

BY-LAWS OF THE SCHOOL COUNCIL FOR LAKELAND RIDGE SCHOOL

1. Name

- 1.1. The name of the school council is *Lakeland Ridge School Council* (“the Council”)

2. Definitions

- 2.1 In the school by-laws:
 - 2.1.1 “parent” means biological and/or adoptive parent of a child enrolled at Lakeland Ridge school (“the school”).
 - 2.1.2 “ECS” means an early childhood services program offered at the school.
 - 2.1.3 “ECS parent” means biological and/or adoptive parent of a child enrolled in an ECS program at the school.
 - 2.1.4 “guardian” means an individual who is not a parent, or school staff member that is responsible for the welfare of a child enrolled at the school. For the purposes of the by-law, a guardian is a parent.
 - 2.1.5 “ECS guardian” means an individual who is not an ECS parent, or school staff member that is responsible for the welfare of an ECS child enrolled at the school. For the purposes of the by-law, an ECS guardian is an ECS parent.
 - 2.1.6 “school staff” means the principal, assistant principal(s) and teachers employed at the school.
 - 2.1.7 “school community” means parents and ECS parents whose children are enrolled at the school, school staff members, and other community members who have an interest in the school.
 - 2.1.8 “Board” means the Elk Island Public School Board
 - 2.1.9 “Regulation” means the *School Councils Regulation*, Alberta Regulation 113/2007.

3. Mission and Role of the Council

- 3.1. The Council, in an advisory capacity role, will assist the school to help foster student learning in the school.
- 3.2 In accordance with the Alberta *School Act* and the Regulation, the Council will:
 - 3.2.1 advise the principal respecting any matter relating to the school;
 - 3.2.2 provide advice on the development of the school’s mission, vision and philosophy, policies, annual education plan, annual report and budget;

- 3.2.2 provide a forum that permits issues to be brought forward by parents, ECS parents and other members of the school community;
- 3.2.3 establish special committees and associations as it deems necessary; and,
- 3.2.4 ensure that the school's by-laws continue to be in force from year to year, beginning with the 2006-07 school year.

4. Membership of the Council

- 4.1 The Council is a collective body consisting of the following members:
 - 4.1.1 parents and ECS parents;
 - 4.1.2 the principal of the school; and,
 - 4.1.3 at least one teacher representative and/or assistant principal(s) employed at the school.

- 4.2 The governance model that the Council will follow an "assembly/town hall" model where decisions are made at regular, open meetings of the Council, in which elected officers of the Council act only to carry out wishes of the collective body.

5. Meetings of the Council

5.1 Annual General Meeting of the Council

- 5.1.1 The previous school year's Chair of the Council, in consultation with the principal of the school, will call an annual general meeting within 30 days after the start of the school year.
 - 5.1.1.1 For the purposes of calling and holding an annual general meeting in each new school year, the previous year's Chair will remain as Chair of the Council until the new school year's Chair has been elected.
- 5.1.2 Notice of each annual general meeting will be given to members of the school community no later than 21 days before the date of the meeting. The notice will be provided in the manner determined by the previous year's Chair of the Council and the principal. .
- 5.1.3 At each annual general meeting, the Chair, with input from Council members in attendance at that meeting, will determine the number of scheduled regular meetings for each school year.
 - 5.1.3.1 After each annual general meeting, the Chair, with input from other Council members in attendance at that meeting, will schedule the time, date and place for the next scheduled regular meeting.

5.1.4 An agenda will be provided at each annual general meeting, which will include items such as the election of Council officers and any other matters.

5.2 Regular Meetings of the Council

5.2.1 After each regular meeting, the Chair, with input from Council members in attendance at that meeting, will set a time, date and place for each next scheduled regular meeting of the Council.

5.2.2 Notice of each scheduled regular meeting will be given to members of the school community no later than 21 days before the date of the meeting. The notice will be provided in the manner determined by the Council officers. The notice will indicate the matters to be dealt with at the each scheduled regular meeting.

5.2.3 The Secretary will distribute meeting information which includes minutes of the previous scheduled Council meeting, and any other pertinent material required for each scheduled regular meeting.

