



# School Council Bylaws

Date: 2017/18

In the absence of any areas being addressed in bylaws, the legislation will take precedence. If any bylaw is in conflict with legislation, legislation will take precedence. For any items not stated below, please see bylaw regulation 612/00

## Executive Positions:

If a volunteer is not forthcoming for the position of chair, it is admissible for two individuals to cochair in a joint effort. A minimum of one cochair must be present for a vote. The second cochair may vote by proxy, or not at all.

The position of treasurer may be filled. If the council does not have a treasurer volunteer, the treasurer report can be requisitioned by the chair /cochair to the school.

The position of secretary may be filled. If the council does not have a secretary volunteer, the minutes will be taken by any member of the council.

## Council Members:

Council members must request to be a voting member during their presence in the first meeting, or by direct written consultation with current chair/cochair before the first meeting.

A maximum of 15 members will be voted as Council Members. These council members along with the executive will make up the voting members. If 15 members are not forthcoming, quorum will be determined by the majority of the council. (50% +1)

Council members will be listed within the meeting minutes to determine committee size and quorum will be determined.

For a vote, a minimum of majority quorum must be present at the meeting. Non-present council members may vote within 2 days by email to the council chair/ cochair. ([councilchair.taplestown@gmail.com](mailto:councilchair.taplestown@gmail.com))

After two consecutive missed meetings, the principal or chair will be able to contact the council member to determine commitment.

## Election Procedure Bylaws:

Elections must take place within the first 30 calendar days of the school year



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## Filling Vacancies Bylaws:

1. The total number of voting members (and quorum) on school council was determined following the election
2. Vacancies are created by (legislation) if:
  - a. A member resigns
  - b. A member is unable to fulfil the roles and responsibilities (i.e. illness)
3. Vacancies will be filled by election (default by legislation) or appointment (process to be outlined in bylaws). If more than the maximum council members requests a voting seat, Taplestown may appoint council members by the previous years council vote. If less than the maximum council members requests a voting seat, vacancies will be filled by appointment. If no outstanding member requests are on file, Council Members max and quorum may be recalculated.
4. Council may continue to meet and make decisions if there is quorum and the majority of voting members are parents (legislation)

## Conflict of interest bylaws:

1. a conflict of interest may be actual, perceived, or potential (legislation)
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 (legislation)
3. a member shall exclude themselves from discussions in which (legislation):
  - a. a conflict of interest is likely to result
  - b. the member's ability to carry out his or her duties and responsibilities as a member of the school council may be jeopardized
  - c. the council member, 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.

## Conflict Resolution Bylaws:

1. individuals often have different viewpoints which may lead to conflict. In most cases this conflict can be resolved informally.
2. If you have a conflict with another individual, often the most effective resolution method is to approach the individual and discuss the matter privately. Clearly describe to the individual the behaviour which is causing the conflict and ask that the behaviour cease and obtain a commitment that the behaviour will stop
3. Each party must engage in active listening to resolve any issues. In most cases, this will resolve the conflict if each party is able to articulate the position of the other.



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4. In situations where an individual may feel unsafe or uncomfortable in meeting privately they should discuss alternatives with the chair / cochair and/or principal
5. If the two parties involved have been unable to resolve an issue, one or both parties may ask the chair / cochair or principal to help resolve the outstanding issue.
6. The goal is to identify practical solutions which will allow the parties to continue to co-exist in a positive and productive atmosphere
7. The parties may agree upon a confirmed resolution in writing and signed by both parties involved.

## Voting:

All presentations up for vote must be presented to a majority quorum. (50%+1 parent members present)  
The presentation must be placed in the Agenda a minimum of one week before a meeting. If the presentation is requesting more than \$200 from the committee, a minimum of one week hiatus will be observed before any voting occurs. All voting will occur by secret written ballot collected by the chair/cochair.

## Membership

1. a parent member is a parent, guardian or caregiver who has a child enrolled in the school
2. parent members must form the majority of the school council
3. a board employee who works at their child's school is not allowed to be a parent member. This person may serve as the teaching or non-teaching representative
4. teacher membership is voted on by the teaching staff of the school
5. non-teaching membership is voted on by the non-teaching staff of the school
6. a maximum number of parent members (50%+1 is quorum to vote)
7. Parents must be the majority of your membership