

STEPHEN LEACOCK PUBLIC SCHOOL
COUNCIL CONSTITUTION
2019

Stephen Leacock Public School Council Constitution	1
Preamble	1
Article 1 – Definitions of Terms used in this Constitution.....	1
Article 2 – Purpose and Objectives.....	2
Article 3 – Responsibilities of Council.....	2
Article 4 – Affiliations	3
Article 5 – Members	3
Article 6 – Officers	4
Article 7 – Meetings.....	4
Article 8 – Committees	6
Article 9 – Rules for Conduct at Meetings	6
Article 10 – Amendments of this Constitution	7
Article 11 – Effective Date	7
Appendix A - Duties of Officers and Members.....	8
Appendix B - Elections, Appointments, Acclamations and Vacancies	13
Appendix C - Bylaws.....	17
Bylaw 1 – Conflict of Interest.....	17
Bylaw 2 – Conflict Resolution.....	18
Bylaw 3 – Code of Ethics	20

Stephen Leacock Public School Council Constitution

PREAMBLE

The School Council for Stephen Leacock Public School is constituted under the *Education Act, 1990* and specifically the Ontario Regulation 612/00, dated September 1, 2010. It 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 governing the conduct of Stephen Leacock School Council complies with Ottawa-Carleton District School Board Policy P.014.SCO: School Councils, and with Ottawa-Carleton District School Board Procedure PR.509.SCO: School Council Elections, Constitution and By-Laws. This Constitution is made under the authority of Ontario Regulations 612/00 and 613/00. In the case where the Constitution is deemed to be in conflict with Ontario Regulation 612/00 or Ontario Regulation 613/00, the applicable Ontario Regulation will supercede the Constitution.

ARTICLE 1 – DEFINITIONS OF TERMS USED IN THIS CONSTITUTION

1. Council is the Stephen Leacock Public School Council.
2. Ottawa-Carleton District School Board (OCDSB) is the school board under whose jurisdiction Stephen Leacock Public School falls.
3. Member is a person elected/appointed in accordance with Appendix B of this Constitution and is in good standing.
4. Officer is a person elected to one of the Council Officer positions listed at Article 6.1.
5. Chair is the Parent Member elected to the Office of Chair of the Council.
6. School is Stephen Leacock Public School in Kanata, Ontario, Canada.
7. Student is a student currently enrolled at Stephen Leacock Public School.
8. Parent is the birth parent, adoptive parent or the legal guardian of one or more Students at Stephen Leacock Public School.
9. Principal is the Principal of Stephen Leacock Public School or designate.
10. Teacher is a person employed at the School as a teacher, as that term is defined in relevant Ontario and OCDSB guidelines.
11. Term is the period of time from September of one year to the following September.
12. Constitution is the Stephen Leacock Public School Council Constitution including all appendices.

13. School Year shall be from September 1st to August 31st.

ARTICLE 2 – PURPOSE AND OBJECTIVES

1. The purpose of the Council is to encourage the active participation of all members of the School community in support of Student well-being and learning.
2. The objectives of the Council are:
 - a) to provide a forum for discussion of the views and opinions of the School community on the operation of the School, its programs and services within the parameters established by the OCDSB, and to ensure that a School-wide focus is maintained;
 - b) to provide advice and recommendations to the Principal and, as appropriate, to the OCDSB and its senior staff on the development and implementation of policies, programs and services affecting the School;
 - c) to be an effective voice for promoting the interests of the School and Students;
 - d) to propose and support the planning, development and implementation of initiatives that maximize educational, social, safety and recreational opportunities and enhance the experience of all Students who attend the School.