5.3 Special Meeting(s) of the Council

5.3.1 The Council officers may at any time give notice of a special meeting of the Council.

5.3.2 The notice of the special meeting will be given to members of the community at least 5 days before the special meeting. The notice will be provided in the manner determined by the Council officers, which will indicate the time, date and place of the meeting, and describe the matters to be dealt with.

5.3.3 The Secretary will distribute any pertinent information for each special meeting.

5.4 Procedure at Council Meetings

5.4.1 Role of the Chair and the Secretary

5.4.1.1 The Chair will officiate over all Council meetings. If the Chair is absent at any Council meeting, the Vice-Chair will act as Chair for that meeting.

5.4.1.2 The Secretary will be responsible for the minutes of each Council meeting. If the Secretary is absent at any Council meeting, the Secretary must have an alternate present as specified in section 6.4.5.3.

5.4.2 Council Voting Procedures

5.4.2.1 Motions may be raised at any Council meeting.

5.4.2.2 Decisions at Council meetings should be made by consensus as much as possible. Decisions made by consensus should be recorded as such in the minutes of the meeting.

5.4.2.3 If voting on an issue is required, the motion must be moved and seconded.

5.4.2.3.1 The Chair will put the seconded motion before the Council for approval.

5.4.2.4.2 Any motion that is voted on during a Council meeting must pass by a minimum majority of 51 percent.

5.4.2.5.3 Council members present at any Council meeting in which voting on a motion is required are eligible to vote.

5.4.2.6.4 Council members present at any Council meeting have only one vote per motion, which includes the election of Council officers and other issues.

5.4.2.7.5 Votes by proxy are not permitted.

5.4.2.8.6 The Chair of the Council will declare and enforce each motion based on the voting results for each motion.

5.4.3 Council Quorum

5.4.3.1 A quorum will consist of at least 12 Council members in attendance at any Council meeting.

5.4.3.2 On the basis of 5.4.3.1, 2/3 of the Council quorum must be represented by parents and/or ECS parents.

5.4.4 Absence of a Council Quorum

5.4.4.1 In the absence of a quorum, motions will be not considered or approved by the Chair.

5.4.4.2 Members of the Council present at any meeting can proceed in the absence of a quorum, the Chair or alternate will continue the meeting for purposes of discussing the raised issues, but section 5.4.4.1 will continue to apply.

6. Election and Duties of Council Officers

6.1 Council Officers will include:

- 6.1.1 a Chair;
- 6.1.2 a Vice-Chair;
- 6.1.3 a Treasurer;
- 6.1.4 a Secretary; and,
- 6.1.5 Other Council Officer(s), as deemed necessary and approved by the Council members as specified in section 6.4.6.

6.2 Election of Council Officers

6.2.1 Election of the Chair

- 6.2.1.1 The election of the Chair of the Council is the first item of business at each annual general meeting. The principal of the school will chair the meeting until a new school year's Chair is elected. Either the assistant principal or a teacher will be the Secretary until a new school year's Secretary is elected.
- 6.2.1.2 Only parents or ECS parents are eligible to be considered as Chair of the Council.
- 6.2.1.3 Any parent, ECS parent or other Council member in attendance at an annual general meeting may nominate a parent or an ECS parent as Chair. Parents and ECS parents may also nominate themselves.
 - 6.2.1.3.1 If no parent or ECS parent is willing to be nominated as Chair at a general meeting, the principal, teacher or other community member may be nominated as Chair.
- 6.2.1.4 The procedure for the election process is specified in section 5.4.
- 6.2.1.5 After the election of the Chair of the Council, the newly elected Chair immediately assumes the Chair duties as specified in section 6.4.2.
- 6.2.1.6 The Chair of the Council is prohibited to assume any other Council officer position.

6.2.2 Election of Other Council Officers

- 6.2.2.1 Other Council Officers will be elected at each annual general meeting,
- 6.2.2.2 After the election of the Chair, elections for the Vice-Chair, Secretary, Treasurer, and any other Council Officer positions approved by the Council in section

6.1.5 will proceed.

