

School Council Constitution

Amended: November 2016

Table of Contents

Section 1: Introduction

Section 1.1: Purpose.....	1
Section 1.2: Preamble.....	1
Section 1.3: School Council Name	1
Section 1.4: Definitions.....	1-2

Section 2: Role of Council

Section 2.1: Ministry of Education/HDSB Direction	2
Section 2.2: Strategic Responsibilities of School Councils	2-3
Section 2.3: Fundraising.....	4
Section 2.4: Finance	4
Section 2.5: Annual Report.....	4-5

Section 3: Membership

Section 3.1: Composition	5
Section 3.2: Organizations	6
Section 3.3: Member Responsibilities.....	7–17
Section 3.3.1: Captain R Wilson P.S. – School Council.....	7-8
Section 3.3.2: CRWSC Chair/Co-Chair/ Vice Chair	8-9
Section 3.3.3: Secretary	9-10
Section 3.3.4: Communications	10
Section 3.3.5: Fundraising	10
Section 3.3.6: Parent Involvement Committee Representative.....	11
Section 3.3.7: Principal	11-13
Section 3.3.8: Members at large.....	13
Section 3.4: Committees	13-14
Section 3.5: Code of Ethics	14-16
Section 3.5.1: Responsibility	14-15
Section 3.5.2: Democracy	15
Section 3.5.3: Integrity.....	15
Section 3.5.4: Confidentiality	15-16
Section 3.5.5: Conflict of Interest	16
Section 3.6: Conflict of Interest Guidelines.....	16
Section 3.7: Internal Conflict Guidelines.....	16-17

Section 4: Elections

Section 4.1: Elections Overview	17-19
Section 4.2: Term of Office	20
Section 4.3: Removal of a Council Member	20
Section 4.4: Vacancies	20-21

Section 5: Elections

Section 5.1: Meeting Protocol.....	21
Section 5.2: Rules of Order	22
Section 5.3: Electronic Voting	23-24

Appendix: Proposal to amend the CRWSC Constitution	25
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1 Introduction

1.1 Purpose

School Councils are established in each school to encourage and facilitate the involvement of parents, guardians, staff and community members in providing a quality education for students. Research has shown that the involvement of parents and guardians in their children's education has a positive impact on improved student learning and helps to create a sense of community at the school. The support of the community has also proven to be an enhancement to that positive learning environment. By working together as partners, we can encourage greater academic achievement and prepare our students for success as responsible, participating citizens of the global community.

1.2 Preamble

A School Council is an advisory body functioning under Ministry of Education Regulation 612/00 and respective board policy. The Council's role, in collaboration with the broader school community, is to provide input and advice with regard to school goals and to enhance learning opportunities, through various activities, for the benefit of all students in the school.

Captain R. Wilson Public School Council, hereafter known as CRWSC, will operate within the parameters of the Education Act, Ontario Regulation 612/00 and Halton District School Board (hereinafter known as the HDSB) policies and agreements.

1.3 Name

The organization will be known as Captain R. Wilson Public School Council, hereinafter referred to as "CRWSC".

1.4 Definitions

The following standard definitions will be used throughout this document:

- HDSB (hereinafter used to refer to the Halton District School Board)
- CRWSC (hereinafter used to refer to the Captain R. Wilson Public School - School Council)

- School (from the “Ethics” section forward used to refer to Captain R. Wilson Public School)
- Regular meetings (refers to required attendance to monthly Council meetings, as well as, attendance to scheduled committee and subcommittee meetings)
- School Improvement Plan may be used interchangeably with the term “School Effectiveness Plan”

2 Role of Council

2.1 Ministry of Education / HDSB Direction

The Education Act requires school boards to “establish a school council for each school operated by the board” section 170 (1), paragraph 17.1. Ministry of Education Ontario Regulation 612/00 sets out the mandate of school councils and the minimum requirements for their composition and operation.

