

**Douglas Harkness Elementary School**  
**School Council By-Laws**  
**Developed: February 2016, Enacted: March 7, 2016**  
**Amended: September 14, 2017**

**ESTABLISHMENT**

ESTABLISHMENT DATE: Monday, September 9<sup>th</sup>, 2013

NAME OF SCHOOL COUNCIL: Douglas Harkness School Council

The Principal and parents in attendance, by their votes, certify the establishment of a School Council. Formed by way of a properly constituted Establishment Meeting held on the Establishment Date at which:

1. 2 Co-Chairs (Trina MacLeod, Brandi James), Vice Chair (Shanna Milton), Treasurer (Pippa Warhurst) and Secretary (Madhab Dulal)
2. Seven or more parents were in attendance and with a majority of parents voting determined:
  - a. The size of our School Council
  - b. The model of governance of our School Council
  - c. An election of parents to become Officers of the School Council Executive

DATED on the Establishment Date.

---

**MISSION STATEMENT/PHILOSOPHY**

The mission of Douglas Harkness School is to foster a school culture that honors diversity and encourages students to become lifelong learners and contributing members of society.

In meeting the needs of each individual student, school expectations emphasize socially responsible behaviour that includes respect for the rights and well-being of others, property and self. Discussions with children will center on three pillars: Take Care of Yourself, Take Care of Others, Take care of Our Place.

The role of the Douglas Harkness School Council is to support the mission of Douglas Harkness School in as many ways as possible through discussion and collaboration with school leadership, teachers and parents.

The School Council will work together with Douglas Harkness School to create an effective learning environment which will enable our students to achieve their full potential.

All members of the School Council are encouraged and expected to uphold the guiding principles as defined by the School when making decisions or providing advice.

We envision a learning environment where Staff and Parents/Guardians work jointly to create an authentic and effective learning experience for our children.

### **AUTHORITY**

The School Council derives its authority to participate in the education of our students through Alberta Provincial Legislation, specifically *Section 22* of the *School Act*, and the School Councils Regulation which supports it.

### **DEFINITIONS**

For the purposes of this document, unless context states or implies otherwise;

- a. “Annual General Meeting (AGM)” refers to a special meeting held once per year separate from regular monthly meetings of the Council.
- b. “Alberta School Councils’ Association (ASCA)” refers to the province of Alberta group which provides support and guidance to school councils
- c. “Board” or “School Board” refers to the Calgary Board of Education.
- d. “Community” refers to the neighborhood and geographical surround around the physical building that is called Douglas Harkness School except where context suggests otherwise.
- e. “Council” refers to the Douglas Harkness School Council.
- f. “Event Coordinator” refers to an individual who has volunteered to take the lead to run a School Council event (ie. Movie night, fun lunch)
- g. “Executive” refers to the individuals who have been voted into specific roles on the Douglas Harkness School Council (Chairperson, Vice Chairperson, Treasurer, Secretary etc.).
- h. “Handbook” refers to the school council handbook provided by the Calgary Board of Education (CBE) for the current year unless otherwise specified.
- i. “Members” refers to the individuals who comprise the Executive Committee of the Douglas Harkness School Council, the Principal and teacher representatives. All parents/guardians of students enrolled at Douglas Harkness are eligible to be members of the Council.
- j. “Parent(s)” refers to both parents and guardians of children who are enrolled in various educational programs at Douglas Harkness School.
- k. “PIPA” refers to the province of Alberta’s Personal Information Protection Act
- l. “Public” refers to any individual outside of the School Population who may make a request for documentation but has no affiliation with a specific group or governing body.
- m. “Regulation(s)” refers to the information provided in the Administrative Regulation documents developed by the Calgary Board of Education (CBE) effective June 17, 2015 under the School Act.
- n. “School” refers to Douglas Harkness School (DHS).

- o. "School Population" refers to the learning leaders, teachers, support employees and students who inhabit the school on a day-to-day basis.
- p. "School Act" refers to the Province of Alberta School Act which is current as of August 4, 2017.
- q. "Society" refers to the Douglas Harkness Parent Society, the primary fundraising group; a formal group of parents, incorporated under the Societies Act for the purpose of raising funds for the school. A society is a separate legal entity from the school council (as defined by the CBE School Council Handbook)
- r. "Special Meeting" refers to a meeting called between regularly scheduled meeting dates due to an emergency situation or petition by parents.
- s. "Special Resolution" refers to a decision made through voting by the Executive Committee during a Special Meeting.
- t. "Staff" refers to individuals who are employed by the Calgary Board of Education for work specifically within Douglas Harkness School (this encompasses both teachers and support staff employees).

