



Toronto Catholic District School Board
Parent Involvement Committee
By-laws

Article I Name of the organization

The name shall be The Parent Involvement Committee herein referred to as "The PIC"

Article II Purpose of the Organization

In the spirit of the Mission and Vision Statements of the Toronto Catholic District School Board, the Parent Involvement Committee will serve as a board wide group, with a direct link to the Director of Education and the Board of Trustees in order to provide Parent advice and to support Parent Engagement

Article III Definitions

For the purposes of this Constitution and By-laws the following definitions shall apply:

"TCDSB " shall refer to the Toronto Catholic District School Board

"EX officio" shall refer to non voting members.

"PIC" Shall refer to the elected, appointed and ex officio members of the Parent Involvement Committee

"Quorum" Shall refer to the minimum number of voting members present for a meeting to be official.
That number would consist of the majority of voting members.

Article IV Membership

All voting members of The PIC are elected by their peers from each of the 12 TCDSB Trustee wards as defined by the Ministry of Education's elections procedures. The Council shall endeavour to have its membership reflect the diversity of its community and in addition there shall be ex-officio and appointed members.

Article V Composition of the Council

The elected or appointed members shall carry out the business of The PIC on behalf of the Catholic School community.

5.1 Elected Voting Members

- 12 (Twelve) parents/guardians elected by their peers within each ward to be representatives.
The ward representatives will have at least one student currently registered in an elementary or secondary school in the TCDSB.
- 1 (One) Trustees appointed by the Board to CPIC
- 1 (one) representative from the Toronto Association for Parents in Catholic Education (TAPCE)
- A representative of the Archdiocese
- 3 diversity parents/guardians, to be selected by the members of the PIC.
- 1 student representative to be nominated by the Catholic Student Leadership Impact Team (CSLIT)



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5.2 Non Voting Members

- 12 (Twelve) alternate representatives from each of the 12 TCDSB Trustee wards. (The exception to this rule is if the Ward Representative is not in attendance the alternate will step in as rep. for their Ward)
- 2 alternate TCDSB Trustees
- 1 TCDSB advisory member/ with Coordinator CSAC Liaison responsibilities for the PIC
- 1 Director of Education/Delegate for the TCDSB
- 1 Principal who is an active administrator in an elementary or secondary school in the TCDSB
- 1 Teacher who is currently teaching in an elementary or secondary school in the TCDSB.
- 1 Communications Dept. Staff

Article VI Election Procedures

6.1 Procedures

- a. Election shall occur in two year terms beginning September 2008. The outgoing PIC Committee shall appoint the chair of an Election Planning Committee which is to be organized in order to be prepared for the upcoming elections. The election planning committee may organize & hold planning meetings prior to the end of the second term.
- b. Each parent/guardian seeking election as a PIC ward member must be self-nominated or nominated in writing or nominated from the floor on the day of the election. The parent/guardian seeking election as a PIC member must also have a child registered in the TCDSB.
- c. Each ward will have an election for the PIC representative for their ward.
- d. The outgoing PIC Committee shall form an Election Planning Committee who will be charged with developing an election program.
- e. The Election Planning Committee shall:
 - Work in collaboration with the Trustee's for each Ward and the TCDSB Superintendent's for each Ward to ensure a well run election.
 - Ensure that the community for each Ward is notified of the election date(s), location, and time, within a specific time frame as set out by the current PIC Committee to ensure maximum participation.

Article VII Term of Office

The term of an elected or appointed member of The CPIC is two years. The term of the Executive will be one year and elections will take place in September.

7.1 Vacancies

Vacancies on the membership of the PIC shall be filled by election or appointment. Should a position on the PIC become vacant during a representative's term, the alternative elected representative will assume immediate responsibility as the primary PIC representative for the balance of the term. Should the alternate elected PIC representative be unable to fulfill the responsibilities, a new representative will be elected at the earliest possible opportunity by the appropriate Ward, Association or Board. In the event of a vacancy, PIC shall notify the Trustee if it is a Ward Representative, the TAPCE, if a TAPCE rep, the Chair of the Board and Director of Education if it is a Trustee. A vacancy in the membership of the PIC does not prevent the PIC from exercising its authority. Regardless of how the representative is chosen for PIC, the representative will not serve more than the original representative's term of office.



