

EARL OF MARCH SECONDARY SCHOOL
SCHOOL COUNCIL CONSTITUTION

Contents

PREAMBLE..... 2

ARTICLE 1 – DEFINITION OF TERMS USED IN THIS CONSTITUTION 2

ARTICLE 2 – PURPOSE AND OBJECTIVES 3

ARTICLE 3 – RESPONSIBILITIES OF COUNCIL 3

ARTICLE 4 – AFFILIATIONS..... 4

ARTICLE 5 – MEMBERS..... 4

ARTICLE 6 – OFFICERS 5

ARTICLE 7 – MEETINGS 6

ARTICLE 8 – COMMITTEES 7

ARTICLE 9 – AMENDMENTS TO THIS CONSTITUTION 8

ARTICLE 10 – EFFECTIVE DATE 8

BY-LAWS..... 9

 BY-LAW 1 – DUTIES OF COUNCIL OFFICERS AND MEMBERS 9

 BY-LAW 2 – ELECTIONS, APPOINTMENTS, ACCLAMATIONS AND VACANCIES 12

 BY-LAW 3 – RULES FOR CONDUCT AT MEETINGS..... 16

 BY-LAW 4 – CONFLICT OF INTEREST 17

 BY-LAW 5 – CONFLICT RESOLUTION 18

 BY-LAW 6 – RESOLUTION OF DISRUPTIVE BEHAVIOUR..... 18

 BY-LAW 7 – CODE OF ETHICS 19

PREAMBLE

The School Council for Earl of March Secondary School is constituted under the *Education Act* of the province of Ontario, specifically Ontario Regulations 612/00 and 613/00. The Council is a volunteer group of members of the school community – parents/guardians, community representatives, students, teachers, administrators and support staff – dedicated to improving student achievement, enhancing the accountability of the education system to parents and strengthening partnerships with the community.

This Constitution, which governs the conduct of Earl of March Secondary School Council, was drafted in accordance with Ottawa-Carleton District School Board Policy P.014.SCO: School Councils and Ottawa-Carleton District School Board Procedure PR.509.SCO: School Council Elections, Constitution and By-Laws.

ARTICLE 1 – DEFINITION OF TERMS USED IN THIS CONSTITUTION

1. Board or School Board is Ottawa-Carleton District School Board (OCDSB), under whose jurisdiction Earl of March Secondary School falls.
2. Co-Chairs are the two Parent Members – one a parent of an intermediate student and one a parent of a secondary student – elected to jointly chair the Council.
3. Constitution is the Earl of March Secondary School Council Constitution including all by-laws.
4. Council is the Earl of March Secondary School Council.
5. Member is a person elected/appointed to the Council in accordance with By-Law 2 of this Constitution and who is in good standing.
6. Officer is a person elected to one of the Council Officer positions listed at Article 6.1.
7. Parent is the parent or the legal guardian of one or more Students at Earl of March Secondary School.
8. Principal is the Principal of Earl of March Secondary School or designate.
9. Quorum is the minimum number of Council Members that must be present at any Council meeting to make the proceedings of that meeting valid.
10. School is Earl of March Secondary School in Kanata, Ontario, Canada.
11. School Community is the teachers, staff, administrators, students, parents/guardians, local residents, school board members and other individuals and groups who are invested in the success of Earl of March Secondary School and its Students.

12. School Year is the period from September 1st of one calendar year to August 31st of the following calendar year.
13. Student is a student currently enrolled at Earl of March Secondary School.
14. Teacher is a person employed at the School as a teacher, as that term is defined in relevant Ontario and OCDSB guidelines.
15. Term is the period from September of one calendar year to September of the following calendar year.

ARTICLE 2 – PURPOSE AND OBJECTIVES

1. The purpose of the Council is to involve Parents in supporting Student well-being and achievement and to make the education system more accountable to Parents.
2. The objectives of the Council are:
 - a) to provide a forum for the School Community to learn about and to discuss topics affecting the operation of the School, its programs and services;
 - b) to advise the Principal and the Board on the development and implementation of policies, programs and services affecting Students and the School Community;
 - c) to advocate for the interests of the School Community;
 - d) to propose, plan, develop and implement initiatives that strengthen engagement and connection within the School Community.