### **PURPOSE/GOALS**

1. To encourage meaningful involvement and participation from our Parents, Principal, Staff and interested parties from the community surrounding Douglas Harkness School.
2. To effectively facilitate collaboration among all the concerned participants of our school population and parents/guardians so that we may work together to promote the well-being and success of our children and thereby enhance learning.
3. To seek the views of parents and students through questionnaires, informal discussion or topic-specific meetings and then to represent those views actively and accurately to the school principal and/or the CBE Board of Trustees.
4. To support the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning.
5. To aid and promote the development of a common vision for our school.
6. To facilitate communication, planning and resource allocation regarding programs which are of benefit to our school and community.

7. To provide a forum to share information or resources in order to strengthen communication between parents, the school and its community.
8. To provide advice (i.e. input) to the Principal on issues of importance such as: the school philosophy, mission and vision, school discipline policies, school improvement plans, student programs and budget allocations.
9. To provide opportunities for families to come together outside of regularly scheduled teaching hours for the purposes of fundraising, school population community development and continued learning.

### **MEMBERSHIP**

The majority of members of the School Council shall be parents of students enrolled at the school.

The Council membership consists of:

- a. The elected members of the Executive Committee
- b. The principal (or their designate) of Douglas Harkness School
- c. The teachers of Douglas Harkness School
- d. All parents/guardians of a child/children actively enrolled at DHS\*

We believe it is the responsibility of each member of our School Council to base all of his or her considerations in the interest of the “common good” of all students in our school and to act in the best interest of all the students within our school.

**Ineligibility:** A member is ineligible for a position on the School Council if that person no longer meets the qualifications of the School Act and/or these Bylaws. (E.g. a Parent who no longer has a student enrolled in the school; a teacher that is no longer employed at the school).

\*Where voting is concerned, the term “member” or “membership” refers solely to the individuals present at a monthly meeting, AGM or Emergency/Special meeting and does not include individuals who meet the criteria to act as members but who are not present to participate.

### **EXECUTIVE COMMITTEE**

The Executive Committee of Douglas Harkness School Council will be an elected group of individuals who are parents of students enrolled at the school.

The term of office for each elected Executive member shall be one year.

Individuals (with the exception of the Chairperson) may hold more than one position on the Executive Committee but may not exceed two positions held by any one individual. The Chairperson must not hold any additional positions on the Executive Committee.

The Executive Committee must be comprised of a minimum of three individuals who are parents of children currently enrolled at Douglas Harkness School.

The Executive **must** include:

- a. Chairperson or Co-Chairs (2)
- b. Vice Chairperson (not required when co-chairs have been elected)
- c. Treasurer
- d. Secretary

The Executive **may also** include optional positions:

- a. Volunteer Coordinator
- b. Key Communicator
- c. Members at Large

The Executive **must not** include:

- a. The principal
- b. Teachers
- c. Individuals who are not the parents/guardians of students enrolled at DHS

**Removal:** In the event that a member of the Executive Committee becomes unable to perform their duties, is absent from two consecutive meetings or is absent from three or more Council meetings during the year, that member is subject to the loss of their position on the Executive Committee.

The individual will be notified by the Chairperson a minimum of two weeks (14 days) before the next regularly scheduled meeting and given an opportunity to explain their limitation or absence.

If it is determined that the individual cannot reasonably continue in their current role and the individual does not choose to voluntarily resign their position, a vote for removal by Special Resolution will be proposed by the Chairperson to the remaining Executive Committee members.

Approval of the Special Resolution will be accepted if a 2/3 majority of remaining Executive Committee members (not including the individual in question or the Chair) vote in favor of removal.

The individual who has been removed from the Executive Committee will no longer serve in their previous role but will maintain the right to participate in School Council as a member at large with the attendance and voting rights which membership provides.

**Withdrawal/Resignation:** A committee member may withdraw/resign by providing notice in writing to the Chair (or Co-Chair) and the Principal. If the withdrawing Member is the Chair, written notice should be given to the Vice-Chair and the Principal.

**Vacancies:** The school council may appoint qualified persons to fill vacancies in the Executive Committee. If such vacancies exist at a time other than during voting at the AGM, new officers may be elected at the next scheduled monthly meeting.

