

# Kanata Highlands Public School School Council Constitution and By-Laws

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## **1. Definition of the School Council**

The School Council for Kanata Highlands Public School is constituted under the *Education Act, 1998* and specifically the Ontario Regulation 612/00. It is a volunteer group of members of the school community – parents/guardians, community representatives, teachers, administrators and support staff – dedicated to improving the school environment and student achievement, and enhancing the accountability of the education system to parents/guardians while strengthening partnerships with the community.

The Constitution and by-laws governing the conduct of School Council affairs comply with Board Policy P.014.SCO and School Council Procedure PR509.SCO.

## **2. Definition of Terms Used in this Document**

Board is the Ottawa-Carleton District School Board under whose jurisdiction the school falls.

Chair is the Kanata Highlands Public School Council elected official from amongst the Parent/Guardian representatives of Kanata Highlands Public School Students.

Constitution is the Kanata Highlands Public School Council Constitution including all attachments and by-Laws.

Council is Kanata Highlands Public School Council.

Member is a member in good standing of the Council.

Parent/Guardian is the birth parent, adoptive parent or the legal guardian of one or more students at the school.

Principal is the Principal of Kanata Highlands Public School.

School is Kanata Highlands Public School (KHPS), Kanata, Ontario.

School Year shall be from September 1<sup>st</sup> to August 31<sup>st</sup>.

Staff is the staff at Kanata Highlands Public School.

Student is a student currently enrolled at Kanata Highlands Public School.

### **3. Objectives of the Council**

#### ***A. Build relationships:***

- Establish and maintain a partnership between the School and Parents/Guardians;
- Serve as a liaison between the School, the Board, Parents/Guardians, Students and the community and develop strong relationships among all stakeholders;

#### ***B. Provide a forum:***

- Provide a forum in which the School, Staff, Parents/Guardians and community representatives may discuss issues and solve problems relating to the Students' achievement and school experiences;
- Provide a forum in which educational issues, Board policies and operating procedures, and school practices may be discussed;

#### ***C. Provide advice and recommendations***

- Provide advice and recommendations to the Principal and, as appropriate, to the Board and its senior staff on the developments and implementation of policies, programs and services affecting the School;
- Propose initiatives aimed at maximizing educational, social, safety and recreational opportunities and enhancing school life;

#### ***D. Provide a positive school environment:***

- Work together to provide a positive school environment in which the Students may grow consistent with the School's motto: Be Open ~ Be Curious ~ Be Kind;
- Ensure that the majority of the funds raised during a School Year are used for the benefit of the Students.

### **4. Jurisdiction of the Council**

The Council shall serve in an advisory capacity for the School and may, consistent with Board Policy P.014.SCO, advise the Principal and, where appropriate, the Board, on any matter, including but not limited to:

- Local School Year calendar;
- School code of student conduct;
- School dress code;
- Curriculum and program goals and priorities;
- The responses of the School or Board to the achievement in provincial and Board assessment programs;

- Preparation of the School profile;
- Principal profile: provision of input as to the qualities, skills, attitudes and training/education for the Board and administration to consider in the selection of school principals;
- School budget priorities, including capital-improvement plans;
- School-community communication strategies;
- Methods of reporting to Parents/Guardians and the community;
- Extra-curricular activities in the school;
- School-based services and community partnerships related to social, health, recreational and nutrition programs;
- Community use of School facilities;
- Local co-ordination of services for children and youth;
- Development, implementation and review of Board policies at the local level; and
- Such other matters that the Council considers appropriate.

In addition to its advisory capacity, the Council:

- Shall establish its goals, priorities and procedures each year;
- Shall promote the best interests of the School community; and
- May organize information and training sessions to enable Council Members to develop their skills as Council members.

Council Members shall maintain a school-wide focus on all issues. Council meetings are not a forum for discussion about individual Parents/Guardians, Students, Staff, trustees or other Council Members, as per Board Policy P.014.SCO.

