



**Toronto Catholic District School Board
Parent Involvement Committee
By-laws**

Article I Name of the Committee

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

Article II Purpose of the Committee

In the spirit of the Mission and Vision Statements of the Toronto Catholic District School Board, CPIC shall be a resource, support, communication channel and forum to assist and advise the Director of Education, Board of Trustees and Catholic school advisory councils (CSACs) to achieve their respective mandates. In particular CPIC's focus will be supporting student achievement by enhancing parent engagement.

TCDSB Mission

In a school community formed by Catholic beliefs and traditions, our Mission is to educate students to their full potential by providing:

- leadership in the shared responsibility for education that exists among schools, students, families, parishes and the community;
- a safe and welcoming learning environment that is an example of Christian community;
- role models of Gospel values and Catholic doctrines, teachings and beliefs;
- guidance in what students need to learn;
- instruction in the learning process itself;
- religious, academic and technological instruction;
- integration of Catholic, Christian beliefs into the total learning experience; and
- feedback on students' proficiency and performance.

Vision of TCDSB

To provide students with the qualities they will require, our Vision of TCDSB is a school system that:

- is Christ-centered;
- is student focused;
- demonstrates a clear sense of purpose;
- is visibly and demonstrably Catholic;
- reflects empowering leadership;
- applies collaborative decision making;
- is innovative; and
- provides role models among all stakeholders for all these qualities.



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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.

"**CPIC**" Shall refer to the elected, appointed and ex officio members of the Catholic 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 parent voting members.

Article IV Membership

All parent voting members of CPIC are elected by their peers from each of the 12 TCDSB Trustee wards as defined by the TCDSB CPIC election procedures. The Catholic Parent Involvement Committee 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 Committee

The elected or appointed members shall carry out the business of CPIC on behalf of the TCDSB community.

5.1 Elected Voting Members

- 12 (Twelve) parents/guardians, who support the TCDSB mission and vision, 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.
- 3 diversity parents/guardians, to be selected by the members of CPIC
- 1 student representative to be nominated by the Catholic Student Leadership Impact Team (CSLIT)

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)
- 1 Director of Education/Delegate for the TCDSB
- 1 Trustee appointed by the Board to CPIC
- 1 Principal who is an active administrator in an elementary or secondary school in the TCDSB
- 1 alternate Trustee appointed by the Board to CPIC
- A representative of the Archdiocese
- Past CPIC Chair &/or Parent Community Representative
- 1 (One) representative from Greater Toronto Parent Network(GTCPN)



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- 1 (one) representative from the Toronto Association for Parents in Catholic Education (TAPCE)
- 1 TCDSB advisory member/ with Coordinator CSAC Liaison responsibilities for CPIC
- 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. Elections shall occur in two year terms and held in May/June. The outgoing CPIC shall appoint the chair of an Election Planning Sub-Committee which is to be organized in order to be prepared for the upcoming elections. The election planning sub-committee may organize & hold planning meetings prior to the end of the second term.
- b. Each parent/guardian seeking election as a CPIC 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 CPIC member must also have a child registered in the TCDSB. Parent members on CPIC do not have to be members of the CSAC, however they must have approval from their respective CSAC and agree to share all appropriate CPIC information with their respective school communities and bring information from CPIC to their local school community.
- c. Each ward will have an election for the CPIC representative for their respective ward.
- d. The outgoing CPIC shall form an Election Planning Committee who will be charged with developing an election program.
- e. The Election Planning Sub-Committee shall:
 - Work in collaboration with the respective Trustees for each Ward and the TCDSB Superintendents 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 CPIC Committee to ensure maximum participation.

Article VII Term of Office

The term of an elected or appointed member of CPIC is two years. The term of the Executive will be one year and elections will take place at the last meeting of the school year.

7.1 Vacancies

Vacancies on the membership of CPIC shall be filled by election or appointment. Should a position on the CPIC become vacant during a representative's term, the alternative elected representative will assume immediate responsibility as the primary CPIC representative for the balance of the term. Should the alternate elected CPIC 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, CPIC shall notify the Trustee if it is a Ward Representative, TAPCE, if a TAPCE rep, GTCPN, if a GTCPN rep, the Chair of the Board and Director of Education if it is a Trustee. A vacancy in the membership of the CPIC does not prevent the CPIC from exercising its authority.



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Regardless of how the representative is chosen for CPIC, the representative will not serve more than the original representative's term of office.

7.2 Resignations

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

Article VIII Election of Executive Officers

The officers of The CPIC shall be Chair, Vice-Chair shall be parent voting members of the CPIC.

8.1 Chair

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

The Chair of CPIC Shall:

- Prepare the Agenda for Council meetings based on input from the CPIC
- Chair CPIC meetings
- Ensure that the minutes of CPIC 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 CPIC to prepare a brief annual written report on the activities of CPIC and ensure accessibility to parents.
- In addition, the Chair may act as or appoint a spokesperson for CPIC to carry out other duties as shall be required from time to time.

8.2 Vice-Chair

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

8.3 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 CPIC.

Article IX Conflict of Interest

Anytime CPIC is doing business with a member of CPIC or a member of any sub-committee of CPIC 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 TCDSB Board Policy)

Article X Conflict Resolution

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



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Article XI Meetings

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

11.1 Meeting Agendas and Schedules

- CPIC meeting agenda 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 CPIC meeting.
- Specific requests for advice from CPIC being sent from the TCDSB or Trustees must be sent to the Chair 10 days prior to the next CPIC meeting.
- CPIC members are encouraged to provide input to the process of the setting of the agenda. However, it is the responsibility of the Chair to prioritize the specific items and where they appear on the agenda.
- The agenda for regular CPIC 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 a CPIC meeting.

11.2 Meeting Proceedings

- CPIC 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 CPIC 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 CPIC 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 CPIC shall be determined by CPIC at the first meeting. Failing consensus, Roberts Rules of Order shall apply.



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11.4 Presiding Officer

- The Chair (of CPIC or a sub-committee as the case may be) shall preside at all meetings at which the Chair is present
- The Vice-Chair (of CPIC 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 CPIC or a sub-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 parent voting members and shall not include non-voting members.

Quorum is established by:

- A majority of CPIC 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 parent 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 CPIC who is present at the meeting shall be entitled to vote once on each motion considered by CPIC unless otherwise disqualified from voting on the motion.
- During regular CPIC 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 CPIC 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 TCDSB CSAC & CPIC Liaison Co-ordinator shall provide written notice of the dates, times and locations CPIC meetings to every member. The Liaison Co-ordinator will co-ordinate with the CPIC Chair to ensure notice is sent.

Article XII Sub-Committees

12.1 Sub-Committees

AdHoc and/or Special sub-committees may be created to make recommendations on matters under study by CPIC.

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

Article XIII Financial Matters

The board shall maintain a budget to be used by CPIC.

Article XIV Amendments to the By-laws

CPIC 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 CPIC meeting, or be placed on the agenda to be received by CPIC 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 CPIC 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 CPIC

Footnote:

1 If there is no majority in favour of a recommendation/motion, then it is not passed