

### **Article 1: Name and Address**

The organization will be known as Highview School Council. The members of the Council shall be responsible for maintaining the constitution.

Highview P.S.  
240 McClellan Way  
Aurora, Ontario  
L4G 6N9  
(905) 727-6642

### **Article 2: Mission Statement**

Our Council believes that collaborative partnerships among the school, the family and the community are essential to improving student learning and achieving the highest possible standards in an inviting and wholesome environment.

### **Article 3: Purpose and Objectives**

The objectives of the Council will be to:

- a) assist in the building of a viable school community which works together to improve student learning and school effectiveness;
- b) enhance lines of communication among parents and/or guardians, administrators, teachers, students and the community;
- c) participate in the development, implementation and review of the school plan for continuous improvement;
- d) participate in the development, implementation and review of school policies and procedures, including, but not limited to, the school dress code and code of student behaviour;
- e) participate in the development, implementation and review of fundraising programmes and the delegation of funds;
- f) participate in the development, implementation and review of board policies;
- g) discuss the responses of the school or school board to achievement in provincial and board assessment programmes;
- h) sponsor additional programmes to foster parental, community and student involvement in education and the school community.

### **Article 4: Procedures and Operating Guidelines**

Operational procedures of this council are outlines in the YRDSB Policy and Procedure 262, a copy of which is attached. All recommendations and activities of the council shall comply with all Ministry of Education Acts, York Region District School Board Policies and Procedures and Staff Collective Agreements.

## **Article 5: Membership**

The Council shall consist of parent representatives, a student representative, principal or vice-principal as delegate, teaching staff, non-teaching staff and a community representative (if possible).

There shall be no more than one parent member on the school council from any one household.

### 5.1 Number of Parent Members

The number of parents/guardians on the Council shall be a minimum of 9 and shall not exceed 12 members. A parent member cannot be employed at the school.

### 5.2 Number of Community Representatives

The number of community representatives shall be one, who will be appointed by the Council. A community representative cannot be employed at the school.

### 5.3 Student Representative

The principal shall appoint one student representative from the students enrolled in the school. The principal may consider advice received from students regarding the appointment of a student.

### 5.4 Other Members

The principal, or vice-principal as delegate, of the school shall be a member of the council.

One teacher, other than the principal or vice-principal, who is employed at the school, shall be a member. The principal will make the necessary arrangements for the non-teaching staff member to be elected.

One person, other than the principal, vice-principal or a teacher, who is employed at the school, shall be a member. The principal will make the necessary arrangements for the non-teaching staff member to be elected.

## **Article 6: Elections**

### 6.1 Election Procedures for Parent Members

- a) Elections shall take place within the first thirty days of the start of the school year.
- b) Each parent guardian seeking election must be nominated or self-nominated in writing, must have a child registered at the school and must declare if he or she is employed by the school board.

- c) Each parent/guardian of a student enrolled in the school shall be entitled to one vote for each vacant parent membership position on the Council.
- d) Within the last 30 days of the school year the Council shall issue a request for nominations for council for the next school year to all parent/guardian members of the school community. The same such request shall be issued again within the first 5 days of the new school year. All nominations are to be returned within 10 days of the request. If the number of nominations is greater than the number of parent member positions available an election committee shall be struck. No one standing for election, or a member of the same household of anyone standing for election, shall be a member of the election committee.
- e) The election committee shall:
  - provide nomination forms;
  - ensure that the school community is notified of election procedures and the election date(s), location, and time, at least fourteen days in advance of the election;
  - request a profile from all candidates and make these available to the electorate;
  - conduct the elections by secret ballot;
  - count the ballots;
  - ensure that all candidates are notified of the results;
  - keep all results and related information confidential.
- f) A list of candidates and the vote results will be kept on file by the Council for use in the event that a vacancy on the Council occurs.
- g) All individuals standing for election shall be notified of the results before the results are released to the school community.
- h) The Council shall ensure that the names of new members are publicized to the school community within thirty days of the election.

## 6.2 Acclamations

Parent elections shall be by acclamation when the number of candidates is equal to, or less than, the number of parent member positions available on the council.