## **5. Composition of the Council**

### **5.1 Membership**

As outlined in By-Law #1, Members of Council shall include:

- Parents/Guardians of Students enrolled in the School;
- the Principal or Vice-Principal;
- Teaching Staff at KHPS;
- Non-teaching Staff at KHPS;
- and a Community Representative.

The minimum Council size is nine Members: five Parents/Guardians and four Staff and other Members.

Changes to the composition of Council can be made by amending By-Law #1, providing that the above minimum numbers are met and that Parent/Guardian Members always hold the majority of votes by at least one.

## **5.2 Member in Good Standing**

A member in good standing is someone who has not resigned or is not deemed to have resigned by their absence for 3 consecutive meetings without notice to the Chair.

## **5.3 Selection of Members**

Members of Council shall be elected or appointed in accordance with By-law #1, Composition and Duties of the Council.

## **5.4 Officers of the Council**

The Officers of the Council shall be elected annually in accordance with Council Procedure PR.509.SCO, by the new Council as a whole at the Council's Annual General Election in September.

The officers of the Council shall include:

- The Chair (or two Co-Chairs) who must be elected from amongst the Parent/Guardian representatives as set out in By-law #2.
- The Vice-Chair (if there are not two Co-Chairs) who shall be elected as set out in By-law #2.
- The Treasurer (or two Co-Treasurers) who shall be elected as set out in By-law #2.
- The Secretary (or two Co-Secretaries) who shall be elected as set out in By-law #2.
- The Fundraising Chair (or two Co-Chairs) who shall be elected as set out in By-law #2.
- The Communications Coordinator (or two Co-Coordinators) who shall be elected as set out in By-law #2.

The responsibilities of these officers are outlined in By-Law #1.

## **5.5 Terms of Office**

All Council Members are elected/appointed to the Council on an annual basis and within 30 calendar days of the beginning of the School Year in accordance with Board Procedure PR.509.SCO: School Council Elections, Constitution and By-Laws. Members who are officers or hold other elected/appointed positions may be re-elected or re-appointed, unless otherwise specified in By-law #2, Elections, for a maximum of 2 terms, unless there are no other candidates.

The process of acclamation to Council or the filling of vacant positions may take place at any time during the School Year under the rules set out in By-Law #2.

## **5.6 Other Participation**

Parents/Guardians who are not Members as well as persons from the community at large are welcome to participate in Council meetings, receive notice of meetings, submit topics for the agenda, and participate in sub-committees. However, only

Parents/Guardians who are Members and the appointed Community Representative may vote.

## **6. Roles and Responsibilities of Council Members**

Council Members shall:

- Attend Council meetings regularly. (See By-law #1)
- Participate actively in the work of the Council.
- Support the work of the Council in the community and bring forward to Council views of others along with their own.
- Encourage the participation of all KHPS Parents/Guardians to hopefully ensure representation of our School community's diversity, as well as other people within the School community.

## **7. Operations of Council**

### **7.1 Meetings**

- There shall be one Annual General Meeting open to all members of the School community. The date and time of this meeting must be determined at the June meeting and communicated to the School community before the end of the School Year.
- Meetings of the Council shall be held at least four times each year, and shall be open to the general public.
- The first meeting of the year shall be held within 30 calendar days of the beginning of the School Year.
- Meetings shall normally be held at the School. The Principal or Vice-Principal is responsible, on behalf of the Council, for providing notice of the dates, time and locations of annual elections and meetings to the Parents /Guardians of all Students enrolled in the School.
- 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.
- Meetings shall be conducted in accordance with By-law #3.
- Any person may place an item on the agenda for consideration by notifying the Chair and supplying the relevant information.
- Decision Making: Decisions made by the Council shall be based on a consensus model, of all the persons in attendance. Voting shall be in accordance with section 7.4.
- At the first and second meeting of the Council in each School Year, all Members shall be directed to a copy of the current KHPS School Council Constitution.

