



Toronto Catholic District School Board
Neil McNeil Catholic School Parent Council



- By-law #1 -

Respecting Council's Purpose, Membership, Elections, Filling Vacancies, Meetings, Committees, Conflict of Interest, Conflict Resolution and Other

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Article I Name

The name of this organization is the **Neil McNeil Catholic School Parent Council**, herein referred to as "The Council".

Article II Purpose

In the spirit of the Mission and Vision Statements of the Board, the purpose of the Council is to function in an advisory role to enrich, enhance and improve student education and achievement. As well, the Council will enhance the accountability of the education system to Parents by making recommendations to the Principal and, where appropriate, the Board on any matter in accordance with the *Education Act* and the Policies, Guidelines and Operating Procedures of the Board.

Article III Definitions

For the purpose of this By-law the following definitions shall apply:

"Ad Hoc Committee" means a temporary committee created by the Council to meet specific objectives and to make recommendations to the Council.

"AGM" means the Annual General Meeting.

"Board" means the Toronto Catholic District School Board.

"Council" means the elected, appointed and Ex Officio members of the Neil McNeil Catholic School Parent Council.

"Election Facilitator(s)" means the person or persons appointed under Article 6.5.

"Election Planner(s)" means the person or persons appointed under Article 6.4.

"Executive Officer(s)" means the Parent Member(s) who has been elected in accordance with this By-law to the positions of Chair, Vice-Chair, Secretary or Co-Secretary, Treasurer or Co-Treasurer of the Council or who has been elected or appointed to fill a vacancy created by an Executive Officer ceasing to hold office.

"Ex Officio" means "by virtue of the office" and refers to persons who are members of the Council by virtue of another position or office they hold.



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"Neil McNeil Catholic School Community" includes the following:

The Parents/Guardians of students enrolled in the School;
The School staff, including teaching and non-teaching personnel;
The Pastor and the Parish Designate;
The School Trustee;
The Students;
All Separate School Ratepayers within the area serviced by the School; and
Business and/or Community Organizations, which the Council may recognize for specific purposes.

"Non-Teaching Staff Member" means the person who has been elected to represent the non-teaching staff of the School on the Council.

"Parent" means a Natural or Adoptive Parent and includes a Legal Guardian who has lawful custody of a Neil McNeil student.

"Parent Member" means a Parent who has been elected in accordance with this By-law or who has been elected or appointed to fill a vacancy created by a Parent Member ceasing to hold office.

"Parent Participant" means a Parent who attends a Council meeting but has *not* been elected as a Parent Member.

"Principal" means the Principal of Neil McNeil Catholic School.

"Quorum" means the minimum number of voting members present for a meeting to be held. Quorum shall be determined in accordance with Article XI.

"School" means Neil McNeil Catholic School.

"Standing Committee" means a committee formed to deal with issues that the Council deems to be of continuing importance and that require monitoring of and reporting on.

"Student Member" means the student who has been appointed to represent the students of the School on the Council.

"Teaching Staff Member" means the person who has been elected to represent the teaching staff of the School on the Council.



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Article IV Membership

All members of the Council shall be elected or appointed by their constituent group in the Neil McNeil Catholic School Community in accordance with Article VI, the election procedures, or where none exist, the election rules of the constituent group. Where possible the Council shall endeavor to have its membership reflect the diversity of the School.

Article V Composition of the Council

The minimum number of members that must be on the Council is seven (7). Parent Members must form the majority of members on the Council.

The elected or appointed members of the Council shall carry out the business of the Council on behalf of the Neil McNeil Catholic School Community.

Members

The following persons are the members of the Council:

The Parent Members (for greater certainty this includes parents who are elected as the Executive Officers) (maximum of twenty (20));
The Teaching Staff member;
The Non-Teaching Staff member;
Student Member;
The Pastor *or* Parish Designate;
The Community Member other than the Pastor or his Designate;
The Ontario Association of Parents in Catholic Education (OAPCE) Appointee;
The Special Education Representative, where one is elected or appointed; and
The Principal and/or Vice-Principal(s) of the School.

5.2 Role of Members

The role of the Council members is to represent the Neil McNeil Catholic School Community on the Council and to work collaboratively, in good faith and in the best interest of the Community.

Council members shall endeavor to notify the Secretary as soon as they find that they are unable to attend a scheduled Council meeting.



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5.3 Voting Members

The following persons are voting members of the Council:

- The Parent Members (maximum of twenty (20));
- The Teaching Staff member;
- The Non-Teaching Staff member;
- The Student Member;
- The Pastor *or* Parish Designate;
- The Community Member other than the Pastor or his Designate; and
- The Special Education Representative, where one is elected or appointed.

5.4 Parent Participants are Not Members of the Council

All members of the Council and the Neil McNeil Catholic School Community including Parent Participants are entitled to attend and participate in any meetings of the Council including Standing or Ad Hoc Committee meetings. Only voting members are entitled to vote at meetings of the Council.

All members of the Neil McNeil Catholic School Community, however, may vote at meetings held by the Standing or Ad Hoc Committees if they are a member of that Standing or Ad Hoc Committee.