ARTICLE 3 – RESPONSIBILITIES OF COUNCIL

1. The Council is an advisory body. Subject to maintaining a School-wide focus and within the policy parameters established by OCDSB, the School Council may advise the Principal and, where appropriate, the Board, on any matter. Any advice provided to the Principal or Board will be informed by the views of the School Community as communicated to the Council and be in the best interests of all Students attending the School.
2. The Council shall:
 - a) establish its goals, priorities, and procedures;
 - b) promote the best interests of the School Community as a whole;
 - c) communicate with Parents and other members of the School Community to seek their views regarding advice being provided by the Council and to report on the Council's

activities to the School Community. At a minimum, Council will communicate its activities to Parents and other members of the School Community via the minutes of the Council meetings.

3. The Council shall maintain a School-wide focus on all issues. Council meetings are not a forum for discussion about individual Parents, Students, Staff, Trustees or other Council Members. Individual members of the School Community shall deal directly with staff members and/or the Principal to resolve specific concerns.

ARTICLE 4 – AFFILIATIONS

1. The Council may seek affiliations with other organizations that have similar purposes.
2. The Council is encouraged to establish and maintain membership in the Ottawa-Carleton Assembly of School Councils (OCASC), which is an umbrella organization for OCDSB school councils.
3. Affiliations with other organizations (including any umbrella organization of OCDSB, inter-school councils, etc.) or any subsequent change in such affiliation shall require a Council vote.
4. The Council shall not raise money for, or donate to, charities. This prohibition shall not apply to money raised in partnership with other OCDSB schools for worthy educational projects.

ARTICLE 5 – MEMBERS

1. The Council shall consist of the following members:
 - a) not less than 6 and not more than 12 Parent representatives who shall be elected by the Parents of the School; a minimum of one-third of the Parent representatives shall be parents of Students at the intermediate level and a minimum of one-third of the Parent representatives shall be parents of Students at the secondary level;
 - b) the School Principal as a non-voting member;
 - c) two Teacher representatives, who shall be elected by the School's Teachers; one Teacher shall be an intermediate teacher and one Teacher shall be a secondary teacher;
 - d) a Secondary Student representative elected by the Students;
 - e) one administrative/support staff representative, who shall be the Vice-Principal of the intermediate division;

- f) one or more community representatives, who may be appointed by Council as non-voting members.
2. Parent Members shall constitute a majority of Council members.
 3. A person is qualified to be a Parent Member of the School Council if they are a Parent of a Student who is enrolled at the School.
 4. OCDSB employees are eligible to be Parent representatives or community representatives on the Council unless they are employed at the School. OCDSB considers occasional teachers and administrative/support staff to be regular teachers and administrative/support staff employed at the school for the purposes of this rule. OCDSB employees who are eligible must declare their employment with the OCDSB prior to being elected as a Council Member. OCDSB employees cannot serve as a Co-Chair of the Council. OCDSB trustees are not eligible to be Council Members.
 5. All Council Members who are not School employees should be OCDSB ratepayers, including any community representatives.
 6. Members are elected/appointed for one Term. Members can be re-elected or re-appointed for an unlimited number of Terms.
 7. A person elected or appointed as a Council Member becomes a Member from the later of
 - a) the date they are elected or appointed; or
 - b) the date of the first meeting of the School Council after the elections,until the date of the first Council meeting after the elections in the next School Year.
 8. Members shall be elected or appointed as described in By-Law 2, "Elections, Appointments, Acclamations and Vacancies".
 9. The Council can identify special roles for Members, such as Fundraising Coordinator, Volunteer Coordinator or Ottawa-Carleton Assembly of School Councils (OCASC) Representative. These roles are not considered Officers.
 10. A Member who is absent from three (3) consecutive meetings and has not provided advance notice to the Co-Chairs or Secretary of their absence will be deemed to have resigned. The Member may be reinstated by Council vote.

