

École Élémentaire Michaëlle Jean School Council Bylaws

In accordance with Ontario Regulation 612/00

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1 Name of the Council

- 1.1 The name of this advisory body is École Élémentaire Michaëlle Jean School Council, herein and in correspondence, referred to as the school council.

2 Mandate of the Council

- 2.1 To improve student achievement, equity and wellbeing. Furthermore, to enhance the accountability of the education system to families through active participation.

3 Membership

Membership of council shall be composed as follows:

- 3.1 In accordance with Ontario Regulation 612/00, membership shall consist of a majority of parents/guardians of students enrolled at Michaëlle Jean, with a maximum of 20 members and a minimum of 5 members;

	Minimum	Maximum
Executive Officers		
Chair/Co-Chairs	1	2
Treasurer	1	1
Secretary	1	1
(Voting) Members at Large	0	13
Principal	1	1
Teacher Representative	1	1
Student Representative	0	1
Community Representative	0	1
Total Council	5	20

3.2 A person is qualified to be a parent/guardian member of a school council if they are a parent/guardian of a student who is currently enrolled in the school. However, in accordance with Ontario Regulation 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, sec 4 (2))

3.3 All members are voting members with the exception of the principal.

4 Election Procedures

- 4.1 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;
- 4.2 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);
- 4.3 Each parent/guardian seeking election must be nominated or self-nominated prior to election;
- 4.4 Completed nomination forms shall be submitted to the principal;
- 4.5 Each parent/guardian shall be entitled to one vote for each vacant position;
- 4.6 If the number of candidates is more than the number of vacancies an election shall be held by secret ballot (See Appendix C);
- 4.7 If circumstances do not allow for voting to occur in person, voting may be done virtually with votes being sent in a private message to the principal to maintain confidentiality when necessary;
- 4.8 Votes are carried by a simple majority.

5 Terms of Office

- 5.1 The term of office for School Council members is one year (12 months) starting at elections in September, and continuing until the election the following September;
- 5.2 Regulations do not restrict the number of times that a member can be reelected;
- 5.3 If a member misses three (3) consecutive meetings and has not contributed to or kept in contact with the council in any way, they will be removed from the council;
- 5.4 If an executive position becomes vacant during the year, nominations and elections or appointment to fill the vacancy will be held at the next council meeting;
- 5.5 Individuals filling a vacated position shall hold the position until the term for that position expires.

6 Meetings

- 6.1 Number of meetings and scheduling of meeting will be set (tentatively) during the first meeting of the school year, following the school council elections;
- 6.2 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;
- 6.3 All school council meetings will take place in the learning commons, virtually or a hybrid model of both;
- 6.4 All school council meeting dates will be posted on the school website;
- 6.5 All school council meetings are open to all parents/guardians and the school community;
- 6.6 School council members can call an emergency meeting at the request of 3 members.

7 Quorum and Voting

- 7.1 To have quorum, a school council meeting must meet the following criteria; 50% of the council members in attendance plus one;
- 7.2 If membership numbers fluctuate, quorum must be adjusted accordingly;
- 7.3 To open up a vote, a motion shall be brought forward by a member, seconded by another member, then discussed by the school council prior to a vote being called by the chair;
- 7.4 Each member shall have their right and opportunity to make a statement prior to the vote being called;
- 7.5 As per Roberts Rules of Order, each member shall have the opportunity to speak once before anyone gets to speak twice;
- 7.6 Voting shall be done in person at the school council meeting, or virtually if necessary.
- 7.7 Members of council who are allowed to vote include, the executive officers; that is the chair (and co-chair if that position exists), secretary and treasurer as well as all (voting) members at large, student and community representatives.

8 Minutes

- 8.1 Meeting minutes shall be recorded by the secretary or designate at every school council meeting;
- 8.2 Copies of the minutes shall be presented and approved by the school council prior to publication;

8.3 Copies of the approved minutes must be made available to the school community.

9 Agenda

9.1 A draft agenda will be submitted to all council members a minimum of seven (7) days prior to the school council meeting;

9.2 Any council member can request that additional items can be added to the agenda prior to or at the meeting;

9.3 The agenda shall be established by the chair in consultation with the principal.

10 Committees

10.1 Subcommittees may be established as necessary in order to expedite or streamline certain recommendations to the school;

10.2 Every committee of school council must include at least one (1) parent/guardian member of school council;

10.3 A committee may include persons who are not members of school council;

10.4 If the school council deems a standing committee is required (i.e., fundraising), the standing committee will provide School Council a summary of activities/update at each school council meeting.

11 Conflict of Interest

11.1 A conflict of interest may be actual, perceived, or potential;

11.2 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;

11.3 A member shall exclude themselves from discussions in which a conflict of interest is likely to result; the member's ability to carry out their duties and responsibilities as a member of the school council may be jeopardized; the council member, their 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;

11.4 A member shall not accept favours or economic benefits from any individuals, organizations, or entities known to be seeking business contracts with the school.