Article VI Election Procedures

6.1 Who is Entitled to Seek Election as a Parent Member

Any Parent of a student at the School is entitled to seek to be elected as a Parent Member of the Council unless they are employed at the School or unless they have agreed to be either the Election Planner(s) as established under Article 6.4 of this By-law or the Election Facilitator(s) as established by Article 6.5 of this By-law *and* they are not seeking to fill a Parent Member or Executive Officer vacancy that occurs later in the school year.

Each parent seeking election as a Parent Member must:

- be nominated or self-nominated in writing on the form provided by the Election Planner(s) or Facilitator(s);
- have a student registered at the School; and
- declare on the form if he or she is employed by the Board.



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The maximum number of Parent Members shall be twenty (20).

Employees of the Board, who work at the School where their children attend, cannot be a Parent Member or a Community Member.

6.2 Procedure for Election of Parent Members

Subject to any election to fill a vacancy created by a Parent Member ceasing to hold office, all elections for Parent Member positions shall occur at the AGM, which shall be held within the first thirty (30) days of the start of each school year.

Each Parent of a student enrolled in the School and present at the AGM shall be entitled to one vote for each elected Parent Member position on the Council. Each parent is entitled to one such vote regardless of the number of children they have attending the School.

If the number of Parents seeking election as a Parent Member is less than or equal to twenty (20), all candidates shall be acclaimed to the positions of Parent Members.

If there are more than twenty (20) candidates seeking election for the positions of Parent Members, all the candidates' names shall be placed on a ballot. The ballot shall disclose any candidate who has declared that they are employed by the Board.

Where an election is required, the election of Parent Members shall be conducted by the Election Planner(s) as established under Article 6.4 of this By-law, or if none exists, by the Election Facilitator(s) as established by Article 6.5 of this By-law.

Each Election Planner(s) and Election Facilitator(s) is entitled to vote in the election if they are a Parent of a student enrolled in the School.

No voting in the Parent Member election may be by proxy.

Any eligible voter must be physically present in order to vote in the election.

Any person nominated for an elected Parent Member position must be physically present at the election to be elected.

Where voting takes place, voting will be by secret ballot.

Voting will be by selecting the names of candidates on a ballot. The order of candidate names on the ballot will be decided by placing all candidate names into a container and then listing them on the ballot in the order in which they are drawn from the container.



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Any ballot that has more than twenty (20) candidates selected shall constitute a spoiled ballot and shall not be counted.

The top twenty (20) Parent candidates, with the highest number of tallied votes from valid ballots, will be elected as Parent Members.

If there is a tie vote for the twentieth (20th) position for a Parent Member, of those candidates who have the tied votes, the winner of the position will be decided by lot.

Only the names of the elected Parent Members shall be made public.

A list of elected candidates and those vote results will be kept on file by the Secretary of the Council.

A list of all candidates and their vote results will be kept confidential and on file by the Election Planner(s) or Election Facilitator(s) for a period of one (1) year following the election.

All candidates in the election shall be notified of the results before the results are released to the Neil McNeil Catholic School Community.

The Council shall help the Principal ensure that the names of the members of the Council are publicized to the Neil McNeil Catholic School Community, as soon as possible, following the election.

If the Council later decides to fill a vacancy of a Parent Member by election, that election may occur at any Council meeting and such election does not have to be by full Parent Membership.

6.3 Procedure for Election of Executive Officers

At the first meeting after the AGM, the members of Council shall first discuss the Executive Officer positions that are needed to be filled for the year and decide on the positions available for election before the election is held.

In every Council there shall be a Chair, a Secretary and a Treasurer. There may also be a Vice Chair. Alternatively, two Co-Secretaries and/or two Co-Treasurers may be elected instead of a sole Secretary and/or sole Treasurer.

Only those persons who were elected as Parent Members, in the same school year as the election for Executive Officers, may be nominated and elected or appointed in that school year as Executive Officers.



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The election for the Executive Officers of the Council shall be conducted by the Election Planner(s), as established under Article 6.4 of this By-law, or, if no Election Planner(s) exists, by the Election Facilitator(s), as established under Article 6.5 of this By-law.

The election for Executive Officer positions shall be conducted as follows:

- Where the first meeting of the new Council occurs immediately after the AGM, or where the meeting occurs on another day, there shall be a break, after the first meeting of the new Council begins and prior to the election of the Executive Officers, for the purpose of receiving nominations for Executive Officer positions. The break shall be for no less than ten (10) minutes and no more than twenty (20) minutes.
- After the first meeting of the new Council begins but prior to the break, the Election Planner(s) or Election Facilitator(s) will announce that there will be an election for Executive Officer positions. The Election Planner(s) or Election Facilitator(s) will then review the process set out in this Article for the election and will review the description of responsibilities of the positions as is set out in Article VIII.
- The break for the purpose of receiving nominations for Executive Officer positions shall then occur. The Election Planner(s) or Election Facilitator(s) shall announce the length of the break and then monitor the time to ensure that the time of the announced break is respected.
- During the break the Election Planner(s) or Election Facilitator(s) shall place a container and nomination forms and pens in plain view of all members of the Council. Any Parent Member who wishes to self-nominate or anyone present who wishes to nominate any other Parent Member for an Executive Officer position on Council shall indicate on the nomination form the name of the Parent Member and the Executive Officer position for which that person is being nominated. The nomination form shall then be placed in the container. The Election Planner(s) or Election Facilitator(s) shall assist persons in placing nominations in the container.