## 6.3 Terms of Office

A person elected or appointed as a member of the Council holds office from the date of the first meeting of the Council after the elections until the date of the first meeting of Council after the elections held in the next school year.  
Elected and appointed members may seek additional terms of office.

#### 6.4 Vacancies

A vacancy in the membership of the Council does not prevent the Council from exercising its authority.

Should a parent member position become vacant before the next election, the Council shall fill the vacancy by appointment from the non-elected candidates from the previous election.

If none of the previous candidates remain interested in becoming a council member, the Council may request that interested parents/guardians submit their names for consideration. The Council shall then appoint one of those who indicate an interest.

#### 6.5 Removal

The Council may choose to remove from council any member who misses 3 consecutive meetings following written notice of removal subsequent to the second absence and shall replace that person according to Article 6.4 Vacancies.

### **Article 7: Executive**

#### 7.1 Co-chair

At the first meeting after the elections, Council will elect a chair or co-chairs from the parent members. An employee of the Board cannot be a chair.

#### 7.2 Other offices

At the first meeting after the elections, council will elect or appoint the following officers:

Secretary and Treasurer  
Other officers as the Council may determine

#### 7.3 Vacancies in Office

Officer vacancies will be filled as soon as possible according to Articles 7.1 and 7.2.

### **Article 8: Sub-Committees**

8.1 Establishment Sub-committees may be formed to conduct more in-depth work, to make recommendations to the Council and report to Council on issues and developments in its particular area.

### Sub-committee Membership

Sub-committees must include at least one parent member of Council and may include persons who are not members of the Council. Each sub-committee member is entitled to one vote on decisions made at a sub-committee meeting.

## **Article 9: Meetings**

### 9.1 Timetable of Meetings

The first meeting of the year shall be held within the first 35 days of the school year, after the elections held under Article 6 and on a date fixed by the principal.

At the first meeting of the new school year, a timetable will be created which states the meeting dates agreed to for that school year. It is recognized that the timetable may change at any time. Further, the Council may hold additional meetings if the need arises.

The Council shall meet at least six times during the school year.

The Council shall make all agendas and minutes of Council meetings available to all parents/guardians and school community members in a timely manner.

### 9.2 Quorum

A meeting will have a quorum if:

- (a) 2/3 of council members are present and the majority of those present are parent members; and
- (b) the Principal or Vice-Principal as delegate is present.

A meeting of Council can be held if there is no quorum but all voting will be deferred.

### 9.3 Decision-Making

The preferred method to resolve issues on council is by consensus. Consensus is a collective opinion or general agreement by all council members present at a meeting with a quorum.

In the case where a decision cannot be reached through consensus, the Chair may have a vote by way of a show of hands or a silent vote by those present in which a 51% majority shall carry the vote.

Each member of Council is entitled to one vote. The principal is not entitled to vote.

In the case where a decision needs to be made prior to the next scheduled council meeting, at the discretion of the Chair and Principal, the Chair may initiate electronic voting. It is the responsibility of each council member to provide their current electronic contact information to the Chair, and to check their electronic messages every two (2) to three (3) days. The Chair shall send a electronic message to all voting members with the motion clearly stated and any supporting non-biased documentation. Response procedures and deadlines shall be clearly stated. Each member shall reply electronically stating their vote and any comments. The Chair shall ensure that the full response of each member is circulated to all members. Votes may be altered up to the deadline. Quorum must be met in returned votes, and a 51% majority shall carry the vote.

#### **Article 10: Conflict of Interest**

A conflict of interest may be actual, perceived or potential.

Members of the Council shall declare a conflict of interest in matters that they, a member of their families, or business entities in which they may have an interest, stand to benefit either directly or indirectly by decisions of the Council.

Should an issue or agenda item arise during a council meeting where a council member has declared a conflict of interest, the member shall not participate in the discussion and resolution.

Council members shall not receive any remuneration for their work as a member of Council.

#### **Article 11: Conflict Resolution**

The Council will undertake to resolve all internal conflicts within its mandate in a timely manner. The Council will abide by any conflict resolution policy issued by the Board.

#### **Article 12: Constitutional Amendments**

The Council will review the constitution and its by-laws every 2 years or as the need arises. A sub-committee may perform the review and bring the proposed amendments to the Council for voting.

Constitutional amendments need a 2/3 majority to be passed.