

SCHOOL COUNCILS – BY-LAWS**Holly Meadows**

**All By-laws contained in this constitution must adhere to
School Council Policy 4310; APM 7200; APM 7630 and Regulation 612**

Article 1 – Mandate

As per Regulation 612, our school council will work together in an advisory role to engage community partners for the improvement of student achievement and well-being, while promoting a caring, safe and nurturing learning environment.

Article 2 – Objectives and Goals

Our goals reflect those of the *Simcoe County District Board Improvement Plan*

Article 3 – Holly Meadows Council Mission Statement

We will work to increase parent involvement in our school to help our students achieve their fullest potential academically, socially and emotionally.

Article 4 – Membership

Parents/guardians of a student enrolled at our school are eligible to run as parent representatives on school council. Refer to APM 7200, Section 2 for details and exceptions.

The maximum number of voting positions (parent representatives) on our school council will be 12. In addition, membership will include: the school principal, a teaching representative, a non-teaching representative and a student.

From the elected membership the committee will determine a chair, co or vice chair, and a recording secretary.

Article 5 – Voting/Decision-making Procedures

All decisions and recommendations made to school administration will be the result of a vote by elected members of council on a motion presented by a member of council. Refer to APM 7200, Section 6.

In the absence of a Quorum (a majority of voting members) no motions may be considered or approved. The council may continue the meeting for purposes of discussions of issues.

Each member of the council will have one vote on every motion and a motion is approved if a majority of the council members present at the meeting vote in favour of the motion.

Refer to *Ministry Guide for School Councils*, Section 8.9 for additional information.

Article 6 – Roles and Responsibilities

The roles and responsibilities for school council members are defined in APM 7200,

Appendix A, as per School Council Policy 4310.

Council members participate in council meetings and act as a link between the school council and the community. Council members shall act in accordance with *School and Board Code of Conduct and Standards of Behaviour* and shall abide by board policies and procedures.

Council members are to maintain a school-wide focus on all issues. School council meetings are not a forum for discussion about individual parents, students, staff, trustees or other council members.

Refer to APM 7200 for additional information.

Article 7 – Term of Office

A person elected, or appointed as a member of school council holds office for the current school year. A member may be re-elected for a maximum of three consecutive years to any executive position. A person may continue for a fourth year in an executive position if no other member of council is willing to assume the role.

Term of Office by-law may be exempt if, after an election, council meetings cannot proceed due to lack of quorum. Refer to Regulation 612.

Article 8 – Election Procedures and Vacancies

Election procedures will follow those outlined in APM 7200, Sections 1 and 2 under the supervision of the school principal.

Article 9 – Operating Procedures

School council will meet on the first Monday of each month in the school library from 6:00 p.m. to 7:30 p.m. at the latest. No meetings will be held during December and March.

Agenda items must be approved by the chair and the principal. All agenda items are due to the chair no later than the 25th of the month prior to the school council meeting.

The school council secretary will be responsible for recording the minutes of every meeting and providing the minutes to the chair no later than the 25th of the month prior to the school council meeting.

If time does not permit completion of the agenda, item(s) may be moved to the following meeting.

Refer to APM 7200 for additional information.

Article 10 – Conflict of Interest

Any time 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, that member shall declare a conflict of interest and shall not discuss, or vote on any such resolution pertaining to the matter.

Article 11 – Conflict Resolution Procedures

All members of council will, in accordance with *School and Board Codes of Conduct and Standards of Behaviour*, demonstrate respect for members of council, staff and guests, in attendance at council meetings.

Should a dispute arise, members of council and the principal will make every effort to resolve the dispute by following APM 7200, Section 8.

Article 12 – Code of Conduct

School council recognizes that all members of the school community have the right to be safe and to feel safe in their school community. With this right comes the responsibility to contribute to a positive school climate. Expectations for behaviour are outlined in APM 7630, Code of Conduct.

Article 13 – Amendments to the by-laws.

All amendments must adhere with Regulation 612, School Board Policy 4310, APM 7200 and APM 7630.

Article 14 - Administrative Requirements

School council must record and maintain records of all financial transactions, council meeting minutes, and prepare an annual year-end report each June. These documents will be maintained in the school office in the *School Council Continuity Binder*. These documents will be made available to any member of the school community upon request.