

BOWMORE SCHOOL COUNCIL BYLAWS

Draft April 18, 2018

TABLE OF CONTENTS

ARTICLE I: OVERVIEW

ARTICLE II: ELECTION BYLAW: MEMBERSHIP

ARTICLE III: ELECTION BYLAW: ELECTIONS PROCEDURES

ARTICLE IV: VACANCIES

ARTICLE V: CONFLICT OF INTEREST

ARTICLE VI: CONFLICT RESOLUTION

ARTICLE VII: DUTIES OF SCHOOL COUNCIL MEMBERS

ARTICLE VIII: MEETINGS, RECORDS, VOTING, and SUBCOMMITTEES

ARTICLE IX: SCHOOL COUNCIL CODE OF ETHICS

ARTICLE X: BYLAW AMENDMENT FORMULA

Text in blue: indicates changes to the previous bylaws or added content

Text in green: indicates references to Ontario Regulation 612/00 or TDSB Policies and Procedures

I. OVERVIEW

The basic requirements of a School Council are defined in Ontario Regulation 612: SCHOOL COUNCILS AND PARENT INVOLVEMENT COMMITTEES, Sections 1 - 25. The Bylaws of the Bowmore School Council reflect the requirements of ON.Reg. 612/00 as well as the makeup of the Bowmore Rd. Jr. & Sr. public school community.

- The purpose of school councils is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents. O. Reg. 612/00, s. 2 (1).
- A school council's primary means of achieving its purpose is by making recommendations to the principal of the school and the school board. A school council may make recommendations to the principal of the school or to the board that established the council on any matter. O. Reg. 612/00, s. 20.
- A school council shall consult with parents of pupils enrolled in the school about matters under consideration by the council. O. Reg. 612/00, s. 23.

II. ELECTION BYLAW: Membership:

The Bowmore School Council (BSC) shall be comprised of:

1. Twenty-five (25) elected **Parent Members** O. Reg. 612/00, s. 3 (2).
 - a. Any Parent or Guardian of a student enrolled at Bowmore Rd. Jr. & Sr. Public School is eligible to be elected as a **Parent Member** of the Bowmore School Council. O. Reg. 612/00, s. 4 (1).
 - b. Parent Members are elected by the Bowmore Rd. Jr. & Sr. Public School parent community in accordance with the Elections Bylaw.
 - c. A parent or guardian of a student enrolled at Bowmore Rd. Jr. & Sr. Public School who is a Toronto District School Board employee is eligible to be elected as a Parent Member as long as
 - i. They are not employed at Bowmore Rd. Jr. & Sr. Public School.
 - ii. They declare their employment on their nomination form.
 - iii. TDSB employees who are elected Parent Members of the Bowmore School Council may not be nominated for the position of Council Chair or Co-chair.
2. One Principal, or Principal's Representative, as a non-voting member.
3. Teacher Representative - One teacher who is employed at the school, other than the principal or vice-principal, elected in accordance with the Election Bylaw. The Teacher Representative is a voting member of the Bowmore School Council.
4. Staff Representative - One person who is employed at the school, other than the principal, vice-principal or any other teacher, elected in accordance with. The Staff Representative is a voting member of the Bowmore School Council.
5. Community Representatives - The Bowmore School Council shall have 1 - 3 Community Representatives, appointed by the elected School Council members, as voting members of the council.
 - a. A Community Representative is a member or employee of a relevant community agency associated with the Bowmore school community. Such agencies may include the Bowmore Daycares , Fairmount Park Community Centre, or similar agents approved by the current elected School Council. O. Reg. 612/00, s. 3 (3).
6. Trustees (Board Members) of the TDSB may not serve as members of the School Council. O. Reg. 612/00, s. 3 (6).

III. ELECTION BYLAW: Election Procedures:

Section A: Election of Parent Members

7. Elections of Parent Members (as defined in Article II) shall occur within the first thirty (30) days of the start of each school year. *ON Reg 612/00. 4(4).*
8. Any Parent or Guardian of a student enrolled at Bowmore Rd. Jr. & Sr. Public School can run for election as a Parent Member of the School Council. *O. Reg. 612/00, s. 4 (1)*
9. Each parent/guardian seeking election must be nominated or self-nominated in writing, must have a child enrolled at the school, and must declare if he or she is employed by the Toronto District School Board.
10. Each parent or guardian of a student enrolled at Bowmore Rd. Jr. & Sr. Public School shall be entitled to one vote for each vacant Parent Member position on the council. *O. Reg. 612/00, s. 4 (3)*
11. The election of Parent Members is done by secret ballot.
12. The school council shall convene an **Election Committee** in Spring (May or June) of each year. No one standing for election or reelection, or the spouse of anyone standing for election or reelection, shall be a member of the election committee. The Election Committee may be comprised of parents or guardians of students at Bowmore Rd. Jr. & Sr. P.S.