ARTICLE 6 – OFFICERS

1. The Officers shall be two Co-Chairs, a Treasurer, a Secretary and a Communications Officer. There shall not be more than two Co-Chairs. The duties of the Officers, the duties of the

Principal in relation to the Council, and the duties of Council Members-at-Large are set out in By-Law 1 “Duties of Officers and Members”.

2. Officers shall be elected by the Council from amongst the Council Members.
3. The Co-Chairs of the Council must be Parent Members and must not be OCDSB employees. One Co-Chair shall be a Parent of an intermediate Student and one Co-Chair shall be a Parent of a secondary Student. All other Officer positions may be held by any other Council Member, except the Principal. The election of Officers for the School Year shall take place at the first Council meeting of the School Year, and Officers shall remain in office until their successors are elected.
4. A Council Member is eligible to be elected to hold the same Office for a maximum of six consecutive Terms.

ARTICLE 7 – MEETINGS

1. The Council shall meet a minimum of four times during the School Year.
2. The Council shall meet within the first 35 days of the School Year, after the election of Members. The Council’s first meeting can occur on the same date as the elections, immediately following the elections.
3. The Principal shall, on behalf of the Council, give written notice of the dates, times and locations of Council meetings to Parents of the School’s Students.
4. Special meetings of the Council may be held at the call of the Co-Chairs, or at the written request of one half of the Members given to the Secretary.
5. Quorum for School Council meetings shall be 50% of elected Members.
6. A meeting of the Council cannot be held unless:
 - a) a majority of the current Members are present at the meeting; and
 - b) a majority of the Members who are present at the meeting are Parent Members.
7. The Council will strive to reach all decisions through consensus rather than by vote. If consensus cannot be reached and a decision is required at that time, the decision will be made by a vote of Members.
8. Should any Member require a Council decision on any matter, that Member will provide a notice of motion at least one week in advance of the Council meeting, directed to all Council Members, setting out the reason for requiring the decision and the wording of the required motion.

9. When a vote is required, there shall be a motion. A Member shall move a motion. Another Member shall second the motion. The Chair shall then conduct a 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. The majority needed to pass a motion is more than half of the voting Members, unless the vote is to amend the Council Constitution, in which case the voting requirements are set out at Article 9.2 below. In the case of a tie vote, the motion is not carried. The result of all votes must be recorded in the meeting minutes, along with the name of the Member who moved the motion and the name of the Member who seconded the motion.
10. Each Council Member who is eligible to vote is entitled to one vote, including the Chair, who may vote with the other Members. A Council Member is eligible to vote if that person is a current Council Member in good standing. The Principal is not entitled to vote in Council votes.
11. Voting by proxy is not permitted.
12. Decisions may be made using email at the discretion of the Co-Chairs. In the event a Council meeting does not have quorum and there is urgent business outstanding from the agenda, the Co-Chairs can conduct a Council vote by email. The email call for a vote must explain the issue in detail, provide a reasonable deadline for questions and all questions raised must be satisfied before voting commences. The Co-Chairs shall inform Members of the deadline for casting votes by email. The decision-making guidelines set out in this Article 7 apply to decisions made using email. Quorum is still required for the email vote. Any issue that can reasonably be deferred to the next in-person Council meeting shall be.
13. All Council meetings shall be open to the general public and no one may be excluded from the meeting except for breaching the Council's Code of Ethics. In-person meetings shall normally be held at the School. If a meeting is held elsewhere, the location shall be accessible to the public. The Council may hold any of its meetings virtually using Google Meet or a similar video conferencing tool.
14. The Principal may be represented by a Vice-Principal or designate.
15. Minutes of Council meetings shall be recorded. The minutes shall be retained in a publicly-accessible place for the current School Year plus four years.
16. At the first Council meeting of the School Year all Members shall be directed to read the School Council Constitution.

ARTICLE 8 – COMMITTEES

1. The Council may establish permanent standing committees, ad hoc committees or other special committees as needed to make recommendations to Council. The Council should establish a clear mandate for any committee.