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- The Election Planner(s) or Election Facilitator(s) shall announce a last call for nominations no less than two (2) minutes before the end of the break.
- At the end of the break, the Election Planner(s) or Election Facilitator(s) shall consult with Parent Members nominated to confirm that the Parent Member consents to the nomination for the Executive Officer position. The Election Planner(s) or Election Facilitator(s) shall remove and destroy any forms identifying any Parent Member who does not consent to the nomination. The Election Planner(s) or Election Facilitator(s) shall then review the nomination forms and determine, from the number of nominations

for each position, whether an election is required for any of the Executive Officer positions.

If there are no nominations for an Executive Officer position, the Election Planner(s) or Election Facilitator(s) shall advise all present and ask from those Parent Members present whether anyone will volunteer to fill that position.

Where there is only one Parent Member nominated for a specific Executive Officer position, that Parent Member shall be acclaimed to the position.

Where there is more than one Parent Member nominated for a specific Executive Officer position, each Parent Member nominated shall have an opportunity to make a statement about their relevant experience and their goals for the year ahead. If there are only two Parent Members nominated as Secretary or Treasurer, they may agree to act as Co-Secretaries or Co-Treasurers. In such case, no election for the position will be required.

Where there is an election for an Executive Officer position, it shall be by secret ballot.

No voting for an Executive Officer election may be by proxy.

Any Parent Member nominated for an Executive Officer position must be physically present at the election to be elected.

Where there is a tie for the highest number of votes cast for the candidates of a specific Executive Officer position, there shall be either a second election held for that position between or amongst the candidates receiving the highest number of votes or, in cases where there are only two tied candidates for the position of Secretary or Treasurer, these tied candidates may agree, after a brief private consultation with each other, to serve as Co-Executive Officers of that position.

If a second election occurs and the result is a further tie in the highest number of votes cast for candidates running for that position, the position shall either be filled by lot between the



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candidates tied or, where the votes for only two candidates are tied, those two tied candidates may agree to serve together as Co-Secretary and/or Co-Treasurer, as the case may be.

6.4 Election Planner or Planners

During a Council meeting that occurs in May, or as close to the month of May as possible, the Chair shall ask all persons present at that meeting for a volunteer or volunteers to be the Election Planner(s) for the elections for the Parent Members and Executive Officers in the upcoming school year.

The Election Planner(s) may be a Parent, Teaching Staff or Non-Teaching Staff.

The Election Planner(s) may *not* be nominated for a Parent Member position of the Council for the school year in which they act as Election Planner, unless such nomination is to fill a vacancy that occurs later in the school year. This nomination restriction extends to the spouse and relatives of the Election Planner.

The Election Planner(s) may run for a Parent Member position later in the school year if, as a result of a vacancy, one becomes available and an election is held for that position.

The Election Planner(s) role will be to assist the Principal to:

- approve the nomination forms for distribution by the School;
- ensure that the Parents are notified of election procedures, election date(s), location(s), and time(s), at least seven (7) days in advance of the election;
- set the date and place for nominations of Parent Members to be received;
- ensure there is a process to collect and receive the nomination forms;
- post the election date(s), location(s) and time(s) at the School;
- request either a profile be provided from each of the candidates and make these available to the persons present to elect Parent Members at the AGM; and in cases where more than twenty (20) nominations for elected Parent Member positions are received by the date set for nominations, advise the candidates of the length of time that they will be given to speak at the election;
- conduct the election by secret ballot where the number of candidates for Parent Members exceeds twenty (20);
- conduct the election for Executive Officers;
- count the ballots;
- notify all candidates of the results; and



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- keep all results and information obtained through the election process confidential and, with the assistance of the Principal, in a secure location at the School for a period of one (1) year following the election.

6.5 Election Facilitator or Facilitators

Where no one has agreed to act as the Election Planner(s) before the AGM and/or the first meeting of the Council, the Principal shall ask from all persons present at the meeting where the election is held for a volunteer or volunteers to be the Election Facilitator(s).

The Election Facilitator(s) may *not* be nominated for a Parent Member position of the Council for the school year in which they act as Election Facilitator(s), unless such nomination is to fill a vacancy that occurs later in the school year. This nomination restriction extends to the spouse and relatives of the Election Facilitator(s).

The Election Facilitator(s) may run for a Parent Member position later in the school year if, as a result of a vacancy, one becomes available and an election is held for that position.

The Election Facilitator(s) may be a Parent, Teaching Staff or Non-Teaching Staff.

If no one volunteers to be the Election Facilitator(s), the Principal or his/her designate will appoint a teacher or other person to be the Election Facilitator, for the purpose of facilitating the elections of Parent Members and Executive Officers.