## 7.2 Minutes of Meetings

Minutes of all meetings shall be kept by the Secretary or the Secretary's designate and made available to all Members and must be available at the School for examination without charge by any person.

## 7.3 Quorum

To form a quorum as required for each meeting of the Council:

- the Chair or one of the Co-Chairs or the Vice-Chair must be present and
- the Principal or Vice-Principal must be present and
- three other officers must be present and
- four other Members in good standing must be present

Council Members present may agree to go ahead with the meeting notwithstanding a lack of quorum for the purpose of informational elements only.

## 7.4 Voting

- Quorum, as stated in Section 7.3, must be met in order to hold votes.
- Each Member, excluding the Principal or Vice-Principal who is a non-voting Member, is entitled to one vote.
- The Secretary shall record all votes; a record will be kept of those votes and attached to the meeting minutes.
- A majority of votes from the Members present at a properly called meeting shall be required to pass any motions, except in the case of adoption of or amendment to the Constitution as per Section 7.7.
- Parent/Guardian Members must always constitute the majority of eligible voters.
- From time to time, votes may be required before the next scheduled meeting. In this instance, the Chair may conduct an e-mail/phone vote of all Members and record the results as if the vote had been held at a regularly scheduled meeting. As with all other votes, Parent/Guardian votes must form the majority. A reasonable attempt must be made to contact all Members and a quorum must be met. Votes conducted by e-mail must be recorded in the minutes at the next scheduled Council meeting. The motion will be approved if a majority of the voting Members respond with an affirmative response.

## 7.5 Conflict Resolution and Conflict of Interest

Resolution of a conflict of opinion, disruptive behaviour or conflict of interest shall be in accordance with By-Law # 4.

## **7.6 Committees**

- The Council may establish committees at any meeting, to meet its priorities. Permanent committees may be formed in addition to temporary ad-hoc committees or special committees that may be created on an 'as needed' basis.
- Membership on such committees shall not be restricted to Members of the Council except that the Chair of any committee shall be Member of the Council, appointed by the Council.
- Each committee shall report on their meetings at Council meetings and present items for discussion or decision as required.

## **7.7 Adoption or Amendment of the Constitution**

- A current copy of the Constitution shall be available online on the KHPS School Council website and in the School office at no charge.
- The Constitution shall be reviewed annually.
- Annual review should be conducted by new Members first, if applicable, or by Members that have yet to review the Constitution.
- The approval of a motion by two-thirds of the Members of Council present and voting on the motion and in good standing shall be required to adopt or amend this Constitution. A Quorum, as stated in Section 7.3 must be met and Parent/Guardian Members must constitute the majority of eligible voters.

## **7.8 Adoption or Amendment of By-laws**

A majority of votes from the Members present at a properly called meeting shall be required to adopt or amend By-laws. Quorum, as stated in Section 7.3 must be met and Parent/Guardian Members must constitute the majority of eligible voters.

## **7.9 Rules and Guidelines**

The Council shall have the authority to make rules or issue guidelines in respect of anything in this Constitution. Such rules or guidelines must be in writing and must appear in the minutes of the meeting at which they were adopted.

## **7.10 Payment to Members**

No remuneration or honorarium shall be paid to Members of the Council. However, with prior approval of Council, Members may be reimbursed for approved expenditures made on behalf of Council.

## **7.11 Affiliation with OCASC**

The Council will, on an annual basis, review its affiliation with the Ottawa-Carleton Assembly of School Councils.

## **8. Effective Date**

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

Signed by:

Date:

**Shari Fisher  
Co-Chair**

**Spencer Callaghan  
Co-Chair**

## **Kanata Highlands Public School School Council By-Law #1**

### **Composition & Duties of the School Council**

Members of the Council shall include: Parents/Guardians of Students enrolled in the School; the Principal or Vice-Principal; Teaching Staff; Non-teaching Staff; a Community Representative. All Members of the School Council who are not Staff should be Ottawa-Carleton District School Board ratepayers. Parent/Guardian Members must form the majority of the Council.