- 6.2.2.3 Only a parent or an ECS parent in attendance at the annual general meeting is eligible to be considered as a Vice-Chair, Secretary, Treasurer, or other Council Officer positions approved by Council.
- 6.2.2.4 Any Council member may propose the addition of other Council officer positions at any Council meeting. If the position is approved in a manner, as specified in section 5.4, an election to fill that position will be held immediately.
 - 6.2.2.4.1 To be eligible to hold an officer position created in section 6.2.2.4, an individual must be a parent or an ECS parent.
 - 6.2.2.4.2 An officer position created under section 6.2.2.4 is dissolved at the beginning of the next school year's annual general meeting.
- 6.2.2.5 Any parent, ECS parent or other Council members in attendance at an annual general meeting may nominate any other parent or ECS parent. Parents and ECS parents may also nominate themselves, unless they already hold a Council officer position.
- 6.2.2.6 The election procedure is specified in section 5.4.
- 6.2.2.7 After the election of each Council officer position, each elected Council officer will immediately assume their respective duties as specified in sections 6.4.3, 6.4.4, 6.4.5 or 6.4.6.

6.3 Length of Term of Office

- 6.3.1 The length of term of office for each Council officer will be from when they are first elected at an annual general meeting until the next school year's annual general meeting.

6.4 Roles and Responsibilities of Council Members and Council Officers

- 6.4.1 In addition to section 3 of these by-laws, Council members will also:
 - 6.4.1.1 respect other Council members and their views on issues;
 - 6.4.1.2 identify topics for agendas as necessary;
 - 6.4.1.3 communicate information of interest to the Council and the school community;

- 6.4.1.4 maintain high ethical standards and set ground rules of respect for meeting;
- 6.4.1.5 promote a collaborative, collegial model of decision making at Council; and,
- 6.4.1.6 share Council activities and information with the school community.

6.4.2 The Chair will:

- 6.4.2.1 chair and maintain meeting decorum;
- 6.4.2.2 plan the agenda for Council meetings;
- 6.4.2.3 act as a spokesperson for the Council, and decide all matters relating to rules of order of the meetings;
- 6.4.2.4 communicate with the principal on a regular basis;
- 6.4.2.5 ensure there is regular communication with the school community, beyond those who attend the meeting;
- 6.4.2.6 solicit input from all members;
- 6.4.2.7 stay informed and follow Board policies that impact Council, and to follow school Council by-laws;
- 6.4.2.8 ensure roles and responsibilities of Council officers and Council members are clearly defined;
- 6.4.2.9 enforce the Council's by-laws;
- 6.4.2.10 put seconded motions to a vote; and,
- 6.4.2.11 prepare and provide a report to the Board of Trustees of the Elk Island Public School Board by September 30 of each school year in compliance section 12(1) of the Regulation.

6.4.3 The Vice-Chair will:

- 6.4.3.1 assist the Chair with duties as assigned,
- 6.4.3.2 chair meetings, in the event the Chair is unavailable;
- 6.4.3.3 promote teamwork and assist the Chair in the smooth running of Council meetings;
- 6.4.3.4 work and support the Chair in agenda preparation;
- 6.4.3.5 keep informed of relevant school and Board policies; and,
- 6.4.3.6 be familiar with the *Alberta Personal Information Protection Act* (PIPA) sections that are specific to the School Council.

- 6.4.4 The Treasurer will:
- 6.4.4.1 keep accurate records of all financial transactions relating to the financial matters of the Council;
 - 6.4.4.2 be responsible for the bank account of the Council;
 - 6.4.4.3 prepare and provide an annual financial statement of the Council to the Chair;
 - 6.4.4.4 ensure that financial records are available, upon request of the Board;
 - 6.4.4.5 report to the Council on the receipt and expenditure of funds on a regular basis; and,
 - 6.4.4.6 assist in the preparation of an agenda of a Council meeting, if required.

- 6.4.5 The Secretary will:
- 6.4.5.1 prepare the minutes of each meeting of the Council, maintain a record of minutes for every scheduled Council meeting and provide relevant information relating to any Council meeting in accordance with PIPA;
 - 6.4.5.2 provide all necessary information for each scheduled Council meeting;
 - 6.4.5.3 attend all Council meetings, or ensure that an alternate is present, the alternate must meet the membership requirements as specified in section 4; and,
 - 6.4.5.4 ensure that a copy of all minutes from each year's Council meetings are provided to the incoming Secretary of the Council at the beginning of each new school year.

