

## **E.I. McCULLEY SCHOOL ADVISORY COUNCIL CONSTITUTION**

### **ARTICLE I – GOALS AND OBJECTIVES**

The E.I. McCulley School Advisory Council, hereafter referred to as Council, is an advisory body that provides advice to the school principal and, where appropriate, to the school board. The Council shall:

- a) ensure all meetings are open to the school community;
- b) organize information and training sessions, if deemed necessary, to enable members of the Council to develop their skills as Council members;
- c) communicate regularly with parents/guardians and other members of the school community in order to seek their views and preferences with regard to matters being addressed by the Council, and to report on the activities of the Council;
- d) promote the best interests of the school community;
- e) provide advice to the school Principal on school priorities, academic planning, the day-to-day activities of the school, and where appropriate, recommend action for improvement; and
- f) direct recommendations which are broader in scope than the local school, to the school principal for direction, or to the appropriate Board official or Board committee.

### **ARTICLE II – MEMBERSHIP**

All members of Council will be equal partners, however, parents/guardians shall form the majority of the Council. It is expected that the membership of Council shall reflect the diversity of the school community. Membership of Council shall include:

- a maximum of 10 parents/guardians of students currently enrolled in the school
- the school principal
- the school vice-principal
- one teaching representative
- one non-teaching representative
- one community representative who is not an employee of the DSBN

### **ARTICLE III - MEETINGS**

- a) **SCHEDULE OF MEETINGS** – Meetings are open to all parents/guardians of the E.I. McCulley School community, however, only Council members have voting privileges. Council shall have a minimum of 5 meetings, but will strive to meet monthly. Council may meet on other occasions as deemed necessary by the Chair. The first official meeting of the Council shall occur before September 30<sup>th</sup>.
- b) **LENGTH OF MEETINGS** – Council will strive to limit the length of meetings to 90 minutes.
- c) **RULES OF ORDER**—As Council is advisory in nature, Council members must make every attempt to reach consensus. When consensus is not possible, a simple vote may take place. While every attempt will be made to pursue a collegial approach, matters in Council business not covered by this constitution shall be governed by “Roberts Rules of Order” (see appendix A).
- d) **QUORUM** – There must be quorum to conduct a meeting. Quorum shall consist of 7 Council members, 4 of whom must be parents.

- e) **CONFLICT OF INTEREST** – It is the responsibility of individual members to declare any potential conflict of interest that may occur.
- f) **ATTENDANCE** – Where a member of Council becomes aware that he/she will be unable to attend a significant number of meetings, the member must either request a leave of absence for a specific length of time or submit a resignation. Members who fail to attend three successive meetings may be replaced at the discretion of the Council.
- g) **REPLACEMENT OF MEMBERS** – A two-thirds majority of Council is required to appoint or remove a member. In the event of the need for the appointment of an additional member, the vacancy will be advertised and a successful candidate will be selected by the Council.
- h) **CONSTITUTIONAL AMENDMENTS** – A constitutional notice of motion will be made at least one month prior to the meeting at which the amendment will be presented, discussed and voted upon. The constitution can be amended by an affirmative vote of two-thirds of those present at the Council meeting.
- i) **DELEGATIONS/QUESTIONS** – Questions from members or non-members that require considerable research shall be presented to the Chair at least 5 school days prior to the appropriate meeting. Individuals wishing to make a special presentation must receive prior approval from the Chair. Such notice shall be in the hands of the Principal at least 5 school days prior to the appropriate meeting. Presentations shall normally be limited to 10 minutes in length. Permission of the Chair of the meeting shall be required in order to extend the length of the presentation.
- j) **CONFLICT RESOLUTION** – The Principal, in collaboration with the Chair, shall make every effort to resolve internal conflicts of members of Council. If a conflict cannot be resolved, the school Superintendent will be asked to assist the Council in reaching a compromise.

#### **ARTICLE IV – ELECTION PROCEDURES**

- a) **NOTIFICATION** - A self-nomination candidate form will be sent home to all parents/guardians the first week of the school year.
- b) **NOMINATIONS** - Only one parent/guardian per family is eligible to run for Council. An acknowledgement of receipt of nomination will be sent to each candidate.
- c) **SELECTION** - If the number of nominations received is 10 or less, all candidates will be acclaimed. If an election is required, an election meeting will be called. At the election meeting, all candidates will have the opportunity to address voters. Each candidate's presentation may not exceed 2 minutes. Parent/guardian representatives will be elected by parents/guardians of students currently enrolled in the school. Voting will occur in person at the election meeting. Ballots will be counted by the Principal and 2 parents who are not election candidates, immediately upon the closing of the vote. Ballots will be destroyed at the direction of the Council at the first meeting of the new Council. Election results must be kept on file for a period of one year.
- d) **SELECTION OF CHAIR and VICE-CHAIR** - The Chair and Vice-Chair will be elected by the Council at the first meeting of the new Council.
- e) **OTHER APPOINTMENTS**
  - The Teaching Rep will be appointed by members of the teaching staff.
  - The Non-teaching Rep will be appointed by members of the non-teaching staff.
  - The Community Rep will be appointed by the Council (may not be a DSBN employee).