The Election Committee shall:

- a. Select the date for election of Parent Members, in consultation with the Principal and the School Council Chair.
- b. Provide the principal with promotional information on the election proceedings.
- c. Provide nomination forms for Elected Members.
- d. Collect the nominations and information about the candidates.
- e. Help the Principal notify all candidates of the results. All individuals standing for election shall be notified of the results before the results are released to the school community.
- f. Keep all results and related information confidential.
- g. Only publish or publicly post the names of the successful candidates.
- h. Maintain a list of candidates and the vote results on file in the event that a vacancy on the council occurs.
- i. If needed assist the Principal with organizing the elections listed under Section B: Election of Other Members.

13. The Principal Role:

- a. The principal shall, at least fourteen (14) days before the election, give written notice of the date, time, and location of the election to every parent or guardian of a pupil who, on the date the notice is given, is enrolled in the school. *ON Reg 612/00. 4(6).*
- b. Provide information about candidates to the school community at least one week before the election.
- c. The Principal, with the election committee, shall conduct a lottery to determine the ballot position for each candidate.

- d. The principal shall supervise the Election Day proceedings.
- e. Ballots shall be counted by the Principal in the presence of at least two parents members of the election committee. □

14. The school council shall help the Principal ensure that the names of new members are publicized to the school community within thirty days of the election.

Section B: Election of Other Members

- 15. The election of Teacher Representative shall be held during the first 30 days of each school year. A person is qualified to vote in an election of a Teacher Representative if he or she is a teacher, other than the principal or vice-principal, who is employed at Bowmore Rd. Jr. & Sr. P.S.
- 16. The election of a Staff Representative shall be held in the first 30 days of each school year. A person is qualified to vote in an election of a Staff Representative if he or she is a person, other than the principal, vice-principal, or any other teacher, who is employed at Bowmore Rd. Jr. & Sr. P.S.

Section C: Terms of Office

- 17. A person elected or appointed as a member of a school council holds office from the later of,
 - a. the date he or she is elected or appointed;
 - b. the date of the first meeting of the school council after the elections held under sections A and B in the school year,
 - c. until the date of the first meeting of the school council after the elections held under sections A and B in the next school year. *O. Reg. 612/00, s. 6 (1).*
- 18. A member of a school council may be reelected.

Section D: Election of School Council Officers

- 19. School Council Officers are elected by the voting members of the Bowmore School Council at the first meeting after the School Council is formed.
- 20. The Bowmore School Council will have one Chair or two Co-Chairs.
 - a. The Chair must be a Parent Member of the Council but may not be an employee of the TDSB.
- 21. Other Officer members may also include
 - a. Treasurer
 - b. A Secretary or co-secretaries
- 22. The Bowmore School Council may also appoint committee leads, including but not limited to, Communication Lead, Fundraising Lead, Equity Lead, Parent/Community Engagement Lead, Volunteer Coordinator, and Events Leads.

IV: VACANCY BYLAW

- 1. If any school council positions are left vacant following the election proceedings in the first 30 days of the school year, or become vacant because of resignation, inability of a member to fulfill his or her roles and responsibilities, or other cause, the remaining members shall constitute the school council, unless the Parent Member majority is not maintained. If a majority of Parent Members on the council is not maintained, the school council shall:

- a. Ask the Election Committee to contact any outstanding nominees from the previous election, or
 - b. Ask the Election Committee to send home nomination forms for the vacant position(s) for Parent Members and to hold an election for the purpose of filling the vacancy. New elections will be conducted in accordance with *Article III: Elections Procedures*.
 - c. Vacant positions, **other than for Parent Members**, may be filled by appointment of the council for the remaining term of office, from among members of the school community who meet the requirements set for the vacant positions.
2. **The Bowmore School Council may fill vacancies, using the above procedures, at any time during the school year after the general election. The term of office will be held until the general election in the first 30 days of the next school year. *ON.Reg. 612/00, s. 6 (1)***
 3. If an Executive Officer or a Committee Lead fails to fulfill their duties, or fails to attend scheduled Council meetings without good cause, **then the School Council can vote to have that Executive Officer or Committee Lead step down from their position, however they remain a Parent Member of the Council.**

