

Revision: 20/2/2018

Twenty Valley Public School Council Constitution

Article I

1.0 Name of Organization

1.1 The name of this organization will be Twenty Valley Public School Council.

Article II

2.0 Mandate of the Council

2.1 Working within the policies, mission statement and goals of the school board, the Council will

- _provide opportunities for parents to be more directly involved in the education of their children;
- _develop a mission statement and annual goals for the school and evaluate its success in achieving these goals;
- _provide advice to the principal on school budgets, school operations and school management;
- _have a continuing focus on the social environment of the school;
- _foster good relations among parents, staff and the local community;
- _be a voice for public education in the community;
- _cooperate with, and provide assistance to other related groups;
- report on the Council's activities as requested by the Board.

2.2 The Council will not have any of the powers and duties reserved by law or regulation from the local school board, the school principal or collective agreements.

Article III

3.0 Representation and Membership

3.1 The Council may be composed of up to **20** members including:

- _the school principal (the vice principal can stand in when necessary)
- _ Minimum of 9 and maximum of 15 parents/guardians of students enrolled in the school. (Executive are included in parent/guardian representation)
- _one teacher from the school
- _one non-teaching member of the school staff (librarian, EA, etc)
- _one student (at the discretion of the principal)
- _one member of the community (if it is the will of council)

3.2 The Council may choose to have additional people serve in an advisory capacity. Persons serving in an ex-officio capacity should be identified.

3.3 The Council must be made up of a majority of parent/guardian members

Article IV

4.0 Elections and Appointment Procedures

4.1- Minimum of 9 and maximum of 15 parent/guardian representatives will be elected through the following process:

- _The Principal will oversee the process of receiving self-nominations for the school council parent positions. Completed nomination forms will be accepted up to the start of the October meeting proceedings.
- _Information about the nomination forms will be distributed in the school newsletter (and any other means of communication) each year along with an invitation to consider running for a position on Council;
- _The self nomination forms will include one or more questions, formulated and approved by Council, for each nominee to respond to.
- _If more than 15 parent/guardian nomination forms are received by the cut off date, an election will be required and will be held during the October school council meeting;
- Information of when the election will take place will be distributed to the parent community.
- _Voting will occur at the school council meeting by secret ballot and there will be one vote per family (attempts will be made to provide child care for that meeting so everyone has the opportunity to vote). Voting by proxy is not permitted.
- _The ballots will be counted by the principal and up to three parent members who are not running in the election;
- _Results will be announced and recorded in the minutes of the meeting;
- _Ballots can be destroyed at the direction of the Council.

4.2 A **teacher representative** will be elected by the school teaching staff during a regularly scheduled staff meeting and this appointment will be reported to the council at the October meeting.

4.3 A **non-teaching staff representative** may be elected by the non-teaching staff of the school and this appointment will be reported to the council at the October meeting.

4.4 A **community representative** may be selected and appointed by the elected Council members. Any member of the Council may recommend the names of the persons to be considered for the appointment.

4.5 A student representative from the Student Council can be selected as a member joining appropriate meetings with Principal permission

4.6 The names of the Council members will be published in the first school newsletter following the election.

4.7 The contact information of elected Executive Council members will be published on the school's website.

Article V

5.0 Terms of Office

5.1 All elected parent/guardian members of the Council are to serve a term of one year.

5.2 An elected parent/guardian will be elected for a one year term and may serve at most three consecutive terms on Council before stepping down for a year.

5.2.1 Should there be less than 6 parent/guardian members nominated for positions (excluding Council Executive positions) in a year when there are parents stepping down, the remaining positions may be filled by those who would be willing to serve additional

consecutive year(s).

5.2.2 Each Executive position can only be held for a maximum two years. A consecutive third year in the same position on the Executive will only be allowed if no one is willing to put their name forth to serve in the specific position for the term. Otherwise the person must step down from the position for a year term.

5.3 Teaching and non-teaching staff members will be elected annually by their respective groups. This election will occur as soon as possible in the new school year.

5.4 The principal is appointed by the school board.

5.5 Appointed community members and advisors will be asked to sit at the beginning of each school year.

5.6 The Council may establish committees made up of teachers, parents, business leaders, and other citizens to carry out specific functions, to study specific issues and to make recommendations to the Council. The Council will seek widespread participation in these activities. These committees will have no responsibilities beyond those outlined by the Council when the committee is established.

5.7 Membership will be terminated when any member:

- _ceases to hold the criteria for representing a constituency.
- _no longer has a child enrolled in the school. (parent/guardian)
- _no longer is employed at the school. (employee)
- _has missed three consecutive scheduled meetings without proper notice given to the Executive or the Principal
- _submits a letter of resignation to the chairperson.

5.8 Vacancies that occur during the term will be filled by the person with the next highest number of votes in the most recent election. This person will finish the term of the person who is being replaced. Should there be no such person that qualifies, the Council members will appointed by consensus, a replacement to fill the vacancy. Nominations for this appointment may be made by any member of the Council.