6.6 Election of the Teaching Staff Member

The Principal will make the necessary arrangements for the Teaching Staff representative to be elected in accordance with the regulation made under the Education Act.

The Teaching Staff shall elect a staff member to represent them on the Council.

The election rules for the Teaching Staff to elect a member to represent them shall be decided upon by the Teaching Staff.

Anyone assigned to the Teaching Staff of the School (full or part-time) other than the Principal or Vice-Principal may be a candidate for the position.

6.7 Election of the Non-Teaching Staff Member

The Principal will make the necessary arrangements for the Non-Teaching Staff representative to be elected in accordance with the regulation made under the Education Act.



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The Non-Teaching Staff shall elect a staff member to represent them on the Council.

The election rules for the Staff to elect a member to represent them shall be decided upon by the Non-Teaching Staff.

Anyone assigned to the Non-Teaching Staff of the School (full or part-time) may be a candidate.

6.8 Selection of the Student Member

The Principal will make the necessary arrangements for the Student Council to appoint a student representative as the Student Member on the Council in accordance with the regulation made under the Education Act.

Where the Student Member is unable to attend, the member may delegate another student to attend the meeting to act in his place.

6.9 Election or Appointment of the Community Member

In addition to the Pastor or Parish designate, a further representative from the Neil McNeil Catholic School Community may be elected or appointed by the Council. The process for choosing the representative is at the discretion of Council from year to year. Where an election is held, it shall be by majority vote at the first meeting of the new Council members. If no Community Member is elected or appointed to Council at the first meeting and if, during the school year, the Council determines a need for a Community Member to serve on Council, the Council may elect or appoint a Community Member at a regular Council Meeting, in the same method it would have used at the first meeting.

Article VII Term of Office

The term of a member of the Council is generally for one year. For greater certainty, a member of Council holds their term of office from the date he or she is elected or appointed until the date of the AGM where new members are elected or appointed. A person may be elected to office from year to year, until such time as they are no longer eligible to be nominated.

Article VIII Executive Officers

The Council shall have a Chair, a Secretary or Co-Secretaries and a Treasurer or Co-Treasurers. The Council may also have a Vice Chair.



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The Executive Officers shall be elected by the voting members of Council at the first meeting of Council.

The Executive Officers may hold their positions for more than one term if they are re-elected or appointed in accordance with this By-law.

The Executive Officers shall be elected in accordance with the Procedures in Article VI.

8.1 Chair

The Chair:

must be Roman Catholic; and
may *not* be employed by the Board.

It is the responsibility of the Chair, in collaboration with the Principal, to provide Catholic leadership and direction to the Council and Executive Officers to ensure that the goals, priorities and procedures of the Council promote Catholic Faith and Gospel Values consistent with the Mission and Vision of the Board.

The Chair shall:

in consultation with the Principal, call Council meetings;
ensure that the agenda is prepared for the Council meetings based on input from the Council and in consultation with the Principal;
chair the Council meeting;
ensure that minutes of the Council meetings are recorded and properly maintained;
ensure that the collection of records of all meetings and financial transactions are kept for a minimum of four (4) years and made available at the School for examination without charge to any person from the Neil McNeil Catholic School Community;
participate in Board sponsored information, training sessions and share information with the Council;
communicate regularly with the Principal in an effort to work co-operatively to provide enrichment opportunities and improve student achievement;
ensure that there is regular communication with the Neil McNeil Catholic School Community;
work collaboratively with the members of the Council to prepare and submit an annual written report on the activities of the Council, including fundraising, to the Principal and the Board;
consult with senior Board staff as required;
upon request, provide the local Trustee with copies of the minutes of the meetings;
prepare the Annual Report to be submitted to the Principal and the Trustee and, eventually, to the Board in May of each year; and
prepare the Annual Report to be presented at the AGM and for posting on the Neil McNeil portal site.



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In addition, the Chair may act as or appoint a spokesperson for the Council, 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 the duties of the Chair and perform such other duties as may be required by the Council or the Executive Officers; and
assume the duties of the Chair in the absence of the Chair or in the event of the Chair's inability to serve.

8.3 Secretary or Co-Secretaries

The Secretary shall:

keep a record of all meetings of the Council and the Executive Officers and shall deal with all correspondence or communications as directed by or required of the Council and the Executive Officers;

collaborate with the Principal to ensure that all minutes and records of the Council are available at the School for examination by any person from the Neil McNeil Catholic School Community;
prepare and distribute meeting minutes and the agenda in accordance with Article 11.3 and 11.4;
ensure co-operation with the Principal to produce documents (including the meeting minutes and agenda) for posting on the Neil McNeil Council portal site;
keep track of responses from the Council members regarding their inability to attend a meeting and, where quorum will not be possible, advise the Chair;
perform such other duties as may be required by the Council or the Executive Officers; and
assume the duties of the Chair in the absence of the Chair or Vice Chair.