2. All committees will be governed by a Terms of Reference approved by the School Council. The terms should include, but are not limited to: the purpose of the committee, the objectives of the committee, a list of members of the committee, the length of time the committee is in effect and the committee's reporting responsibilities.
3. The Council Co-Chairs shall participate as ex-officio members of any committee.
4. Committee members shall be appointed. The School Council may appoint any person to sit on a committee but a Council committee must include at least one Parent Member of the Council. A Council committee may include persons who are not Council Members.
5. Each committee meeting shall be held in public and written notice of the dates, times and locations of such meetings shall be provided to Parents of Students. Committee meetings may be held virtually using Google Meet or a similar video conferencing tool.
6. Unless the Terms of Reference state otherwise, a Committee cannot represent the School Council in any official delegation, advice giving or recommendation capacity, without first seeking formal approval from the School Council.

ARTICLE 9 – AMENDMENTS TO THIS CONSTITUTION

1. The Constitution shall be reviewed annually.
2. The Constitution may be amended by approval of a motion by two-thirds of Council Members present and voting, provided that at least two weeks' notice is given of such a motion and details of the proposed amendment are circulated to all Members with that notice.
3. A current copy of the Constitution shall be posted on the School website and shall also be available on request from the School office.

ARTICLE 10 – EFFECTIVE DATE

1. This Constitution is in effect on the date it is adopted by Council.

ADOPTED by the Earl of March Secondary School Council this X day of X, 2022, in Kanata, Ontario.

BY-LAWS

BY-LAW 1 – DUTIES OF COUNCIL OFFICERS AND MEMBERS

The duties of the Co-Chairs shall be as follows:

- call School Council meetings;
- prepare the agenda for School Council meetings in consultation with the Principal;
- chair the School Council meetings;
- ensure that the minutes of School Council meetings are recorded and maintained. The minutes should include, or have attached to them, any advice provided in writing to the Principal and/or the Board staff by the Council, and the written responses;
- ensure that notice of meetings, agendas and previous minutes are sent to all Members at least one week before each meeting;
- act as the official spokespersons of the Council;
- participate, as ex-officio members, on all committees established by School Council;
- facilitate the appointment of a community representative to Council;
- prepare the annual report of all School Council activities and finances and submit it to the Principal and the Superintendent of Instruction by October 31 of each year;
- ensure that a current Principal profile is on file with the Board and that the profile is reviewed annually by Council;
- work collaboratively with School Council Members to assign and delegate the roles and responsibilities of the School Council as outlined in OCDSB Policy;
- ensure the Constitution is kept up to date and reviewed annually by Council;
- read the Council Constitution at the beginning of each Term as Officers;
- direct all Council Members to read the Constitution at the beginning of the School Year;
- work with the Principal to ensure that accurate minutes and records are retained on the School website and at the School for a minimum of four years. Financial records must be retained for seven years at the School for examination without charge by any person;
- participate in information and training programs;
- communicate with the School Principal and report back to the Council on discussions held;
- consult with senior Board staff and trustees as required and report back to the Council on any discussions held;
- ensure the effective transition of Co-Chair responsibilities by transferring knowledge, resources and complete records to incoming Co-Chairs upon conclusion of their Term or resignation.

The duties of the Secretary shall be as follows:

- compiles and maintains a list of the names and email addresses of Members of the School Council;
- records and maintains the minutes of School Council meetings, including attendance, action items and motions passed by Council;
- reads the Council Constitution at the beginning of each Term as Officer;
- ensures the effective transition of Secretary responsibilities by transferring knowledge, resources and complete records to an incoming Secretary upon conclusion of their Term or resignation.

The duties of the Communications Officer shall be as follows:

- prepares communications for the School Community in consultation with the Co-Chairs;
- maintains the Council website, should one be established, in consultation with the Co-Chairs;
- maintains all Council email accounts, should any be established, in consultation with the Co-Chairs;
- maintains all Council social media accounts, should any be established, in consultation with the Co-Chairs;
- reads the Council Constitution at the beginning of each Term as Officer;
- ensures the effective transition of Communications Coordinator responsibilities by transferring knowledge, resources and complete records to an incoming Communications Coordinator upon conclusion of their Term or resignation.

