

## **Name of School** School Advisory Council Bylaws

### **Membership**

The **Name of school** School Advisory Council will have **twelve** voting members, which shall include:

- four parents/guardians; (which includes one member of the Home and School Association)
- three staff: two teachers and one support staff member
- two students (including the President or Vice-president of the Student Council and a grade 7 to 9 student elected through an inschool process)
- three community members; and

The principal (or designate) is a permanent, non-voting member.

### **Eligibility for membership**

#### ***Parents/guardians***

- Must have a child at **Name of School** and cannot be a **Name of Region** Regional Centre for Education (**RCE**) employee on staff at **Name of School**

#### ***Students***

- Must include the Student Council president or vice-president and a grade 7-9 student elected through an in-school election

#### ***Teachers***

- Must be a teacher on staff at **Name of School**

#### ***Support staff***

- Must be a support staff member on staff at **Name of School**

#### ***Community members***

- Must not be an employee of **Name of School**
- Must not have a child registered at **Name of School**; and
- Must reside in the geographical area served by **Name of School** or provide a service to or within the geographical area served by **Name of School**.

### **Elections and appointments**

Elections will be held in September and are usually by secret ballot. Appointments of community members will occur at the first meeting of the elected SAC members.

#### ***Parents/guardians***

A call for nominations may be made during the first two weeks of September through the school website, newsletters sent home with students, and/or the Home and School Association, with a day

designated for voting in late September. Nominations will close one week prior to a duly advertised voting day. Nominations will be received by the school principal and forwarded to the SAC co-chairs. Election will be by a simple majority vote of eligible parents/guardians on a designated voting day. Those unable to vote on that day can contact the school to make arrangement to vote prior to the voting day. The principal will appoint three individuals to act as scrutineers to count the vote. In the event of a tie, a run-off election will be organized.

The Home and School Association will select/choose a parent/guardian member to sit on the SAC by a method of their own choice.

### ***Teachers and support staff***

Teachers and support staff will elect/choose their own representatives in September by a method of their choice.

### ***Students***

The student council will select either the President or Vice President to sit on the SAC. The second student representative will be a student from grades 7-9 elected through an in-school process from among the grade 7-9 student body.

### ***Community members***

The community member(s) will be appointed to the school advisory council by the SAC prior to the October meeting so that the executive can be selected. The position(s) will be advertised on the school website and may be advertised in the local newspaper. All applicants may be asked to submit, in writing, a brief resume and a letter which explains why the applicant is interested in being on the school advisory council.

## **Terms of service**

Terms of service for each representative group are as follows:

- Parents/guardians are elected for a term of **three** years. Parents/guardians elected or appointed to fill a vacancy are elected or appointed for the remainder of the term.
- Student representatives are elected/chosen for a term of **one** year.
- Teachers and support staff are elected/chosen for a term of **three** years. Teachers and support staff elected or appointed to fill a vacancy are elected or appointed for the remainder of the term.
- Community members are appointed for a term of **two** years. Community members appointed to fill a vacancy are appointed for the remainder of the term.
- All members can re-offer for election or appointment to the SAC at the end of their term, to a maximum of **three** consecutive terms.
- The principal position is permanent.
- A council member elected to an executive position may serve in that position for a maximum of **two** consecutive one-year terms.

## Vacancies

Should a vacancy arise, it will be addressed as follows:

- Vacancies on the SAC will be filled from the relevant membership group.
- Vacancies of less than six months may be filled by SAC appointment to fulfill the remainder of the term.
- Vacancies of longer than six months will be filled according to the bylaws governing the election or appointment of the appropriate membership group to fill the remainder of the vacated term.

## Executive

The executive will consist of **two co-chairs**, a secretary, and the principal. The selection of the co-chairs, and secretary will be done annually at the first meeting of the elected and appointed members. The co-chairs and secretary will be selected from those SAC members other than the principal and will serve no more than **two** consecutive one-year terms as co-chair or secretary.

The executive will remain in place until a new executive is selected at the next annual organizational meeting.