8.4 Treasurer or Co-Treasurers

The Treasurer shall:

keep full and accurate accounts for all receipts and disbursements of the Council in accordance with generally accepted accounting principles, and be guided by *Board Policy S.M.04 Fund Raising in Schools* in regard to banking and fund disbursements, in accordance with such requirements as may be imposed by the Board or other relevant authority;
provide at regular meetings of the Council an account of all transactions of the Council, including the financial position; prepare a full Financial Statement for submission to the Board for May of each year and at the AGM which occurs near the start of the following school year;



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perform such other duties as may be required by the Council or the Executive Officers of the Council; and assume the duties of the Chair in the absence of the Chair, Vice-Chair and Secretary.

Article IX Vacancies

9.1 Vacancies Do Not Affect the Council's Authority

A vacancy in the Council membership does not prevent the Council from exercising its authority.

9.2 Option to Fill a Vacancy

Where a vacancy comes to exist by the cessation of membership of a Parent Member (including an Executive Officer) on the Council, the Council shall discuss whether there is a requirement or need to fill the vacancy.

Unless a vacancy causes the number of Council members to fall below the required minimum of seven (7) or causes the Parent Members to no longer form the majority of members on the Council, there is no requirement to fill a vacancy.

If the Council, in their discretion, deems it necessary to fill a vacancy of a Parent Member position, for reasons other than restoring the minimum Council membership or the Parent majority, such vacancy shall be filled by election or appointment in accordance with Article 9.3.

If the Council, in their discretion, deems it necessary to fill a vacancy of an Executive Officer position, for reasons other than restoring the minimum Council membership or Parent majority, such vacancy shall be filled by election or appointment in accordance with Article 9.4.

9.3 Filling a Vacancy of an Elected Parent Member

Where the Council has determined that there is a requirement or need to fill a vacancy, and where the vacant position had originally been filled by an election, the Election Planner(s) or Election Facilitator(s), if available, shall be requested to review the most recent election records to determine the name of the candidate on the list who had the next highest number of votes after the twenty (20) who were elected as Parent Members.

Should the Election Planner(s) or Facilitator(s) *not* be available, the Principal or his/her designate shall appoint a teacher or other person to assume the role of Election Facilitator, for the purpose of assisting in filling the Parent Member vacancy.

The Election Planner(s) or Election Facilitator(s) shall advise the Chair of the Council of the name and contact information on file for that next candidate. The Chair shall attempt to contact



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the individual and ask if they wish to now join the Council. If the person agrees, they shall be appointed to the Council as Parent Member. If the person refuses the appointment, then the candidate with the next highest number of votes shall be identified and contacted and asked if they wish to join and so on until there are no candidates remaining on the list.

The Council shall be advised by the Chair of the result and the accepting candidate shall be appointed at the next meeting of the Council.

If there are no remaining candidates on the election records from the most recent election, or if there was no election, the Council will discuss and agree upon a process to fill the vacancy.

Where the Council decides that an election will be held to fill the Parent Member vacancy, and where the election is held to fill the vacancy, the electorate will be the existing Parent Members of the Council and not the entire Parent Community but the Parent Community shall be advised of the process, the election and the result.

The Council may fill any Parent Member vacancy not filled by appointment by a vote at any regular Council meeting.

9.4 Filling a Vacancy of an Executive Officer

Where, during the term of an Executive Officer, there is a vacancy created if that person no longer can act in that position, the Council shall discuss whether there is a requirement or need to fill that vacancy. Council shall always ensure it has a Chair, Secretary and Treasurer.

Where the Council has determined that there is a requirement or need to fill a vacancy of an Executive Officer position, and where the vacant position had originally been filled by an election, and where there was only one other candidate who ran in the election, the Election Planner (s) or Facilitator(s), if available, shall be requested to review the most recent election records and advise of the name of the candidate. That candidate shall be asked by the most senior Executive Officer on the Council remaining if they wish to take on the position and if they agree, they shall be appointed to that Executive Officer position at the next meeting of Council.

Should the Election Planner(s) or Facilitator(s) *not* be available, the Principal or his/her designate shall appoint a teacher or other person to assume the role of Election Facilitator, for the purpose of filling the Executive Officer vacancy.

If there were more than two (2) candidates for the Executive Officer position in the original election, the Election Planner(s) or Election Facilitator(s) shall advise the name of the candidate who received the next highest number of votes in the most recent election for that Executive Officer position. That candidate shall be asked if they wish to take on the position and if they agree, they shall be appointed to that Executive Officer position. If that person refuses the



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appointment then the candidate with the next highest votes shall be identified and contacted and asked if they wish to join and so on until there are no candidate names remaining on the list.

If there are no remaining candidate names on the election records from the most recent election, or if there was no election, the Council will discuss and agree upon a process to fill the vacancy.

The Council may fill the vacancy by appointment or election.

The Council may fill an Executive Officer vacancy by appointment or election of a Parent Member but only those Parent Members who were elected in the same school year as the vacancy, may be elected or appointed to the vacant office.

If no Parent Members are willing or able to serve in the vacated Executive Officer position and where there is a requirement or need to fill that position, then any sole Parent Participant who is *not* employed at the School and who volunteers for the position shall be appointed first as a Parent Member and then to the Executive Officer position. Where two or more Parent Participants, *not* employed at the school, seek the vacated office, they may agree to serve as Co-Executive Officers in the case of the Treasurer or Secretary positions, otherwise an election shall be held. The successful candidate(s) shall be appointed Parent Member(s) first and then appointed or elected, as the case may be, to the Executive Officer position(s).