The duties of the Treasurer¹ shall be as follows:

- ensures that timely and accurate accounting records are maintained for Council finances;
- ensures that controls established for the management of funds are adhered to and that appropriate action is taken when controls are not followed;
- completes a Declaration of School Council Banking Arrangements form by September 30 of each year or when there are changes in banking arrangements;
- prepares an annual budget for the Council;
- provides a year-end financial report to the Council to be included in the School Council annual report;
- prepares and presents a report of the Council's financial activities at each Council meeting;

¹ Banking arrangements for Earl of March Secondary School Council funds will be administered by the school office with the approval of the School Principal. Funds held for School Council purposes are accounted for separately from other funds managed by the School. The School Council Treasurer is responsible for maintaining detailed records of all financial transactions.

- ensures that records of all financial transactions be available at the School for examination without charge by any person;
- makes financial records available for review by the OCDSB staff or external auditors, upon request;
- reads the Council Constitution at the beginning of each Term as Officer;
- ensures the effective transition of Treasurer responsibilities by transferring knowledge, resources and complete records to an incoming Treasurer upon conclusion of their Term or resignation.

The duties of the Student Representative shall be as follows:

- facilitates dialogue between the School Council and the Students;
- reports to the School Council on student activities for both divisions (intermediate and secondary);
- raises any issues that the Students may have to the School Council on any area that the School Council has an advisory capacity;

The duties of the Principal shall be as follows:

- facilitates the establishment of the School Council and assists in its operation;
- on behalf of the Council, provides notice of the dates, times and locations of annual Council elections, Council meetings, Council committee meetings and other Council activities to the Parents of all Students at the School;
- attends all Council meetings or, when unable to do so, designates a Vice-Principal or other staff member to attend on their behalf;
- prepares and delivers a report on administrative activities at the secondary level at each Council meeting;
- supports and promotes the Council's activities;
- seeks input from the Council in areas for which it has been assigned advisory responsibility;
- acts as a resource on laws, regulations, and Board policies;
- obtains and provides information relevant to the functions of the Council such as legislation, regulations and policies as well as budgets for the School and for School-generated funds, required by the Council to enable it to make informed decisions;
- communicates with the Co-Chairs of the Council, as required;
- ensures that copies of the minutes of the Council's meetings are kept at the School;
- on behalf of the Council, ensures a copy of the Council's annual report is available to Parents of Students of the School and is presented to the OCDSB Director of Education;
- encourages all Parents and other members of the School Community to participate in the activities of the School Council.

The duties of the Teaching Staff Representatives shall be as follows:

- facilitate dialogue between the School Council and teaching staff;
- solicit views from teaching staff to share with the Council;
- report to the School Council on student learning and extracurricular activities.

The duties of the Administrative Staff Representative, who shall be the Vice Principal of the intermediate grades, shall be as follows:

- prepares and delivers a report on administrative activities at the intermediate level at each Council meeting;
- facilitates dialogue between the School Council and administrative staff;
- solicits views from administrative staff to share with the Council.

The duties of the Community Representative shall be as follows:

- facilitates dialogue between the School Council and the community;
- solicits views from the community to share with Council.

The duties of Members-at-Large shall be as follows:

- attend Council meetings regularly. A Member who is not present and has not provided notice of absence for three (3) consecutive meetings will be considered inactive and will be unable to vote. Their membership may be reactivated upon request.
- participate and vote in Council decisions. Members are eligible to vote if they are current Council Members in good standing;
- participate actively in the work of the Council;
- participate in Council meetings in accordance with the Rules for Conduct at Meetings and the Council's by-laws;
- participate in information and training programs;
- act as a link between the Council and the School Community;
- encourage all Parents and other members of the School Community to participate in the School Council.

BY-LAW 2 – ELECTIONS, APPOINTMENTS, ACCLAMATIONS AND VACANCIES

1. ELECTIONS

a) Parent Members

- i. An election of Parent Members of the School Council shall be held during the first 30 days of each school year, on a date that is fixed by the Co-Chairs of the School Council after consulting with the Principal of the School.