## Agenda and meeting summary

The co-chairs will draw up the meeting agenda in consultation with the principal a minimum of five days prior to each meeting. Copies of the agenda will be distributed to each member by email, along with any other information that is relevant to the agenda items. Agendas from each meeting will be kept in **Name of School** records, in either print or electronic format. Agendas will be made available to the public upon request and posted on the school website.

The secretary will prepare a meeting summary for each SAC meeting which will include highlights of key decisions and actions. Once approved at the subsequent meeting, the meeting summary will be provided to the principal of **Name of School** to be included in the school record in either print or electronic format. Meeting summaries will be made available to the public upon request and posted on the school website.

## Meetings

Meetings will be conducted according to the following guidelines:

- A regular meeting schedule will be determined at the initial meeting of the school year with a minimum of **six** meetings annually. Additional meetings may be scheduled as determined by the **Name of School** SAC. Meetings will be a maximum of **120 minutes** in length unless the SAC agrees by consensus to go longer.
- All meetings are open to the public. Members of the public who wish to address the SAC are asked to inform the SAC through a co-chair or the school principal in writing at least one week prior to the SAC meeting. They may address the meeting at the discretion of the co-chairs.
- Agendas will provide a ten-minute period for input on the agenda items from the public in attendance at the council meeting.

- Members who are not able to attend a meeting will notify the SAC secretary or an SAC co-chair by noon of the meeting date.
- Any member absent without cause for three consecutive meetings will be considered to have vacated their position. Vacancies will be filled as per these bylaws.

## Quorum

A quorum will be established when the meeting is called to order. A quorum will consist of a **minimum of seven** of the SAC voting members present and shall include a minimum of one representative from each representative group. Representative groups consist of parents/guardians, students, staff, and community members.

In addition, the principal or the designate (vice principal) must be present and is non-voting.

## Decision-making process

The following principles and procedures will be used in making decisions.

### Principles

- All council members are responsible for making decisions that ensure the best education possible for students at **Name of School**.
- All council members will have the opportunity to participate in decision-making.
- Council decisions will be by consensus whenever possible.

### Procedures

- Agenda items will be discussed in a structured way prior to a decision.
- When background information is required for an agenda item, the principal or other relevant person will provide this information to council members a minimum of **2** days prior to the meeting date.
- Whenever possible, decisions will be made by consensus.
- If consensus cannot be reached, the decision will be delayed until the following meeting, which must occur within 30 days. If at that time consensus cannot be reached, a majority vote will be required of the quorum present.
- Decisions and recommendations will be recorded in the meeting summaries.

## School improvement plan and annual report

The school improvement plan for **Name of School** will be developed by the principal and staff of the school and shared with the SAC. The SAC will work in collaboration with the principal and participate in efforts to improve student achievement and student and community well-being by regularly receiving information on the school improvement plan and monitoring progress and improvements under the plan. The school improvement plan of **Name of School** will be a standing agenda item at each SAC meeting.

In addition, in accordance with the terms of the SAC agreement, the SAC will determine priorities for spending the funds allocated to support the mandate of the SAC including student achievement and report annually on the expenditures of funds to the **\_\_RCE** and the school community.

The SAC will prepare an annual report in the form and containing the information determined by the Minister. The report will be presented at the June SAC meeting and then submitted to the regional centre for education by the end of June.

### **Adopting and amending bylaws**

A notice of motion, given one meeting in advance, is required to amend the bylaws. Bylaws will be amended following the established decision-making process. The amended bylaws will be forwarded to the regional executive director at **\_\_RCE** for approval. The bylaws or amendments become effective upon receipt of this approval.

### **Adopting and amending SAC agreement**

A notice of motion, given one meeting in advance, is required to amend the SAC agreement. The SAC agreement will be amended following the established decision-making process. The proposed amendments to the SAC agreement will be forwarded to the regional executive director at **\_\_RCE** and the Department of Education and Early Childhood Development for consideration. The amendments become effective upon approval of all partners.

### **Parties to the agreement**

We, the undersigned, understand and agree to follow these bylaws.

\_\_\_\_\_  
**Name of school** SAC Co-Chair

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name of school** SAC Co-Chair

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**\_\_RCE** Regional Executive Director of Education

\_\_\_\_\_  
**Date**