



School Council Bylaws

Governance

curiosity

creativity

possibility



Learning Goals

- ☑ Understand bylaws and constitution
 - ☑ Mandatory requirements under Regulation 612 and those you may wish to consider so that your council runs smoothly
- ☑ Understand how to develop bylaws & your constitution for school council (section 7 of School Council: A Guide for Members)
- ☑ Access Tips, samples and templates



- Rules that guide how your school council operates
 - Foundation for helping your council run smoothly and to stay on track

- School councils are not required to develop lengthy constitutions, since Ontario Regulation 612/00 sets out the mandate and roles and responsibilities for school councils. In effect, the regulation serves as the constitution for the school council
- It is recommended that school councils develop certain bylaws to provide them with direction for the operation of council business and to help the council work effectively



- Ontario Regulation 612 states that school councils must have bylaws to address
 - election procedures
 - filling of vacancies
 - conflict of interest
 - conflict resolution procedures

Reg. 612, s.15 (2)

- School Councils may also wish to develop bylaws related to the following:
 - A School Council Code of Ethics and/or Council Norms and Values
 - General expectations regarding meetings (e.g., attendance, promptness)
 - The number and schedule of meetings (at least 4 meetings must be held each school year)
 - The maximum number of parent members on the council and the number of members required for quorum



- School Councils may also wish to develop bylaws related to the following:
 - The number, description, and duties of executive officers (Chair, Vice Chair, etc.)
 - The establishment and role of committees
 - A process for seeking input from the community
 - A method for determining priorities for fundraising (if applicable)

**Ensure that bylaws created by the school council do not conflict with
Reg. 612**



- Your bylaws do not need to be updated annually but should be reviewed at the first meeting each year
- Your bylaws also help new members understand how the council operates

Coming together is a
BEGINNING

Keeping together is
PROGRESS

Working together is
SUCCESS

Henry Ford



- Make sure your bylaws are:
 - Simple, clear, and concise
 - Not overly restrictive or detailed
 - Written to reflect how your school council currently operates
 - Consistent with board and ministry policies



Consider creating a bylaws sub-committee to help develop a list of bylaws that work for your school council.



- When determining the number of parents to comprise membership of your school council it is recommended that you consider the typical number of members in attendance at your meetings
 - [Robert's Rules state](#) that “...the by-laws should provide for a quorum as large as can be depended upon for being present at all meetings when the weather is not exceptionally bad.”

HWDSB



- Don't reinvent the wheel
- Make use of other models and examples from other school councils
- Take advantage of opportunities to network and share ideas with other school councils

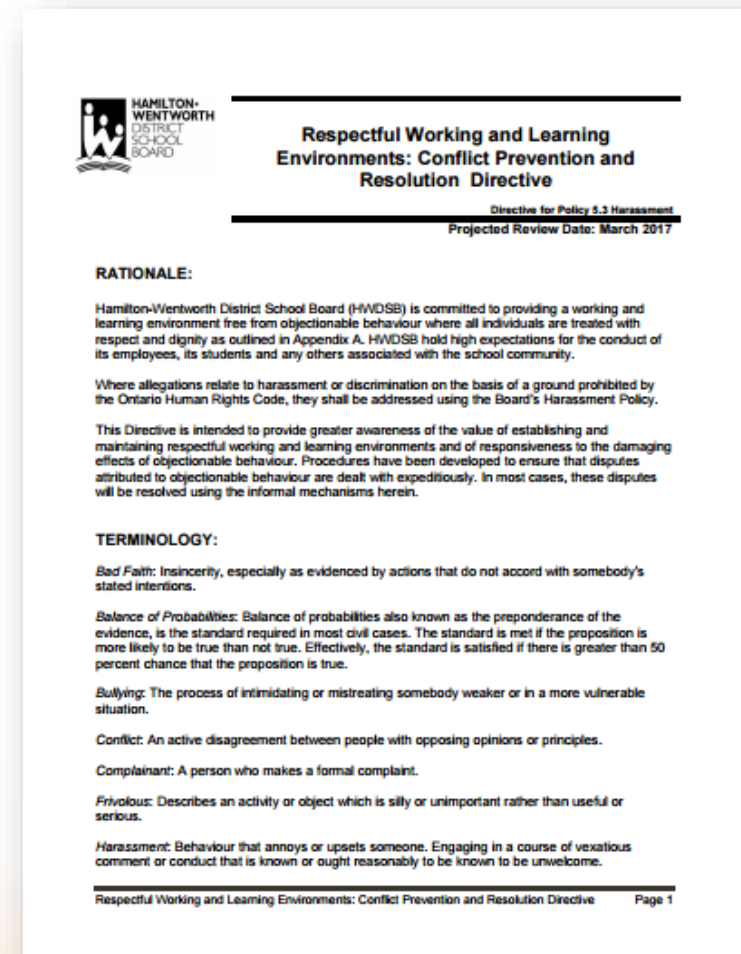
curiosity

creativity

possibility

HWDSB

- When establishing your bylaws for the conflict resolution process be sure to refer to the HWDSB '[Respectful Working and Learning Environments: Conflict Prevention and Resolution Directive](#)' document



