



THOUSAND ISLANDS ELEMENTARY SCHOOL School Council By-Laws

1. Elections

1.1 Parent Representatives:

- a) The maximum number of parent representatives on the TIES School Council will be set to ten (10).
- b) Only one parent/guardian of a student can be a voting member of the school council.

1.2 Officers (also referred to as Executive Members):

- a) The following officers shall be selected by the voting members of the school council:
 - i. Chair (1) or Co-Chairs (2)
 - ii. Secretary (1)
 - iii. Treasurer (1)
- b) These officers shall be elected via secret ballot.
- c) A school council member may be an officer for up to 4 terms.
- d) The school council election committee may require that electronic voting shall be offered.
- e) The election of members of the school council shall take place before October 1st.
- f) The first meeting of the school council shall be immediately following the election.

1.3 Terms of Office:

- a) A person elected or appointed as a member of the school council holds that office from the later of:
 - i. the date they are elected or appointed; and
 - ii. the date of the first meeting of the school council after the elections have been held, until the date of the first meeting of the school council after the elections are held in the next school year. ***O.Reg 612/00, s. 6(1);***

1.4 Election Committee:

- a) An election committee shall be formed by the school council before the end of June of the current school year to help plan the election process for the following school year, to gather nominations, and to run the election of voting members.
- b) No one standing for election, or the spouse of anyone standing for election, shall be a member of the election committee.
- c) The election committee shall assist the principal with the following tasks:
 - i. providing nomination forms;

- ii. ensuring that the school community is notified of election procedures and the election itself;
- iii. determining the date(s); location or method of voting; and time, at least fourteen (14) days in advance of the election;
- iv. requesting a profile from all candidates and distributing the profiles to the electorate;
- v. facilitating the voting by secret ballot in-person, or if necessary, electronically;
- vi. being scrutineers (at least two parents who are not candidates) during the counting of ballots by the principal;
- vii. assisting the principal in notifying all candidates of the results of the election;
- viii. maintaining confidentiality of all information related to the election.

1.5 Vacancies:

- a) Should an elected council member position become vacant before April 1st of the school year, the council may, if possible, and if all members agree, fill the vacancy by the appointment of a parent who was not successful in the election process. In the event that there is not a parent who was not elected, or if the offer of a position is declined, a parent/guardian from the school community may be appointed.. Appointments must be made with consensus or by a 2/3 majority of all voting members.

1.6 Attendance:

- a) If a member of the school council misses three (3) consecutive meetings or misses a total of four (4) meetings during a given school year, the position may be deemed vacant at the discretion of the school council members.
- b) The school council can appoint another qualified parent to fill that vacancy (as per the procedure outlined in section 1.5 above).

1.7 Participation Through Committees:

- a) A motion may be made by school council to form additional committees, to help oversee or organize various council-led projects.
- b) Additional committees may include, but are not limited to a(n):
 - i. election committee
 - ii. fundraising committee
 - iii. volunteer committee

2. Finances

2.1 Disbursement of School Council Funds:

- a) Any disbursement of TIES School Council funds shall be voted on by the voting members of the council. School Council may vote to allocate a budget for any project (i.e. play structure, etc.) or may vote to commit to a product/service with a specified cost. Requests for funds up to and including \$500 (exclusive of taxes) can be voted upon at a council meeting, or by email. All disbursements/commitments to products/services in the



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name of school council shall be in accordance with the UCDSB Purchasing Policy.

[UCDSB Purchasing Policy](#)

- b) All disbursements of school council funds shall be accompanied by a valid receipt or invoice. The treasurer will receive a copy of all receipts and invoices.
- c) All funds that are received or disbursed in the name of the school council shall be received or disbursed in accordance with the UCDSB procedure on School Generated Funds. [Fundraising Policy](#)

3. Procedures

3.1 Recording of TIES School Council Meetings:

- a) At the beginning of each school council meeting, a motion may be made to record the meeting (via recording technology), for the purpose of broadcast.
- b) In order for the motion to be adopted, informed consent must be obtained by all present – members and participants. If unanimous informed consent is obtained, the recording shall be done by either the vice principal or principal of the school.
- c) The recording will remain in the care and control of the school. The secretary or chair/co-chair may have access to the recording. Following posting for one school year, the broadcast shall be deleted.
- d) The written meeting minutes will serve as the official record of all school council meetings.

3.2 Orientation for New Members:

- a) At the first school council meeting of the new school year, the current chair/co-chairs and the principal will review the following documents and legislation with the incoming school council members – new and returning:
 - i. TIES School Council By-laws;
 - ii. Regulation 612/00 of the Ontario Education Act;
 - iii. UCDSB Policy and Procedure 320 and 320.1 regarding school councils;
 - iv. UCDSB Policy and Procedure 418 and 418.1 regarding fundraising;
 - v. UCDSB Policy and Procedure 301 regarding appropriate use of technology.

3.3 Retention of School Council Documents:

- a) Minutes of council meetings and all council related financial records shall be kept in the school office in a binder labelled, School Council. It is the responsibility of the school council to maintain copies of the documents and the binder will be located on the shelf behind the office assistant's work station.

3.4 Quorum:

- a) Members may participate in school council meetings in-person or electronically.
- b) The Chair or one of the Co-Chairs and the principal shall be present in-person to facilitate attendance by others in person.
- c) A meeting is not constituted in the absence of the principal or principal's designate.
- d) Quorum will be determined using the table below. If quorum is not met for a given meeting, the meeting may still take place but voting may not occur.

Total Voting Members	Quorum
12	7
11	6
10	6
9	5
8	5
7	4
6	4

3.5 Amendments to the TIES School Council By-laws:

- a) The TIES School Council Bylaws shall be reviewed by the school council at the 2nd (second) meeting of each school year.
- b) Any proposed changes or additions must be submitted in writing, and can be submitted to council at any time.
- c) Amendments will be voted upon during the week of the last scheduled meeting of the school year. For an amendment to pass, at least 80% of the council must vote and a 2/3 majority is required to approve the changes. Voting may take place electronically or in-person.
- d) Amendments may be made during the school year with unanimous approval of all members.

3.6 Conflict of Interest:

- a) A TIES School Council member shall declare at the beginning of each meeting if the agenda presents a pecuniary conflict of interest for that member. The chair/co-chair or principal will note the conflict and ensure it is accurately recorded in the minutes.
- b) A member who has identified a conflict of interest shall not participate in the discussion or vote on the issue, unless approved by the school council.
- c) No member shall accept favours or economic benefits from any individuals, organizations, or entities known to be seeking business contracts with the school.

3.7 Conflict Resolution:

- a) Every school council member will be given an opportunity to express their concern or opinion about any council issue in dispute, and how the dispute has affected them.
- b) All attendees of school council meetings will maintain a calm and respectful tone at all times.
- c) Speakers will be allowed to speak without interruption.
- d) If conflict arises that cannot be resolved, the chair will request intervention of the school Principal. The school Principal may seek the support of the Superintendent.