

HWDSB

Parent Involvement Committee
(PIC)

Bylaws

April 2025

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* References Ontario Regulation 330/10, s. 6

Interpretation

The term “*board*” means a district school board or a school authority.

A *Home & School Association* is an independent organization that is governed by the *Ontario Federation of Home & School Associations*.

The term “*parent*” is intended to be inclusive and represent the parent, guardian, family, and caregiver.

The *Parent Involvement Committee* is a committee of the Board as defined by O. Reg 612/00.

A *School Council* is defined by O. Reg 612/00.

Introduction

The Parent Involvement Committee (PIC) is created through O. Reg 612/00 of the *Ontario Education Act*. This regulation outlines all requirements for PIC; all functions of PIC must align with this regulation.

Required Bylaws (Numbered according to Ministry of Education Requirements)

1. Parent Members

- 1.1. PIC will have a minimum of 14 and a maximum of 30 parent representatives excluding the Chair. Each parent representative shall be a voting member of PIC.
- 1.2. A person is qualified to apply to be a voting member of the PIC if they are the parent of a child enrolled in an HWDSB school/program.
- 1.3. A person employed by the board and who is the parent of a child enrolled in an HWDSB school/program, is qualified to apply to be a voting member of the PIC, providing that, at their first committee meeting, they declare their employment with the board.
- 1.4. PIC members will provide a parental perspective on items for which advice is being sought. They are to be mindful of the opinions of others and agree to disagree respectfully. They are not expected to represent the voice of all parents.
- 1.5. Every effort will be made to ensure membership is representative of the broader Hamilton-Wentworth community. The objective is to create a membership reflective of the diverse local community. Through recruitment and applications, PIC will attempt to achieve membership following Ward definitions and elementary/secondary representation, volunteer experience, along with representation from communities that have been historically and currently underserved.

- 1.6. All HWDSB advisory committees where parents consist of a large part of the membership will be asked to provide a liaison who will be a voting member of PIC and who will bring input/feedback/issues from their representative committee. A parent representative will be appointed from each of the following advisory groups:
- a) Special Education Advisory Committee
 - b) Rural School Advisory Committee
 - c) French As a Second Language Advisory Committee
 - d) First Nations, Métis, and Inuit Advisory Committee
 - e) Human Rights and Equity Advisory Committee
 - f) Faith Community Advisory Committee

2. Community Members

- 2.1. The Hamilton-Wentworth Council for Home and School Associations will appoint a voting member to PIC. The Hamilton-Wentworth Council of Home and School Associations (HWCHS) is the local representative of the Ontario Federation of Home and School Associations. Home and School Associations work closely with PIC in advancing parent involvement in education.
- 2.2. PIC will appoint up to a maximum of three community representatives who are current partners of HWDSB. These community members will be voting members.

3. Officers

- 3.1. The chair or co-chairs of a parent involvement committee must be parent members of the committee and shall be elected for a two-year term by the parent members of the committee at the first meeting of the committee in each school year that there is a vacancy in the office of chair or co-chair. *
- 3.2. Only parent members that have previously completed a two-year term are eligible to be elected to the position of chair. *
- 3.3. An individual may not serve more than two consecutive terms as chair or co-chair of a parent involvement committee. *.
- 3.4. An individual who has served one term or two consecutive terms as chair or co-chair of a parent involvement committee may be re-elected as chair or co-chair of the committee provided at least one two-year term has elapsed since his or her last term as chair or co-chair. *
- 3.5. The Chair assumes the position of Past Chair upon completion of their term / terms as Chair. The Past Chair is a voting parent member position. The duty of the Past Chair is to assist with the transition of duties to the new Chair as needed.
- 3.6. The Chair is a non-voting member of PIC.

- 3.7. A Vice-Chair will be appointed from the parent members of PIC. The Vice-Chair is a voting member of PIC unless acting in the role of Chair. When acting in the role of Chair the Vice-Chair does not count in quorum and does not have a vote.
- 3.8. The Vice-Chair term is one year, and a member may serve multiple terms.
- 3.9. For elections of Chair or Vice-Chair, the outgoing Chair will ask for nominations in advance of the first meeting of the year. At the first meeting of the year, nominations from the floor will also be allowed.
- 3.10. In the case of multiple nominees for the position of Chair or Vice-Chair:
 - a) An allotted time of five minutes shall be given to each nominee to present his/her reasons for seeking this position.
 - b) Voting shall be by secret written ballot and all present voting members of PIC may vote.
 - c) A clear majority, being one vote more than one-half of members present and voting, shall be required to win.

4. Parent Terms of Membership

- 4.1. The term of office of parent members is two years. Present members entering their second year are automatically renewed for the second year of their two-year term.
- 4.2. A member may re-apply to serve more than one term. Present members ending their two-year term must reapply through the application process. *
- 4.3. The expectation is that PIC members will endeavor to attend monthly meetings. When absent, regrets should be made to the Chair. After two consecutive missed meetings without regrets being sent to the chair, the Chair or designate will contact the member and inquire about their ability to fulfill their membership. After three consecutive missed meetings without regrets being sent to the chair (without cause), an individual's voting membership for PIC will cease and the position considered vacant. The Chair or designate will inform the members and invite them to continue to attend as an observing guest.
- 4.4. If any vacancies occur in the committee, the vacancy will be filled using the pool of alternate applicants (11.4). Members appointed through this provision will then have the option to continue on PIC as per By-Law 4.1. *
- 4.5. Parent advisory group memberships are appointed for a one-year term. The representative of each group will be confirmed at the beginning of each school year.*
- 4.6. For succession planning new applicants will be selected by consensus to a maximum of 40% of the maximum voting membership. This provision would not apply to positions created through a vacated position midyear.