- ii. A person is qualified to be a Parent Member of School Council if that person is the parent/guardian of a Student at the School.
- iii. While all members of the School Community are invited to attend Council meetings, only elected Members of the School Council have voting rights.
- iv. The Principal of the School shall, at least 14 days before the date of the election of the parent members, on behalf of the School Council, give notice of the date, time and location of the election to every parent of a Student who, on the date the notice is given, is enrolled at the School.
- v. Candidates for Parent Member positions may self-nominate or be nominated by someone else, using a standardized form. All persons nominated must indicate their acceptance. The Council will assemble a list of candidates and distribute it to the School Community prior to voting.
- vi. Candidate nominations shall be accepted until the time voting begins. The election shall be by secret ballot and only the names of the successful candidates and the total number of votes cast will be announced. The election votes shall be tallied, recorded and announced by the Principal, with assistance from the teaching and administrative staff representatives, as required.
- vii. Voting by proxy is not allowed.
- viii. The Council shall maintain a list of CURRENT Members with voting rights.
- ix. After the elections have occurred, a Parent may request, in writing to one of the Co-Chairs, to become a Parent Member. This request may be made at any time during the School Year. This request can take the form of submitting a Council membership form. The Council can then approve the membership request at its discretion, assuming the number of Parent Members does not exceed the total number of Parent representatives indicated in Article 5.
- x. A Parent Member who has been absent from three (3) consecutive School Council meetings, and has failed to inform one of the Co-Chairs of their absence prior to these meetings, shall be removed from the list of CURRENT School Council Members by the Co-Chairs, and shall be deemed to no longer be a Member of the School Council. The past Member may continue to receive minutes of the Council meetings for the remainder of the School Year. The past Member may request, in writing to the Co-Chairs, to be reinstated as a current Member at any time during the School Year. The Council can then approve the reinstatement request at its discretion, assuming the number of Parent Members does not exceed the total number of Parent representatives indicated in Article 5.

- xi. When only one person seeks an office, the election will be declared to be by acclamation.
- xii. In the case of a tie vote, the tied candidates will draw lots to determine the election.

b) Officers

- i. Officers shall be elected by the Council from amongst the Council Members, except the Principal.
- ii. The Co-Chairs of the Council must be Parent Members and must not be OCDSB employees. All other Officer positions may be held by any other Council Member, except the Principal.
- iii. The election of Officers for the School Year shall take place at the first Council meeting of the School Year, and Officers shall remain in office until their successors are elected.
- iv. The Principal shall chair the first Council meeting of the School Year, until new Co-Chairs are elected.
- v. Candidates for Officer positions shall declare their interest in seeking election to an Officer position. The Council will assemble a list of candidates and distribute it to the School Community prior to the Officer election, along with notice of the election date and process.
- vi. Prior to voting taking place, persons seeking Officer positions on the School Council will be given no more than five (5) minutes to summarize their relevant experience and interest in the position they are seeking. Voters will be given the opportunity to question those seeking office prior to the election.
- vii. All Council Members present at the meeting are eligible to vote for the Officers.
- viii. The election of Officers shall be by secret ballot and only the name of the successful candidates and the total number of votes cast will be announced. The election votes shall be tallied, recorded and announced by the Principal, with assistance from the teaching and administrative staff representatives, as required.
- ix. Voting by proxy is not allowed.
- x. For any positions for which the exact number of candidates required, or fewer, are nominated, the election of Officer will be declared to be by acclamation.

- xi. In the case of a tie vote for an Officer position, the tied candidates will draw lots to determine the election.

c) Teacher Representatives:

- i. The two Teacher representatives shall be Teachers who are employed at the School, other than the Principal or Vice-Principal. One teacher representative shall be an intermediate teacher and one teacher representative shall be a secondary teacher.
- ii. An election of the Teacher representatives of the School Council shall be held during the first 30 calendar days of each School Year.
- iii. A person is qualified to vote in the election of the Teacher representatives if that person is a Teacher employed at the School and is not the Principal or a Vice-Principal.
- iv. The Principal of the School shall, at least 14 days before the election date of the Teacher representatives, give written notice of the date, time and location of the election to all Teachers at the School.
- v. Quorum for this meeting shall be 33% of eligible voters.
- vi. Voting by proxy is not allowed.
- vii. If only one Teacher candidate is nominated from each of the intermediate and secondary levels, the election will be declared to be by acclamation.