School councils are advisory bodies; they may provide advice to the principal and, where appropriate, to the school board. They are composed of the following participants: Parents, who form the majority, as well as the Principal and/or Vice-Principal, and a teacher. Council may also include; a non-teaching staff member, a student (mandatory at the secondary level, optional at the elementary level), and a community representative.

Parents, student, and staff members are elected by the groups they represent. The council appoints community members.

2.2 Strategic Responsibilities of School Councils

School councils are advisory bodies and will provide advice to the school principal and, where appropriate, to the school board on any of the matters which the council has identified as priorities, including, but not limited to:

- Development, implementation and review of the school plan for continuous improvement, known as the School Improvement Plan, through involvement in matters such as:
 - Quality Programming - curriculum and program goals and priorities

- Safety and Well Being – school code of behaviour
 - Parent Engagement – inclusion of parents as strategic partners and volunteers to achieve goals
 - The responses of the school or school board to achievement in provincial and board assessment programs;
 - Financial Responsibilities - school budget priorities and allocations, fundraising efforts to achieve goals which support the School Improvement Plan;
 - Support for school, family and community partnerships that assist parents in the education of their children through involvement in matters such as:
 - School-based services; partnerships with agencies, associations, and
 - Communities related to social, health, recreational, and nutritional programs;
 - Local coordination of services for children and youth;
 - Local school/community communication strategies.
- Preparation and review of the school profile through involvement in matters such as:
 - Developing criteria to assist in the selection of local School Principal/Vice Principal.
 - Other matters which an individual school council may consider important, such as:
 - Local school year calendar;
 - Extra-curricular activities in the school;
 - Development, implementation, and review of board policies at the local level;
 - Local capital-improvement plans;
 - Methods of reporting to parents and the community.
 - Field trip practices;
 - Local school safety procedures
 - Community use of school facilities.

2.3 Fundraising

CRWSC may engage in fundraising activities if they are to raise and spend funds for a purpose approved by HDSB or authorized by any applicable policies established by the HDSB. All fundraising for CRWSC must be done under the direction of the CRWSC and must contribute to and complement the School Improvement Plan.

Fundraising must follow the guidelines set out by the HDSB in their "Financial Policies and Procedures for School Councils" contained in the School Council Handbook on the HDSB web site.

2.4 Finance

At the first General Meeting (September) a year-end report from the previous year will be presented. At the third General Meeting (November) a financial plan for the current year will be presented. The financial plan will include an Operating Budget, a detailed plan for fund-raising initiatives, and a recommended carry-forward balance for the next year. Decisions made will involve input and participation by the School Council and the Captain R. Wilson Community.

The Chair/Co-Chair will have a current financial statement available for presentation at each General Meeting. With 48 hours notice given, these statements will be made available to any parent who requests them. All grant applications, guidelines and supporting documentation should be given to the School Council's Chair/Co-Chair and made available for public and Council review at the school office. The fiscal year end is July 31 of each year as set by the HDSB.

Expenditures in amounts greater than \$50.00 outlined in the accepted Operating Budget must be authorized by the School Council. Requisitions for funds will be signed by a) one of either the Chair/Co-Chair AND b) one of either the Principal or Vice Principal.

2.5 Annual Report

CRWSC shall submit a written report on its activities to the Principal of the school and to HDSB in accordance with article 3.3.4

The Annual Report shall include a financial report.

The Principal shall, when requested, make available a copy of the Annual Report to any parent/guardian of a pupil enrolled in the school.