Where an election will be held to fill the vacancy, and where the election is held to fill the vacancy, the electorate will be the existing Parent Members of the Council and not the Parent Participants. The entire Neil McNeil Parent Community shall be advised of the process, the election and the result.

The Council may fill any vacancy not filled by appointment by a vote at any regular Council meeting

Article X Conflict of Interest

Anytime the Council is doing business with a member of the Council or a member of any Committee of the Council, 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.

Article XI Meetings

11.1 Location of Meetings

The Council or any Committees of the Council shall conduct its business at meetings at the School. In exceptional circumstances, the Council or its Committees may agree to hold a



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meeting at a location other than the School. All meetings shall be accessible to the public and open to all members of the Neil McNeil Catholic School Community.

11.2 Number and Dates of Meetings

The Council shall meet at least six (6) times annually including the AGM. The calendar of meetings for the school year shall be established at the first meeting of the Council following the AGM.

The final Council meeting of the school year will normally take place at the beginning of the following school year, just prior to the AGM.

The AGM must take place within thirty (30) days of the start of the school year.

The first meeting of the new Council must take place within thirty-five (35) days of the new school year.

If possible, the final meeting of the outgoing Council, the AGM and the first meeting of the new Council shall all occur on the same date, immediately following each other.

11.3 Meeting Minutes

Minutes shall be taken at each meeting.

All persons attending the Council meetings shall be recorded in the meeting minutes.

The Principal shall ensure that notice of the dates, times and locations of Council meetings are provided and available throughout the year to every Parent of a student enrolled in the School.

11.4 Annual General Meeting

There shall be an AGM of the Council and it shall be held within the first thirty (30) days of the school year.

The following business shall be conducted at the AGM:

- Reading of the Annual Report;
- Presentation of the Council's Financial Reports;
- Elections of Parent Members to Council;
- Election or appointment of the Community Member; and
- Repeal and replacement of or amendments to this By-law.



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11.5 First Meeting of the Council

The first meeting of the Council must be held within the first thirty-five (35) days of each new school year, and after the election of Parent Members.

At the first meeting, the Council shall ensure that the dates, times and locations for all further meetings have been set (excluding the date for the final meeting to be held in the next school year) and this meeting information will be communicated to the Neil McNeil Catholic School Community.

11.6 Rules of Order at Meetings

These simplified Rules of Order will be used to guide discussions of all meetings of the Council and its Committees.

Purpose of Simplified Rules of Order

The purpose of these Simplified Rules of Order is to make it easier for people to work together effectively and to help the Council accomplish its purposes. These rules should be read and interpreted broadly and in a manner that assists the conduct of a meeting and not in a manner that inhibits it.

The Simplified Rules of Order are as follows:

1. One Matter to be Dealt with at One Time

One matter shall be dealt with at one time.

2. All Members to be Treated Equally

All persons attending meetings, including all members and guests, shall have equal rights, privileges and obligations (subject to the right, privileges and obligations set out in this By-law). It is the Chair's responsibility to use the authority of the Chair to ensure that all people attending a meeting are treated equally.

3. Right to be Heard

The rights of the minority shall be protected at all times. Although the ultimate decision on a particular matter shall rest with the majority of members, all persons present at a meeting shall have the right to be heard. Further, all elected voting members shall have the right to be heard, the right to vote and the right to oppose.



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4. *Full Discussion on Every Matter*

Every matter presented for decision shall be discussed fully. Every person who is present at the meeting has the right to speak and to be heard on every issue.

5. *Right to Understand*

Every member has the right to understand the meaning of any issue discussed or motion made at a meeting. A member has the right to request information on any issue being decided or motion that he or she does not thoroughly understand.

6. *Meetings to be Conducted Fairly and in Good Faith*

All meetings are to be conducted with the principles of fairness and good faith.

7. *Full Opportunity for All to Speak*

It shall be the Chair's responsibility to ensure that each person has the opportunity to speak before a person can speak a second time on an issue or motion. This may be accomplished by a speaker's list if the Chair considers one appropriate to use.

8. *Issues to be Decided by a Simple Majority*

A majority decision on a vote shall decide an issue.

9. *Voting*

Voting generally shall be by show of hands unless the Chair decides, after consulting with Council members present, the type of process that will otherwise govern the conduct of a vote. The Chair will declare the result of all votes and this declaration shall be recorded in the minutes of the meeting.

10. *Simple Majority Determines Vote*

A vote will be deemed to have passed when a majority of those members present and entitled to vote have voted in favour of it. A vote will be deemed to have failed when a majority of those present have voted against it.

11. *Tie Vote*

In the event there is a tie when voting has occurred on any issue, the matter is deemed to be lost and the motion shall not be passed.



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12. Declaration of Outcome of Vote by Chair

A declaration by the Chair regarding the outcome of all voting shall be recorded in the meeting minutes.

In the event that these Simplified Rules of Order do not resolve the issue of conflict, the rules and practices of the latest published version of *Roberts Rules of Order* shall be invoked.