ARTICLE 3 – RESPONSIBILITIES OF COUNCIL

1. The Council is an advisory body. The Council shall maintain a School-wide focus on issues. Council meetings are not a forum for discussion about individual parents/guardians, students, staff, trustees or other Council Members.
2. The Council may advise the Principal and, where appropriate, the OCDSB, on any matter, including, but not limited to: curriculum and program goals and priorities; responses of the School or OCDSB to achievement in provincial and OCDSB assessment programs; preparation of the School profile; preparation of the Principal profile; School budget priorities; School-community communication strategies; School-Parent communication strategies; community use of School facilities; development, implementation and review of OCDSB policies at the School level, etc.
3. The Council shall:
 - a) establish its goals, priorities, and procedures;
 - b) promote the best interests of the School community as a whole;
 - c) communicate regularly with parents/guardians and other community members to seek their views with regard to advice being provided by the Council, and to report on the Council's activities to the School community.

ARTICLE 4 – AFFILIATIONS

1. The Council may seek affiliations with other organizations that have similar purposes.
2. The OCDSB encourages school councils to elect a representative to attend meetings of the Ottawa-Carleton Assembly of School Councils (OCASC), which is an umbrella organization for school councils of the OCDSB.
3. Affiliations with other organizations (including any “umbrella” organization of the 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 five Parent representatives, who shall be elected by the parents/guardians of the School;
 - b) the School Principal;
 - c) one Teacher representative, who shall be elected by the School’s Teachers;
 - d) one community representative, who shall be appointed by Council Members;
 - e) one administrative/support staff representative, who shall be elected by the administrative/support staff;
 - f) one Student representative who is appointed by the Principal, if the Principal determines, in consultation with the Council, that the Council should include a Student.
2. Parent Members shall constitute a majority of Council Members. The Council may expand its membership provided that parents/guardians always constitute a majority of Members.
3. OCDSB employees are eligible to be parent/guardian representatives or community representatives on the Council unless they are employed at the School. The 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 Chair or Co-Chair or Vice-Chair of the Council. OCDSB trustees are not eligible to be Council Members.

4. All Council Members who are not School employees should be OCDSB ratepayers, including any community representatives.
5. Members are elected/appointed for one Term. Members can be re-elected or re-appointed for an unlimited number of Terms.
6. A person elected or appointed as a Council Member becomes a Member from the later of
 - a) the date he or she is elected or appointed; and
 - 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.
7. Members shall be elected or appointed as described in Appendix B, “Elections, Acclamations and Vacancies”.
8. The Council can identify special roles for Members, such as Lunch Program Coordinator, Fundraising Coordinator, or Ottawa-Carleton Assembly of School Councils (OCASC) representative. These roles are not considered Officers.

ARTICLE 6 – OFFICERS

1. The Officers shall be the Chair (or 2 Co-Chairs), Vice-Chair (if there are not 2 Co-Chairs), Treasurer, Secretary, Communications Officer, and Volunteer Coordinator. There shall not be more than 2 Co-Chairs. The duties of the Officers, the duties of the Principal in relation to the Council, and the duties of Council Members are set out in Appendix A “Duties of Officers and Members”.
2. Officers shall be elected by the Council from amongst the Council Members.
3. The Chair or Co-Chair or Vice-Chair of the Council must be a Parent Member and must not be an OCDSB employee. 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 five consecutive Terms.
5. A minimum of two Officers shall have signing authority for Council finances.

ARTICLE 7 – MEETINGS

1. The Council shall meet in person at least four times during the School Year.

2. The Council shall meet within the first 35 days of the School Year, after the elections of Members. The Council's first meeting can occur on the same date as the elections, immediately following the elections.
3. Special meetings of the Council may be held at the call of the Chair, or on the written request of one half of the Members given to the Secretary.
4. 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.
5. The Principal shall, on behalf of the Council, give written notice of the dates, times and locations of Council meetings to parents/guardians of the School's Students.
6. 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.
7. 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.
8. 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 10.2 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.
9. Each Council Member who is eligible to vote is entitled to one vote, including the Chair, who may vote with the other Members. The Principal is not entitled to vote in Council votes. A Council Member is eligible to vote if he/she is a current Council Member in good standing.
10. Voting by proxy is not permitted.
11. Decisions may be made using email at the discretion of the Chair or Co-Chairs. In the event a Council meeting does not have quorum and there is urgent business outstanding from the agenda, the Chair 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 Chair 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. Any issue that can reasonably be deferred to the next

in-person Council meeting shall be. Votes for expenditures greater than \$5000 shall not be conducted by email vote.