3 Membership

3.1 Composition

The composition of the CRWSC shall at all times be consistent with the Education Act and Regulations. Members of the CRWSC will include representatives from each of the four (4) following categories:

Parents/Guardians

- The number of parent/guardian members specified for CRWSC shall ensure that parent/guardian members constitute a majority of the total members of CRWSC
- A person is qualified to be a parent/guardian member of a school council if he or she is a parent/guardian of a pupil who is enrolled in the school
- HDSB employees are eligible to run for CRWSC as parent/guardian representatives if they are parents/guardians of a student enrolled in the school, provided they do not work at the school. Such employees must disclose their employment with HDSB at the time of their nomination, and such information must be supplied to all voters

Principal

- The Principal of the school will be a designated non-voting member of CRWSC and will participate in all meetings
- Alternatively, the Vice-Principal of the school can be designated by the Principal to act on behalf of the Principal at CRWSC meetings

Teacher Representative

- One (1) teacher who is employed at the school, other than the Principal or Vice-Principal, will be a member of CRWSC

- The Teacher representative will be elected by the teaching staff of the school. The election of the Teacher representative shall be held in the first 30 days of each school year

Community Representative

- CRWSC may appoint one (1) community representative
- A person who is employed by the HDSB can be appointed as a community representative on the CRWSC if he or she is not employed at the school and other members of the CRWSC are informed of the person's employment with the HDSB before the nomination and acceptance of the appointment
- A person who has a child enrolled at the school may not be appointed as a community representative

3.2 Organization

Officers of a CRWSC shall be elected at an open meeting within 30 days from the beginning of the new school year. This meeting will be chaired by a member of the Elections Committee, not seeking a voting position on Council.

CRWSC shall have the following six (6) positions of **defined** responsibility:

- One (1) chair or two (2) co-chairs. A chair or co-chair must be a parent/guardian member of CRWSC, and shall be elected by the voting members of CRWSC
- One (1) vice-chair, to be elected by the voting members of CRWSC, **if only one chair is in place**
- Secretary
- Communications
- Fundraising
- Parent Involvement Committee Representative

Each candidate for the officer positions outlined above must be nominated or self-nominated and seconded at the meeting before proceeding to a vote. Before a vote

can commence, a motion to close nominations must be moved and seconded. This must be done for each position separately.

Officer positions will be filled in the order listed above: Chair(s), Vice-Chair (if required), Secretary, Communications, Fundraising, PIC Representative. The election can be executed by secret ballot or by a show of hands at the discretion of the CRW community members present.

A CRWSC member who was nominated for one position but was not successful may be nominated for any of the other positions. Candidates are elected by a majority of the votes cast by the CRW parent/guardian community members present at the vote. A candidate will be considered acclaimed if he/she is the only parent/guardian nominated or self-nominated for a position.

The CRWSC may consist of up to three (3) additional voting members beyond the six (6) described above. Traditionally, the three (3) additional positions have been assigned the roles of Primary Representative, Junior Representative, and Senior Representative. The CRWSC may make adjustments to these roles as required.

3.3 Member Responsibilities

3.3.1 Captain R. Wilson Public School – School Council

CRWSC shall:

- Consult with parents/guardians of students enrolled in the school about matters under consideration by CRWSC
- Develop election procedures to fill vacancies
- Detail conflict of interest and conflict resolution requirements
- Keep minutes of meetings and records of financial transactions available at the school for a period of seven years, for examination without charge by the staff of CRWSC and parents/guardians of CRWSC students
- Produce an annual written report of the CRWSC activities, including financial activities, to be submitted to the Principal and the HDSB

The members of the CRWSC are accountable to the parents/guardians they represent and MUST:

- Maintain a school-wide perspective on issues
- Regularly attend CRWSC meetings
- Be willing to participate in information and training programs
- Act as a link between the CRWSC and the community
- Encourage the participation of all parents/guardians within the school community
- Participate on sub-committees and assist with tasks of the CRWSC

3.3.2 CRWSC Chair / Co-Chair/Vice-Chair

A chair/co-chair must be a parent/guardian member of CRWSC who will:

