

# Michaëlle Jean Elementary School Council ByLaws

In accordance with Ontario Regulation 612/00

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## Name of Council

1.1 The name of this advisory body is Michaele Jean Elementary School Council, herein and in correspondence, referred to as the school council.

## 2. Mandate of the Council

2.1 Through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents.

## 3. Membership

3.1 In accordance with Ontario Regulation 612, membership shall consist of a majority of parents, with a maximum of 15 members and a minimum of 5 members as follows:

	Minimum	Maximum
Executive Officers		
Co-Chairs	1	2
Treasurer	1	1
Secretary	1	1
Voting Members	0	7
Principal	1	1
Teacher Representative	1	1
Non-Teaching Representative	0	1
Community Representative	0	1
<b>Total Council</b>	<b>5</b>	<b>15</b>

3.2 All new members shall receive and are encouraged to complete orientation and training which includes, but not limited to, a copy of Ontario Regulations 612/00 and 298, school council's bylaws, procedures on making a motion, voting, conflict of interest and resolution, and past council work.

3.3 Once all voting members of new school council are elected, internal elections shall then be run at first meeting of the new school council to determine the executive officers.

3.4 Members resigning prior to the completion of their term of office shall submit in writing a letter of resignation to the Secretary of the School Council.

## 4. Code of Ethics

- 4.1 **A member shall** consider the best interests of all students.
- 4.2 **A member shall** be guided by the school's and the school board's mission statements.
- 4.3 **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.
- 4.4 **A member shall** become familiar with the school's policies and operating practices and act in accordance with them.
- 4.5 **A member shall** maintain the highest standards of integrity.
- 4.6 **A member shall** recognize and respect the personal integrity of each member of the school community.
- 4.7 **A member shall** treat all other members with respect and allow for diverse opinions to be shared without interruption.
- 4.8 **A member shall** encourage a positive environment in which individual contributions are encouraged and valued.
- 4.9 **A member shall** acknowledge democratic principles and accept the consensus of the council.
- 4.10 **A member shall** respect the confidential nature of some school business and respect limitations this may place on the operation of the school council.
- 4.11 **A member shall** not disclose confidential information.
- 4.12 **A member shall** limit discussions at school council meetings to matters of concern to the school community as a whole.
- 4.13 **A member shall** use established communication channels when questions or concerns arise.
- 4.14 **A member shall** promote high standards of ethical practice within the school community.
- 4.15 **A member shall** declare any conflict of interest.
- 4.16 **A member shall** not accept any payment or benefit financially through school council involvement.

## 5. Meetings

5.1 Number of meetings and scheduling of meeting will be set (tentatively) during the first meeting of the school year, following the school council elections.

5.2 A minimum of four meetings are required to be held each year. The council will endeavor to hold meetings monthly in order to set objectives, make recommendations to the school and review progress over the course of the year.

## 6. Committees

- 6.1 Subcommittees may be established as necessary in order to expedite or streamline certain recommendations to the school.
- 6.2 Every committee of school council must include at least one (1) parent member of council.
- 6.3 A committee may include persons who are not members of council
- 6.4 If the school council deems a standing committee is required (i.e fundraising, parent volunteer etc), each standing committee will provide School Council a monthly report and a summary of activities for the year end School Council Report.

6.5 Reports shall be submitted to the chair prior to each monthly scheduled meeting and added to the agenda.

## 7. General Elections

7.1 In accordance with Ontario Regulation 612, election date will be held within the first 30 calendar days of the start of each school year organized by the Principal;

7.2 The Principal shall, at least 14 days before the elections, provide one "School Council Parent Nomination Form" to each parent/guardian home (see Appendix A)

7.3 Once the nomination forms are returned to the Principal, the Principal shall, at least 7 days before the election date, provide one "School Council Elections Ballot Form" to each parent/guardian home (see Appendix B)

7.4 The Principal shall receive all election ballots, count the ballots, notify all candidates of the results. All results and related information shall be kept confidential.

7.5 Only the names of successful candidates shall be made public.

7.6 Principal will schedule first meeting of the new council.

## 8. Terms of Office

8.1 The term of office for Michaele Jean Elementary School Council members is one year (12 months). (ie October 2,2014 to October 1, 2015)

8.2 Regulations do not restrict the number of times that a member can be reelected, *however*, In order to encourage increased parental involvement and leadership, it is recommended that a term for elected officer positions of a School Council will not exceed two consecutive years.

## 9. Vacancies

9.1 Vacancies shall be filled as follows:

9.1.1 A vacancy of an executive office (Co-chair, Treasurer, and Secretary) of a school council shall be filled, by election from interested current members of council. If no current members are interested, council may advertise the need to the parent community.

9.1.2 A vacancy in the parent membership of a school council may be filled by elected or non-elected candidate at the beginning of year, by appointment or left unfilled, by majority decision of the council.

9.1.3 If a vacancy of a community representative occurs, the School Council may request that the organization appoint another member (if the member represents an organization), may choose a different organization or community individual or choose not to fill the position.

9.1.4 If a student, teacher or non-teaching representative vacancy occurs, the Principal shall arrange for a replacement where possible.