12. 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. Meetings shall normally be held at the School. If a meeting is held elsewhere, the location shall be accessible to the public.
13. A Member who is absent from three consecutive meetings and has not provided advance notice to the Chair, Co-Chair, Vice-Chair or Secretary of his/her absence will be deemed to have resigned. The Member may be reinstated by Council vote.
14. The Principal may be represented by the 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 six years.
16. At the first Council meeting of the School Year, all Members shall be given a copy of the current Stephen Leacock Public 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. Committee members shall be appointed.
3. A Council committee must include at least one Parent Member of the Council.
4. 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/guardians of Students.

ARTICLE 9 – RULES FOR CONDUCT AT MEETINGS

1. The Rules for Conduct at Council meetings shall be the following:
 - a) The Chair is responsible for managing the meeting and maintaining order.
 - b) An individual must be recognized by the Chair before he or she speaks.
 - c) The discussion and all comments by individual speakers should be directly related to the agenda item.
 - d) When a decision is required, it may be made by consensus.

- e) To move a motion, an individual begins with the statement “I move ...”
- f) Another individual must second the motion by saying “I second the motion” or by raising his/her hand when the Chair asks for someone to second the motion. This indicates that the second individual agrees in principle, and that the proposal should be discussed.
- g) Once a motion has been moved and seconded, the 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.
- h) After stating the motion, the Chair asks if the Council is ready to discuss the motion or ready to vote on the proposal.
- i) If members of the group wish to discuss the motion, the Chair opens debate. Each participant may speak to the motion. Once debate is complete, the Chair puts the motion to a vote.
- j) The 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.
- k) 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 10.2 below.

ARTICLE 10 – AMENDMENTS OF 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 11 – EFFECTIVE DATE

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

ADOPTED by the Council this 19th day of February, 2019, in Kanata, Ontario.

Appendix A - Duties of Officers and Members

1. Duties of Council Officers and Members shall be as follows:

a) Chair/Co-Chair:

- i) must be a Parent Member elected by Council Members and must not be an OCDSB employee;
- ii) acts as Chair at Council meetings;
- iii) prepares the agendas for and calls Council meetings;
- iv) acts as the official spokesperson of the Council;
- v) prepares the annual report of the School Council, including, if the Council engages in fundraising activities, a report on fundraising activities, and submits it to the Council, Principal and OCDSB Director of Education;
- vi) has signing authority for Council cheques and other documents;
- vii) facilitates the appointment of a community representative to Council;
- viii) works collaboratively with School Council Members to assign and delegate the roles and responsibilities of the School Council as outlined in OCDSB Policy;
- ix) ensures the Constitution is kept up to date and reviewed annually by Council;
- x) reads and signs the Council Constitution at the beginning of each Term as Officer;
- xi) ensures that all Council Officers read the Constitution at the beginning of each of their Terms and that all Council Officers sign a copy to acknowledge having read the Constitution;
- xii) ensures that accurate minutes and records be retained on the Council website and at the School for six years. Financial records must be retained for seven years at the School for examination without charge by any person;
- xiii) ensures that a current Principal profile is on file with the OCDSB by October 31 of each year;
- xiv) ensures, in conjunction with the Communications Officer, that there is regular communication with the School community;
- xv) communicates and coordinates regularly with the School Principal;
- xvi) ensures that parents/guardians of all Students are consulted about matters under consideration by the Council;