- Call CRWSC meetings
- Prepare the agenda for meetings in consultation with the Principal, ensuring the agenda is issued at least 4 days prior to the meeting taking place
- Chair the meetings
- Communicate with the Principal
- Facilitate collaborative decision-making within a democratic framework
- Manage incoming and outgoing correspondence, ensuring appropriate communication to CRWSC and transfer to the Secretary to maintain
- Consult with senior HDSB staff and trustees, as required
- Ensure the CRWSC Constitution is reviewed annually
- Co-ordinate the day-to-day activities of CRWSC
- Prepare an annual report on the activities of CRWSC
- Assume or make arrangements for the assumption of CRWSC positions as appropriate and as required in times of absence of those members of CRWSC

- Comply with the financial guidelines set out by the HDSB in their “Financial Policy and Procedure for School Councils” contained in the School Council Handbook on the HDSB Website
- On a monthly basis, prepare and maintain updated budgets which include totals up to the end of the preceding month. An updated monthly budget will be presented at every monthly school council meeting for council members to review and approve
- Liaise with school administration to ensure financial records are complete, kept up to date and retained in the school for a period of four (4) years
- Prepare a year end financial summary report available to all parents/guardians of the school by posting it on the school council website, and present this report at the first general meeting of the following school year

3.3.3 Secretary

The secretary will:

- Ensure activities of the CRWSC meetings are documented and maintained in the form of minutes, with the minutes being distributed to all CRWSC members when complete
- Ensure minutes from the preceding CRWSC meeting are distributed to all CRWSC members at least one week prior to the planned date for the next CRWSC meeting
- Ensure approved minutes of all CRWSC meetings are made available to the school community
- Maintain a file of all incoming and outgoing correspondence, minutes of CRWSC meetings, agendas, reports and by-laws to be available to the school community upon request
- Maintain a current membership and contact list of all CRWSC members

- Keep records of CRWSC incoming and outgoing correspondence, resources and minutes of the last four (4) years in files and binders in hardcopy format in the school

3.3.4 Communications

The Communications Chair will:

- Ensure that regular communication with the community is maintained through the monthly School Council newsletter and website
- Encourage parent involvement by providing notification of events in a timely and welcoming manner
- Format and maintain the annual CRWSC calendar of events, and ensure that such calendar is posted in an accessible location for review by CRW School community

3.3.5 Fundraising

The Fundraising Chair will:

- Ensure that all funds raised and spent are done so with a purpose approved by HDSB or authorized by any applicable policies established by HDSB
- Ensure that fundraising for CRWSC is done under the direction of the CRWSC and must contribute to and complement the School Improvement Plan
- Ensure that all fundraising initiatives follow the guidelines set out by the HDSB in their "Financial Policies and Procedures for School Councils" contained in the School Council Handbook on the HDSB web site
- Work with the Chair/Co-Chair to ensure that fundraising initiatives are aligned with the annual operating budget as outlined in the third general meeting of the year
- Recruit volunteers from CRWSC and the CRW community to assist in fundraising efforts

3.3.6 Parent Involvement Committee Representative

The PIC Rep will:

- Communicate regularly, verbally and through the submission of minutes, the efforts and initiatives of the Parent Involvement Committee, a sub-committee of the CRWSC
- Prepare minutes of all PIC meetings
- Act as a link between the CRWSC and parents, especially with respect to student safety and well-being
- Maintain a school-wide perspective on all activities undertaken through the use of PIC funds and resources

3.3.7 Principal

The Principal of the school will:

- Communicate;
- Provide for distribution to each member of CRWSC any materials received by the Principal from the Ministry of Education or HDSB for CRWSC
- Help CRWSC communicate with the school community
- Give notice of the dates, times and locations of the CRWSC meetings to every parent/guardian
- Ensure that copies of the minutes of CRWSC meetings are kept at the school and accessible by all parents/guardians
- Forward a copy of the CRWSC Annual Report to the HDSB School Superintendent
- Make a copy of the CRWSC Annual Report available to any parent/guardian that requests it
- Give written notice at least fourteen days before the date of election of parent members, of the date, time and location of the election to every parent/guardian of a student enrolled in the school

- Ensure that the CRWSC Constitution is readily available to the school community
- Review all printed material from CRWSC distributed through the school
- Distribute key event/proposed calendar for year to council for council planning purposes