**1.** The Council shall consist of a minimum of 9 Members. There must be a minimum of five Parent/Guardian Members and four Staff and other Members.

**1.1** Parent/Guardian Members are elected/acclaimed in accordance with Section 5 of the Constitution and in compliance with the rules outlined in By-Law #2, Elections, Acclamations and Vacancies. Each Parent/Guardian Member is entitled to one vote as set out in By-Law #3, Meetings.

**1.2** In accordance with Board Policy P.014.SCO, the Principal or Vice-Principal is a non-voting Member of the Council.

**1.3** Members of the Teaching Staff shall elect at least one representative to serve on Council, and may elect a maximum of four representatives. The Teacher Representative(s) may designate another member of the Teaching Staff to attend Council meetings on his/her/their behalf, as required. Each Teacher Representative is entitled to one vote as set out in By-Law #3.

**1.4** The administrative and support Staff shall elect one or two administrative or support Staff to serve on Council. Each elected Non-teaching Staff Member is entitled to one vote as set out in By-Law #3.

**1.5** Council shall appoint a Community Representative in accordance with School Policy P.014.SCO. The Community Representative shall preferably be an Ottawa-Carleton District School Board ratepayer who is currently neither a Parent/Guardian of a Student attending this School nor a member of Board staff.

**2.** In addition to the roles and responsibilities of Council Members set out in Section 6 of the Constitution,

**2.1 Parent/Guardian Members** shall:

- Participate in Council meetings in accordance with the rules of meeting conduct.
- Participate in information and training programs, as appropriate and if possible.
- Act as a link between Council and the community.

**2.2**The **Principal or Vice-Principal** shall perform the duties outlined in the School Policy P.014.SCO.

**2.3****Teacher Representatives** shall serve as a liaison between the Council and Teaching Staff employed at this School.

**2.4****Non-teaching Staff Representatives** shall serve as a liaison between the Council and Non-teaching Staff employed at the School.

**2.5**The **Community Representative** shall serve as a liaison between the Council and community members.

**3.** Duties of the Officers of the Council are as follows:

**3.1** The **Chair** (or Co-Chairs) shall:

- Act as the official spokesperson of the Council.
- Call Council meetings.
- Chair Council meetings.
- In conjunction with the Secretary, help prepare the agenda for Council meetings and distribute the agenda and any other relevant materials to Council Members at least one week prior to the next meeting.
- Initiate votes to be taken by the Council.
- Ensure that a list of priorities is agreed upon by Council Members at the beginning of the School Year and that the agenda and time spent by Council reflects the aforementioned list of priorities.
- Ensure that Members are aware of the rules of order and the code of ethics to which the Council will adhere.
- Ensure that the Constitution is maintained and up to date and reviewed annually by the Council.
- In conjunction with the Communications Coordinator and the Principal, ensure that there is regular communication with the School community and that Parents/Guardians of all Students enrolled in the School are consulted about matters under consideration by the Council when necessary.
- Check the Council mailbox and email regularly and summarize or forward on any pertinent information to Council or specific individual Council Members.
- Participate in regular communications in between Council meetings with the Principal, the other Officers and/or other Members as necessary.
- Ensure that necessary forward planning (such as: establishment of the School Council election date for the following September; appointment of the Election Chair, etc.) is completed by the last meeting of the School Year at the latest.

- Sit on Council as Past Chair for one year after term as Chair to aid the new Chair, if possible.
- Have signing authority for Council cheques and other documents.
- Attend Inter-School Council (IS) meetings, if there is not an IS representative on Council, and report back to Council.
- Attend Ottawa Carleton Assembly of School Council (OCASC) meetings if there is not an OCASC representative on Council and Council elects to join OCASC that year.

