

SCHOOL COUNCIL BY-LAW

November 2018

Franklin Public School

Article 1 Regulations

This by-law is made under the authority of Ontario Regulation 612/00. In the case where this by-law is deemed to be in conflict with Ontario Regulation 612/00 or Ontario Regulation 613/00, the Ontario Regulation will supercede this by-law.

Article 2 Name of Organization

2.1 The name of this organization shall be Franklin Public School Council, hereinafter referred to as "the Council".

2.2 The Waterloo Region District School Board will be hereinafter referred to as "the Board".

2.3 This School Council may not be incorporated.

Article 3 Membership

3.1 School Council membership shall include elected or acclaimed parents/guardians of present Franklin Public School students to a maximum of 20 voting members.

3.2 This School Council shall not be limited to one Community Representative as long as the majority of the members are parents.

Article 4 Executive Members

4.1 The Council shall elect a chair (or co-chairs) of the Council.

4.2 The Council shall elect or appoint a secretary and treasurer of the Council.

4.3 The remaining membership of the Council will include an alternative secretary, and voting members.

4.4 Parents/guardians of present Franklin Public School students are qualified to be elected or appointed to the Council Executive only after one year of participation as a voting member of any Waterloo Region District School Board school council.

4.5 Roles and Responsibilities of the Executive members are included as an appendix.

Article 5 Committees

- 5.1 The Council may establish committees.
- 5.2 Committees will report to the Council.
- 5.3 There must be at least one parent/guardian member on each committee.
- 5.4 Committee decision-making will be by consensus or vote. The principal is not to vote.
- 5.5 Committees may include (but not be limited to): Fundraising, Parent Education, Recycling, and Greening Committee.

Article 6 Election Procedures

6.1 Election of Parent/Guardian Members

- 6.1.1 All parents/guardians of students who are enrolled at Franklin Public School are qualified to stand for election unless the parent/guardian is employed at the school.
- 6.1.2 Parents/guardians of Franklin Public School students who are Board employees, working at locations other than Franklin Public School, are qualified to stand for election if they have taken reasonable steps to inform people qualified to vote that they are so employed.
- 6.1.3 Election of parent/guardian members shall take place in the first 45 days of each school year.
- 6.1.4 The date of the election will be determined by the Chair (or co-chairs) after consulting with the Principal.
- 6.1.5 The nomination timelines will be determined by the Chair (or co-chairs) after consulting with the Principal.
- 6.1.6 The Principal will notify all parents/guardians at least 14 days before the date of the election of parent members, of the election date, time and location of elections.
- 6.1.7 The Principal will notify all parents/guardians regarding the nomination process.
- 6.1.8 Voting will take place by secret ballot.
- 6.1.9 The Chair will appoint two vote counters.
- 6.1.10 Vote counting will be open to scrutiny by all candidates.
- 6.1.11 The 20 candidates receiving the most votes will be declared elected.
- 6.1.12 Ballots and vote tally sheets will be available for scrutiny for ten days following the declaration of elected candidates.
- 6.1.13 Ballots and vote tally sheets will be destroyed by shredding within one

day of the expiry of the scrutiny period.

6.1.14 Where there are fewer than 20 nominees for parent members, the nominees will be acclaimed.

6.1.15 A council member must make their intentions known (whether they will be stepping down from their position) at the end of the school year (June).

6.1.16 The council chair is recommended to retain a Past Chair position for the year following their resignation to assist/advise the new chair. The Past Chair will retain voting privileges.

6.2 Election of the Teaching Staff Representative

6.2.1 The Principal will make the necessary arrangements for the staff representative to be elected.

6.2.2 Anyone assigned to the teaching staff of the school other than the principal or a vice-principal may be a candidate.

6.2.3 The staff representative is a voting member and their vote counts for quorum but parent majority must still be met.

6.3 Election of Non-Teaching Staff Representative

6.3.1 The Principal will make the necessary arrangements for the non-teaching staff representative to be elected.

6.3.2 Anyone assigned to the non-teaching staff of the school may be a Candidate.

6.4 Appointment of the Student Representative

6.4.1 Guideline for elementary schools. The Principal will consult with other members of the Council to determine if there is to be a student representative on the Council. If a positive decision is reached, the Principal will appoint a student representative.

6.5 Selection of Community Representative

6.5.1 All appointments of community representatives to the Council are to be by majority vote at a meeting of the Council.

Article 7 Voting

7.1 Each Council member is entitled to one vote on a motion except:

- The Principal, who may not vote.
- A member who has declared a conflict of interest in the issue at hand.

7.2 If there is more than one student member, they will be entitled to only one vote between them.

7.3 All attempts will be made for decisions to be made by consensus.

7.4 The quorum for Council will be more than 50% of the voting members.

7.5 Voting by proxy:

- If quorum is not present at the Council meeting, the executive may decide whether to accept votes by proxy via email, or to defer to the next meeting. If the decision is to accept votes by email, the email must contain the motion and who made it, who seconded the motion, as well as any discussion around the motion as to give the voting member the most detail possible so he/she can make an educated decision.