B. Consult;

- Facilitate the establishment of CRWSC and assist in its operation
- Seek input from CRWSC in areas for which it has been assigned responsibility (see Section 2 – Role of Council)
- Consider recommendations made by CRWSC
 - Advise CRWSC of the action taken in response to any recommendations, including the rationale for such decisions
- Act as a resource and assist in obtaining information on laws, regulations, and policies
- Advise CRWSC when they are not in compliance with HDSB policies and procedures
- Review and sign all financial reports

C. Support;

- Attend all CRWSC meetings unless unable to do so due to illness, other priority commitments, or other cause beyond his/her control
- Support and promote CRWSC's activities
- Encourage the participation of parents/guardians and others in the school community
- Along with a parent/guardian officer, is one of the required signing authorities on the CRWSC bank account

The Principal will not have a vote at CRWSC meetings. The Principal may delegate any of his/her powers or duties as a member of CRWSC to the Vice-

Principal or designate of the school. However, any designate, other than the Vice-Principal, must be approved by the Chair/Co-Chairs of the CRWSC.

3.3.8 Members at Large

Voting and Non-Voting School Council Members At Large will:

- Commit to regular attendance, (monthly basis not including sub-committee) attend meetings and ensure the proper School Council procedures are followed
- Apart from regularly scheduled meetings, members are expected to be available as required for committee undertakings and responsibilities
- Work together as a team to create an atmosphere of mutual trust, openness and collaboration both within the School Council and the school community
- Recognize that all other members of the school community must have a voice within the democratic process of the School Council's operation, and will encourage their participation
- Be visible in supporting council activities and/or events

3.4 Committees

CRWSC may establish and dissolve committees, for specific or general purposes, as it deems appropriate to the achievement of its mandate, to make recommendations to CRWSC. The committees may include, but are not limited to:

- Parent involvement Committee (PIC)
- Fundraising
- Communications
- Constitution/Policy & Governance
- Event Planning and Preparation
- Safety and Wellbeing

The committee may only act in accordance with the authority provided to them by the CRWSC. All committees will have a minimum of a Chair, or Co Chair(s) and at least two other members where one member will present a report to each CRWSC meeting on the status of all committee projects and activities, and shall respond to questions. Minutes must be taken at each committee meeting of the CRWSC. The committee must report all decisions made and the results of each vote taken.

Committees of CRWSC may include persons who are not members of CRWSC. Every committee of CRWSC will be chaired by at least one parent/guardian council member of CRWSC.

Committees will meet as required. All Committee meetings are open to the staff of CRW and parents/guardians of CRW students.

3.5 Code of Ethics

CRWSC will operate as a non-profit organization, without financial gain for its members. Any profit to CRWSC will be used in promoting its purposes. Additionally, CRWSC members shall not receive any non-financial remuneration for serving as a member or officer of CRWSC. CRWSC will strive to establish positive working relationships amongst all CRWSC members. CRWSC will seek to reach a consensus in the decision-making processes of CRWSC and all members shall speak positively about the school at all times while on school property. Each member will sign that they have read the Constitution at the beginning of each council year when taking office.

Detailed Code of Ethics for CRWSC members is as follows:

3.5.1 Responsibility

A member shall consider the best interests of all students.

A member shall be guided by the school's and the school board's mission statements.

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.

A member shall become familiar with the school's policies and operating practices and act in accordance with them.

A member shall become familiar with the School Council's Constitution and act in accordance with it

3.5.2 Democracy

A member shall acknowledge democratic principles and accept the consensus of the council.

A member shall treat all other members with respect and allow for diverse opinions to be shared without interruption.

A member shall encourage a positive environment in which individual contributions are encouraged and valued.

A member shall limit discussions at school council meetings to matters of concern to the school community as a whole.

A member shall use established communication channels when questions or concerns arise.

3.5.3 Integrity

A member shall maintain the highest standards of integrity.