### **DUTIES OF THE EXECUTIVE COMMITTEE MEMBERS**

The Executive Committee shall be comprised of (at minimum) a Chairperson, Vice-Chairperson, Secretary and Treasurer.

Additional Executive positions have also been suggested. In the case where there are not enough individuals to fulfill each optional position, the optional position in question can be combined with one of the mandatory positions.

#### **A. Chairperson**

It is expected that the School Council Chairperson will be a parent of a student attending the school. The position of Chairperson can never be held by the principal of the school.

Unless otherwise delegated, the Chairperson of the School Council will:

1. Chair all meetings of the School Council;
2. Coordinate with the principal to establish meeting agendas;
3. Communicate with the principal on a regular basis;
4. Call regular School Council meetings;
5. Decide all matters relating to rules of order at the meetings;
6. Follow existing School Council operating procedures;
7. Ensure that minutes are recorded and maintained;
8. Have general supervision of all activities of the School Council;
9. Be the official spokesperson of the School Council;
10. Ensure there is regular communication with the school population and parents/guardians, beyond those individuals who are present at Council meetings;
11. Stay informed about school board policy that impacts School Council;
12. Have signing authority, if required, on any financial accounts together with the treasurer and at least one other member of the Executive Committee;
13. Submit an annual report in conformance with the Regulations.

#### **B. Vice Chairperson**

Unless otherwise delegated, the Vice-Chairperson of the School Council will:

1. In the event of resignation, incapacity or leave of absence of the Chairperson, fulfill the Chairperson's responsibilities;
2. In the absence of the Chairperson, supervise the affairs and preside at any meetings of the School Council;
3. Work with and support the Chairperson in agenda preparation;
4. Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of the School Council;
5. Assume responsibility, in consultation with the School Council, for communicating with the fundraising society or other parent groups within the School;
6. Promote teamwork and assist the Chairperson in the smooth running of the meetings;
7. Keep informed of relevant school and school board policies;
8. Prepare to assume the position of Chairperson in the future;
9. Have signing authority, if required, on any financial accounts together with the Chairperson and/or the treasurer;
10. Aid the Chairperson and undertake tasks assigned by the Chairperson.

#### **C. Secretary**

Unless otherwise delegated, the Secretary of the School Council will:

1. Act as a recorder at each meeting and ensure the minutes accurately reflect the directions agreed to at the School Council meeting
2. Keep minutes, correspondence, records and other School Council documents. All of which will be kept in a secure location at Douglas Harkness School.
3. Maintain a dated record of all the members of the School Council who have knowingly provided their contact information, in compliance with the Personal Information Protection Act (PIPA)
4. Distribute notices of meetings and other School Council events as required
5. Ensure all materials relating to the School Council including resources (Alberta School Council Resource Manual), all meeting minutes and any relevant documents are available to the public in an accessible location in the School
6. Provide copies of meeting minutes to the attendees from each meeting and to the general population of the school within 10 days post-meeting and a minimum of two weeks (14 days) before the next scheduled meeting. Distribution shall occur by email, post on the school website *and* by hard copy posted on the School Council bulletin board.

In the absence of the secretary, the Council Chairperson shall choose a recording secretary for the meeting from the Executive Committee members who are present.

#### **D. Treasurer**

Unless otherwise delegated, the Treasurer of the School Council will:

1. Keep accurate records of all financial transactions.
2. Ensure that records are available upon request of the school board or public and maintain these records in a secure location at Douglas Harkness School.
3. Be responsible for the deposits of all monies paid to the School Council in whatever bank, trust company, credit union or treasury branch the School Council may order.
4. Have signing authority on any financial accounts together with the Chairperson and/or Vice Chairperson.
5. Present a full, detailed account of receipts and disbursements to the School Council whenever requested by the School Council and prepare the financial statements for the annual report.
6. Supervise the affairs and preside at any meetings of the financial committee (if such a committee is formed).

#### **E. Volunteer Coordinator (Optional)**

Unless otherwise delegated, the Volunteer Coordinator of the School Council will:

1. Take responsibility for the collection of information of volunteers at the school
2. Will make contact with volunteers when a need arises for help for school functions, activities and events. Whenever possible, any contact made with the families and volunteers of DHS should be made via appropriate school channels. For example, phone calls will be made using school phone lines and emails will be sent from the School Council email account.
3. In the absence of an event coordinator (unique to each event) the Volunteer Coordinator will act as point-person during events to provide instructions to volunteers.

