

**School Council By-Laws**  
**WESTMOUNT PUBLIC SCHOOL COUNCIL**

**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 supersede this by-law.

**Article 2.      Name of Organization**

- 2.1      The name of this organization shall be Westmount 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 Westmount Public School students to a maximum of fifteen.
- 3.2      This School Council shall be limited to no more than three Community Representatives as long as the majority of the members are parents.
- 3.3      Council members are expected to attend all scheduled meetings. In appropriate circumstances, the Council can exercise its right to remove, on a two-thirds (66.7%) or more majority vote of those in attendance at a regular meeting, assuming quorum is met, any member who ceases to perform his/her functions to the satisfaction of the Council or violates Ontario Regulation 612/00, only after consultation with the member in question.

In the absence of any extenuating circumstances, any member who is absent for three (3) consecutive meetings may be removed from office. Any removed member shall have a least thirty (30) days prior notice and full opportunity to defend his/her actions in person before the Council.

- 3.4      All members of Council are encouraged to join at least one committee.
- 3.5      Observers/non-voting participants are welcome to attend all meetings.

## **Article 4 Officers**

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

## **Article 5 Committees**

- 5.1 The Council may establish committees.
- 5.2 An unlimited number of Non-Council members are welcome to join and assist with committees.
- 5.3 Committees will report to the Council.
- 5.4 There must be at least one Council member on each committee.
- 5.5 Committee decision making will be by consensus or vote. The principal is not to vote.

## **Article 6 Election Procedures**

- 6.1 Election of Parent/Guardian Members
  - 6.1.1 All parents/guardians of students who are enrolled at Westmount Public School are qualified to stand for election unless the parent/guardian is employed at the school.
  - 6.1.2 Parents/guardians of Westmount Public School students who are Board employees, working at locations other than Westmount 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 30 days of each school year.
  - 6.1.4 The date of election will be determined by the Chair after consulting with the Principal.
  - 6.1.5 The nomination timelines will be determined by the Chair 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 Each household of each student at Westmount Public School will receive only one vote in the election.
  - 6.1.9 Voting shall take place by secret ballot.
  - 6.1.10 The chair will appoint 2 vote counters.
  - 6.1.11 Vote counting will be open to scrutiny by all candidates.

- 6.1.12 The 15 candidates receiving the most votes will be declared elected.
- 6.1.13 Ballots and vote tally sheets will be available for scrutiny for 10 days following the declaration of elected candidates.
- 6.1.14 Ballots and vote tally sheets will be destroyed by shredding within one day of the expiry of the scrutiny period.
- 6.1.15 Where there are fewer than 16 nominees for parent members, the nominees will be acclaimed.

6.2 Election of the Teaching Staff Representative

- 6.2.1 The principal will make it known to his/her staff that a teaching staff representative is welcome to be elected to Council.
- 6.2.2 Anyone assigned to the teaching staff of the school (full or part-time) other than the principal or a vice-principal may be a candidate.

6.3 Election of the Non-Teaching Staff Representative

- 6.3.1 The principal will make it known to his/her non-teaching staff that a non-teaching staff representative is welcome to be elected to Council.
- 6.3.2 Anyone assigned to the non-teaching staff of the school (full or part-time) may be a candidate.

6.4 Appointment or Election of the Student Representative

- 6.4.1 The principal will consult with other members of the school council to determine if there is to be a student representative on the council. If a positive decision is reached, the principal appoints a student representative.

6.5 Selection of Community Representative

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

**Article 7 Voting**

- 7.1 Each School 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 All attempts will be made for decisions to be made by consensus.

- 7.3 Votes may only be held if quorum, the minimum number of members in attendance required for taking a vote, is met. Quorum shall equal 50% or greater of elected council members (e.g., a minimum of 8 if there are 15 elected members of council). The outcome of a vote will be determined by achieving a simple majority (50% + 1). In the event of a tie vote, the vote will be broken by the Chair.

**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 of this School Council may be filled by election or appointment.

**Article 9 Term 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 school council member is in conflict of interest when:
- The school council does business with the potential for monetary gain/loss with any person, agency, or company, and a member of the school 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 school council member that could result in an inconsistency between the overall goals and vision of the school 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 a 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 School 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 School 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 printed 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.