

WEST ROUGE JUNIOR P.S.

SCHOOL ADVISORY COUNCIL BY-LAWS

Bylaws –June, 2011

School Advisory Council Composition:

- Voting Council size – 10 to 15 members maximum.
- Members at Large are non-voting members with a view to gain experience of a council position or as a past voting member, advising newer voting members of council.
- Ideally, an odd numbers of council members are to be elected or, in the event of a deadlock, the chair (or one co-chair) has an extra vote
- Qualifications – all parents/guardians of students enrolled in the school are qualified to be members of the SAC.
- Conflict-of-interest rules require any parent/guardian who is a TDSB employee to declare themselves prior to being elected to Council.
- School Principal must attend all SAC meetings, but doesn't vote on SAC issues.
- SAC Roles and responsibilities are outlined in a separate document. These are guidelines only, based on current and potential roles and responsibilities.
- SAC term of office is 1 year.
- No member to be voted in as chair, co-chair or vice chair without 2 years in a council position (voting or non-voting).
- Council will comprise of no less than 1 (2 max) parent/guardian representatives from the Junior Kindergarten classes as a voting member to encourage new council members to join the SAC.

Meeting Requirements:

- Frequency of meetings - minimum 4 (currently 9-10) per school year.
- Schedule of meetings – currently set for 2nd Wednesday of every school month at 7 pm but can be subject to change to accommodate the majority of voting members
- Location of meetings - public space (school most appropriate location).
- No SAC meetings take place in January.
- Meetings called by SAC Chair / SAC Co-chairs. Agenda available in advance of meeting.
- Should a member be absent 3 scheduled council meetings without prior communication or valid reason (i.e. scheduling conflict), chair or co-chairs will consult with the individual member whether he/she is able or willing to continue to server on the council.

Election process:

- SAC Elections are a Ministry requirement.
- SAC Elections will be held during the September meeting.
- All parents/guardians of students enrolled in the school are eligible to run for SAC membership.
- Candidate Nomination Forms will be distributed the first week back to school. Candidates are self-nominated. Nominations are due by the day before the Election, but will be accepted up to and during the Election.
- All parents/guardians of students enrolled in the school are eligible to vote.
- Each parent/guardian may cast 1 vote for each SAC position.
- Voters must be present at the Election and must vote in person.
- Should a council member step down, a replacement council member will be selected from pool of non-elected candidates by vote OR a vacated can be deemed not necessary to fill until next election.

Voting on Motions

- Only SAC members can table a motion – all parents/guardians can approach an SAC member with their motion request – Chair requires advance notice.
- Votes can only proceed if Quorum is met
- Should a Voting member of council be unavailable for a vote, the members of that committee can confer and vote as one.
- SAC voting members:
 - As members are elected, they must try to represent the views of all parents/guardians.
 - A vote of all parents/guardians present at the meeting can be requested, prior to the members vote, in order to get a feel for the prevailing opinion.
- Votes would pass with a 2/3rds majority of SAC membership.

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- Voting is permitted electronically (via email), if required however only employed in the event of urgent motions brought up between Council meetings
- Conflict resolution: A vote supported by 1/2 to 2/3rds (more than half but less than the majority) of SAC members would be tabled for the next meeting – for further discussion, reflection, or whatever members needed to come to a more unified decision.

By-law Amendments:

By-laws can be amended through a Motion tabled at an SAC meeting.