#### **F. Key Communicator (Optional)**

Unless otherwise delegated, the Key Communicator of the School Council will:

1. Attend meetings held by CBE and the Alberta School Council Association (ASCA) with another Executive member or parent whenever possible
2. Participate in the Board of Trustees' "Council of School Councils"
3. Report back to School Council the discussions from CBE and ASCA meetings
4. Act as a liaison between School Council and outside groups (government agencies, neighborhood businesses, vendors)



## **CODE OF ETHICS**

### **All School Council members shall:**

1. Be guided by the mission statements of the School and School Council;
2. Endeavour to be familiar with the School's policies and operating practices and act in accordance with them;
3. Practice the highest standards of honesty, accuracy, integrity and truth;
4. Recognize and respect the personal integrity of each member of the School population;
5. Declare any conflict of interest;
6. Encourage a positive atmosphere in which individual contributions are encouraged and valued;
7. Apply democratic principles;
8. Consider the best interests of all students;
9. Respect the confidential nature of some school business and respect limitations this may place on the operation of the School Council;
10. Not disclose confidential information;
11. Limit discussions at School Council meetings to matters of concern to the School population as a whole (limit gossip, personal conversations or discussion relating to only one classroom without concern for the greater school population);
12. Use the appropriate communication methods when questions or concerns arise within the school population, surrounding community or with vendors (use school council email account rather than personal accounts, conduct discussions with parents/community members/students in partnership with at least one other Executive committee member, Principal or Assistant Principal whenever possible);
13. Promote high standards of ethical practice within the School population;
14. Accept accountability for decisions;
15. Not accept payment for School Council activities.

## **GOVERNANCE and DECISION MAKING**

School Council will operate under a Town Hall Model where membership consists of:

- a. The parents of students enrolled in Douglas Harkness School
- b. The principal of Douglas Harkness School
- c. Teachers at Douglas Harkness School

Between monthly School Council meetings, it is acceptable for the Executive Committee of the School Council to discuss and vote on situations and/or decisions pertaining to the business of Council through electronic mail (email) when an in-person meeting is not possible. Such discussions must be saved or transcribed and recorded by the Council Secretary and presented in hardcopy at the next scheduled School Council

meeting. No decision will be considered approved unless all participating Executive members confirm receipt of the email and express understanding of the topic at hand.

Within the Town Hall model the Executive Committee, Principal, Assistant Principal, teachers and parents are entitled to participate in any and all voting opportunities. *(The Chairperson of the Executive Committee is requested to abstain from participation in voting opportunities except when a tie-breaking vote is required.)*

Votes need to be taken to: elect an Executive Committee, for decisions/opportunities that may impact school operations, decisions having a financial impact to the Council, or for changes to these governing by-laws.

Proxy voting will not be allowed.

The voting process will be as follows:

1. The topic with which the vote is concerned will be presented by an interested party. This individual will describe the topic and associated details to the group present at the meeting.
2. The Council will engage in a time of discussion. At this point all views and observations are to be established and heard.
3. The Chairperson of the meeting will ask for a specific motion to be approved from the presenter or an individual member of the Council.
4. Once an initial motion for vote is received, the Chair will ask for an individual to second the motion.
5. The Chair will ask for a vote from the Council. Votes will be taken first by asking for all who are in favor, secondly by asking for all who are opposed. In the case of a tie, the Chairperson will be asked for a vote which would be the tie-breaker.
6. A vote will be considered to have passed when the majority (greater than or equal to 51%) of votes are in favor of the proposed item.
7. Actions arising from the result of the vote will be discussed, tasks assigned and results recorded in the meeting minutes.

School Council will endeavor to communicate to all concerned participants of our School population and parents/guardians, the reasons and justification for any decisions made by Council and the principles upon which those decisions were based. This communication may take the form of notices, phone calls, email from the School Council Executive or information sharing between teachers and students in the classroom.

Motions must be made to introduce a new piece of business or to propose a decision or action. Some examples during School Council meetings are:

1. Approval of meeting agenda and/or minutes
2. Financial decisions related to purchases outside of standard Council operating costs
3. Changes to planned calendar items

## **MEETINGS**

Except for the Annual General Meeting it is expected that at least five days prior notice will be given for all regular meetings and proceedings and that such notice will be given by as many of the following practices as are applicable to the School:

- a. Inclusion of dates in the DHS yearly calendar
- b. Notices sent home with Students
- c. Communicated through electronic mail or computer generated voice message or Social Media outlets (Facebook or Twitter)
- d. Included in newsletters
- e. On the school website
- f. Listed in the Principal's blog as "coming events"

### **Monthly Business Meetings**

Council will meet once a month during the school year. Meetings will not be held in July.