V: CONFLICT OF INTEREST BYLAW

1. A conflict of interest may be actual, perceived, or potential. **Elected Parent Members should consult with the Chair if they are in doubt.**
2. Parent Members of the Bowmore School Council (“BSC”) shall declare a conflict of interest where they, members of their families, or business entities in which they have an interest, stand to benefit either directly or indirectly from the decisions of the council.
3. In the event that a member has a conflict of interest with respect to a matter under consideration at a meeting of the BSC, the member shall:
 - a. declare the conflict of interest at the beginning of the meeting and before the matter is discussed;
 - b. refrain from participating in the discussion of the matter;
 - c. refrain from voting on the matter;
 - d. and refrain from attempting to influence another member of the BSC before, during, or after the consideration of the matter.
4. The declaration of the conflict of interest shall be recorded in the minutes of the meeting.
5. A member shall not accept favours or economic benefits from any individuals, organizations, or entities known to be seeking new or continued business contracts with the BSC, **the school, or the school board.**

VI: CONFLICT RESOLUTION BYLAW

1. Every Bowmore School Council (“BSC”) member or parent in attendance at a Bowmore School Council meeting will be given an opportunity to express his or her concern or opinion about any issue or item being considered by the BSC.
2. Speakers to an issue will maintain a calm and respectful tone at all times.
3. Speakers will be allowed to speak for a reasonable period of time without interruption.

4. The Chair's responsibility is to:
 - a. clarify the statements made by all speakers;
 - b. identify common ground among the points of view raised, if possible; and
 - c. where an additional topic area arises during the discussion, the Chair shall consider the applicability of that topic to the current discussion and either ask for the agenda to be revised, or alternatively, ask for the new topic to be tabled for discussion at the next meeting.
5. The BSC shall strive to reach decisions by consensus. Where the Chair determines that it is necessary to clarify the wishes of members, a formal vote on an issue shall be taken. The question at issue and results of the vote shall be documented in the minutes.
6. If all attempts at resolving a conflict have been exhausted without success during the particular meeting that the conflict has arisen (or the following meeting if there is insufficient time available to canvas issues and discuss the matter), the matter will be deferred until a future meeting. *If the conflict cannot be resolved by consensus or vote of the BSC then the Chair may arrange consultation with a third party such as the Superintendent, an appropriate school board representative, or a representative from the Parent and Community Engagement Office.*
7. *If a council member or meeting attendee becomes disruptive during a meeting, the chair shall ask for order. If all efforts to restore order fail, or the unbecoming behaviour continues, the chair may direct the individual(s) to leave the meeting, citing the reasons for the request. If all calls to order are unsuccessful the Chair may adjourn the meeting. These events will be recorded in the minutes.*
8. *When the Chair has requested the removal of a parent(s)/guardian(s) or Council Member(s) from a meeting, the Chair shall request that the individual(s) participate in a special meeting, the purpose of which will be to arrive at a mutually acceptable solution to the dispute. Such a meeting may be a private meeting, and shall not be construed as a meeting of the council.*
9. *The removal of a council member or parent for one meeting does not prevent that member or parent from participating in future meetings of council.*

Note: Other conflict resolution suggestions exist in section 7 of "School Councils – A Guide for Members, 2002."

ARTICLE VII: DUTIES OF SCHOOL COUNCIL MEMBERS

Section A: Parent Members

It shall be the duty of the Parent Member to:

- Participate on any committees established by the school council.
- Contribute to the discussions of the school council.
- Solicit the views of other parents, guardians, and members of the Bowmore community on matters under consideration by the School Council, and to share those views with the school council. *O. Reg. 612/00, s. 23.*
- Observe the Bowmore School Council's Code of Ethics and established bylaws.
- Elected Parent Members are voting members and each is entitled to one vote in votes taken by the Council.
- Declare any conflict of interest at the start of each School Council meeting. (Suggestion: Council may adopt a standard sign in sheet for meetings that includes declaration and conflict of interest sections)

Section B: Officers

Chair or Co-Chairs

It shall be the duty of the Chair to:

- Arrange for monthly meetings.
- Prepare the meeting agenda.
- Chair council meetings.
- Facilitate the resolution of conflict.
- Participate as ex-officio members of all committees established by the school council.
- Communicate with the school Principal on behalf of the council.
- Act as a signing officer alongside the Treasurer.
- Represent the parent council at various school functions.
- Represent the school council at various other school related functions.
- Record and file all important Council business.
- Ensure subcommittees are operating according to School Council Bylaws and Board procedures.