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7.2 Resignations

Notice of resignation should be submitted to the PIC Chair or Vice Chair within seventy-two hours (72) of the impending resignation.

Article VIII Election of Executive Officers

The officers of The PIC shall be Chair, Vice-Chair and Secretary. Executive Officers shall be parent voting members of the PIC.

8.1 Chair

It is the responsibility of the Chair to ensure that goals priorities and procedures of The PIC promote Catholic faith and gospel values consistent with the Mission and Vision of the Board.

The Chair of the PIC Shall:

- Prepare the Agenda for Council meetings based on input from the PIC
- Chair the PIC meetings
- Ensure that the minutes of PIC meetings are recorded and properly maintained & accessible to parents.
- Ensure that there is regular communication with the TCDSB parent community
- Work collaboratively with the members of The PIC to prepare a brief annual written report on the activities of The PIC and ensure accessibility to parents.
- In addition, the Chair may act as or appoint a spokesperson for The PIC to carry out other duties as shall be required from time to time.

8.2 Vice-Chair

- The Vice-Chair shall assist the Chair in the discharge of his/her duties and perform such other duties as may be required by The PIC. .
- In the absence of the Chair or in the event of the Chair's inability to serve, the Vice-Chair shall assume the duties.

8.3 Secretary

Although Board supports work of committee, CPIC **is not** constituted like other Board Committees, therefore **It does** not required to have a secretary appointed to it. Secretary position will remain as elected position to be filled by a parent rep as **with** the Chair and Vice Chair

8.4 Treasurer-Non Voting Position

There is not a role of Treasurer as there are no monies being exchanged. The Director of Education/Delegate for the TCDSB will act as administrator for the release of funds approved by decisions of the CPIC.

Article IX Conflict of Interest

Anytime The PIC is doing business with a member of PIC or a member of any committee of PIC whether with the member directly or with a business enterprise with which the member is directly or indirectly associated, the member shall declare a conflict of interest and shall not deliberate or vote on any such resolutions. (Refer to the Board Policy)



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Article X Conflict Resolution

The Board's Conflict Resolution Policy, Regulation(s) and guideline shall govern conflict resolution for the PIC. The PIC may also contact the Conflict Resolution Department at the TCDSB for assistance.

Article XI Meetings

The Council shall conduct its business at meetings held at the Catholic Education Centre (CEC) or other venue as approved by PIC. Meetings shall be accessible and open to all members of the Toronto Catholic Community.

11.1 Meeting Agendas and Schedules

- The PIC meeting agenda's shall be ordered by the Chair and may include additional items from the members. Agenda items must be submitted 10 days prior to the next PIC meeting.
- Specific requests for advice from the PIC being sent from the TCDSB or Trustees must be sent to the Chair 20 days prior to the next PIC meeting.
- PIC members are encouraged to provide input to the process of the setting of the agendas however, it is the responsibility of the Chair to prioritize the specific items and where they appear on the agenda.
- The agenda for regular PIC meetings shall be forwarded to the members 7 days prior to the meeting date and posted.
- The order of the items on the agenda may be changed by a majority of the members present agreeing to the change by consensus or vote.
- A prayer followed by the review of the agenda shall be the first order of business at the PIC meeting.

11.2 Meeting Proceedings

- The PIC will strive for consensus in decision making. When consensus cannot be achieved, the TCDSB By-law 143 and Roberts Rule of Order will apply
- A meeting shall be called to order at the hour appointed or as soon thereafter as a quorum is present.
- Review and approval of the minutes from the previous meeting shall follow the approval of the agenda for the current meeting
- The chair may at any time, except during the conduct of a vote, recess a meeting for any purpose including the purpose of solidifying quorum, for a period of not more than twenty (20) minutes, and for this purpose, may interrupt a speaker.
- No meeting shall continue in session for more than three (3) hours
- A full and correct account of the proceedings of every meeting shall be kept. A special meeting of the PIC may be called in circumstances where there is an emergency or time sensitive matter for consideration. The special meeting may be called by the Chair or requested through the Chair by a majority of PIC members (equivalent to quorum), stating in writing its purpose, with an agenda and signed by the members.