Article VI

6.0 Council Procedures

6.1 All Council meetings and committee meetings shall be open to the staff and parents of the school.

6.2 Generally the means of decision making shall be through consensus, as compared to a democratic vote. Consensus would have all members willing to accept a decision as reasonable. If consensus is not forthcoming, each member of Council may give a short summation of their feelings on the issue and this will be followed by a secret ballot vote. Only elected council members are permitted to vote unless an issue is made known to all school families in advance so they can participate in the acceptance process at the designated meeting.

6.3 The Council has the responsibility to regularly inform the general school and parent community of their activities.

Article VII

7.0 Executive Members of Council

7.1 At the October meeting members of the incoming Council shall elect from the parent/guardian members to fulfill each of the following positions of for the new school year:

I. Chair

II. Vice-Chair

III. Secretary

7.2 The chair of each ad-hoc committee, if not a member of the Council, shall serve as an advisor to the Council for the term of the committee.

7.3 Advisors may participate in all deliberations but may not vote on matters.

Article VIII

8.0 Duties of the Officers

8.1 The Chair is responsible for

- _presiding at all meetings;
- _providing leadership to the Council;
- _having general supervision of the activities of the Council;
- _working in cooperation with the principal to prepare a written agenda for all Council meetings;
- _distributing the agenda to the Council members at least one week prior to each meeting;
- _appointing temporary or standing committees as needed (in consultation with the Council) and serve as an ex-officio member of all committees;
- _expressing consensus as reached by Council;
- _serving as the spokesperson for the Council;
- _monitoring the implementations of Council decisions.
- _developing a plan of action for communicating with the community with other Executive members and the Principal.

8.2 The Vice-Chair is responsible for

- _assisting the chair as needed and exercise all functions in the absence of the chair;
- _the strategic planning of the Council;
- _being the political liaison for the Council;
- _updating the Constitution and other relevant Council protocol documents.
- _developing a plan of action for communicating with the community with other Executive members and the Principal.

8.3 The secretary is responsible for

- _keeping a full and accurate account of the proceedings and transactions of Council meetings;
- _providing to the principal and all Council members a copy of the complete minutes of the meeting no later than fourteen (14) days following the meeting;
- _maintain a Council file in the school's administration office containing copies of all minutes, Council correspondence, current bylaws, current reports;
- _maintaining a list of the Council membership with current telephone numbers and addresses;
- _developing a plan of action for communicating with the community with other Executive members and the Principal.

8.4 The Principal is responsible for:

- _planning programs and providing materials that will assist the Council to fulfill its

responsibilities;

- _sharing information on school activities, successes and concerns with the Council members;
- _sending a copy of the meeting minutes to all school households at least two weeks prior to the next Council meeting;
- _assisting, advising, supporting, cooperating and consulting with the Council;
- _providing administrative assistance and clerical support for Council activities;
- _attending the meetings of the Council;
- _cooperatively setting the agenda with the chair of the Council;
- _maintaining the authority, responsibilities and obligations of the principalship as mandated by Board Policy and the Acts and Regulations of the province of Ontario

Article IX

9.0 Meetings

9.1 Although normal decision-making will be achieved through consensus, at times a voting process will be required. Absentee ballots or proxy voting will not be permitted. Members of Council having one vote each are:

- I. Parent/Guardian members (Executive are excluded)
- II. Teaching staff representative (Principal is excluded)
- III. Non teaching staff representative
- IV. Community member (voting privilege is decided by Council)

9.2 A simple majority will carry a vote.

9.3 The Council will generally meet in the first Monday of each month at 6:30pm – 8:00pm during the school year. The exact dates for the upcoming school year will be determined at the June Council meeting so that they can be published in the calendars/agendas.

9.4 Committee meetings will be held as required at the discretion of the committee members

9.5 Extra meetings of the Council may be held providing notice of the time and date has been circulated to all parents and staff.

9.6 Decision making through consensus or by vote can only take place at a meeting where in at least 6 are parent/guardian representatives, 2 Executive and the Principal (representative) are present.

9.7 In the event that there is a draw or failure of consensus, the Executive will have a private vote on the issue. If it still cannot be resolved a request to the Principal for guidance and resolution.

9.8 The agenda of each Council meeting shall include:

- _Approval of the minutes of the previous meeting
- _Principal's report
- _Chair's report
- _Committee reports (if applicable)
- _Old business
- _New business

Article X

10.0 Constitutional Change

10.1 The constitution may be amended at any regular meeting of the Council by a two thirds

majority vote of those present, provided there is advance notice to the stakeholders; that is, specific amendments have been introduced at a prior meeting and have been published in the Council minutes and in a school newsletter and are listed on the agenda for the current meeting.

10.2 A two thirds majority of the full Council is required for any modifications of the constitution.

10.3 A copy of the constitution will be made available to any person upon request.

10.4 A copy of the constitution will be available in the Council minute book.