In conjunction with other Officers, the Chair shall also:

- Ensure that the Council's financial records are audited/reviewed annually.
- Ensure that minutes of Council meetings are recorded and maintained.
- Ensure that accurate minutes and records, including records of all financial transactions, are kept available for at least four years at the School for examination without charge by any person; and that an annual School Council year-end report including, where applicable, a financial report, are prepared and presented to the Council.
- In conjunction with the Secretary, prepare the annual report of the School Council to the Principal and the Director of Education including, if the Council engages in fundraising activities, a report on fundraising activities.
- Ensure that the minutes and records of the Council are passed on to future Councils.
- Ensure that a current Principal profile is on file with the Board by October 31<sup>st</sup> of each year (in accordance with OCDSB Policy P014 SCO).
- Consult with senior Board staff and trustees, as required.

### **3.2 The Vice Chair shall:**

- Assist the Chair when necessary.
- Be prepared to take the Chair's position if the Chair is unable to do so.

### **3.3 The Treasurer (or Co-Treasurer) shall:**

- Ensure that cheques are signed by two of the following people:
  - Treasurer (or Co-Treasurer)
  - Chair (or Co-Chair)
  - Vice-Chair (or Co-Chair)
- Ensure any resigning Council Officers with signing authority are promptly removed and replaced on the Council's bank signature card.

- Ensure that all expenditures received proper authorization from the Council:
  - Expenditure over \$100 must be approved by a motion at a Council meeting.
  - Expenditures up to \$100 can be approved outside Council meetings by a majority of the Officers.
  - Any expenditure under \$50 may be authorized by the signature of two of the people noted in this section 3.3.
- Ensure that once the funds have been allocated a cheque in the requisite amount is written and appropriately signed and that corresponding receipts are collected.
- Follow up on any NSF cheques and obtain replacement money. Notify Council on any NSF problems.
- Ensure that the financial year of the Council is from September 1 until August 31
- Check the accuracy and consistency of the monthly bank statements.
- Provide a report consisting of at least the following at each Council meeting:
  - Balance Sheet
  - Income Statement
  - Report on the fundraising and other revenues, expenditures and NSF cheques.
- Make a motion to allocate \$300 for operating expenses at the beginning of the School Year (bank fees, etc.).
- Ensure that approximately \$2,000.00 remains in the School Council Bank Account for the next financial year. This money is needed to pay for expenses incurred at the beginning of the next School Year.
- Prepare a final school year-end financial report for Council. This is to be completed in September or October, following the Treasurer's initial term.
- Prepare a financial report which will be included in the School Council Annual Report. This will be completed around the beginning of July.
- Ensure that records of all the financial transactions be available at the School for examination without charge by any person. (According to Ontario Regulation 612/00 Section 16). Records need to be kept for four years.
- Ensure that Financial Policies and Procedures are reviewed annually and recommend and/or propose amendments, as required.
- Ensure that an Independent Reviewer verifies and reviews the financial records annually. The Independent Reviewer will be elected/appointed at the Annual General Election.
- Ensure that all the financial records of the Council during his/her tenure are passed on to his/her successor.

### **3.4 The Secretary** (or Co-Secretaries) shall:

- Take accurate minutes, noting all action items and motions passed by Council, at each Council meeting, and prepare them in a format conducive to distribution both electronically and by hard copy
- Distribute the minutes to Council Members, clearly identifying draft and final versions
- Submit minutes to Communications Coordinator for posting to the KHPS web site and other social media communications as approved by the Council.
- Provide a single point of contact and audit trail for any updates, corrections or omissions to minutes.
- Reconcile action items and carry forward open actions for Council review.
- If requested by the Chair, prepare agenda and notices of meetings to Council Members and other appropriate persons.
- Create and maintain the Council contact list with Members' names, phone numbers, e-mail addresses and positions (as applicable), and amend it as requested by Members throughout the year.
- Track attendance at meetings and maintain a current list of Members in good standing.