curiosity

creativity

possibility



School Council Handbook

Establishing Bylaws

School councils are not required to develop lengthy constitutions, since Ontario Regulation 612/00 sets out the mandate and roles and responsibilities for school councils. In effect, the regulation serves as the constitution for the school council. (If a school council already has a constitution in place, the council may wish to continue to use it, provided that it does not conflict with the provisions of the regulation.) Similarly, in the presence of the regulation, boards are not required to develop policies on school councils, except for policies dealing with the reimbursement of expenses incurred by members and officers of school councils while conducting council business, policies on fund-raising, and policies that address the resolution of internal conflicts on a school council. Boards are, however, required to consult with school councils when developing these policies.

While boards may want to facilitate the work of councils that are developing the required school council bylaws, they are not required to do so.

School councils must develop certain bylaws to provide them with direction for the operation of council business and to help the council work effectively. The development of operating bylaws should begin as soon as possible after a council meets for the first time. As a minimum, the regulation requires councils to develop bylaws to address the following areas:

- election procedures
- filling vacancies
- conflicts of interest
- conflicts resolution procedures

Bylaws governing other areas of operation may also be developed.

Once bylaws have been developed, your school council may want to review them from time to time, although they do not need to be rewritten each year. Conflict resolution bylaws must be established in accordance with any applicable policies established by the board.

Your council may also wish to develop bylaws related to the following:

- a school council code of ethics (see the sample under "School Council Code of Ethics" in Section 5: Effective School Councils)
- general expectations regarding meetings (e.g., attendance, punctuality)
- the number and scheduling of meetings (at least four meetings must be held each school year)
- the number of parent members on the council and the number of members required for a quorum (in compliance with Ontario Regulation 612/00)
- the number, description, and duties of executive officers
- any requirements regarding signing officers
- the establishment and roles of committees
- a process for seeking input from the community

It is important to ensure that bylaws created by the school council do not conflict with any of the provisions of Ontario Regulation 612/00.

SCHOOL COUNCILS: A GUIDE FOR MEMBERS 7.1

Ontario Regulation 612

Education Act

ONTARIO REGULATION 612/00
SCHOOL COUNCILS AND PARENT INVOLVEMENT COMMITTEES

Consolidated Period: From September 1, 2010 to the latest currency date
Last amendment: O. Reg. 310/10
This is the English version of a bilingual regulation.

Table of Contents

CONTENTS

Section	Page
PART I	1
INTERPRETATION	1
SCHOOL COUNCILS	1
Section 1	1
Section 2	1
Section 3	1
Section 4	1
Section 5	1
Section 6	1
Section 7	1
Section 8	1
Section 9	1
Section 10	1
Section 11	1
Section 12	1
Section 13	1
Section 14	1
Section 15	1
Section 16	1
Section 17	1
Section 18	1
Section 19	1
Section 20	1
Section 21	1
Section 22	1
Section 23	1
Section 24	1
Section 25	1
PART II	24
PARENT INVOLVEMENT COMMITTEES	24
Section 26	24
Section 27	24
Section 28	24
Section 29	24
Section 30	24
Section 31	24
Section 32	24
Section 33	24
Section 34	24
Section 35	24
Section 36	24
Section 37	24
Section 38	24
Section 39	24
Section 40	24
Section 41	24
Section 42	24
Section 43	24
Section 44	24
Section 45	24
Section 46	24
Section 47	24
Section 48	24
Section 49	24
Section 50	24
Section 51	24
Section 52	24
Section 53	24
Section 54	24
Section 55	24
Section 56	24
Section 57	24
Section 58	24
Section 59	24
Section 60	24
Section 61	24
Section 62	24
Section 63	24
Section 64	24
Section 65	24
Section 66	24
Section 67	24
Section 68	24
Section 69	24
Section 70	24
Section 71	24
Section 72	24
Section 73	24
Section 74	24
Section 75	24
Section 76	24
Section 77	24
Section 78	24
Section 79	24
Section 80	24
Section 81	24
Section 82	24
Section 83	24
Section 84	24
Section 85	24
Section 86	24
Section 87	24
Section 88	24
Section 89	24
Section 90	24
Section 91	24
Section 92	24
Section 93	24
Section 94	24
Section 95	24
Section 96	24
Section 97	24
Section 98	24
Section 99	24
Section 100	24

1