Article 8 Vacancies

8.1 A vacancy in the membership shall exist until the maximum number of parent members as outlined in Article 3 has been reached.

8.2 A vacancy in the membership shall be filled by election or appointment.

Article 9 Terms of Office

9.1 Members elected or appointed to the Council hold office for one year from the date of their election or appointment.

9.2 Members' term ends on the day of the first Council meeting following the next Council election.

9.3 Members may be re-elected or re-appointed.

Article 10 Conflict of Interest

10.1 A Council member is in conflict of interest when:

- The Council does business with the potential for monetary gain/loss with any person, agency, or company, and a member of the Council has a vested interest in any way with that particular person, agency, or company.
- Situations arise in connection with his or her duties as a Council member that could result in an inconsistency between the overall goals and vision of the Council and a personal or vested interest.

When conflict of interest is indicated, the member,

- Shall disclose the interest and the general nature thereof prior to any consideration of the matter at the meeting.
- Shall not take part in the discussion of, or vote on any question in respect of the matter; and
- Shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

- 10.2 Every declaration of interest and the general nature of the declaration shall in this public meeting be recorded in the minutes of the meeting.
- 10.3 In the event that member has not disclosed a possible conflict of interest by reason of being absent from a meeting, that member shall disclose such interest at the first meeting of the Council attended by him or her.
- 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.

Article 11 Conflict Resolution

11.1 Resolution of Conflict of Opinion

- 11.1.1 Every 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.
- 11.1.2 Speakers to an issue will maintain a calm and respectful tone at all times.
- 11.1.3 Speakers will be allowed to speak without interruption.
- 11.1.4 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.
- 11.1.5 If no common ground can be identified, the chair will seek to clarify preferences among all members before proceeding further.
- 11.1.6 If all attempts at resolving the conflict have been exhausted without success, the chair may request the intervention of a superintendent or other senior administrator to facilitate a resolution to the conflict.

11.2 Resolution of Disruptive Behaviour

- 11.2.1 Council members are elected to serve the school community and will demonstrate respect for their colleagues on Council at all times.
- 11.2.2 If a Council member or members become disruptive during a meeting, the chair shall ask for order.
- 11.2.3 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.
- 11.2.4 The removal of a member for one meeting does not prevent the Council member from participating in future meetings of Council.
- 11.2.5 The incident shall be recorded in the Minutes of the Council.

- 11.2.6 When the Chair has requested the removal of a member(s) from a meeting, the Chair shall request that the disputing members of Council participate in a special meeting, the purpose of which will be to arrive at a mutually acceptable solution to the dispute. Such a meeting may be a private meeting, and shall not be construed as a meeting of the Council.
- 11.2.7 The Chair may request the intervention of an independent third party to assist in achieving a resolution to the dispute.
- 11.2.8 An independent third party may be a Board official or another individual mutually agreed on by the parties involved in the dispute.
- 11.2.9 Any resolution reached at the meeting to resolve the conflict shall be signed and respected in full by all parties to the agreement.

Article 12 Delegations

- 12.1 All parents/guardians and members of the school community may make delegations to the Council.
- 12.2 Delegations who wish to bring forward issues must notify the Chair or Principal preferably two days before the next Council meeting.
- 12.3 Delegations will be given ten minutes to present their issue.
- 12.4 Delegations presenting an issue may participate in the discussion pertaining to that issue.

Article 13 Guidelines for Revision

- 13.1 To amend this constitution or By-Laws, notice of motion for such amendment shall be made to all members in print form at least two (2) weeks prior to the meeting at which time this vote is to be taken. These guidelines can only be changed by full consensus of the Council or vote as outlined in Article 7.

Article 14 Meetings

- 14.1 Special general meetings may be called by the Council Chair at any time with fourteen (14) days notice.
- 14.2 All meetings of the Council shall be open meetings.
- 14.3 There shall be a minimum of four (4) general meetings per school year.

Article 15 Finances

- 15.1 All monies raised from the variety of fundraising opportunities that take place at Franklin Public School are to be deposited in the school account and separate budget accounting lines are to be established for each initiative to track deposits and expenditures. Direct financial donations will be made to the Waterloo Education Foundation.

Article 16 Communications

- 16.1 A parent information bulletin board will be maintained outside the main office for purposes of communicating information about Council activities.
- 16.2 A binder containing the agendas and minutes will be kept in the school office.
- 16.3 Highlights of Council will be shared online and/or in print communication.
- 16.4 A Council brochure will be available online and/or at events where a Council presence is required.
- 16.5 Minutes and agendas will be posted on the Council website.
- 16.6 Council members can opt out of having their names listed on the minutes or any other council documents.