Secretary

It shall be the duty of the Secretary to:

- Ensure that minutes of council meetings are recorded and maintained
- Keep a file of the council meeting minutes in the school office.
- Note: All minutes of all school council meetings are to be kept by school council for a minimum of 4 years.
- Provide timely minutes for circulation/edits to Council executives, and to the Principal for distribution to the Bowmore Rd. Jr. & Sr. P.S. families.

Treasurer

It shall be the duty of the Treasurer to:

- Receive all funds and process Reimbursement Requests, Deposit Slips, and Officer Signature Forms.
- Keep an itemized account of all receipts and expenditures and make reports as requested by the school council or the school board.
- Act as the primary signing officer for banking transactions.
- Prepare monthly financial statements for presentation at the School Council meetings.
- In conjunction with the Principal, prepare the required annual documents for the Board.
- Prepare annual report for signatures and submit it to the board.
- Maintain financial records in the school office for 7 years (as per TDSB request).

ARTICLE VIII: MEETINGS AND RECORDS (O. Reg. 612/00, s. 12)

Section A: Meetings

1. The Bowmore School Council must meet at least 4 times per year, as per *O. Reg. 612/00s. 12 (1)*, however regular meetings are important for maintaining parent engagement and so the number should reflect the needs of the school community.
2. The School Council must meet within the first 35 days of the school year. If the Chair cannot or will not set the date for the first meeting then the date will be set by the Principal. *O. Reg. 612/00, s. 12 (2)*.
3. A majority of the members attending a School Council meeting must be Parent Members to have a duly constituted meeting of the school council. The meeting may not proceed if a parent majority is not met.
4. A majority of the membership of the School Council must be present for a meeting to proceed. In any year the majority of membership will be calculated as
 - a. = $[(\# \text{ elected Parent Members} + \text{ other members}) \div 2] + 1$
5. All meetings of the Bowmore School Council shall be held at a location that is accessible to the public. *O. Reg. 612/00, s. 12 (6)*.
6. The Principal of a school shall, on behalf of the school council, give written notice of the dates, times and locations of the meetings of the council to every parent of a pupil who, on the date the notice is given, is enrolled in the school. *O. Reg. 612/00, s. 12 (7)*.

Section B: Records

7. The minutes of school council meetings will be recorded and made accessible to the public.
8. All school council information, including meeting minutes, annual report, and financial reports, will be housed in a binder in the school's office for easy access for all Bowmore community members. Information will also be available by request.
9. All school council records will be maintained for a minimum of 4 years *O. Reg. 612/00, s. 16 (3)*. Financial Records shall be maintained for 7 years (as per TDSB request).

Section C: Decision Making and Voting

10. Decisions of the Bowmore School Council require a majority of voting members (50% +1) to be present at the meeting. The School Council may arrive at decisions by consensus (e.g. discussion, revision, and agreement) or by vote (e.g. show of hands or ballot). The method of decision making for each issue should be determined before discussion or at the time of making a motion.
11. Each voting member of the Bowmore School Council is entitled to one vote when the Council is taking votes.
12. Voting shall be conducted by ballot or show of hands (as determined ahead of the vote). A majority (50%+1) of the members in attendance must vote in favor of a motion for the motion to pass.
13. Voting may be conducted by email between regularly scheduled meetings if a situation arises that does not allow deferral of the vote to the next meeting.
 - a. All BSC members must be notified of the vote.
 - b. Responses must be recorded from a majority of the voting BSC members.

- c. When voting is conducted by any means other than at a public meeting the decision shall be posted in a publicly accessible location in the School or on the BSC website and reported at the following Council meeting.

Section D: Subcommittees

14. Subcommittees may be established to manage school council initiatives. Initiatives will aim to be as inclusive as possible and include all Bowmore families.
15. All subcommittees shall include at least one parent member of the Council (*O. Reg. 612/00, s. 13 (2)*). The other subcommittee members may be parents/guardians at Bowmore Rd. Jr. & Sr. P.S who are not members of the council. Specific initiatives may also involve school staff.
16. All subcommittees are required to present, in writing to the council, an overview of goals, and a budget and budget reconciliation.
17. The school council must approve all financial decisions.
18. Any Subcommittees established for the purpose of the School Improvement Plan (SIP), School Budget, Elections, Equity, and Caring & Safe Schools shall include a Bowmore parent/guardian or a Parent Member of Council as a sitting member who will ensure communication between the subcommittee and School Council. *O. Reg. 612/00, s. 13 (3)*.
19. Subcommittees shall meet as needed and must provide regular updates to the School Council via the Chair.
20. Subcommittee meetings shall be subject to the conditions for meetings as outlined in Article VIII, including public accessibility/notice, decision making/voting, and record keeping.
21. The School Council Chair must be copied on the communications of the subcommittee.