A member shall recognize and respect the personal integrity of each member of the school community.

A member shall promote high standards of ethical practice within the school community.

A member shall speak positively about matters of the school at all times while on school property.

3.5.4 Confidentiality

A member shall respect the confidential nature of some school business and respect limitations this may place on the operation of the school council.

A member shall not disclose any confidential information as it relates to people or matters of the school.

3.5.5 Conflict of Interest

A member shall declare any conflict of interest.

A member shall not accept any payment or benefit financially through school council involvement.

3.6 Conflict of Interest Guidelines

Each CRWSC member shall avoid situations that could result in an inconsistency between the overall goals and vision of the CRWSC and a personal or vested interest that may arise in connection with his or her duties as a CRWSC member.

Should an issue or Agenda item arise during a CRWSC meeting where a CRWSC member is in a conflict of interest situation, he or she shall declare the conflict of interest immediately, and refrain from participating in any discussion or vote resulting from discussion of the issue or resolution.

3.7 Internal Conflict Guidelines

As CRWSC may deal with internal conflict and other difficult matters, the following actions should prevail and be taken as best practice:

- Be proactive. Positive interpersonal relationships are critical to an effective organization. Most issues can be resolved if they are brought forward and addressed early;
- Gather as much information about the situation as possible;
- If the conflict is between two members of CRWSC, the Chair(s), Vice-Chair, or Principal will encourage them to talk about the differences and act as facilitator as necessary. Most situations can be resolved at this point through dialogue and co-operation amongst those involved. The Principal may also be able to clarify policy or legislation and offer other assistance or direction;

- If the conflict involves a number of members on CRWSC, then the issue is placed on the Agenda and given sufficient time for everyone to present their viewpoints in an effort to come to a resolution; and
- Speaking to the local HDSB School Trustee at any time should be encouraged, but not used in exclusion to the above-recommended process.

4 Elections

4.1 Elections Overview

All CRWSC elections must be held within the first 30 days of the new school year. The date of the election is to be fixed by the outgoing Chair/Co-Chairs of CRWSC after consulting with the Principal of the school. To ensure that the interests of all members of school councils are represented in a balanced manner:

- The CRWSC will consist of a maximum of 9 elected voting parent members with the School Council Elections Committee reviewing the nominations.
- Board employees can be elected as parent representatives, or appointed as community members, at their child's school, unless they are also employed at that school;
- Board employees cannot serve as parent/community members in the school where they work;
- Prior to being elected as parent members – or appointed as community representatives – in the school where their children attend, school board employees must notify the parents of the school community of their employment with the board;
- Board employees cannot serve as chair or co-chair of a school council; and
- Trustees cannot serve on a school council in the board where they are a trustee.

A person is qualified to vote in an election of CRWSC if he or she is a parent/guardian of a pupil who is enrolled in the school. The following guidelines will apply:

- An elections committee of a minimum of 2 people should be formed at the last CRWSC meeting of the school year to assist the Principal with nominations and elections
- No one on the elections committee can run for CRWSC for the upcoming year
- Any parent/guardian of a CRW student will be eligible to run for council (also see note above re: HDSB employees)
- All candidates must complete a CRWSC Candidate Declaration Form (CDF)
- The school office must receive the CDF at least seven (7) days before the election
- All information on the CDF, with the exception of the address and phone number, will be shared with the parent/guardian community of the school at least three (3) days before the election
- Any parent/guardian of a CRWSC student will be eligible to vote, but must either be in attendance to do so or have filled out a ballot and placed it in the sealed ballot box held in the office of the school on the day of the election.

