospheres such as cooperation, integrity, respect, caring, and inclusivity.
- VII. To organize events this will provide funds, to enrich the school environment for students and staff.
- VIII. To foster a sense of community within the school for staff, families 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 following:

- I. Maximum of 20 elected parents/guardians of students enrolled at Lawfield.
- II. Council executive will be taken from these Members.
- III. A person is qualified to be a parent/guardian Member of a school Council if they are a parent/guardian of a pupil who is enrolled in the school. However, in accordance to Ontario Reg. 612/00 a person is not qualified to be a parent/guardian Member of a school Council if,
  - a) They are employed at the school; or
  - b) They are not employed at the school but are employed elsewhere by the Board that established the Council, unless they take reasonable steps to inform people qualified to vote in the election of parent/guardian Members of that employment. O. Reg. 612/00, s. 4 (2).
- IV. One teacher employed at the school other than Principal.
- V. Principal.
- VI. Student representative.
- VII. *If desired* a community representative who can be appointed by the LSC. Community appointees must be community Members
  - a) who are representatives from local business and/or industry,
  - b) social service agencies, community or non-profit organizations
- VIII. All Members are voting Members with the exception of the
  - a) Principal.

## **5. 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. Each parent/guardian shall be entitled to one vote for each vacant position.
- V. If number of declared candidates are less or equal to number of vacancies the candidates will be acclaimed.
- VI. If the number of candidates are more than number of vacancies, An election shall be held by secret ballot.
- VII. Voting may be done in person with a show of hands, or virtually after identity has been confirmed, with their vote in the online chat. Votes are carried by a simple majority.

## **6. 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 or Co-Chair
  - b) Vice Chair or Co-Chair
  - c) Secretary
  - d) Treasurer
- IV. The Members of the executive will be parents/guardians. If an executive position becomes vacant during the year nominations and elections to fill vacancy will be held at the next Council meeting.
- V. If a Member misses three consecutive meetings and have not contributed to or kept in contact with the Council in any way they will be removed from Council.

- VI. All Members are expected to actively participate in at least one committee.

If a Member's children leave the school the Member will be welcome to participate in meetings as all Members of the community can but they will lose their voting rights.

## **7. Role of Executive**

- i. Role of Chair/Co-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. Appoint committees as required.
  - vi. Promote and provide communication and elicit feedback between school staff, families, students and the Council.
- ii. Role of Vice Chair (if no Co-Chair is present)
  - i. Chair school Council meeting in absence of Chair.
  - ii. Assist Chair as required.
- iii. Role of Secretary
  - i. Complete minutes of all meetings in a timely manner.
  - ii. Distribute minutes to all Council Members.
- iv. Role of Treasurer
  - i. Work in collaboration with Office Staff to count and verify all parent Council funds for deposit in school account.
  - ii. Maintain statement of receipts and disbursements including current balance of School Council School Generated funds at each meeting.
  - iii. Obtain financial records from Office Staff for all School generated funds including those raised by parent Council and sharing them at all parent Council meetings.

- iv. Verification of financial records in June of each Year.
- v. 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 towards achieving 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. Provide financial statements for each meeting to parent/guardian.
  - vii. Council Treasurer of all School Council funds as well as all other School Generated Funds showing receipts and disbursements.
  - viii. Assist the Council in communicating with the school community.

## **8. Committees**

- i. Committees will be established as required, such as fundraising, beautification etc.
- ii. An elected Member of the Council shall Chair each committee but Membership is open to the entire school community. Any Member of the school community having a special project which would benefit the school community is free to address the Council about the establishment of a committee.
- iii. The Council is to encourage volunteers from the school community to participate on committees.
- iv. Committee Members will report to the LSC.

## **9. Quorum/Voting**

To have quorum a Council meeting must meet the following criteria:

- i. The Principal or Vice Principal is present;

- ii. At least half of the voting Council Members are present, and; at least half of the Members present are parent/guardian Members.
- iii. Should a meeting not have quorum, it may proceed with reports and discussion points, however, all motions will be tabled. Should a meeting lose quorum before it adjourns, any remaining motions will be tabled, and the point at which quorum was lost will be recorded in the minutes.
- iv. To open up a vote, a motion shall be brought forth by a Member, seconded by another Member, and then discussed by the Council prior to a vote being called by the Chair. Each Member shall have the right and opportunity to make a statement prior to the vote being case. Each Member shall have the opportunity to speak once before anyone else gets to speak twice.
- v. Voting shall be done in person with a show of hands, or virtually after identity has been confirmed, with their vote in the chat.
- vi. Votes are carried by a simple majority.

## **10. Council Meeting Procedures**

- i. All Council meetings will take place in the library at the school, virtually, or a hybrid model of both.
- ii. The first Council meeting shall hold General Elections to establish Membership.
- iii. The first Council meeting shall include a Principal's report including the disbursement of funds for the previous year's funds raised by LSC.
- iv. The Council will meet once per month during the school year; unless as decided by the Council.
- v. Date of meeting will be decided at the end of the previous months' meeting, unless a recurring day/time is established for the school year at the first meeting.
- vi. Notice of meetings will be posted on school sign at least five (5) days prior to the meeting.
- vii. All Council meetings are open to all parents/guardians and the school community.

- viii. All subcommittee meetings will be open to all parents/guardians and the school community but do not have to be held at the school.
- ix. Council Members can call an emergency meeting at the request of 3 Members.

## **11. Minutes**

- i. Shall be recorded by the Secretary or designate at every Council meeting
- ii. Copies of the minutes shall be presented and approved by the Council prior to publication.
- iii. Copies of the approved minutes must be made available to the school community
- iv. A copy of the minutes must be kept on file in the Parent Council Binder located at the school.

## **12. Agenda**

- i. Draft Agendas will be submitted to all Council Members a minimum of 2 days prior to Council meeting.
- ii. Any Council Member can request that additional items can be added to the Agenda prior to Council meeting.
- iii. The Agenda shall be established by the Chair in consultation with the Principal.
- iv. Agendas for all meetings shall be posted 2 days prior to the meeting.

## **13. Conflict of Interest**

A conflict of interest may be actual, perceived, or potential. Members of the LSC shall 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 by a Member shall exclude him or herself from discussions in which:

- i. A conflict of interest is likely to result.
- ii. The LSC 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 LSC 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 Lawfield Elementary School.

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

## **14. Conflict Resolutions**

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.

- i. Speakers will maintain a calm and respectful tone at all times. II. Speakers will be allowed to speak without interruption.
- ii. 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.
- iii. If no common ground can be identified, the Chair will seek to clarify preferences among all Members before proceeding further.
- iv. If all attempts at resolving the conflict have been exhausted without success, the Chair/Co-Chairs shall request the intervention of a Superintendent or other Senior Administrator to facilitate a resolution to the conflict.

## **15. Annual Report**

In accordance with O. Reg. 612/00:

- i. The Council will annually submit a written report on its activities to the Principal and the Board. If fundraising activities have occurred the report will include these funds.
- ii. The Principal will give a copy of the report to every parent/guardian who has a child enrolled in the school on the date of completion. This may be

complied by giving the child the report or posting the report in a school location or online that is accessible to all parents.

## **16. Amendment of Bylaws**

These bylaws may be amended by a vote in favour of such amendment of two-thirds of the Members present at a meeting. In addition, notice of any proposed amendment must be sent to all Council Members 2 days prior to any vote.