### **3.5 The Fundraising Chairperson** (or Co-Chairpersons) shall:

- Meet with fundraising committee members to discuss fundraising issues, as required.
- Present fundraising ideas at Council meetings.
- Ensure fundraising activities follow applicable Ministry guidelines such as the School Food and Beverage Policy.
- Updating Council Members on fundraising activities at meetings.
- Solicit volunteers to assist with the organization and running of an event.
- Co-ordinate the organization and running of all fundraising events approved by Council to provide funds for KHPS. The Fundraising Chairperson may delegate responsibility for the organization and running of a particular event to another Parent/Guardian but should maintain oversight to ensure Fundraising and other Policies are respected and to be able to report back to Council on the event.

Such responsibilities may include:

- Deciding on the best timing for the event.
  - Communicating, negotiating and handling all dealings with vendors (if using one).
  - If selling items for profit, placing all orders and making any returns.

- If refunds are needed to be made, making a list of people, asking the Treasurer to write cheques to people needing refunds, and then distributing cheques.
- Keeping track of all products (i.e. who has product, who does not have product, how much product is in stock or unsold, etc.)
- Booking School rooms, if needed.
- Designing and producing all advertising for campaign (i.e. written information to Parents/Guardians and Staff, posters, announcements etc.) in conjunction with the Communications Coordinator.
- Keeping track of all finances for event, and giving money to Treasurer in a timely fashion.
- Co-ordinating, and acquiring all prizes or incentives for event.

**3.6 The Communications Coordinator (or Co-Coordiators) shall:**

- Maintain the KHPS website in conjunction with the Chair and Principal and in keeping with the Board policies regarding web sites
- Regularly update the website and other social media communications, as approved by Council, with the date and time of the next council meeting, as well as the agenda, minutes and other relevant documents.
- Regularly update the website and other social media communications, as approved by Council, with information pertaining to Council events such as fundraisers and guest speakers, as well as calling for volunteers as necessary.
- Update the website and other social media communications, as approved by Council, with any other information which may be of interest to the School community such as information regarding speakers or workshops.

**Other Roles and Responsibilities are as follows:**

**3.7 The Lunch Program Coordinator(s) shall:**

- Organize “Pizza Day” and/or other lunch programs as approved by Council

This duty includes the following responsibilities, as applicable:

- Preparing communications regarding the details of the lunch program (nature, date, ordering and payment options, deadlines for payment, etc.) and with the assistance of the Communications Coordinator communicating those details to the School community;
- Sending out order forms;
- Collecting and tracking payment;
- Liaising with vendors;
- Ordering supplies and food from vendors;
- Soliciting and coordinating volunteers to help with the lunch program;

- Making sure the lunch runs smoothly each week.

**3.8 The Ottawa-Carleton Assembly of School Councils (OCASC) Representative(s) Shall:**

- Represent the Council at OCASC meetings, obtaining input from the Council as required.
- Report OCASC activities and upcoming issues to the Council.

**3.9 The Inter- School Council Representative(s) shall:**

- Represent the Council at IS meetings, obtaining input from the Council as required.
- Report IS activities and upcoming issues to the Council.
- Act as a liaison between other School Councils in our area and KHPS whenever issues of school boundaries and/or programs arise as proposed by the Board.

**3.10 The Depositor shall:**

- Collect funds from the Fundraising Chair or other fundraising organizer.
- Verify the amount collected and deposit the funds into the School Council Bank Account.
- Notify the Treasurer when the deposit has been made and provide the deposit slip.

**3.11 The Financial Reviewer shall:**

- Review the financial records and receipts kept by the Treasurer on an annual basis.

**Kanata Highlands Public School  
School Council By-Law #2**

**Elections, Acclamations & Vacancies**

In accordance with Board Policy P.014.SCO, School Council elections must be held within 30 calendar days of the beginning of the School Year.

An Election Chair will be appointed to run the election. The Election Chair for the subsequent year should be appointed by Council by the final meeting of the School Year, at the latest. The Election Chair should be present at that meeting and take part in deciding the date of the election, which should be agreed upon by the final meeting of the School Year, at the latest.

**1. Elections**

- 1.1** Teaching and Non-teaching Staff positions are elected separately. Teaching Staff and Non-teaching Staff will elect their representatives for the year prior to the first School Council meeting in September. The Community Representative shall be appointed by the Council at the beginning of the School Year.
- 1.2** Council Officers and other positions shall be elected during the Annual Election which takes place during the first meeting of the School Council every year in September.
- 1.3** Parent/Guardian Members are elected/acclaimed in accordance with Section 6 of the Constitution and in compliance with the rules outlined in By-Law #2, Elections, Acclamations and Vacancies. Each Parent/Guardian Member is entitled to one vote as set out in By-Law #3, Meetings.
- 1.4** Notice of the date of the election shall be distributed to the School community at least two weeks before the election.
- 1.5** Information describing each of the positions to be filled or open for candidates will be available at the Annual Election at the first School Council meeting in September.
- 1.6** A list of the positions up for election will be distributed at the Annual Election. At the beginning of the Annual Election meeting, people interested in running for positions will announce their interest in their desired position by ballot. Their names will be written on the distributed list.
- 1.7** If there is more than one person interested in a position, there will be a vote by secret ballot. Otherwise the person shall be acclaimed in that position. In accordance with the Board's School Council Procedure PR 509, there shall be no voting by proxy at elections.

- 1.8 In the case of a tie vote for a final position, both names of the candidates will go back into the secret ballot box and one name will be drawn. The person whose name is drawn will take the position.
- 1.9 If a position remains unfilled after an election or becomes vacant, the Council shall continue to seek qualified persons to fill it by election as soon as possible. The Council shall function with the elected Members, providing the minimum Parent/Guardian representatives requirement is met (Section 5.1 of the Constitution).
- 1.10 If the minimum Parent/Guardian representatives (Section 5.1) requirement is not met either after an election or during the School Year, the Council shall make every reasonable effort to fill (by appointment) the vacant places up to the minimum required. If the minimum Parent/Guardian representatives' requirement is still not met, the Principal, in consultation with the Superintendent and interested Parents/Guardians may develop an interim structure for a School Council for the current School Year, until such time as a School Council can be elected/appointed in keeping with the election procedure outlined in this Appendix.
- 1.11 If a duly constituted Council cannot be formed in a given School Year, the Principal shall notify the Board. The Principal shall then make every effort to establish a Council the following year.
- 1.12 An election issue that cannot be resolved shall be referred to the Superintendent of Schools and the Director of Education for resolution.

## **2. Acclamations**

If there is less than the required number of Parent/Guardian nominees, all eligible nominees will be acclaimed and no general election will be held.

## **3. Vacancies**

If not all available positions are filled or a position becomes vacant during the year due to a resignation, Council may at any time during the term, bring forward names of interested parties and by consensus, may fill those vacancies by acclamation, until such time as all positions are filled.

## **Kanata Highlands Public School School Council By-Law #3**

### **Conduct of Meetings**

Meetings of the Council shall be held on the 2<sup>nd</sup> Thursday of the month unless otherwise agreed to by Council at the Annual General Meeting.

The Council may adopt such procedures for the conduct of meetings and of Council Members as they deem appropriate, and which are consistent with Canadian principles of fairness and democracy as reflected in the Board's rules of order and the Code of Ethics. The Chair will call and chair the meetings. The Chair will ensure that the time estimated on the agenda for each agenda item is adhered to. If an agenda item's discussion must go overtime, a show of hands will indicate the Council's desire to ignore the time limit for that item.

The Secretary will pass out an attendance sheet to be signed at every meeting. The Secretary will record minutes of the meetings, including all votes.

Recorded votes must be taken on:

1. All motions and resolutions related to financial matters.
2. All proposals of representations, written or verbal, made on behalf of the Council.
3. All recommendations to administration or the Board.
4. All new Council Policies and Procedures and amendments to existing Policies and Procedures.

All Members in good standing are entitled to vote at Council meetings as follows:

- Each Parent/Guardian Member is entitled to one vote.
- Each Teacher Representative is entitled to one vote. (Maximum of 4 votes)
- Each Non-teaching Representative is entitled to one vote. (Maximum of 2 votes)
- The Community Representative is entitled to one vote. (Maximum of 1 vote)

There will be no vote on issues raised by committee chairs until the Chair has met with his or her committee and is able to discuss what his or her committee decided. In other words, no chair of a committee shall act alone in making decisions. Committees must be consulted on issues on which the whole Council is to vote. There will be no vote by proxy at Council meetings.

**Kanata Highlands Public School  
School Council By-Law #4**

**Rules of Conduct**

Conflict Of Interest  
Conflict Resolution  
Code of Ethics

**1. Conflict of Interest**

**1.1** A Council Member is in conflict of interest when:

- 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.
- 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.

**1.2** When a conflict of interest is indicated, the Member:

- Shall disclose the interest and the general nature thereof prior to any consideration of the matter at the meeting
- Shall not take part in the discussion of, or vote on any question in respect of the matter; and
- Shall not attempt, in any way, whether before, during or after the meeting to influence the voting on any such question.
- Every declaration of conflict of interest and the general nature of the declaration shall be recorded in the minutes of the meeting.
- 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. 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.
- A Member shall not accept favours or economic benefits from any individual, organization, or entity known to be seeking business contracts with the School.

## **2. Conflict Resolution**

### **2.1 Resolution of Conflict of Opinion**

- Every Council Member will be given an opportunity to express his or her concern or opinion about the issue in dispute and how the dispute has affected him or her.
- Speakers to an issue will maintain a calm and respectful tone at all times.
- Speakers will be allowed to speak without interruption for a specified length of time as pre-determined by the Chair.
- The Chair's responsibility is to clarify the statements made by all speakers, identify common ground among the points of view raised, and to set out the joint interests of all Members.
- If no common ground can be identified, the Chair will seek to clarify preferences among all Members before proceeding further.
- If all attempts at resolving the conflict have been exhausted without success, the Chair may request the intervention of a superintendent or other senior administrator to facilitate a resolution to the conflict.

### **2.2 Resolution of Disruptive Behavior**

- Council Members are elected to serve the School community and will demonstrate respect for their colleagues on Council at all time.
- Any attendee to a Council meeting shall comply with the guidelines and rules outlined in these By-laws.
- If a Council Member or Members, or any other meeting attendee, become disruptive during a meeting, the Chair shall ask for order.
- 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.
- The removal of an individual for one meeting does not prevent that individual from participating in future meetings of Council unless the Council votes to remove the individual from Council.
- The incident shall be recorded in the Minutes of the Council.
- In the event the Council cannot resolve the disagreement at the local level, the Chair or Principal/Vice-Principal will 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/Vice-Principal will refer the matter to the Director of Education.

### 3. Code of Ethics

- A Member shall consider the best interests of all Students.
- A Member shall be guided by the School's and the Board's mission statements.
- A Member shall act within the limits of the roles and responsibilities of a School Council, as identified by the School's operating guidelines, the Board, and the Ontario Ministry of Education.
- A Member shall become familiar with the School's policies and operating practices and act in accordance with them.
- A Member shall maintain the highest standards of integrity.
- A Member shall recognize and respect the personal integrity of each member of the School community.
- A Member shall treat all other participants with respect and allow for diverse opinions to be shared without interruption.
- A Member shall encourage a positive environment in which individual contributions are encouraged and valued.
- A Member shall acknowledge democratic principles and accept the consensus of the Council.
- A Member shall respect the confidential nature of some School business and respect limitations this may place on the operation of the Council.
- A Member shall not disclose confidential information.
- A Member shall limit discussions at Council meetings to matters of concern to the School community as a whole.
- A Member shall use established communication channels when questions or concerns arise.
- A Member shall promote high standards of ethical practice within the School community.
- A Member shall declare any conflict of interest.
- A Member shall not accept any payment or benefit financially through Council involvement.