9.2 Individuals filling a vacated position shall hold the position until the term for that position expires.

9.3 If membership numbers fluctuate, quorum must be adjusted accordingly.

## 10 Conflict of Interest

10.1 A conflict of interest may be actual, perceived, or potential.

- 10.2 Members of the council 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 decisions of the council.
- 10.3 A member shall exclude him- or herself from discussions in which a conflict of interest is likely to result; the member's ability to carry out his or her duties and responsibilities as a member of the school council may be jeopardized; the council 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 actions that may be taken by the principal or board in response to advice that the council provides to the principal or to the board.
- 10.4 A member shall not accept favours or economic benefits from any individuals, organizations, or entities known to be seeking business contracts with the school.

## 11 Conflict resolution

- 11.1 Council members are elected to serve the school community and will demonstrate respect for their colleagues on council at all times.
- 11.2 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.
- 11.3 Speakers to an issue will maintain a calm and respectful tone at all times and will be allowed to speak without interruption.
- 11.4 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.
- 11.5 If no common ground can be identified, the chair will seek to clarify preferences among all members before proceeding further.
- 11.6 In the event a council member or members become disruptive during a meeting, the chair shall ask for order.
  - 11.6.1 If all efforts to restore order fail or the unbecoming behaviour continues, the chair may direct the individual council member(s) to leave the meeting, citing the reasons for the request.
  - 11.6.2 The removal of a member for one meeting does not prevent the council member from participating in future meetings of council.
  - 11.6.3 The incident shall be recorded and submitted to the Superintendent of Schools within one week of the meeting.
- 11.7 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.
- 11.8 Any resolution reached in the meeting to resolve the conflict shall be documented and signed and respected in full by all parties to the agreement.

## 12 By-Law Amendments

- 12.1 Any proposed change or addition to the constitution or by-laws must be submitted in writing to the chair prior to the next scheduled meeting and be placed on the agenda.
- 12.2 The change must be presented in motion form and passed by a 2/3 rd majority at a general meeting with a minimum of ½ the membership in attendance.
- 12.3 The constitution and its by-laws shall be reviewed annually and or when the Ministry of Education or the HWDSB necessitate a change.

**(Appendix A)**  
**(SCHOOL LETTERHEAD)**

Please return to school by \_\_\_\_\_

**(Turn over for Election Procedures. Full Bylaws can be found on School website)**

**SCHOOL COUNCIL PARENT SELF-NOMINATION FORM 2014-15**

I wish to declare my candidacy for an elected position as a parent/guardian representative on the school council.

Name		Home phone:	
Address		E-mail:	

I am the parent/guardian of \_\_\_\_\_, who is currently registered at this school.

I am an employee of the board:   yes   no

Candidate's signature: \_\_\_\_\_                      Date: \_\_\_\_\_

A brief autobiography may be requested at a future date. You will be notified when your nomination has been received.

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**SCHOOL COUNCIL PARENT CANDIDATE NOMINATION FORM 2014-15**

I wish to nominate the following candidate for an elected position as a parent/guardian representative on the school council.

Name		Home phone:	
Address		E-mail:	

I am the parent/guardian of \_\_\_\_\_, who is currently registered at this school.  
\_\_\_\_\_ is the parent/guardian of \_\_\_\_\_, who is currently registered at this school.

The person I have nominated is an employee of the board:   yes   no

Nominator's signature: \_\_\_\_\_                      Date: \_\_\_\_\_

A brief autobiography may be requested at a future date. You will be notified when your nomination has been received

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## **ELECTION PROCEDURES AND BYLAWS**

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- The Principal shall, at least 14 days before the elections, provide one “School Council Parent Nomination Form” to each parent/guardian home (Appendix A). Those seeking election must be nominated or self-nominated in writing;
- Nominations are seeking election for the 11 voting seats on the school council;
- Once the nomination forms are returned to the Principal, the Principal shall, at least 7 days before the election date, provide one “School Council Elections Ballot Form” to each parent/guardian home (Appendix B).
- The Principal shall receive all election ballots, count the ballots, notify all candidates of the results. All results and related information shall be kept confidential.
- Only the names of successful candidates shall be made public.
- Once all 11 voting members of new school council are elected , internal elections shall then be run at first meeting of the new school council to determine the executive officers.

	Maximum
Executive Officers	
Co-Chairs	2
Treasurer	1
Secretary	1
Voting Members	7

All new members shall receive and are encouraged to complete orientation and training which includes, but not limited to, a copy of Ontario Regulations 612/00 and 298, school council’s bylaws, procedures on making a motion, voting, conflict of interest and resolution, and review past council documents, minutes and work.

\* A board employee who works at the school his or her child attends is not eligible to serve as a parent member on the council. A board employee who works at the school his or her child attends may, however, be elected as either the teaching or non-teaching staff representative. Board employees who do not work at the school their children attend may be elected as parent voting members as long as they notify the other parents prior to their election. However, they cannot serve as executive officer of the council.

**(Appendix A)**  
**(SCHOOL LETTERHEAD)**

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(Turn over for Election Procedures. Full Bylaws can be found on School website)

**SCHOOL COUNCIL ELECTION BALLOT FORM 2014-15**  
For: Parent/guardian voting member

Date: \_\_\_\_\_

Your Address: \_\_\_\_\_ (one election ballot per home)  
\_\_\_\_\_

Vote for no more **11** candidates on this ballot.

Place an X in the box before the name of the candidates of your choice. Note that persons whose names are marked with an asterisk are employees of the school board.




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