2. APPOINTMENTS

a) Community Representative:

- i. The Council may choose to appoint one or more community representatives, at its discretion, who shall be non-voting Members.
- ii. The appointment of a community representative shall occur during the first 30 calendar days of the School Year.
- iii. OCDSB employees are eligible to be community representatives on the Council unless they are employed at the School. OCDSB employees who are eligible must declare their employment with the OCDSB prior to being appointed as a Council Member. OCDSB employees cannot serve as a Co-Chair of the Council. OCDSB trustees are not eligible to be Council Members.

3. VACANCIES

- a) A vacancy in Council membership shall be filled by election or appointment, as applicable, following the processes for elections and appointments set out in By-Law 2.
- b) In the case that no person seeks to fill a vacancy, the Co-Chairs may assign an eligible Parent Member to fill a vacant Parent Member position and the Principal may assign a staff member to fill a vacant staff member position.
- c) A vacancy in Council membership does not prevent the Council from exercising its authority, if the minimum Parent Members requirement is met.
- d) In exceptional circumstances, after every reasonable attempt has been made to hold an election or make an appointment, the Principal, in consultation with the appropriate Superintendent of Schools and interested Parents, may develop an interim structure for the School Council for the current School Year, until such time as the School Council can be elected/appointed in keeping with this procedure.
- e) If a duly constituted Council cannot be formed in a given School Year, the Principal shall notify the OCDSB through the Superintendent of Schools. The Principal shall then make every effort to establish a Council for the following School Year.
- f) Any election issues that cannot be resolved shall be referred to the Superintendent of Schools. If a resolution is not attained through the Superintendent of Schools, the Principal will refer the matter to the Director of Education.

BY-LAW 3 – RULES FOR CONDUCT AT MEETINGS

- 1. The Co-Chairs are responsible for managing the meeting and maintaining order.
- 2. An individual must be recognized by a Co-Chair before speaking.
- 3. The discussion and all comments by individual speakers should be directly related to the agenda item.
- 4. The Council will strive to reach all decisions through consensus rather than by vote. If consensus cannot be reached and a decision is required at that time, the decision will be made by a vote of Members.
- 5. To move a motion, an individual begins with the statement “I move ...”

6. Another individual must second the motion by saying “I second the motion” or by raising their hand when a Co-Chair asks for someone to second the motion. This indicates that the second individual agrees in principle, and that the proposal should be discussed.
7. Once a motion has been moved and seconded, a Co-Chair restates the motion, so everyone is clear on what is being proposed. From this point until the motion has been voted on, all discussion should be focused on the motion.
8. After stating the motion, a Co-Chair asks if the Council is ready to discuss the motion or ready to vote on the proposal.
9. If members of the group wish to discuss the motion, a Co-Chair opens debate. Each participant may speak to the motion. Once debate is complete, a Co-Chair puts the motion to a vote.
10. A Co-Chair shall put the motion to a vote or conduct 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.
11. The majority needed to pass a motion is more than half of the voting Members, unless the vote is to amend the Council Constitution, in which case the voting requirements are set out at Article 9.2.

BY-LAW 4 – CONFLICT OF INTEREST

1. A Council Member is in conflict of interest when:
 - a) the Council does business with the potential for monetary gain/loss with any person, agency or company and that Council Member has a vested interest in any way with that particular person, agency or company;
 - b) situations arise in connection with the person's duties as a Council Member that could result in an inconsistency between the overall goals and vision of the Council and a personal or vested interest.
2. When a conflict of interest is indicated, the Member:
 - a) shall disclose the interest and the general nature thereof prior to any consideration of the matter at the Council meeting;
 - b) shall not take part in the discussion of, or vote on any question in respect of the matter; and
 - c) shall not attempt in any way, whether before, during or after the Council meeting, to influence the voting on any such question.