Fundraising Subcommittees:

22. All fundraising subcommittees shall obtain the school council's approval for the fundraising initiative and shall provide information as requested by the Co-Chairs for approval.
 - a. The fundraising goal, budgetary needs, and the use of the proceeds must be clearly identified for approval of a fundraiser. Funds raised for a specific use must be used for that purpose (*TDSB P021*) *O. Reg. 612/00, s. 22 (3)*.
 - b. Fundraising subcommittee meetings, planning, and activities must be conducted in accordance with the Bowmore School Council Bylaws and the TDSB's policies and procedures for Fundraising (*P021 and PR508*), Advertising (*P006 and PR507*), and the Distribution and Display of Materials for Students and Parents From External Groups (*P041 and PR565*). *O. Reg. 612/00, s. 22 (1)*.
 - c. Fundraising initiatives cannot conflict with any Bowmore school initiatives.

Additional (Ad Hoc) Subcommittees:

23. Ad Hoc subcommittees may be created as needed or as approved by the School Council in each year. Ad Hoc Subcommittees must follow the rules for meetings as outlined in Article VIII.

X: SCHOOL COUNCIL CODE OF ETHICS

1. *Bowmore School Council (“BSC”) members will conduct themselves in accordance with the following code of ethics:*
 - a. *A member shall consider the best interests of all students;*
 - b. *A member shall be guided by the school’s and the school board’s mission statements;*
 - c. *A member shall act within the limits of the roles and responsibilities of a school council, as identified by the school’s operating guidelines, the school board, and the Ontario Ministry of Education;*
 - d. *A member shall become familiar with the school’s policies and operating practices and act in accordance with them;*
 - e. *A member shall maintain the highest standards of integrity;*
 - f. *A member shall recognize and respect the personal integrity of each member of the school community;*
 - g. *A member shall treat all other members with respect and allow for diverse opinions to be shared without interruption;*
 - h. *A member shall encourage a positive environment in which individual contributions are encouraged and valued;*
 - i. *A member shall acknowledge democratic principles and accept the consensus of the BSC;*
 - j. *A member shall respect the confidential nature of some school business and respect limitations this may place on the operation of the BSC;*
 - k. *A member shall not disclose confidential information;*
 - l. *A member shall use established communication channels when questions or concerns arise;*
 - m. *A member shall promote high standards of ethical practice within the school community;*
 - n. *A member shall declare any conflict of interest in accordance with the Conflict of Interest Bylaw;*
 - o. *A member shall not accept any payment or benefit financially through BSC involvement; and*
 - p. *When voting, a member shall remember that they are representing the school population and not individual wants and desires.*
 - q. *Social Media – BSC Members shall refrain from the following while representing Bowmore School Council or anywhere public:*
 - i. *Using any form of social media to speak negatively about any member of the school council, the school council as a whole, school council initiatives, Bowmore Jr. & Sr. P.S., or represent the Bowmore School Council in any manner other than those sanctioned by the School Council.*
 - ii. *Using the Bowmore School Council or its brand to promote their personal initiatives.*

XI: BYLAWS AMENDMENT FORMULA

1. Any bylaw can be amended as follows:
 - a. Any Parent Member can propose an amendment to the bylaws.
 - b. A minimum of 14 days notice must be given to [all Bowmore School Council Members](#) prior to any School Council meeting where an amendment to the bylaws will be proposed. The notice must include a copy of the existing bylaw and a copy of the proposed amended bylaw.
 - c. All Parent(s)/Guardian(s) of a student enrolled at Bowmore Rd. Jr. & Sr. P.S. must be made aware of any proposed amendment; [at minimum a new draft will be posted in a publicly accessible location within the school \(e.g. in the school's office\) and on the school's website for 30 days and a notice conveyed to parents/guardians via email or written notice or newsletter at the time of posting.](#)
 - d. A majority of voting BSC members must be present at the meeting and a majority (50%+1) must vote in favour to pass the amended bylaw.
 - e. [A copy of the adopted bylaws shall be available in a publicly accessible location within the school.](#)