11.7 Quorum

A Quorum for the Council meetings shall be established prior to each meeting by the taking of attendance. Quorum is established when:

- A majority of Council members are present; and
- A majority of the members present are Parent Members.

No business may be conducted without quorum except to confirm the date and time for the next meeting.

Provided a majority of members are present at the beginning of a Council meeting, the meeting may continue despite not all members of Council remaining in attendance. For greater certainty, if the meeting was properly constituted at the beginning, all business of the Council may be conducted as if any member who left the meeting had remained in attendance at the meeting.

Members of the Council shall attend each meeting in person but may in exceptional circumstances attend by teleconference or videoconference, if advance permission is granted by the Chair and if such technology is working and available.

11.8 Voting at Meetings

The Council should always endeavor to strive for consensus decision making wherever possible. During regular Council meetings, voting shall be by show of hands unless the Chair, after consulting with Council members present, decides that a different process will govern the conduct of a vote. There shall be no proxy voting at any Council meeting or Committee meeting.

11.9 Notice of Meetings

The Principal, in collaboration with the Council, shall give written notice of the date, time and location of meetings of the Council to every Parent of students enrolled in the School. The notice may be given to the student for the delivery to the Parent or by posting the notice in a location that is accessible to Parents and by any other means meant to facilitate the notice.



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A list of the Council's meeting dates that was established at the first meeting after the election shall be distributed to the Neil McNeil Catholic School Community and posted in the School in a public location such as on the Council's Bulletin Board.

11.10 Attendance at Meetings

All Parent Members shall make every effort to attend all the Council meetings. If a Parent Member is unable to attend a meeting they should contact the Secretary so that meeting quorum can be assessed based on the number of members who are expected to attend the meeting.

Where a Parent Member of the Council misses more than three (3) consecutive meetings, without having provided a good reason for doing so, he or she may be asked by the Chair, or where the Chair is unable to act, the most senior Executive Officer, to consider whether he or she wishes to continue as an elected Parent Member of the Council or resign.

Where a Parent Member has missed more than three (3) consecutive meetings and has advised the Chair or other Executive Officer, that he or she wishes to remain a Parent Member of the Council and the Parent Member then misses further meetings and such lack of attendance seriously impacts the ability of the Council to conduct its business, the Chair or other Executive Officer may make a motion for the matter to be discussed at the next meeting and a motion will be tabled to decide whether the member should be asked to resign or to be expelled from the Council. For greater certainty, this also includes Parent Members who have been elected as Executive Officers.

11.11 Consultation with Parents on Matters Addressed at Meetings

The Council shall communicate regularly with Parents within the Neil McNeil Catholic School Community to seek the views and opinion on matters being addressed by the Council so that the advice and recommendations provided to the Principal and the Board is representative of the whole School Community.

Article XII Committees

12.1 Standing Committees

The following Standing Committees may be created to make recommendations to the Council:

- Safe and Accepting Schools Team;
- Elections;
- By-law;
- Finance;
- Communications; and



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- Any other Standing Committee that the Council decides is required.
- The Council shall appoint the Chair of each Standing Committee. The Chair of each Standing Committee must be a member of the Council.
- The Chair of each Standing Committee shall report on the progress of the Committee at the Council meetings.
- Members of each Standing Committee may be recruited from the Neil McNeil Catholic School Community to join a Standing Committee. A person who is *not* a member of the Council may be a member of a Standing Committee.
- Each Standing Committee and its meetings shall be governed, with necessary modifications, by this By-law.
- The Chair of the Council and the Principal shall be Ex Officio members of each Standing Committee.

12.2 Ad Hoc Committees

The Council may create Ad Hoc Committees from time to time to meet specific objectives and to make recommendations to the Council.

The Council shall appoint the Chair of each Ad Hoc Committee. The Chair of each Ad Hoc Committee must be a member of the Council.

The Chair of each Ad Hoc Committee shall report on the progress of the Committee work at the Council meetings.

A person who is *not* a member of the Council may be a member of an Ad Hoc Committee.

Each Ad Hoc Committee shall be governed, with necessary modifications, by this By-law.

The Chair of the Council and the Principal shall be Ex Officio members of each Ad Hoc Committee.

Ad Hoc Committees shall cease to exist when they have achieved their mandate and are dissolved through a decision from the Council.



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Article XIII Conflict Resolution

The Board's *Conflict Resolution Policy H.M. 19*, shall govern resolution of conflicts which may occur between the members of the Council. It is incorporated as follows:

Conflict Resolution H.M. 19

Policy

The Toronto Catholic District School Board is committed to and supports the settlement of conflict over matters under its jurisdiction in a manner consistent with Gospel Values and its Mission and Vision Statements.

Regulations:

1. In this policy, conflict pertains to issues, disagreements or disputes concerning the general operation of the School or the workplace, including a complaint against a Staff Member, or the administration and interpretation of Toronto Catholic District School Board (TCDSB) policies, but not to disputes with TCDSB policies and motions themselves.
2. The scope of the policy includes conflict which may occur:
 - a) between the staff and the TCDSB community, and
 - b) between different members of the TCDSB community.