- xvii) ensures that fundraising activities are developed in consultation with the School community and Principal and that the Principal approves the activities on behalf of the School and OCDSB;
 - xviii) consults with senior OCDSB staff and trustees, as required;
 - xix) in the absence of a Vice-Chair, performs the duties of Vice-Chair;
 - xx) ensures the effective transition of Chair responsibilities by transferring knowledge, resources and complete records to an incoming chair upon conclusion of the Chair's Term or resignation.
- b) Vice-Chair:
- i) must be a Parent Member elected by Council Members and must not be an OCDSB employee;
 - ii) performs the duties of the Chair in the absence of the Chair;
 - iii) assists the Chair in the conduct of that office;
 - iv) regularly reviews the financial records provided by the Treasurer and has them independently audited if necessary.
 - v) reads and signs the Council Constitution at the beginning of each Term as Officer;
 - vi) ensures the effective transition of Vice-Chair responsibilities by transferring knowledge, resources and complete records to an incoming Vice-Chair upon conclusion of the Vice-Chair's Term or resignation.
- c) Treasurer:
- i) ensures the effective safe-keeping and management of Council finances;
 - ii) ensures that Council funds are kept separate from personal funds;
 - iii) ensures that timely and accurate accounting records are maintained for all revenues, expenses, assets and liabilities;
 - iv) ensures that controls established for the management of funds are adhered to and that appropriate action is taken when controls are not followed;
 - v) prepares an annual budget;
 - vi) provides an annual financial report to the Council to be included in the School Council annual report, and interim reports to the Council as necessary;
 - vii) has signing authority for Council cheques and other documents;

- viii) ensures that cheques are signed by two of: Treasurer, Chair or Vice-Chair;
 - ix) ensures any resigning Council Officers with signing authority are promptly removed and replaced on the Council's bank signature card;
 - x) reports the School Council's financial activities at each Council meeting;
 - xi) ensures that records of all financial transactions be available at the School for examination without charge by any person;
 - xii) makes financial records available for review by the OCDSB staff or external auditors, upon request;
 - xiii) reads and signs the Council Constitution at the beginning of each Term as Officer;
 - xiv) ensures the effective transition of Treasurer responsibilities by transferring knowledge, resources and complete records to an incoming Treasurer upon conclusion of the Treasurer's Term or resignation.
- d) Secretary:
- i) records Council meeting minutes, including action items and motions passed by Council;
 - ii) ensures that adequate notice of meetings and previous minutes are circulated to all Members at least one week before each meeting;
 - iii) prepares correspondence as required;
 - iv) ensures the safekeeping of Council minutes and records, and provides these for inspection to any member of the School community on request;
 - v) reads and signs the Council Constitution at the beginning of each Term as Officer;
 - vi) ensures the effective transfer of Secretary responsibilities by transferring knowledge, resources and records to an incoming Secretary upon conclusion of the Secretary's Term or resignation.
- e) Communications Officer:
- i) ensures that information is prepared and distributed as directed by the Council;
 - ii) ensures, in conjunction with the Chair, that there is regular communication with the School community;
 - iii) reads and signs the Council Constitution at the beginning of each Term as Officer;

- iv) ensures the effective transfer of Communications Officer responsibilities by transferring knowledge, resources and records to an incoming communications officer upon conclusion of the Communications Officer's Term or resignation.
- f) Volunteer Coordinator:
- i) recruits volunteers for Council activities and events using various communication methods, in coordination with specific event coordinators and the Communications Officer;
 - ii) provides support to volunteers at events, if and as required;
 - iii) reads and signs the Council Constitution at the beginning of each Term as Officer;
 - iv) ensures the effective transfer of Volunteer Coordinator responsibilities by transferring knowledge, resources and records to an incoming volunteer coordinator upon conclusion of the Volunteer Coordinator's Term or resignation.
- g) Principal:
- i) facilitates the establishment of the Council and assists in its operations;
 - ii) on behalf of the Council, provides written notice of the dates, times and locations of annual Council elections, Council meetings, and Council committee meetings to the parents/guardians of all Students at the School;
 - iii) attends all Council meetings or, when unable to do so, designates the Vice-Principal or other staff member to attend on his/her behalf;
 - iv) supports and promotes the Council's activities;
 - v) communicates with the Council Chair and other Council or committee Members as required;
 - vi) seeks input from the Council in areas for which the Council has been assigned advisory responsibility;
 - vii) acts as a resource on laws, regulations, OCDSB policies and collective agreements;
 - viii) obtains and provides information relevant to the functions of the Council, such as legislation, regulations and policies, and budgets for the School and for school-generated funds, required by the Council to enable it to make informed decisions;
 - ix) ensures that copies of the Council meeting minutes are kept at the School and are available to the public upon request;
 - x) assists the Council in communicating with the School community;

- x) on behalf of the Council, ensures a copy of the Council's annual report is available to parents/guardians of Students of the School and is presented to the OCDSB Director of Education;
 - xii) encourages the participation of parents/guardians from all groups and of other people within the School community, in the life of the School and the activities of the Council.
- h) Council Members at Large
- i) attend meetings regularly;
 - ii) participate and vote in Council decisions; Members are eligible to vote if they are current Council Members in good standing;
 - iii) participate actively in the work of the Council;
 - iv) participate in Council meetings in accordance with the Rules for Conduct at Meetings and the Council's bylaws;
 - v) participate in information and training programs;
 - vi) act as a link between the Council and the community;
 - vii) encourage the participation of parents/guardians from all groups and of other people within the School community.

Appendix B - 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 calendar days of each School Year.
- ii) A person is qualified to vote in an election of Parent Members of the School Council if he/she is a parent/guardian of a Student at the School.
- iii) A person is qualified to be a Parent Member of School Council if he/she is the parent/guardian of a Student at the School.
- iv) The Principal of the School shall, at least 14 days before the election date of Parent Members, give written notice of the date, time and location of the election to parents/guardians of every Student 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 prior to the election to the School community, along with notice of the election date and process.
- vi) Candidate submissions shall be accepted until the time voting begins. The election shall be by secret ballot and only the name of the successful candidate and the total number of votes cast will be announced. The election votes shall be tallied, recorded and announced by the Principal.
- vii) Voting by proxy is not allowed.
- viii) The Council shall not limit the number of Parent Member positions.
- ix) The Council shall maintain a list of CURRENT Members with voting rights.
- x) After the elections have occurred, a Parent may request, in writing to the Chair, 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.
- xi) A Parent Member who has been absent from three (3) consecutive School Council meetings, and has failed to inform the Chair prior to these meetings, shall be removed from the list of CURRENT School Council Members by the Chair, 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 Parent Member may request, in writing to

the Chair, 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.

b) Teacher Representative:

- i) The Teacher representative shall be a Teacher who is employed at the School, other than the Principal or Vice-Principal.
- ii) An election of the Teacher representative 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 representative if he or she is a Teacher employed at the School and is not the Principal or Vice-Principal.
- iv) The Principal of the School shall, at least 14 days before the election date of the Teacher representative, 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, the election will be declared to be by acclamation.

c) Administrative/Support Staff Representative:

- i) The administrative/support staff representative shall be a person who is employed at the School, other than the Principal, Vice-Principal or any Teacher.
- ii) An election of the administrative/support staff representative 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 administrative/support staff representative if he or she is employed at the School and is not the Principal or Vice-Principal or a Teacher.
- iv) The Principal of the School shall, at least 14 days before the election date of the administrative/support staff representative, give written notice of the date, time and location of the election to all administrative/support staff 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 Administrative/Support Staff candidate is nominated, the election will be declared to be by acclamation.

2. Appointments

a) Community Representative:

- i) The Council shall include one community representative, who shall be appointed by Council Members.
- ii) The appointment of the 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 Chair or Co-Chair of the Council. OCDSB trustees are not eligible to be Council Members.
- iv) All Council Members who are not School employees should be OCDSB ratepayers, including any community representatives.
- v) The Council may choose to appoint two or more community representatives, at its discretion.

b) Student Representative:

- i) If the Council and the Principal determine that the Council should include a Student representative, one Student representative will be appointed by the Principal, in consultation with the Council.
- ii) The appointment of the Student representative shall occur during the first 30 calendar days of the School Year.

c) Principal:

- i) The School Principal is a non-voting Council Member.
- ii) The Principal may delegate any of his or her powers or duties as a School Council Member to the Vice-Principal of the School.

3. Officers

- a) Officers shall be elected by the Council from amongst the Council Members, except the Principal.
- b) The Chair or Co-Chair or Vice-Chair of the Council must be a Parent Member and must not be an OCDSB employee. All other Officer positions may be held by any other Council Member, except the Principal.

- c) 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.
- d) The Principal shall chair the first Council meeting of the School Year, until a new Chair is elected.
- e) 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 prior to the Officer election to the School community, along with notice of the election date and process.
- f) All Council Members present at the meeting are eligible to vote for the Officers.
- g) 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.
- h) Voting by proxy is not allowed.
- i) 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.
- j) In the case of a tie vote for an Officer position, the tied candidates will draw lots to determine the election.

4. 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 this Appendix to the Constitution.
- b) A vacancy in Council membership does not prevent the Council from exercising its authority, as long as the minimum Parent Members requirement is met.
- c) 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/guardians, 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.
- d) 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 current School Year.
- e) 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.

Appendix C - Bylaws

BYLAW 1 – 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 his or her 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 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 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 meeting.
4. In the event that a Member has not disclosed a possible conflict of interest by reason of being absent from a meeting, that Member shall disclose such interest at the first meeting of the Council attended by him or her following the meeting at which the matter was discussed. In the event that 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.

BYLAW 2 – CONFLICT RESOLUTION

1. Resolution of Conflict of Opinion

- a) Every Council Member will be given an opportunity to express his or her concern or opinion about the matter at issue and how the matter has affected him or her.
- b) Speakers to an issue will maintain a calm and respectful tone at all times.
- c) Speakers will be allowed to speak without interruption for a specified length of time as pre-determined by the Chair.
- d) The Chair's responsibility is to 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.
- e) If no common ground can be identified, the Chair will seek to clarify preferences among all Members before proceeding further.
- f) If all attempts at resolving the conflict have been exhausted without success, the Chair 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 Chair or Principal will refer the matter to the Director of Education.

2. Resolution of Disruptive Behavior

- a) 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.
- b) Any attendee to a Council meeting shall comply with the guidelines and rules outlined in these by-laws.
- c) If a Council Member, or any other meeting attendee, becomes disruptive during a meeting, the Chair shall ask for order.
- d) The Chair is 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.
- e) The removal of an individual from one meeting does not prevent that individual from participating in future meetings of Council.
- f) The incident shall be recorded in the Council meeting minutes.
- g) When the Chair has requested the removal of one or more individuals from a meeting, the Chair 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.

- h) The Chair 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.
- i) An independent third party may be a OCDSB official or another individual mutually agreed on by the parties involved in the dispute.
- j) Any resolution reached at the meeting to resolve the conflict shall be signed and respected in full by all parties to the agreement.

BYLAW 3 – CODE OF ETHICS

1. A Member shall consider the best interests of all Students.
2. A Member shall be guided by the School Council's Purpose and Objectives as set out in Article 2 of the Council Constitution.
3. 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 OCDSB, and the Ontario Ministry of Education.
4. A Member shall become familiar with the School's policies and operating practices and act in accordance with them.
5. A Member shall maintain the highest standards of integrity.
6. A Member shall recognize and respect the personal integrity of each member of the School community.
7. A Member shall treat all other members of the School community with respect and allow for diverse opinions to be shared without interruption.
8. A Member shall encourage a positive environment in which individual contributions are encouraged and valued.
9. A Member shall acknowledge democratic principles and accept the decisions of the Council.
10. A Member shall respect the confidential nature of some school business and respect limitations this may place on the operation of the School Council.
11. A Member shall not disclose confidential information.
12. A Member shall limit discussions at School Council meetings to matters of concern to the School community as a whole.
13. A Member shall use established communication channels when questions or concerns arise.
14. A Member shall promote high standards of ethical practice within the School community.
15. A Member shall declare any conflict of interest, as described in Bylaw 1. A Member shall not take part in the discussion of, or vote on any question in respect of the matter on which he/she is, or could appear to be, in a conflict of interest.
16. A Member shall not receive any remuneration or benefit financially for serving as a Member or Officer of School Council.