3. Every declaration of conflict of interest and the general nature of the declaration shall be recorded in the minutes of the Council meeting.
4. If a Member has not disclosed a possible conflict of interest by reason of being absent from a Council meeting, that Member shall disclose such interest at the first meeting of the Council they attend following the meeting at which the matter was discussed. If this conflict of interest would have materially affected the outcome of a vote, the Council shall nullify the previous vote and shall re-vote on the motion.
5. A Member shall not accept favours or economic benefits from any individuals, organizations, or entities known to be seeking business contracts with the School.

BY-LAW 5 – CONFLICT RESOLUTION

1. Every Council Member will be given an opportunity to express their concern or opinion about the matter at issue and how the matter has affected them.
2. Speakers to an issue will always maintain a calm and respectful tone.
3. Speakers will be allowed to speak without interruption for a specified length of time as pre-determined by the Co-Chairs.
4. The Co-Chairs shall clarify the statements made by all speakers, to identify common ground among the points of view raised, and to set out the common interests of all Members.
5. If no common ground can be identified, the Co-Chairs will seek to clarify preferences among all Members before proceeding further.
6. If all attempts at resolving the conflict have been exhausted without success, the Co-Chairs or Principal may request the appropriate Superintendent of Schools to mediate the disagreement. If a resolution is not attained through the Superintendent of Schools, the Co-Chairs or Principal will refer the matter to the Director of Education.

BY-LAW 6 – RESOLUTION OF DISRUPTIVE BEHAVIOUR

1. Council Members are elected to serve the School community and will demonstrate respect for their fellow Council Members and other members of the School Community at all times.
2. Any attendee to a Council meeting shall comply with the guidelines and rules outlined in these by-laws.
3. If a Council Member, or any other meeting attendee, becomes disruptive during a meeting, the Co-Chairs shall ask for order.

4. The Co-Chairs are responsible for taking firm and consistent action to maintain or restore order. This may include but is not limited to: asking for a comment to be rescinded; tabling the debate; closing the debate; or asking an individual to leave the meeting.
5. The removal of an individual from one meeting does not prevent that individual from participating in future meetings of Council.
6. The incident shall be recorded in the Council meeting minutes.
7. When the Co-Chairs have requested the removal of one or more individuals from a meeting, the Co-Chairs may request that the disputing parties 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.
8. The Co-Chairs shall request the intervention or presence of an independent third party to assist in achieving a resolution to the dispute. A one-on-one meeting should not occur for dispute resolution.
9. An independent third party may be an OCDSB official or another individual mutually agreed on by the parties involved in the dispute.
10. Any resolution reached at the meeting to resolve the conflict shall be signed and respected in full by all parties to the agreement.

BY-LAW 7 – CODE OF ETHICS

1. Members shall consider the best interests of all Students.
2. Members shall be guided by the School Council's Purpose and Objectives as set out in Article 2 of the Council Constitution.
3. Members shall act within the limits of the roles and responsibilities of a school council, as identified by the School's operating guidelines, the OCDSB, and the Ontario Ministry of Education.
4. Members shall become familiar with the School's policies and operating practices and act in accordance with them.
5. Members shall maintain the highest standards of integrity.
6. Members shall recognize and respect the personal integrity of each member of the School Community.

7. Members shall treat all other members of the School Community with respect and allow for diverse opinions to be shared without interruption.
8. Members shall encourage a positive environment in which individual contributions are encouraged and valued.
9. Members shall acknowledge democratic principles and accept the decisions of the Council.
10. Members shall respect the confidential nature of some School business and respect limitations this may place on the operation of the School Council.
11. Members shall not disclose confidential information.
12. Members shall limit discussions at School Council meetings to matters of concern to the School Community as a whole.
13. Members shall use established internal communication channels when questions or concerns arise.
14. Members shall promote high standards of ethical practice within the School Community.
15. Members shall declare any conflict of interest, as described in By-Law 4. Members shall not take part in the discussion of, or vote on any question in respect of the matter on which they are, or could appear to be, in a conflict of interest.
16. Members shall not receive any remuneration or benefit financially from serving as a Member or Officer of School Council.