Staff includes all persons working for the TCDSB. The TCDSB community includes Trustees, Parents/Guardians, Students 18 years of age or older and the Catholic School Advisory Councils and their members.

The policy does not include conflict which may occur between Students, between Staff Members or between Staff and Students where the Student is under 18 years of age unless the Parent/Guardian is involved.

3. Approaches to the resolution of conflict should:
 - a) foster a climate of openness, tolerance and trust;
 - b) encourage a resolution which is early, informal and as close to the source of conflict as possible;
 - c) offer the services of a trained facilitator from an established TCDSB pool, i.e. third person assistance, if and when requested by the disputants; and
 - d) provide a formal mechanism for the resolution of cases which have reached an impasse at the local level.



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A guideline with specific advice and procedures for dealing with disputes will be piloted following approval by the Board.

4. There is an obligation on all persons involved in conflict resolution to maintain confidentiality, subject to disputants and others being able to share enough information to attempt to resolve the conflict.

5. Records will be retained in keeping with the requirements of the Board's records schedule and the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*.

6. The draft guidelines will be reviewed at the end of one full year.

Article XIV Financial Matters

14.1 Remuneration

Members of the Council and members of Standing or Ad Hoc Committees of the Council shall not receive remuneration for execution of their duties. Reimbursement for expenses incurred in the normal course of duty as a member of Council shall be made in accordance with Board

policy if and when such policy is established. Reimbursement for expenses that were pre-approved by the Council are not affected by this provision.

14.2 Minutes and Records

The Principal shall assist the Council by keeping the minutes of all its meetings and records of all its financial transactions for four (4) years.

The minutes and records shall be available, at reasonable times, for examination at the school and without charge to any person.

14.3 Fundraising

The Council may engage in fundraising activities if the activities are conducted or used for a purpose that is in accordance with applicable policies established by the Board. To that end, all

fundraising shall be carried out under the supervision of the Principal and will be governed by Board policy *S.M.04 Fund Raising in Schools* and *F.P.01 Purchasing*.

The Council shall ensure that the funds raised by it are used in accordance with any Board policies.



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14.4 Annual Report

The Council shall annually submit a written report on its activities to the Principal and the Board. The report shall include whether it engaged in any fundraising activities.

The Principal shall ensure a copy of the report is given to every Parent of a student enrolled at the School.

Article XV Recommendations to Principal and Board

The Council may make recommendations to the Principal and, where appropriate, to the Board on any matter.

When, after consideration and study of the issue, the Council determines it wishes to make a formal recommendation, it shall do so in writing. The Council will note the action taken in response to the recommendation.

Article XVI Consultation with the Council

Where the Board or the Principal are required to seek the views of Council in developing and revising policies, the Council shall refer the matter to the appropriate Standing Committee for study and recommendations. In situations where there is no appropriate Standing Committee of the Council, a special committee shall be established for the purpose of study and recommendations.

In order to consult with the Neil McNeil Catholic School Community effectively, reasonable time and means must be given to allow for communication and consultation at the local level in order to provide a response, which is representative of the views of the Community.

Article XVII Repeal of or Amendments to this By-law

17.1 Amendment and Repeal

This By-law may be repealed and replaced or may be amended only at an AGM of the Council. Any proposed amendments to this By-Law must be provided by notice in writing to the Secretary or the Chair of the Council at least twenty (20) days before the AGM.

Only if the Secretary or Chair has received notice in accordance with the above, must the proposed amendment be placed on the agenda.

Copies of proposed amendments shall be distributed by the Principal to the Neil McNeil Catholic School Community at least ten (10) days before the AGM.



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Any proposed repeal and replacement or any amendments to this By-law must be approved by the majority of the persons present at the AGM and the majority must be Parents.

Defeated amendments may not be re-proposed until the AGM in the following school year.

Sufficient time must be dedicated on the agenda, at a meeting of the Council prior to the end of the school year, in order to propose and discuss the need for any amendments to this By-law. What is dedicated as sufficient time will be at the sole discretion of the Chair.

17.2 Repeal of Prior By-law

Any and all previous By-law or By-laws of the Council are hereby repealed and replaced by this By-law and any amendments that are made thereto.

Article XVIII Incorporation

The Council shall not incorporate.

Article XIX Delegation by Principal

The Principal may delegate any of his or her powers or duties as a member of Council to a Vice-Principal of the school.

Article XX Repeal and Dissolution

The Council shall be dissolved and cease to exist in the event that *Neil McNeil Catholic School* ceases to operate as a school.

In the event of dissolution of the Council, the disposal of funds and assets will be in accordance with the direction of the Neil McNeil Catholic School Community in attendance at a Special General Meeting of the Council called for the purpose of dissolution. Written notice of the purpose of such meeting shall include disclosure of the amounts and assets to be dispersed at such meeting. The notice shall have been sent to the Neil McNeil Catholic School Community at least fourteen (14) days prior to the date of the Special General Meeting.

School Name: Neil McNeil Catholic School

Address: 127 Victoria Park Ave, Scarborough, ON M4E 3S2

Dated: November 7, 2016