- 6.4.6 Other Council officer(s) will have the duties as prescribed by the Council.

6.5 Council Officer Vacancies Within the School Year

- 6.5.1 If the Chair position becomes vacant, a new Chair will be elected at a special meeting of the Council
- 6.5.2 If other Council officer positions become vacant, the Chair with input from the Council members may appoint qualified parents or ECS parents to fill a vacant officer position until the next school year's annual general meeting.

7. Special Committee(s) or Association(s) of the Council

- 7.1 The Council members may establish a special committee(s) or association(s) of the Council as it deems necessary to fulfil the mandate of the Council.
- 7.2 The Council members will assign duties to each established special committee or association of the Council.
- 7.3 Membership of a special committee may consist of parents or ECS parents of the school.
- 7.4 Officers of the Council must abide by the by-laws of any established association.
- 7.5 Committee members will report on their activities at any Council meeting, as required.

8. Resolution of Conflicts Process

8.1 Process

- 8.1.1 The Council will apply the Elk Island Public School District conflict resolution procedure to address any disputes on policies proposed or adopted by the Council.

8.2 Actions after Dissolution

- 8.2.1 If a Council is dissolved, the principal will establish an advisory committee to perform the duties of the Council until the next annual general meeting. The principal will perform the duties of the Chair and Secretary with respect to notification of the next annual general meeting.

9. Council By-laws of the school

9.1 By-Law approval process

- 9.1.1 Beginning with the 2006-07 school year, the Council by-laws do not come into force unless it is approved by a majority of parents and ECS parents in attendance at a special meeting of the Council called for that purpose.

- 9.1.1.1 The voting procedure for approval of the Council's by-laws will follow the procedure as specified in section 5.4.

- 9.1.1.2 Once the by-laws are approved, the Chair will declare the by-laws in force.

- 9.1.2 The by-laws continue to be in force from year to year unless they are amended at any special meeting of the Council.

9.2 By-law amendment approval process

9.2.1 Potential amendments to the by-laws may be raised at any scheduled regular meeting or the annual general meeting.

9.2.2 The by-law amendment approval process will follow the procedure as specified in section 9.1.

The Lakeland Ridge School Council By-laws are approved by a majority of parents and ECS parents who are present and eligible to vote at a special meeting of the Council called for that purpose on _____, _____.

Chair of the Council

Principal of Lakeland Ridge School

Appendix:

“School councils were established in 1995, to increase parent and community involvement in the education of children in Alberta.”¹ The *School Councils Regulation*, Alberta Regulation 113/2007, requires that each School Council must include the following members:

- school principal;
- teacher(s) and/or assistant principal(s) employed at the school;
- parents and ECS parents of students enrolled in the school; and,
- student(s) [high schools only]

The roles and responsibilities of the principal, the teacher representative(s) and assistant principal(s) as members of the Lakeland Ridge School Council are defined through legislation, regulation, and other documents provided by the Alberta Ministry of Education, and are not enumerated in the Lakeland Ridge School Council by-laws. For additional information regarding the roles and responsibilities of the principal, the teacher representative(s) and assistant principal(s) as Council members of Lakeland Ridge School Council, please see below.

- **Alberta School Act** – section 22.
<http://education.alberta.ca/departement/policy/legislation/schoolact.aspx>
- **School Councils Regulation, Alberta Regulation 113/2007**
http://www.qp.gov.ab.ca/documents/Regs/2007_113.cfm
- **Alberta School Resource Council Resource Manual**

Alberta Education supported the Alberta Home and School Councils' Association in the development of this manual. It is endorsed by all education stakeholder associations: the College of Alberta School Superintendents; the Alberta Teachers' Association; the Alberta School Boards Association; the Association of School Business Officials of Alberta; and, the Alberta Regional Professional Development Consortia.

<http://education.alberta.ca/parents/role/schoolcouncils.aspx>

¹ Source: Alberta Ministry of Education website
<http://education.alberta.ca/parents/role/schoolcouncils.aspx>.