5. Board Employee Group Membership

- 5.1. The Board shall appoint the following non-voting positions to the committee: *
- a) The Director of Education or Executive Council designate
 - b) Minimum of one and a maximum of three Trustees
 - c) One elementary Vice-Principal or Principal
 - d) One Secondary Vice-Principal or Principal
 - e) Additional support staff as determined

6. Community and Board Employee Terms of Membership

- 6.1. All community representative members are appointed for a term of one year. *
- 6.2. PIC will confirm the appointment of each community member at the beginning of each school year. *
- 6.3. The Board Trustee will appoint all employee and trustee positions as required. *

7. Conflict of Interest

- 7.1. Each member of PIC shall avoid situations that could result in an actual, potential, or perceived conflict between the overall goals and vision of the PIC and the personal or pecuniary interest of that PIC member.
- 7.2. Should an issue or agenda item arise during a PIC meeting where a PIC member is in a conflict-of-interest situation, they shall declare the conflict of interest immediately and shall absent themselves from the meeting for, and decline any participation in, the discussion and resolution of the issue or item.
- 7.3. Members will not act in order to gain financial or other material benefit personally.

8. Conflict Resolution

- 8.1. PIC members have a duty to make decisions consistent with Ministry and Board policy and procedures and in the best interest of students. *
- 8.2. In the event of a conflict between members the Chair or designate will make every effort to positively resolve the dispute in the following manner:
- a) Every PIC member will be given an opportunity to express their concern and/or opinion about the issue in dispute and how the dispute has affected them.
 - b) Speakers to an issue will always maintain a calm and respectful tone.
 - c) Speakers will be allowed to speak without interruption at the discretion of the Chair.
 - d) The Chair's responsibility is to clarify the statements made by the speakers, to identify common ground among the points of view raised, and to set out the joint interests of all members.

- e) If no common ground can be identified, the Chair will seek to clarify preferences among all members before proceeding further.
- f) If all attempts at resolving the conflict have been exhausted without success, the Chair shall request the intervention of the Director Designate. If the conflict involves the Director Designate, the PIC member can request the involvement of another senior administrator to facilitate a resolution to the conflict.
- g) If the conflict is with the Chair, the director's designate will facilitate the Conflict Resolution process.
- h) If a PIC member or members become disruptive during a meeting, the Chair shall ask for order. If all efforts to restore order fail or the unbecoming behavior continues, the Chair shall ask for the individual PIC member(s) to leave the meeting, citing the reasons for the request.

Additional Bylaws

9. Bylaw Review

- 9.1. The Bylaws will be shared after the first meeting with all PIC members.
- 9.2. If Two-thirds (2/3) of the voting membership votes to review the Bylaws, a sub-committee will be formed to review the Bylaws and bring forward recommendations for approval.
- 9.3. Required changes to By-laws as per Ministry or Board regulations can be brought forward to PIC directly by the Chair as required.
- 9.4. Notwithstanding the process above, a subcommittee will be formed to review the Bylaws for a minimum of every three (3) years.
- 9.5. 9.5 Two-thirds (2/3) of the voting membership is required to approve any change(s) the Bylaws.

10. Sub-Committees

- 10.1. Sub-committees may be established as required. Each sub-committee will elect a parent member as committee Chair. The Chair's responsibilities include coordinating and leading meetings and reporting back to PIC as required. *
- 10.2. A Membership Sub-committee shall be formed annually. Membership may include the PIC Chair, Vice-Chair, a minimum of four and a maximum of six voting members of PIC (elected by the voting PIC members if required), the Director or designate. This Sub-Committee will process the recruitment, application, and selection process for members of the PIC. The Sub-Committee will also create a list of three (3) possible alternate candidates to fill vacancies if they arise throughout the year.
- 10.3. Each Sub-Committee will bring back recommendations to PIC for final approval. *

11. Quorum

- 11.1. Quorum will consist of half plus one of eligible voting members. Only parent members and community representative members are entitled to vote.
- 11.2. In the absence of a quorum, or if a quorum is not maintained, all business transacted is null and void, and the assembly shall (a) adjourn, (b) recess, (c) take measures to obtain a quorum or become an information only session.
- 11.3. The committee's rules requiring the meeting to be held shall be considered complied with even if the meeting is immediately adjourned.

12. Annual Financial Report

- 12.1. The board shall present an annual financial statement to PIC members.

13. Land Acknowledgement

- 13.1 All meetings shall commence with the Land Acknowledgement in accordance with HWDSB meeting protocols.

Signatures:

PIC Chair: 

PIC Vice Chair: 

PIC Lead: 

Date: 29-Aug-2025