- f) **TERM OF OFFICE** - The term of office for all positions on the Council shall be for one year. Members may seek additional terms. No honorarium shall be paid to members of Council.
- g) **PUBLICATION OF NAMES OF MEMBERS OF COUNCIL** - The names of Council members will be published in the October newsletter.

#### **ARTICLE V - ROLES AND RESPONSIBILITIES OF COUNCIL MEMBERS**

a) **COUNCIL MEMBERS** shall:

- place the overall interests of the school and students first;
- maintain a school wide perspective on issues;
- participate in Council meetings;
- act as a link between the council and the community;
- encourage the participation of parents from all groups, and of other people within the school community;
- participate in information and training programs; and
- seek to reach consensus.

b) The **CHAIR** shall:

- call Council meetings;
- prepare the agendas for Council meetings, in consultation with the Principal;
- chair Council meetings;
- vote only in the case of a tie;
- ensure that minutes of Council meetings are recorded, maintained and kept on file at the school;
- participate in information and training programs;
- communicate with school Principal;
- ensure that there is regular communication with the school community;
- consult with the senior board staff and trustees as required;
- facilitate collaborative decision-making;
- prepare and submit an annual report to the Council and the Board; and
- shall not be an employee of the DSBN.

c) The **VICE-CHAIR** shall:

- act on the Chair's behalf whenever the Chair is unable to carry out the duties of this office.

d) The **SECRETARY** (this position may rotate among Council members) shall:

- record and print minutes of all meetings for distribution to all members and parents;
- prepare and answer correspondence, as directed by Council;
- prepare notices of meetings when so directed by the Chair;
- maintain and pass on the official records of the Council (agendas, minutes, official reports, correspondence).

e) The **PRINCIPAL** shall:

- be a non-voting member of Council;
- facilitate the establishment of the Council and assist in its operation;
- make every possible effort to attend all Council meetings;
- support and promote the Council's activities;
- seek input from Council in areas identified as priorities;
- act as a resource on laws, regulations, board policies, and collective agreements;
- obtain and provide information required by the Council to enable it to make informed decisions;
- maintain regular communication with the Chair of Council; and
- assist the Council in communication with the school community.

f) The **VICE-PRINCIPAL** shall:

- act on the Principal's behalf whenever the Principal is unable to carry out the duties of this office;
- be a non-voting member of Council;
- facilitate the establishment of the Council and assist in its operation;
- make every possible effort to attend all Council meetings;
- support and promote the Council's activities;
- seek input from Council in areas identified as priorities;
- act as a resource on laws, regulations, board policies, and collective agreements;
- obtain and provide information required by the Council to enable it to make informed decisions;
- maintain regular communication with the Chair of Council; and
- assist the Council in communication with the school community.

## **APPENDIX A - ROBERTS RULES OF ORDER**

### **RULES OF ORDER**

1. An individual must be recognized by the chair before *obtaining the floor* to make a motion.
2. Once an individual has the floor, he or she may make a formal proposal, *or motion*, beginning with the statement, "**I move...**"
3. Another individual must **second** the motion. This indicates that he or she agrees the proposal should be discussed.
4. Once a motion is made and seconded, the chair *states the question* so everyone is clear on what is being proposed. From this point, until the motion has been voted on, all discussion must focus on the motion.
5. After stating the motion, the chair asks if the assembly is ready for the question, or ready to vote on the proposal.
6. If no one indicates a desire to speak to the issue, the chair *puts the question* or conducts the vote by asking for those in favour and those opposed. (The vote may be conducted by a show of hands, by standing, or by ballot).

7. If members of the group wish to discuss the motion, the chair opens debate. Each participant may speak to the question twice, but no one may speak the second time until everyone has had the chance to speak once. Once debate is complete, the chair puts the question.
8. A non-Constitutional motion passes with at least a 50% + 1 majority. In the event of a tie, the motion is lost.

### **AMENDING A MOTION**

Up until the chair states the question, the person making the motion may change it, (although the seconder may withdraw and the changed motion may need another seconder). Once the chair has stated the question, however, the motion must be formally amended in order to be changed.

- The person making the motion may propose to modify it. The chair will ask if anyone objects. If they do, the question to modify the motion is put to a vote. If the group consents to the modification, debate continues on the motion as amended.
- Another individual can move to amend the motion by stating, "I move to amend the motion by...". From here, the process is the same as for any other motion.
- An amendment to the amendment may also be proposed, but a third amendment is out of order.
- After the amendment has been dealt with, discussion returns to the original motion.

### **WITHDRAWING A MOTION**

- At any time before a vote, the person making the original motion may ask to withdraw it. The motion to withdraw does not require a seconder. Once the question is withdrawn, it is as if it never existed.
- If the chair has already stated the question and a request to withdraw the motion is made, the chair asks if there is any objection. If there is none, the motion is withdrawn. If someone objects, the request to withdraw the motion is put to a vote.

### **TABLING A MOTION**

A motion to *table a motion* means to set it aside to discuss at another time so more pressing business can be discussed, or so more information about the issue can be obtained.

- The motion to table takes precedence over the motion being discussed.
- The motion to table requires a seconder.
- There can be no debate on a motion to table.

### **MOTIONS THAT ARE NULL AND VOID**

Any motion that contradicts provincial laws and regulations, local policy or School Council bylaws is out of order, even if the motion was voted on and passed by the required majority vote.