Whenever possible meeting agendas will be made available to the general population of the school and parents one week prior to the meeting via email and/or online on the school website.

The first official meeting of School Council must be held before the end of September.

School Council will meet a minimum of 7 times throughout the year. Grounds for cancellation of a meeting include: absence of quorum, date conflict arising from school holidays (particularly in December/January) or lack of an elected Executive Committee.

Meetings will take place at the school unless indicated with a 15 school day notice to change the location.

Special meetings of the School Council may be called by the Executive or at the written request of 10 parents from DHS.

### **Quorum**

Quorum will be attained when a minimum of two members of the current Executive Committee are present, the majority of individuals at a meeting are parents *and* the principal (or designate) is present.

In the absence of a quorum:

1. No motions may be considered or approved.
2. If a majority of parents and School Council Executive Members at the meeting agree to proceed in the absence of a quorum, the School Council will continue the meeting for purposes of discussion of issues, but point 1 (above) will continue to apply.

### **Annual General Meeting**

The Annual General Meeting (AGM) will be held at the Council meeting in September and/or within 30 days of the first day of the regular school year, whichever is sooner

The AGM will be advertised throughout the school and to the general school population at the beginning of the school year and until the date of the AGM.

The AGM should be planned by the past Chairperson of the Executive Committee from the previous year and the Principal. In the absence of a previous Chairperson, the meeting can be led by the Principal and another member of the past year's Executive Committee.

Quorum for the AGM will be met when the majority of attendees are parents, a minimum of one previous Executive Committee member and the principal (or designate) is present.

During the AGM, the following business must take place:

1. Election of officers to the Executive Committee
2. Presentation of the Financial Statement from the previous year
3. Proposed by-law/operating procedures amendments
4. Plans and Budget proposal for the upcoming year
5. Discussion of any major issues for which parents should have input, such as: changes to the mission/vision of the school, major changes to the school programs or focus, formal evaluation of the school council

### **Emergency Meetings/Special Meetings**

Special Meetings may be held with a minimum of 24 hour notice to the Executive Committee for discussion of special circumstances or requests which require a response and/or vote from the School Council sooner than the next regularly scheduled

School Council monthly meeting. For example: interim financial decisions/requests, change to future scheduled meeting times or discussion of conflict.

The quorum for the transaction of business at a Special meeting must consist of minimum three Members of the School Council Executive.

During Special Meetings the Executive Committee is authorized to make purchase decisions up to \$1000 without being required to take the decision to a vote by the membership at large who are not present at the Special Meeting.

Emergency meetings can be called:

1. At the request of the Chair/Co-Chair
2. At the request of the Principal
3. At the request of at least one member of the School Council (as defined in “Membership” above)
4. By petition signed by at least ten individuals from the school population.

The Chairperson must ensure that in all cases an Emergency Meeting is held within twenty-one days of the request.

If an emergency meeting requires the presence of the greater school population, a minimum of seven days of notice to the parents and staff of Douglas Harkness School is required.

## **COMMITTEES**

At the discretion of the School Council Executive sub-committees may be created to perform specific tasks and meet specific needs. Such committees are subject to the by-laws which govern the Council.

A committee should have at least one member of the Executive participating in the committee business.

Committees will keep accurate minutes of their meetings and provide hardcopy of their minutes to the Secretary of the School Council at the next monthly School Council meeting for inclusion in the records of School Council business.

The term or life-span of a committee will be determined at the time the committee is created and is to be recorded in the minutes of the meeting in which the committee is developed.

## **SCHOOL COUNCIL AND PARENT SOCIETY**

It will be the mandate of all members of School Council to maintain distance between the business of the School Council and the business of other groups within the school, particularly that of the Parent Society.

Where members of the Executive Committee of the School Council are involved in both Council and Society each member will endeavor to maintain separation between the two groups. No member of the Executive Committee will hold the same position in both the School Council Executive Committee and the Executive Committee of the Parent Society.

School Council will refrain from discussing the business of Parent Society during regularly scheduled Council meetings. The Chairperson of School Council may ask for periodic updates from the President of the Parent Society to be scheduled during regular monthly meetings, however, discussion of topics brought forth in such a situation must be postponed until the next scheduled Parent Society Meeting.

## **FINANCES**

The finances of the School Council will be under the jurisdiction of the elected Treasurer.