12 Conflict resolution

- 12.1 School council members are elected to serve the school community and will demonstrate respect for their colleagues on school council at all times;
- 12.2 Every school council member will be given an opportunity to express their concern or opinion about the issue and how the dispute has affected them;
- 12.3 Speakers to an issue will maintain a calm and respectful tone at all times and will be allowed to speak without interruption;
- 12.4 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;
- 12.5 If no common ground can be identified, the chair will seek to clarify preferences among all members before proceeding further;
- 12.6 In the event a school council member or members become disruptive during a meeting, the chair shall ask for order;
 - 12.6.1 If all efforts to restore order fail or the disruptive behaviour continues, the chair may direct the individual school council member(s) to leave the meeting, citing the reasons for the request;
 - 12.6.2 The removal of a member for one meeting does not prevent the school council member from participating in future meetings of school council;
 - 12.6.3 The incident shall be recorded and submitted to the Superintendent of Schools within one week of the meeting;
- 12.7 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;
- 12.8 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.

13 By-Law Amendments

- 13.1 Any proposed change or addition to the bylaws must be submitted in writing to the chair prior to the next scheduled meeting and be placed on the agenda;
- 13.2 The change must be presented in motion form and passed by a 2/3rd majority vote at a school council meeting with a minimum of ½ the membership in attendance;

13.3 The bylaws shall be reviewed annually and or when the Ministry of Education or the HWDSB necessitate a change.

14 Annual Report

14.1 School council shall annually submit a written report on its activities to the principal and the board that established the council;

14.2 If the school council engages in fund raising activities the annual report shall include this information;


14.3 The principal shall on behalf of the school council give a copy of the report to the parent/caregivers of all enrolled students;

Appendix A

15 Code of Ethics

- 15.1 ***A member shall*** consider the best interests of all students;
- 15.2 ***A member shall*** be guided by the school's and the school board's mission statements;
- 15.3 ***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;
- 15.4 ***A member shall*** become familiar with the school's policies and operating practices and act in accordance with them;
- 15.5 ***A member shall*** maintain the highest standards of integrity;
- 15.6 ***A member shall*** recognize and respect the personal integrity of each member of the school community;
- 15.7 ***A member shall*** treat all other members with respect and allow for diverse opinions to be shared without interruption;
- 15.8 ***A member shall*** encourage a positive environment in which individual contributions are encouraged and valued;
- 15.9 ***A member shall*** acknowledge democratic principles and accept the consensus of the council;
- 15.10 ***A member shall*** respect the confidential nature of some school business and respect limitations this may place on the operation of the school council;
- 15.11 ***A member shall*** not disclose confidential information;
- 15.12 ***A member shall*** limit discussions at school council meetings to matters of concern to the school community as a whole;
- 15.13 ***A member shall*** use established communication channels when questions or concerns arise;
- 15.14 ***A member shall*** promote high standards of ethical practice within the school community;
- 15.15 ***A member shall*** declare any conflict of interest;
- 15.16 ***A member shall*** not accept any payment or benefit financially through school council involvement.

Appendix B

	École Élémentaire Michaëlle Jean PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD	
	2121 Highway # 56 Binbrook, Ontario L0R 1C0 Phone: 905.692.5436 Fax: 905.692.5430	EMAIL: michaellejean@hwdsb.on.ca PRINCIPAL: Mr. M. Hopkins www.hwdsb.on.ca/michaellejean

Please return to school by _____

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

SCHOOL COUNCIL PARENT SELF-NOMINATION FORM

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.

SCHOOL COUNCIL PARENT CANDIDATE NOMINATION FORM

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

ELECTION PROCEDURES AND BYLAWS

- 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;
- The principal shall, at least 14 days before the elections, provide one “School Council Parent Nomination Form” to each parent/guardian home (Appendix B). Those seeking election must be nominated or self-nominated in writing;
- Nominations are seeking election for the 15 voting seats on the school council;
- Election Ballots (Appendix C) will be distributed at the first school council meeting for voting.

* A board employee who works at the school their child attends is not eligible to serve as a parent/guardian member on the school council. A board employee who works at the school their child attends may, however, be elected as the teaching 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 school council.

Role of Executive

I. Role of the Chair/Co-Chair

- a. Prepare agenda;
- b. Chair school council meetings;
- c. Ensure meeting minutes are recorded and maintained;
- d. Participate in training as required;
- e. Appoint committees as required;
- f. Promote and provide communication and elicit feedback between school staff, families, students and the school council.

II. Role of the Secretary

- a. Complete minutes of all meetings in a timely manner;
- b. Distribute minutes to all council members.

III. Role of the Treasurer

- a. Work in collaboration with the office staff to count and verify all school council funds for deposit in school account;
- b. Maintain statements of receipts and dispersants including current balance School Council School Generated Funds at each meeting;
- c. Obtain financial records from the office staff for all School Generated Funds including those raised by school council and sharing them at all school council meetings;
- d. Verification of financial records in June of each year.

IV. Role of (Voting) Member At Large

- a. This refers to a voting member that is elected in to school council at the first meeting;
- b. Cannot miss more than 3 consecutive meetings.

