

## **School Council Operative Norms**

1. Meetings are generally held at 6:30 pm in the Library once a month, or a minimum of four times per school year, with the exception of July and August, or otherwise announced.
2. Meetings generally last an hour and a half to two hours.
3. Conduct during the meetings
  - a. Individual names of teachers, parents, or students will not be discussed
  - b. Respect the opinions of others
  - c. Allow people to finish speaking; don't interrupt
  - d. Council should be a place for courageous conversations, a place to be positive
  - e. If School council represents the school in Social Media the above code of conduct has to apply and responses are to be monitored prior to posting.
4. Meetings generally have an informal atmosphere. However, in times of uncertainty, Robert's Rules of Order will be followed.
5. With reference to email communication, courtesy dictates that the person to whom the email is addressed should acknowledge the receipt of the message. Prudent use of the carbon copy function is recommended if multiple responses to a message is not desired. The rules that apply to meetings will apply to email communications, and it is advised that the basic rules of email etiquette also be followed.

If there are three emails that are perceived to be conflicting on any topic, the Chair of the Principal or his/her designate can act as moderator to assist in resolving the perceived conflict. If the resulting resolution is unsatisfactory to any party, a meeting subcommittee is formed at the meeting. the subcommittee will make a presentation of its recommendations at the next regular council meeting.
6. Council will strive to have parent representation for each grade, with a minimum of a representative for each Division.
7. Reimbursement of funds spent on behalf of Council
  - a. Fill out expense form and remit with receipts to the Treasurer
  - b. Expense form must be signed by the Committee Chair to be valid
8. Projects that include financial transactions require the submission of a financial statement to the Treasurer at the completion of the project.
9. The School council has to archive the Minutes for 4 years and the financial reports for 7 years complying with the new Bylaws and Norms of Operation/ revised Handbook for School Council 2015 provided by School Board of Education