11.3 Rules of Order

The rules of order used at all meetings of The PIC shall be determined by The PIC at the first meeting. Failing consensus, Roberts Rules of Order shall apply.



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11.4 Presiding Officer

- The Chair (of the PIC or a committee as the case may be) shall preside at all meetings at which the Chair is present
- The Vice-Chair (of the PIC or a committee as the case may be) shall preside in the absence of the Chair; when the Vice-Chair presides, the absence of the Chair shall be presumed
- If at any meeting the Chair and Vice-Chair (of the PIC or a committee as the case may be) are absent those present shall elect amongst themselves, a chair pro tem, for the meeting or until such time as the Chair or Vice Chair are present

11.5 Chair Permitted to Speak

The Chair of a meeting may express an opinion on any main or subsidiary motion on the floor, but in such case, the Chair shall leave the chair until the disposition of the main motion.

11.6 Chair Pro Tem

If the Chair elects to vacate the chair for any reason, the Chair shall call upon a member who is not the mover or seconder of any motion or subsidiary motion on the table (preferably although not necessarily, a member who has not spoken) to fill the place of the Chair until the main motion is disposed of, in the following sequence:

- Vice-Chair if that person has not spoken
- Another member present if that person has not spoken
- Vice-Chair even if that person has spoken
- Another member present even if that person has spoken

11.7 Quorum

Quorum equals a majority of all voting members and shall not include non-voting members.

Quorum is established by:

- A majority of PIC members are present at the meeting, ("Present" is considered in person, via telephone or electronically for the duration of the meeting)
- A majority of the members present are voting members.

No business may be conducted without Quorum.

If quorum is not present within thirty minutes (or such longer time as may be agreed upon by the members eligible to vote and present) after the time appointed for any meeting, the recording secretary shall record the names of the attendee's who are present and the meeting shall stand adjourned.



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11.8 Voting

- Each voting member of PIC who is present at the meeting shall be entitled to vote once on each motion considered by the PIC unless otherwise disqualified from voting on the motion.
- During regular PIC meetings, voting shall be by show of hands. A recorded vote may be requested from time to time on sensitive issues. None are secret. Voting should be known to all present. A declaration by the Chair with regard to the outcome of all voting shall be entered into the minutes of the meeting. It should be the objective of The PIC to strive for consensus decision making wherever possible, in order to foster collaborative decision making and team building.
- A motion shall be considered to have passed when approved by a simple majority of quorum present
- In the event of an equality of votes on any issue, the matter is lost. ¹

11.9 Attendance

Only those voting members defined in article 5.1 shall have a vote. The Secretary shall provide written notice of the dates, times and locations of PIC meetings to every member. The Secretary will coordinate with the PIC Chair to ensure notice is sent.

Article XII Committees

12.1 Committees

AdHoc and/or Special committees may be created to make recommendations on matters under study by the PIC.

- The PIC may appoint the Chair of each Committee who shall be a PIC Member. Committee members may be recruited and appointed by the Committee Chair. The work of the Committee shall be governed by PIC By-laws.
- The Chair of each Committee shall provide a report on the progress of the Committee at regular PIC meetings. The PIC Executive Officers shall be ex officio members of each Committee.

Article XIII Financial Matters

The board shall maintain a budget to be used by the PIC.

Article XIV Amendments to the By-laws

The PIC By-laws may be amended from time to time provided:

- Amendments with Notice
Written notice of the motion proposing the amendment will include the text and a brief statement of purpose will be given at a regular PIC meeting, or be placed on the agenda to be received by PIC at the next regular meeting.
- Amendments without Notice
At any time, the By-laws may be amended without notice upon the unanimous vote of all PIC members.

Article XV Effective Date

This By-law shall come into force on the first day of the month following the adoption of this By-law by the PIC

Footnote:

1 If there is not a majority in favour of a recommendation/motion, then it is not passed