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BYLAWS FOR THE CATHOLIC SCHOOL COUNCIL

Please Note: These Bylaws are provided as a reference only for Catholic School Councils at the Wellington Catholic District School Board. Each Council shall review these and determine itself whether it will use any or all of the suggestions contained in this draft. A copy of these can be made available on disc.

Article I

Name

- i. The name of this Council shall be the "Name of School" Catholic School Council, in the "city/town/municipality", Wellington County, Diocese of Hamilton in the province of Ontario.

Article I

Election of Council Members

- i. Parents/guardians will be advised annually of elections for parent/guardian representatives in a special notice sent home to every family.
- ii. Staff will be advised annually of elections for staff at a staff meeting and/or through notices in the staff room.
- iii. The Student Council or Senate will be responsible for advertising and holding elections for a representative from the student body at large.
- iv. The notice or meeting for i) and ii) will include:
 - a. A reminder of the purpose of the Council and the requirement to have a council under Board policy and Memorandum 122 from the Ministry of Education and Training.
 - b. The policy requirement (2.0) for membership.
 - c. Nomination forms on which parents/staff can nominate themselves or others for election and a deadline for nominations.
 - d. The length of term(s).
- v. When a vote is required, the Council will advise parents/guardians/staff after the close of nominations. The notice will include the names of the nominees for election and the process for voting. Parents will be advised through a notice sent home. Staff will be notified through a posting in the staff room or at a staff meeting.
- vi. When a vote is required, ballots will be prepared and voting will take place over a clearly advertised and specified over a period of time.
- vii. When positions are confirmed, whether after a vote or acclamation, the names of all Council members will be circulated home, in the staff room and in notices posted throughout the school. The school's superintendent and the Director's office will also be notified of the names of the Council members.

Article III

Appointments

- i. The community at large will be advised of the requirement of the Council to appoint a member (Reference 2.3.5) of the community at large in the Parish Bulletin.
- ii. Members of the community at large will be invited by the Council, through a nomination form in the Parish Bulletin, to indicate their interest in sitting on the Council. Interested candidates for appointment can be nominated by themselves or others.
- iii. If the school retains a CPTA, the CPTA will be one of up to 3 appointed members on the Council (Reference 2.4.1 in Regulations). The CPTA will make the appointment.
- iv. Except as directed in iii), the elected Council members will determine all appointments.
- v. Once the community member at large and CPTA appointments are confirmed, any other appointments are at the discretion of the Council.

Article IV

Term of Office

- i. Half of the parent members of the Council are elected annually for two-year terms.
- ii. Staff and students are elected to one-year terms.
- iii. There is no limit on the number of terms any person can serve.
- iv. The community at large and CPTA members are one-year appointments. Other appointments may be less time.
- v. If for any reason a position on the Council is vacated, the Council will ask the represented community to nominate and vote for a member. In the case of appointed members, the Council will make another appointment. Neither action will be required if the vacated position has four or fewer months until the end of the term.

Article V

Election of Council Officers

- i. The Council shall elect a parent to serve as Chair. The election of Chair will take place at the first meeting of the new Council.
- ii. The principal shall chair the first meeting of the Council and oversee the election of a chair as the first order of business. Then the chair takes over the meeting.
- iii. To oversee the election of chair, the principal shall call for nominations from members, confirm that nominees will allow their name(s) to stand, accept a motion that nominations be closed, and call for a vote by any member.
- iv. After the chair and appointed members are in place, the Council shall nominate and vote for a vice-chair, secretary and treasurer (or secretary-treasurer combined). These position may be held by any member.

Article VI

Duties of the Officers

Chair:

- i. Call and chair all Council meetings;
- ii. Prepare a written agenda and distribute it to all Council members at least one week prior to each meeting;
- iii. Meet regularly with the school principal to discuss agendas and Council activities;
- iv. Help to facilitate discussion at Council meetings;
- v. Consult with senior board staff and trustees as required;
- vi. Participate in information and training programs;
- vii. Be the spokesperson for the Council, when directed by the Council, at Board meetings;
- viii. Monitor implementation of Council decisions through consultations with the principal;
- ix. Ensure minutes are recorded and maintained;
- x. Ensure there is regular communication with the school community.

Principal:

- i. Accept responsibility for the organization and election process for the first council;
- ii. In cooperation with the Board Administration, plan program and provide materials that will develop roles, responsibilities and functions for the Council;
- iii. Support and promote the Council's activities;
- iv. Attend meetings of the Council and help the chair to facilitate discussions;
- v. Consult with the chair in the preparation of a written agenda that is distributed to all Council members at least one week prior to each meeting;
- vi. Seek input from the Council in areas for which it has been assigned advisory responsibility.
- vii. Act as a resource on laws, regulations, board policy, and collective agreements;
- viii. Ensure all school staff are aware of school Council activities/decisions as soon as possible;
- ix. Ensure copies of the minutes of Council meetings are kept at the school and posted where they can be seen by staff and the community;
- x. Encourage the participation of parents from all groups and of other people within the school community;
- xi. Act as a liaison for the Council when the Board or senior administration requests advice or recommendations from the Council;
- xii. Assist the Council to communicate with the school community/

Article VII

Committees

- i. The Council may form committees to carry out specific functions or to address specific issues and report to the Council.
- ii. Committees can be made up of any interested members of the school community but should have equal representation of all interested groups.
- iii. If a school retains a CPTA, the CPTA will continue as a standing committee of the Council with one representative sitting as an appointed member of the Council.

Article VIII

Meeting Procedures

- i. Meetings will commence on time and will not go past 10:00 p.m. in the evening, unless the Council agrees to a longer meeting.
- ii. Meetings will commence with a prayer.
- iii. "Substitutes or proxies" will not be permitted.
- iv. An agenda will be prepared cooperatively by the chair and the principal and distributed to members one week in advance of the meeting.
- v. The Council will reach decisions by consensus/voting.

Article IX

Delegations

- i. Individuals who wish to address the Council may approach the chair and/or the principal to be placed on the agenda. The request must be in writing and received at the school two full weeks prior to the scheduled meeting.
- ii. Delegations will be limited to 10 minute presentations.
- iii. Following a presentation, the Council will decide whether to place the issue on the agenda at that meeting or refer it to a future meeting or committee.

Article X

Amendments

- i. These bylaws may be amended only after the Council has been notified of the nature of the amendment two weeks in advance of the meeting where the amendment will be discussed.

Article XI

Reporting

- i. The Council will keep the community informed through a page in the school newsletter or through some other means that goes home to parents.
- ii. The Council will maintain a set of minutes at the school which are available to the public.
- iii. The Council will report to the Board, when requested, through the school principal. The Council may direct its chair to make a presentation to the Board on its behalf.