The notice of election will be given by:

- notice in writing to CRW students for delivery to parents/guardians; and
- posting the notice on school property in a location that is accessible to parents/guardians; and
- posting to the school website AND school council website

The election of parent/guardian members may be executed by show of hands and/or by secret ballot in the following manner:

- The election shall take place at an open meeting, the date to be arranged by the Principal of the school in consultation with the outgoing Chair/Co-Chairs. This meeting will be chaired by a member of the Elections Committee, and must not be chaired by anyone seeking election to a voting position on the CRWSC
- Any parent/guardian wishing to vote in the CRWSC election but unable to attend the election meeting, may fill out a secret ballot to be submitted in the office anytime during regular school hours on the day of the election. The ballot shall be placed in a sealed ballot box until the ballots are officially counted upon election closing
 - Each ballot will list the first and last name of each parent/guardian candidate and the total number of positions available
 - The listing on the ballot will be by alphabetical order, according to last name, then first name
 - A witness is required when counting ballots
 - The candidates with the most votes from the combination of secret ballot and show of hands will form the next CRWSC

A ballot will be spoiled, as deemed by the parties responsible for counting, if:

- A parent/guardian votes for more parent/guardian candidates than positions available
- A parent does not clearly mark the ballot indicating their vote
- A parent destroys their ballot

The names of the successful candidates and the total number of votes cast will be announced. In the case of a tie vote, the tied candidates will participate in a mutually agreed process to determine the election. The principal of a school shall, at least 14 days before the date of the election, on behalf of the school council, give written notice of the date, time and location of the election to every parent/guardian of a pupil who, on the date the notice is given, is enrolled in the school.

The elections of other members (teacher and staff) of CRWSC shall also be held during the first 30 days of each new school year.

4.2 Term of Office

A person elected as a member of CRWSC holds office from the date of the first meeting of CRWSC after the elections have been held. The first meeting of the new CRWSC must occur within the first thirty-five (35) days of the school year, after the elections being held, on a date fixed by the Principal of the school.

All CRWSC members shall serve a term of one year, terminating at the start of the first meeting after completion of the election process during the subsequent school year, or earlier if no longer qualified to hold office.

Elected members may seek additional terms of office, with no limit on consecutive terms to be served.

The Principal is a designated member of the CRWSC, and thus, is a member of the CRWSC as long as he/she is employed as Principal of the school.

4.3 Removal of a Council Member

If CRWSC perceives that the conduct of one of the CRWSC parent/guardian members is such that CRWSC has lost confidence in that person and wishes to terminate his/her remaining term of office, then this may only be done “In-Camera” after a motion is made and seconded by members of CRWSC, and receives the support of two-thirds (2/3) of the remaining CRWSC members. Such a motion and action requires prior notice to council members of two (2) weeks.

Grounds for Loss of Confidence (with the exception of medical leave) will be one or more of the following:

- Failure of a CRWSC parent/guardian member to conduct himself/herself in a manner appropriate to the Mission of CRWSC
- Failure of a CRWSC parent/guardian member to fulfill his/her respective duties
- Failure of a CRWSC parent/guardian member to attend a minimum of three (3) meetings

4.4 Vacancies

Vacancies can occur through the resignation of a member, the removal of a member, or in the event a CRWSC parent/guardian or community member

becomes an employee of the school. Should a vacancy come open during the middle of a term of council, an election for that position will be held. The process to be followed accordingly is as outlined in Article 4.1 of the Constitution.

5 Meetings

5.1 Meeting Protocol

CRWSC shall meet a minimum four (4) times during the school year. CRWSC will strive to meet monthly, recognizing the minimum compliance requirements. The first meeting of CRWSC must occur within the first thirty-five (35) days of the school year, after the elections being held, on a date fixed by the Principal of the school.

A meeting of the CRWSC cannot be held unless,

- A majority of the current members of CRWSC are present at the meeting; and
- A majority of the members of CRWSC who are present at the meeting are parent/guardian members

All meetings of CRWSC shall be open to the public, and no such member may be excluded from the meeting except for disruptive behaviour.

The principal of the school shall, on behalf of CRWSC, give written notice of the dates, times and locations of the meetings of CRWSC to every parent/guardian of a pupil who, on the date the notice is given, is enrolled in the school.