The fiscal year for the financial activities of the Council will be between July 1<sup>st</sup> and June 30<sup>th</sup>.

School Council will appoint a minimum of 3 signing authorities from the elected members of the School Council Executive Committee to be responsible for disbursement of cheques and payments. Two (2) of these officers are required to sign cheques or execute agreements at all times.

Whenever possible, the Treasurer should be the primary signatory on disbursements. In an emergency situation where a cheque or cheques are required and the treasurer has not, or is unable to, respond to the requests of the Chair for at least 7 days, the 2 other signors may make the disbursement of funds. A detailed written expense report must then be submitted to the Treasurer within 24 hours.

Financial statements from the Council's current banking institution will be stored at Douglas Harkness School throughout the year and used to reconcile incoming and outgoing transactions.

Cheques will be stored at Douglas Harkness School throughout the year.

An annual financial report will be produced by the Treasurer in conjunction with the Chairperson each year before September 30<sup>th</sup> to submit as part of the Annual Report to CBE.

Any and all funds received by School Council will be counted and maintained in dual custody at all times, with the exception of bank deposits which may be carried out singularly by the Executive Committee Treasurer.

All funds received by School Council will be held in the school safe until such time as the Treasurer can make deposit at the bank.

### **FUNDRAISING**

The School Council may participate in small, infrequent fundraisers as a means to contribute to the overall well-being of our students, staff and building; as well as to recoup costs associated with offering programs and fun lunches.

Any funds procured or raised during the fiscal year, shall be used in the same year for the benefit of the School or must be assigned for specific use within the upcoming fiscal year (eg. Funds from fun lunches and movie nights may be set aside to hold a balance in the Council bank account over the summer in order to pay for the ACF viewing licence which is due to be renewed in October)

School Council must not participate in any fundraising activities which require a gaming license from the Alberta Gaming and Liquor Commission such as bingos, casinos or raffles. Any fundraising pertaining to these events will fall under the jurisdiction of the Parent Society and must not cross over with School Council business.

### **DOCUMENTS**

#### **ANNUAL REPORT**

The School Council must prepare and provide an Annual Report to the Calgary Board of Education before September 30 of each year as stipulated in the School Act. If possible, the Board of Trustees would appreciate the report even earlier at the end of June.

This report must include:

- a) Summary of the activities of the School Council for the previous year
- b) A financial statement relating to money handled by the School Council for the previous year,

- c) A copy of the minutes for each meeting of the School Council held for the previous year

In addition, the School Council shall make the annual report available to all concerned participants of the School population.

### **MEETING RECORDS (MINUTES, AGENDAS, NOTES)**

The school council shall maintain records of its minutes and proceedings. These records will be available for inspection by concerned participants of the school population upon request.

Wherever possible, records will be accumulated, catalogued and held on the premises of Douglas Harkness School.

### **CONFLICT RESOLUTION**

The School Council shall abide by the Conflict Resolution Procedures outlined in the school board's policies and regulations. If none exist, the School Council shall apply every effort to resolve internal conflicts using the steps outlined in these Operating Procedures.

If at any time, ten (10) parents, or fifty percent (50%) of the Executive Committee members of the School Council, are of the opinion that the School Council is in a state of conflict such that its operation is significantly impaired, they may deliver a written request signed by them to all School Council members, and the following will apply:

1. The Chairperson will call a Special Meeting of the School Council.
2. The Secretary will provide a minimum of five (5) days' written notice to all parents and School Council members of the date, time, place and purpose of the Special Meeting.
3. At the Special Meeting, all parents and School Council members present will have an opportunity to hear and discuss the issues causing conflict.
4. On motion, seconded by any parent or School Council member present at the Special Meeting, a vote shall be held respecting a proposed resolution to the conflict.
5. If the combined majority of parents and School Council members present vote in favour of the resolution proposed, the School Council will immediately act upon the resolution.

### **PRIVACY**

The School Council shall adhere to the Personal Information Protection Act (PIPA), and shall not use or share personal information for purposes other than those of School Council business.



### **DISSOLUTION**

The Minister (of Education), on the request of the board, may dissolve a school council without notice at any time if the Minister is of the opinion that the school council is not carrying out its responsibilities in accordance with this Act and the regulations

These Bylaws shall come into force when approved by a majority of Members of the School Council who vote at a meeting of the School Council called for that purpose.

These Bylaws are certified to be effective on \_\_\_\_\_  
(Date)

Approved by:

\_\_\_\_\_  
(Chair)

\_\_\_\_\_  
(Principal)