

E.I. McCULLEY SCHOOL COUNCIL CONSTITUTION

I MISSION AND GOALS

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

- a) ensure all meetings are open to the 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 and other members of the community; to seek their views and preferences, with regard to matters being addressed by the council, and to report on the activities of the council to the school community;
- d) promote the best interests of the school community;
- e) establish the election procedures for school councils (See Appendix I);
- f) direct school related recommendations of school councils to the school principal;
- g) 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.

II MEMBERSHIP

- a) **MEMBERSHIP** of a school council shall include but not be limited to:
 - parents and guardians of students currently enrolled in the school (minimum of 6:7 if a student representative is on the committee and a maximum of 10);
 - community representatives (minimum of 1) (maximum of 3);
 - a student (minimum of 1); recommended, but at the discretion of the principal;
 - the school principal;
 - the school vice principal;
 - (a) teacher(s) assigned to the school (minimum of 1);
 - (a) non-teaching employee(s) assigned to the school (minimum of 1).

All members of the council will be equal partners; however, parents/guardians shall form the majority of the council. It is expected that the membership of the council will reflect the diversity of the school community. Members who fail to attend three successive meetings may be replaced at the discretion of the Council.

b) **MEMBERSHIP** on the school council shall be determined in the following manner:

- parents/guardians shall be elected by parents and guardians of students enrolled in the school (See Appendix I);
- student representatives shall be elected by students enrolled in the school;
- teacher representatives shall be elected by members of the teaching staff;
- non-teaching employees shall be elected by non-teaching employees assigned to the school;
- the school principal shall be a designated member;
- the school vice principal shall be a designated member;
- (a) community representative(s) shall be appointed by the council;
- the chair of the council shall be a member who is a parent/guardian of a student enrolled at the school, and shall be elected by the council.

The size of the school council shall not exceed 19 and the term of office for elected and appointed positions on the council shall not exceed two years. Elected and appointed members may seek additional terms. No honorarium will be paid to members of the school council.

III MEETINGS & PROCEDURES

a) The Schedule of Meetings is as follows:

Once each month that school is in Session
On such other occasions deemed necessary by the Chair.

b) Rules of Order:

While every attempt will be made to pursue a collegial approach, matters in Council business not covered by The Council Constitution, shall be governed by the "Roberts Rules of Order". (See Appendix II).

c) Quorum:

A quorum shall consist of 7 Council members, 4 of whom must be parents.

d) Constitutional Amendments

*The constitution can be amended by an affirmative vote of at least two-thirds of those present at a Council meeting.

*A constitutional notice of motion will be made at least one month prior to the meeting at which time the amendment will be presented, discussed and voted upon.

e) Replacement of Members

A two-thirds majority of affirmative votes is required to appoint or remove a Member.

In the event of the need for the appointment of (an) additional Member(s), the vacancy/vacancies will be advertised and a successful candidate will be selected by the Council.

f) Questions from non-council members requiring considerable research should be presented to the Chair at least five school days prior to the appropriate meeting.

g) Individuals wishing to make special presentations must receive prior approval from the Chair.

IV ROLE AND RESPONSIBILITIES OF THE COUNCILS

School Councils are advisory bodies. The council will provide advice to the school principal, and where appropriate, to the school board, on any of the matters listed below, that the council has identified as priorities:

- local school year calendar of events;
- school code of student behaviour;
- curriculum and program goals and priorities;
- the responses of the school or school board to achievement in provincial and board assessment programs;
- preparation of a school plan, a school profile or a school constitution, that is in line with board policies and procedures;
- assistance in the process of assigning principals, by developing school priorities and/or a school profile and a list of qualities of the school administrator, to be placed on file at the board office, to be used in the Board's selection and placement process;

- school budget priorities, including school capital improvement plans;
- school community communication strategies;
- methods of reporting to and communicating with parents and the community;
- extracurricular activities in the school;
- school-based services and community partnerships related to social, health, recreational and nutrition program;
- community use of school facilities;
- local co-ordination of support services for children and youth;
- development, implementation, and review of board policies at the local level.

School principals, senior staff and trustees will seek advice from the school councils as part of the process of making decisions with regard to the matters listed above identified as priorities.

V ROLES AND RESPONSIBILITIES OF COUNCIL MEMBERS

a) MEMBERS: School 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 school 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;
- seek to reach a consensus.

Since the school council is advisory in nature, council members must make every attempt to reach consensus.

Consensus is reached when all members of the council, including the chair, are willing to accept and support an idea or concept as the best choice for the entire council.

When consensus is not possible, that is, after all decision-making avenues have been explored, the council must decide whether the matter warrants a simple vote.

b) THE CHAIR: The chair of the school council shall:

- call school council meetings (a minimum of 4 and a maximum of 10 per year);
- prepare the agendas for school council meetings;
- chair school council meetings;

- ensure that the minutes of school council meetings are recorded, maintained and kept on file at the school;
- participate in information and training programs;
- communicate with the school principal;
- ensure that there is regular communication with the school community;
- consult with senior board staff and trustees as required;
- facilitate collaborative decision making;
- prepare and submit an annual report to the council and the Board.

The chair of the school council must be a parent/guardian and must be elected annually from among the parent/guardian members of the school council.

c) THE VICE CHAIR: The vice chair of the school council shall:

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

d) THE SECRETARY: The secretary of the school council shall:

- be the Principal of the school;
- record and print minutes of all meetings for distribution to all members and parents;
- prepare and answer correspondence as directed by the 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: The principal of the school shall:

- be the secretary of the school council;
- make every possible effort to attend all school council meetings;
- facilitate the establishment of the school council and assist in its operation;
- support and promote the council's activities;
- seek input from the 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 the council;
- assist the council in communication with the school community.

f) THE VICE PRINCIPAL: The vice principal of the school shall:

- act on the Principal's behalf whenever the Principal is unable to carry out the duties of this office;
- make every possible effort to attend all school council meetings;
- facilitate the establishment of the school council and assist in its operation;
- support and promote the council's activities;
- seek input from the 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 the council;
- assist the council in communication with the school community.

VI RESPONSIBILITIES OF THE SCHOOL BOARD

a) The Council confidently expects that the Board shall:

- encourage school councils, where appropriate, to give advice and recommendations on issues under discussion at the board level;
- facilitate communication among school councils;
- involve representation from school councils in the review and revision of policies on the selection of principals;
- develop procedures to evaluate the implementation of the policy and administrative procedures on the establishment and operation of school councils;
- include a report on school councils in the annual report of the Director of Education.

APPENDIX I**E.I. McCULLEY SCHOOL COUNCIL
ELECTION CHECKLIST**

	DONE	DATE
Place notification in newsletter		by Sept. 8
Have nomination forms available		
Accept nominations		by Sept. 15
Notify eligible candidates		by Sept. 18
Establish voters' list for parent elections (if necessary)		by Sept. 19
Hold all candidates' meeting (if necessary)		by Sept. 25
Conduct parent elections (if necessary)		by Sept. 30
appeals		
Communicate names of successful candidates to parent community		by Oct. 6
Conduct elections to determine teachers, support staff, and if required, student representative(s)		by Sept. 30

APPENDIX II

E.I. McCULLEY SCHOOL COUNCIL 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.

MENDING 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.

APPENDIX II (cont'd)

- **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.