The meeting notice will be given by,

- notice in writing to all registered students for delivery to CRW parents/guardians;
- posting to school council website and school website

Agenda items for presentation and discussion will be established, published and communicated at least 4 days prior to a scheduled meeting. New items raised which were not previously documented and communicated in the Agenda, may be introduced at the meeting and raised for information only. Such items must be recorded for action at the next meeting, unless otherwise determined by the members.

Any vote at a meeting requires quorum of no less than 50% plus 1 of the voting members of CRWSC with parents in the majority. If this quorum is not present the motion will be deferred until the next meeting, and included on that meeting's agenda. A motion may be deferred only once due to lack of quorum and must be voted on at the next meeting regardless of attendance. Alternatively, voting can take place by electronic mail if an issue must be dealt with in a timely fashion and cannot be held over to the next meeting. At the final meeting in June a quorum will not be required for motions to be voted on. Issues raised at any meeting which are not on the agenda may be discussed, but any requiring a vote may, at the discretion of the chair, be deferred to the next meeting.

All members of CRWSC, excluding the Principal or his/her designate, have equal privileges and voting rights, including the chair, who may vote with the other members.

5.2 Rules of Order

Official rules have been recognized in the adopted use of Robert's Rules of Order. The following simple rules, which are not inconsistent with those formal procedures, are recommended as standard practices:

- An individual must be recognized by the chair before obtaining the floor to make a motion
- Once an individual has the floor, he or she may make a formal proposal, or motion
- Another individual must second the motion. This indicates that he or she agrees that the proposal should be discussed
- Once a motion is made and seconded, the chair states the question so everyone is clear on what is being proposed. From this point, until the motion has been voted on, all discussion must focus on the question
- If any person in attendance wishes to discuss the motion, the chair opens debate. Each participant may speak to the question twice, but no one may speak the second time until everyone has had a chance to speak once
- Up until the time that the chair states the motion, the person making the motion may change it (requires approval of the

seconder, or withdrawal of the seconder and a new seconder for the revised motion)

- When discussion is complete, the Chair asks the CRWSC if they are ready for the motion.
- After stating the proposed motion, the Chair proceeds with a vote. The vote may be conducted by a show of hands or by secret ballot
- The majority needed to pass the motion should be a majority plus one (e.g. 50% plus 1). In the case of a tie, the motion is lost

5.3 Electronic Voting

Electronic voting may be used as a provisional procedure for time-sensitive issues that must be voted on between scheduled council meetings. Electronic voting must adhere to the following guidelines in order to ensure transparency and fairness in addition to full inclusion of all council members as representatives of the School Council.

- The issue voted on must be an informed vote in that the issue must have been discussed in whole or in principle at a regular open meeting
- All members must be contacted via email as to the nature and particulars of the issue being voted on and must be allowed some input via electronic means (for example, but not limited to questions regarding the motion and requests for more information)
- All council members must be informed of the vote to be held. The voting members on the issue must make up the required quorum of a regular meeting
- The principal and teachers sitting on the council must be informed of the vote and the particulars regarding the issue and be allowed to raise concerns and request clarification on specifics prior to the vote or given a reasonable time-span to do so via electronic communication to all members

- The vote of each member must be carbon-copied (CC'd) to all other members of the council when forwarded to the chair for tally
- The decision passed by majority must be sent to each council member including parent/guardian members, representing principal(s), representing teacher(s) and the representing student. Further, the tally of the vote including the outcome decision must be entered into the opening minutes of the scheduled meeting immediately following the electronic vote

Proposal to amend the CRWSC Constitution

I _____ a member in good standing with the Captain R. Wilson School Council wish to submit an amendment for consideration to the current constitution dated _____ at the next constitutional review to be held in _____,

The following amendment or addition to Article _____ is requested to be added/changed;

Dated this _____ day of _____ 20 _____

Name (Printed) Signature

EXECUTIVE USE ONLY:

Date Received:

Received By:

Placed on Agenda: