

Montclair School Council Constitution and Bylaws

1st Edition
2010-2011

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A. Introduction

School Councils are established in each school to encourage and facilitate the involvement of parents, guardians, staff, and community members in providing quality education for all 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 in the school. The support of the community has also proven to be an enhancement to the positive learning environment. By working together as partners, we can encourage greater academic achievement and prepare our students for success as responsible individuals.

Montclair is also part of the Ontario Home and School Association. As such, the Montclair School Council works in partnership with the Montclair Home and School Association to achieve these goals. While by definition these are separate entities, it is understood that the two shall work cooperatively in their own capacities.

B. Definitions

The following standard definitions will be used throughout this document:

- **HDSB or Board** hereinafter used to refer to the Halton District School Board
- **MSC** hereinafter used to refer to Montclair School Council
- **MHSA** hereinafter used to refer to Montclair Home and School Association
- **School** from the "Ethics" section forward used to refer to Montclair Public School.

C. Mission Statement

MSC is a collaborative and co-operative body, which believes that partnerships among school, family, and community are essential to:

1. Improving student learning and achievements
2. Achieving the highest possible standards of education for our students
3. Increasing a sense of accountability for public education

D. Purpose

The purpose of the MSC is to improve student achievement and enhance the accountability of the education system to parents/guardians through the active participation of parents/guardians. The MSC affirms the right for parents/guardians to participate in their school through the school council.

The MSC will achieve its purpose by making recommendations, in accordance with the Education Act – Ontario Regulation 612/00, to the principal of the school and/or the HDSB. Recommendations may come from a standing committee around a specific issue voted on and approved at a meeting of the MSC.

The MSC will follow the directions outlined under Ontario Regulation 612/00 regarding their roles, responsibilities, and those of the school board in dealing with school councils. It is understood that by doing so the MSC will ensure consistent practices and accountability are maintained throughout the HDSB education community.

D. Purpose (cont'd)

Under the regulation, school councils have the right to make recommendations to their principal or school board on any matter. School boards and principals must seek the views of school councils in developing and revising policies and other matters that will affect student learning by considering the recommendations. They shall report to council on how they plan to act on the advice of council.

The regulation directs school boards, as part of their responsibilities, to consult with school councils on a number of specified matters, which include the development and implementation of board policies relating to, but not limited to:

1. The school board's Code of Conduct and appropriate dress code for students
2. Implementation plans for new education initiatives related to student achievement or the accountability of the education system to parents
3. The allocation of funding for school councils
4. The fundraising for school councils
5. Internal conflict resolution procedures that affect the work of school councils
6. The reimbursement of expenses for school council members
7. Action plans for student improvement based on test results from the Education Quality and Accountability Office (EQAO).

E. Ethics

MSC will operate as a non-profit organization, without financial gain for its members. Any profits to MSC will be used in promoting its purposes.

A MSC member shall not receive any financial and or non-financial remuneration for serving as a member or officer of MSC.

MSC will strive to establish positive working relationships amongst all MSC members.

MSC will seek to reach a consensus in the decision making process of the MSC.

F. Membership

The composition of the MSC will be consistent with Ontario Regulation 612/00. Members of the MSC will include representatives from each of the following five (5) categories:

1. Parent/Guardian

There shall be up to eleven (11) parent/guardian representatives who will be elected according to the inclusions in the Elections Section. The number of parent/guardian members specified for MSC shall ensure that parent/guardian members constitute a majority of the total members of MCS.

A person is qualified to be a parent/guardian member of the school council if he or she is a parent/guardian of a student enrolled in the school.

HDSB employees are eligible to run for MSC as parent/guardian representatives if they are parent/guardian(s) of a student enrolled in the school, provided they do not

F. Membership (cont'd)

work at the school. Employees must disclose their employment with HDSB on their nomination form prior to the election.

Four (4) executives of MSC shall be elected from the successful parent incumbents to the new MSC during the election held at the beginning of the school year.

- One (1) Chair
- One (1) Vice-Chair (or two (2) co-chairs for the chair and vice positions)
- One (1) Secretary
- One (1) Treasurer

MSC shall have one (1) chair and one (1) vice chair or two (2) co-chairs. A chair or co-chair(s) must be a parent/guardian member of MSC and shall be elected by the voting members of MSC. The vice-chair is to be elected by the voting members of MSC only if a chair is in place.

Should there be more than one nomination; nominees shall be allowed to make a short (1-2 minute presentation) regarding their candidacy for the position. The executive election will be by ballot voting only.

2. Community Representative

MSC may appoint one (1) Community Representative as a member of MSC.

A person can be appointed a community representative only if,

- a) He or she is knowledgeable about the community
- b) He or she does not have a child/children attending the school

3. Principal

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

4. Teacher Representative

The teacher representative will be designated a voting member of MSC. One or more teachers must attend all council meetings. However, they may job-share this position, on a rotational basis. One (1) teacher may be nominated to be the main contact.

5. Non-Teaching Staff Representative

The Principal will select one (1) non-teaching staff representative as a voting member of MSC. Non-teaching staff includes Secretaries, Educational Assistants, and Caretakers. He/she will attend all MSC meetings and the election of the new MSC.

6. Home and School Association Representative

MSC must include one person appointed by an association that is a member of the Ontario Federation of Home and School Associations, if the association is represented at the school.

G. Committees

MSC may establish committees, for specific or general purposes, as it deems appropriate to achieve its mandate and to make recommendations to MSC. The committees may include but not be limited to:

- Fundraising
- Health and Safety
- Policy
- Communication
- Special Events
- Election Committee

A committee may only act in accordance with the authority provided to them by MSC.

Every committee must consist of one (1) or more MSC member(s) and may include additional support from other parent/guardian(s). The committee will report to the MSC as appropriate.

Committee reports are to be sent to council electronically at least five (5) days before council meeting. Each MSC member will read the report prior to the meeting. The Agenda time allotted to the Committee cannot be used to re-read or re-tell the report, however clarification can be made if necessary.

H. Member Responsibilities

1. Montclair School Council

MSC shall:

- A. Consult with parents/guardians of students enrolled in the school about matters under consideration by MSC
- B. Develop an election procedure to fill vacancies
- C. Detail conflict of interest resolution requirements
- D. Provide input to the Principal to consider who will, in turn, advise council to the action taken in response
- E. Consult with the Board on matters the Board solicits from the school council as specified by Ontario Regulation 612/00 or as deemed appropriate by the Board
- F. With the assistance of Montclair Public School office staff, keep minutes of meetings and records of financial transactions available at the school for a period of four (4) years for examination, without charge, by the staff and parents/guardians of students at Montclair School
- G. Produce annual written reports of the previous year of MSC activities, including financial activities to be submitted to the Principal and HDSB by September 30th

The members of the MSC are accountable to the parent/guardians they represent and MUST:

- a) Promote the best interest of the students and the school community
- b) Maintain a school-wide perspective
- c) Regularly attend MSC meetings
- d) Be willing to participate in information and training programs
- e) Act as a link between the MSC and the community
- f) Encourage the participation of all parents/guardians within the school community

Members must (cont'd)

- g) Participate on sub-committees and assist with tasks of MSC
- h) Establish bylaws and procedures which should be reviewed annually by all members

I. Executive Roles and Responsibilities

1. The Principal

The principal of the school will:

A) Communicate

- 1. Notify each member of MSC any materials that are received by the Principal from the Ministry of Education or HDSB for MSC consideration
- 2. Help MSC communicate with the school community
- 3. Give written notices of dates, times and locations of MSC meetings to every parent/guardian at Montclair Public School
- 4. Ensure that copies of the minutes of MSC meetings are kept at the school and accessible to all parent/guardian(s)
- 5. Forward a copy of the MSC Annual Report to the Superintendent of Schools at HDSB
- 6. Give written notice to every parent/guardian regarding the date, time, and location of the MSC election at least fourteen (14) days prior to the election date
- 7. Ensure that the MSC Constitution is readily available to the school community
- 8. Review all documentation from MSC prior to distribution

B) Consult

- 1. Facilitate the establishment of MSC and assist in its operation
- 2. Seek input from MSC in areas for which it has been assigned responsibility, including but not limited to:
 - I. School policies and guidelines on school Code of Conduct, appropriate dress code for staff and students
 - II. School Improvement Plan
- 3. Consider recommendations made by MSC
- 4. Advise MSC of the action taken in response to any recommendations including the rationale for such decisions
- 5. Act as a resource and assist in obtaining information on laws, regulations, and policies
- 6. Advise MSC when they are not in compliance with HDSB policies and procedures
- 7. Review and sign all financial reports in a timely fashion

I. Executive Roles and Responsibilities (cont'd.)

1. The Principal (cont'd.)

C) Support

1. Attend all MSC meetings unless unable to do so due to illness, other priority commitment or cause beyond his/her control
2. Support and promote MSC activities
3. Encourage the participation of parents/guardians and others in the school community
4. Is one (1) of the required signing authorities on the MSC bank account along with a parent/guardian executive

The Principal will not have a vote at MSC meetings.

The Principal may delegate any of his or her powers or duties as a member of MSC to the Vice-Principal or designate of the school.

2. Chair or Co-Chairs

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

- a) Call MSC meetings.
- b) Prepare the Agenda for meetings in consultation with the Principal, ensuring the Agenda is issued at least one week prior to the meeting.
- c) Chair the meeting.
- d) Ensure that the minutes of the meeting are recorded, maintained and accessible.
- e) Communicate with the Principal.
- f) Facilitate collaborative decision-making within a democratic framework.
- g) Ensure the community is regularly informed regarding the MSC meetings through the monthly School Newsletter.
- h) Manage incoming and outgoing correspondence, ensuring appropriate communication to MSC and provide copies to the Secretary for record keeping.
- i) Consult with senior HDSB staff and trustees as required.
- j) Ensure MSC fundraising practices meet HDSB policies.
- k) Ensure MSC Constitution is reviewed annually with all council members.
- l) Co-ordinate the day-to-day activities of MSC.
- m) Prepare an annual report on the activities of MSC.
- n) In times of membership absence, make arrangements or assume the responsibility of absent members of the MSC .
- o) Review and sign all financial reports in a timely fashion.

3. Vice-Chair

MSC shall have a Vice-Chair only when one Chair is elected. The Vice-Chair will:

- a) Attend and participate in MSC meetings.
- b) Chair the meeting in the absence of the chair.
- c) Assume other MSC positions as appropriate and, as required, in times of absence of those members of MSC.

I. Executive Roles and Responsibilities (cont'd.)

4. Treasurer

The treasurer will:

- a) Comply with the financial guidelines set out by the HDSB in their "Financial Guidelines for School Councils" booklet.
- b) Ensure that the MSC has a copy of the HDSB School Council Handbook Supplement.
- c) Ensure financial transactions are documented and records maintained in a proper financial ledger.
- d) Ensure all cheques have a minimum of two authorized signatures.
- e) Ensure financial records are complete and kept up to date.
- f) Ensure financial records are retained in the school for a period of four (4) years in accordance with Regulation 612/00 Section 16.
- g) Prepare and present monthly and yearly financial reports and bank reconciliations to MSC meetings.
- h) Prepare an annual report and bank reconciliations to July 31st of each year. This report is to be available for perusal by all parents/guardians of the school. A copy of the report is to be forwarded to HDSB, by September 30th.

Note:

- i) The MSC may elect to allow the Montclair Home and School Association to handle financial transactions. In this case, the rules and regulations of the Ontario Federation of Home and School Associations shall apply.
- ii) The council Treasurer shall periodically review the financial records of the Montclair Home and School Association.
- iii) The MSC Treasurer may not act as the Montclair Home and School Association Treasurer concurrently.
- iv) Members of the Montclair Home and School Association may act as members of School Council, and vice versa. The Chair of Montclair Home and School Association may not act as Chair of School Council, and vice versa.

5. Secretary

The secretary will:

- a) Ensure activities of the MSC meeting are documented and maintained in the form of minutes, with the minutes being distributed to all MSC members, once completed and approved by a Chair and the Principal.
- b) Ensure minutes from the preceding MSC meeting are distributed to all MSC members at least one week prior to the planned date for the next MSC meeting.
- c) Ensure approved minutes of all MSC meetings are available to the school community.
- d) Ensure all documents given out at an MSC meeting are attached to the minutes.
- e) Maintain governance and ensure the protocols outlined in the *MSC Constitution and Bylaws* are adhered to.
- f) Maintain a filing system recording correspondence, minutes, agendas, reports, Constitution, and by-laws. These records are to be available to the community if requested.
- g) Maintain a current membership and contact list of all MSC members.
- h) Records of MSC incoming/outgoing correspondence, resources, and minutes to be kept of the previous four (4) years

J. Elections

Preparing for an election

An Election Process Committee should be formed at the last MSC meeting of the school year (usually done in June) to assist the Principal with the election.

All MSC elections must be held within the first thirty (30) instructional days of the new school year. The day of election is to be determined by the outgoing Chair/Co-Chairs of MSC after consulting with the Principal of the school.

On behalf of school council, the Principal of the school shall give written notice of the date, time, and location of the election at least fourteen (14) days, notwithstanding clause b), before the date of the election.

The notice of election is publicized by:

- A. Written notice being given to every child for delivery to his or her parent/guardian
- B. Written notice being given to every JK/SK student on or before the first full day of school
- C. The posting of a notice in the school in a location that is accessible to parent/guardian(s)

The Principal is to oversee the election and provide a Parent Nomination Form the School Council Position Form to all parent/guardian(s) in the school start up package.

To ensure that the interests of all members of council are represented in a balanced manner, the following guidelines will apply:

- 1) Board employees can be elected as a parent representative members, at their child's school, unless they are employed at that school.
- 2) Board employees cannot serve as parent member in the school where they work. However, they may hold the position of teacher or non-teacher representative.
- 3) Prior to being elected as parent member – in the school where their child(ren) attend, school board employees must notify the parents of the school community of their employment with the board.
- 4) Trustees cannot serve on a school council in the board where they are a trustee.

Nomination and election process

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

- 1) If only eleven (11) Parent Nomination Forms (PNF) are submitted to fill the eleven (11) seats on council, these nominees may be acclaimed. If two (2) or more parents from the same family have submitted their forms, they each may be allowed a seat on council.

J. Elections (cont'd.)

Nomination and election process (cont'd)

- 2) No one standing for election shall be a member of the election committee.
- 3) Any parent/guardian of a MSC student will be eligible to run for council. (see - Section H - Membership starting on page 3)
- 4) All candidates must complete a MSC Parent Nomination for School Council Position Form. When more than one parent/guardian member per family is running for election, both parents must declare this information on their MSC Nomination Form.
- 5) All Parent Nomination Forms must be received by the school office 5 days before the election.
- 6) All information on the PNF, with the exception of the address and phone number, will be shared with the parent/guardian community of the school at least five (5) days prior to the election.
- 7) Any parent/guardian of a MPS student will be eligible to vote, but must be in attendance to do so.
- 8) The election of parent/guardian members shall be by secret ballot.
- 9) Each ballot will list the first and last name of each parent/guardian candidate and the total number of positions available.
- 10) The ballot listing will be in alphabetical order according to last name.
- 11) An election committee member will ensure that all voters are made aware when two (2) or more parent/guardian(s) per family are running for seats on School Council.
- 12) A witness is required when counting ballots.
- 13) A ballot will be spoiled, as deemed by the parties responsible for counting, if:
 - a. A parent/guardian votes for more parent/guardian(s) than positions available
 - b. A parent does not clearly mark the ballot indicating his/her vote
 - c. A parent destroys his/her ballot
- 14) The candidates with the most votes, up to a maximum of eleven (11) parent/guardians, will form the next MSC.
- 15) Successful candidates will be notified by the Principal by the next school day. After all elected members are notified, the names of the parent/guardian representatives will be posted on the community board.

J. Elections (cont'd.)

Executive election process

- 1) The Principal shall oversee the election of the executives.
- 2) Executive positions will be filled in the following order Chair/Co-Chairs, Vice-Chair (if required), Treasurer, and Secretary.
- 3) The Principal runs the election process for the Chair/Co-Chair position(s).
- 4) A show of hands will indicate the intent of a person running for the Chair/Vice Chair or Co-Chair seat(s). Candidates unable to attend this meeting may run for a position by declaring their intent to the Principal.
- 5) If more than one person declares his/her interest in a single position, the Principal will ask the members of the MSC to elect the executives by way of a written ballot.
- 6) A majority of the votes cast by the MSC voting members present elect the executives.
- 7) The Principal shall collect and count the ballots. The Principal shall announce the successful candidate for the Chair/Co-Chair position(s) to the MSC.
- 8) A MSC member who was not successful for one position may run for any vacant position(s).
- 9) The new Chair/Co-Chair shall continue the same process set out above for the Treasurer and Secretary positions.

New Council Notice

- 1) Only the names of the successful candidates shall be made public. A list of candidates and the vote results will be kept on file with the Principal for use in the event that a vacancy on council occurs.
- 2) All individuals standing for election shall be notified of the results before the results are released to the school community.
- 3) The school council shall help the Principal ensure that the names of the new members are publicized to the school community within thirty (30) days of the election.
- 4) At the first meeting of the new council, the council shall set dates, times, and locations for its meetings throughout the year.

K. Term of Office

A person elected as a member of the MSC shall serve a term of one (1) year from the date he/she is elected or appointed to the MSC to the date of the next MSC election or earlier if he/she is no longer qualified.

K. Term of Office (cont'd.)

The Principal is a designated non-voting member of the MSC and is a member of the MSC as long as he/she is employed as Principal of the school.

A member may seek additional terms on council by completing the Parent Nomination Form for the year he/she wishes to serve and participate in the election process.

A member elected to the Executive position may serve consecutive terms in the position as determined by the HDSB guidelines.

- Chair/Co-chair/Vice-chair no limit to consecutive terms
- Treasurer may serve three (3) consecutive terms
- Secretary - no limit to consecutive terms

L. Removal of a Council Member

If the MSC perceives that the conduct of one of the MSC members is such that the MSC has lost confidence in that person and wishes to terminate his/her remaining term of office, this action requires at least one meeting notice.

Grounds for Loss of Confidence will be one or more of the following:

1. Failure of a MSC parent/guardian member to conduct himself/herself in a manner appropriate to the Mission of MSC.
2. Failure of a MSC parent/guardian member to fulfill his/her respective duties.
3. Failure of a MSC parent/guardian member to attend three (3) consecutive meetings will result in automatic loss of membership and the member will be advised by the chair/co-chair of the council.

The Principal may not be removed from MSC.

M. Vacancies

Vacancies can occur:

1. When a position(s) on the school council is not filled after the election/selection process
2. Through the resignation of a member
3. Through the removal of a member
4. When a MSC parent/guardian or community member becomes an employee of the school

In the event that a required position(s) is unable to be filled, the Principal shall endeavor to fill the vacancy, in accordance with HDSB policy

Should a parent/guardian seat become vacant during the term of council, the principal may consult the list of candidates from the Election results and contact the person with the next most votes. In a case where two or more candidates have a tie number of votes, the MSC members will elect the candidate to fill the vacant seat.

MSC shall meet a minimum of four times during the school year. MSC will strive to meet monthly, recognizing the minimum compliance requirement.

N. Meetings (cont'd.)

The first meeting of the MSC must occur within the first thirty-five (35) instructional days of the school year, after the election has been held and on a date fixed by the Principal of the school.

On behalf of the MSC, the Principal shall give written notice of the dates, times, and location of MSC meetings to every parent/guardian(s) of a student who, on the date the notice is given, is enrolled in the school. A posting of the date and time of the MSC meeting will also be on display in a location that is accessible to parents/guardian(s).

All meetings of MSC shall be open to the public and no individual shall be excluded from the meeting except for disruptive behaviour.

A meeting of the MSC cannot be held unless a quorum is present and the majority of the members of MSC who are present at the meeting are parent/guardian members.

A minimum number of parent/guardian(s) will be required for a quorum vote. This shall consist of a simple majority of members as long as the parents comprise at least half of the voting members. (Eg. If you had eleven (11) parent/guardian members on council, you would need six (6) parent members to hold a vote in order to form a quorum).

Any vote at a meeting requires a quorum. All members of MSC, excluding the Principal or his/her designate, have voting rights and may exercise them or abstain. When voting on a motion, a tie vote result will be deferred to the next meeting.

Agenda items for discussion will be established, published, and communicated by the Chair/Co-Chair at least seven (7) days prior to scheduled meeting.

New items raised which were not previously documented or communicated in the Agenda, may be introduced at the meeting and raised for information only. Such items must be recorded under new business and highlighted for action at the next meeting, unless otherwise determined by the members.

O. Rules of Order

The formal Robert Rules of Order have been included following the appendix of this document.

The following rules have been adopted from the Robert Rules of Order and are consistent with those of formal procedures recommended as standard practice. The rules contained in Robert Rules of Order, 1995 (USA) shall govern the conduct of the meetings of council, in all cases where they are applicable and are not inconsistent with any bylaws or special rules which council may adopt from time to time.

The MSC Rules for Order shall be:

1. Obtain the floor (the right to speak). An individual must be recognized by the chair/co-chair before obtaining the floor to make a motion.
2. Once an individual has the floor, he/she may make a formal proposal or motion. His/her beginning statement should begin with "I move..." All

O. Rules of Order (cont'd.)

motions must be recorded and submitted to the MSC. Motion form(s) will be submitted to the secretary.

3. Another individual must second the motion, by saying, "I second the motion." This indicates that he/she agrees that the proposal should be discussed.
4. Once the motion is made and seconded, the chair/co-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.
5. If a person in attendance wishes to discuss the motion, the chair opens the debate. Each person may speak to the question twice (2X), but no one may speak the second time until everyone has had a chance to speak once (if requested).
6. Before the motion is stated by the chair/co-chair, members may suggest modification to the motion; the mover can modify as he/she pleases, or withdraw the motion without the consent of the seconder; if the mover modifies, the seconder can withdraw the second. A new seconder is then required.
7. When the discussion is complete, the chair/co-chair asks the MSC if they are ready for the motion. After stating the proposed motion, the chair/co-chair proceeds with a vote. The vote may be conducted by a show of hands, by standing or by ballot. Proxy voting will not be allowed at any time.
8. The required votes needed to pass the motion will be the majority (e.g. fifty plus one (50+1)). In case of a tie, the motion is not lost. It may be put forward for further discussion at the next MSC meeting.

P. Conflict of Interest

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

When a MSC member finds him/herself in a conflict of interest position regarding an issue under consideration by the council, the member must:

1. Declare that he or she is in a conflict of interest situation.
2. May not participate in any further discussion of the conflict issue and can, at the discretion of council members, be requested to leave the meeting while the item is discussed/voted on.
3. The member is not allowed to vote on the issue or be a part of the resolution on the issue.

Example:

The school council is discussing the construction of a new playground and possible contractors. The brother of a parent member of the school council is a building contractor, who intends to bid on the contract. The council member could, therefore, find him or herself in a potential conflict of interest situation.

Q. Conflict Resolution

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

- a) Be proactive. Positive interpersonal relationships are critical to effective organization. Most issues can be resolved if they are brought forward and addressed early during the meeting.
- b) Gather as much information about the situation as possible.
- c) If the conflict is between two members of MSC, the Chair/Co-chair/Vice-chair or Principal should encourage dialogue between the parties to determine their differences and act as facilitator as necessary. Most situations can be resolved at this point through co-operation amongst those involved. The Principal may also be able to clarify policy or legislation and offer other assistance or direction.
- d) If the conflict involves a number of members on the MSC, then the issue is placed on the Agenda and sufficient time is given for everyone to present their viewpoints in an effort to come to some resolution.
- e) When a Chair/Co-chair is directed by a member of the MSC to obtain clarification from HDSB, a School Trustee or outside agency, they shall obtain the necessary information and report to council to discuss before any further action or decision is made by MSC.
- f) Speaking to a local HDSB School Trustee at any time should be encouraged, but not used in exclusion to the above-recommended process.

R. Fundraising

MSC may engage in fundraising activities if they are to raise and spend funds for the purpose approved by the HDSB or authorized by any applicable policies established by the HDSB.

It is understood that all fundraising for MSC is to be done under the direction of the MHSA. Fundraising cannot be done for an individual class/objective. Fundraising must follow the guidelines set out by the HDSB in their booklet "Financial Guidelines for School Council."

S. Annual Report

MSC shall submit a written Annual Report concerning its activities and Financial Statements to the Principal of the school and the HDSB.

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

T. Amendments

This constitution may be amended by approval of council members present at a regular council meeting. A request for such an amendment should be identified at a regular council meeting for council members to consider, providing it is within the guidelines of Regulation 612/00. At the following council meeting, a motion can be made to accept the change(s) to the constitution.

A majority vote of two-thirds (2/3) to accept the amendment is required from the parent members in order to make the change in the constitution. Should a consensus not be reached at this time, changes may be suggested to the motion for council to consider at the following monthly meeting.

This constitution will be reviewed by council every two (2) years and updated if necessary by a sub-committee of the MSC.

Appendix

Reference Sources

1. Education Quality and Accountability Office (EQAO) –
www.eqao.com
2. Ministry of Education School Council Documents –
www.edu.gov.on.ca/eng/general/elemsec/council/
3. Ontario Parent Council (OPC)
www.ontarioparentcouncil.org
4. Ontario Regulation 612/00 (School Councils) –
http://192.75.156.68/DBLaws/Regs/English/000612_e.htm
5. Robert Rules of Order / Quick Summary
www.robertsrules.org/
6. School Council: A Guide for Member Handbook, 2001
<http://www.edu.gov.on.ca/eng/general/elemsec/council/councile.pdf>
7. School Council Handbook Supplement – Quick Reference Guide, 2008
www.hdsb.ca
8. School Council Regulation and Ontario Regulation 613/00
9. The Education Act, 1998, s. 170 (1), 17.1 and 170 (3)

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Ralph Mitterhuber former student of Falgarwood Public School in 1966

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Robert's Rules of Order - Summary Version

For Fair and Orderly Meetings & Conventions

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies requires all questions to be thoroughly discussed before taking action.

The assembly rules - they have the final say on everything.
Silence means consent.

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr. /Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order. Must be recognized by the Chair before speaking.
- Debate cannot begin until the Chair has stated the motion or resolution and asked, "Are you ready for the question?" If no one rises, the chair calls for the vote.
- Before the motion is stated (the question) by the Chair, members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair. Motion/Resolution - Amendment - Motion to Postpone
- The member moving the "immediately pending question" is entitled to preference to the floor.
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once.
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives.
- The agenda and all committee reports are merely recommendations. When presented to the assembly question may be asked, debated, and changes may occur.

The Rules

Point of Privilege: Pertains to noise, personal comfort, etc. - may interrupt only if necessary.

Parliamentary Inquiry: Inquire as to the correct motion - to accomplish a desired result, or raise a point of order.

Point of Information: Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."

Orders of the Day (Agenda): A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)

Point of Order: Infraction of the rules, or improper decorum in speaking must be raised immediately after the error is made

Main Motion: Brings new business (the next item on the agenda) before the assembly

Divide the Question: Divides a motion into two or more separate motions (must be able to stand on their own)

Consider by Paragraph: Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble cannot be considered until debate on the body of the paper has ceased.

Amend: Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions

Withdraw/Modify Motion: Applies only after question is stated; mover can accept an amendment without obtaining the floor

Commit /Refer/Recommit to Committee: State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).

Extend Debate: Applies only to the immediately pending question; extends until a certain time or for a certain period of time

Limit Debate: Closing debate at a certain time, or limiting to a certain period of time

Postpone to a Certain Time: State the time the motion or agenda item will be resumed

Object to Consideration: Objection must be stated before discussion or another motion is stated

Lay on the Table: Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending

Take from the Table: Resumes consideration of item previously "laid on the table" - state the motion to take from the table

Reconsider: Can be made only by one on the prevailing side who has changed position or view

Postpone Indefinitely: Kills the question/resolution for this session - exception: the motion to reconsider can be made this session

Previous Question: Closes debate if successful - may be moved to

"Close Debate" if preferred

Informal Consideration: Move that the assembly go into

"Committee of the Whole" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.

Appeal Decision of the Chair: Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business

Suspend the Rules: Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified