

Name of School School Advisory Council Bylaws

Membership

The **Name of School** School Advisory Council (SAC) will have **fourteen** voting members which shall include four parents/guardians (with one seat each dedicated for an African Nova Scotian and an Indigenous parent/guardian), three teachers, one support staff member, three students, three community members and the principal. The principal 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 Regional Center for Education** (**RCE**) employee on staff at **Name of School**

Students

- Must be a full-time registered student at **Name of School**

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** (e.g., administrative assistant, teacher assistants, duty aides, caretakers, cafeteria workers, bus drivers)

Community members

- Can be an employee of the **RCE** but cannot be employed at **Name of School**
- Must not have a child registered at **Name of School**
- 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 October and are by secret numbered ballot. Appointments of community members will occur at the first meeting of the elected SAC members.

Notification of elections will be done by electronic media. Nominations must be received by the first Friday of October. Parents/guardians wishing to seek election for designated seats must self-identify when putting their name forward. Only parents/guardians identifying as African Nova Scotian and Indigenous persons may seek the designated seats.

At the close of the nominations, parents/guardians will be informed of those nominated.

Elections will be by simple majority vote of eligible parents/guardians of **Name of School** on the designated voting day. Those unable to vote on that day may contact the school to make arrangements

to vote prior to the set date. In the event of a tie, a run-off election will be organized. Elections must take place no later than the end of October.

A parent/guardian must self-identify as African Nova Scotian or as an Indigenous person to vote for individuals seeking the designated seats. Parents/guardians who self-identify can also vote for the non-designated parent/guardian seats. Parents who do not self-identify will vote for the non-designated parent/guardian seats only.

Any vacancies remaining after the normal election process will be filled using the process outlined in the vacancies section below.

Parents/guardians

Eligible parents/guardians are those who have children enrolled in **Name of School**. In the event of a tie, a run-off election will be organized. A call for nominations may be made during September through the school website and memos sent home with students. All numbered ballots will be sent home with the students. Return date will be noted on the ballot. Ballots may be sent back in a sealed envelope, on or before the day of election. Sealed envelopes will be forwarded to the office. One vote per household as noted in the student information system.

Teachers and support staff

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

Students

The student representatives will be two students from grades **10 to 12** elected by the **grade 10 to 12 students**, and a student from grade **7 to 9** elected by the students from grades **7 to 9**. Student elections will take place in September.

Community members

Community members will be appointed by the SAC members at the first meeting of the elected members so that the executive can be selected. The community member positions 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 SAC.

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 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 **two** 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 (except in the case that the vacancy is unable to be filled, at which time the member could fulfill a third consecutive term on the Executive).

Vacancies

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

If more than 10 months remain in the term, a special election will be held to fulfill the remainder of the term. If less than 10 months remain, the council will appoint an individual to fulfill the remainder of the term. Vacant positions will be filled by individuals from the same membership group as a person who vacated the position. A position may be deemed vacant if a member does not attend three consecutive meetings without a reasonable excuse.

Executive

The executive will consist of a chair, **vice-chair**, secretary, and principal. The selection of the chair, vice chair and secretary will be done annually at the first meeting after all members have been elected and appointed. The chair, vice chair and secretary will be selected from those SAC members other than the principal and will serve no more than two consecutive years as chair, vice 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 chair 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's** 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 summaries will be given 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, in the staffroom, and main lobby bulletin board.

Meetings

Meetings will be conducted according to the following guidelines:

- A regular meeting schedule will be determined at the initial meeting of the elected SAC members with a minimum of **six** meetings annually. The meeting schedule will be made

available to the public upon request and posted on the school website. Additional meetings may be scheduled as determined by the **Name of School** SAC. Meetings will be for a maximum of **90 minutes** in length unless the SAC agrees by consensus to go longer.

- All meetings are open to the public, and members of the public who wish to address the SAC are asked to inform the SAC through the 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 chair.
- Agendas will provide a ten-minute period for input on the agenda items from any members of the public in attendance at the council meeting.
- Members who are not able to attend a meeting will notify the SAC secretary or the SAC 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 eight** of the SAC voting members present and shall include a minimum of one member from each representative group. Representative groups include parents/guardians, teachers/support staff, students, and community members.

In addition, the principal or the vice principal shall be present and are non-voting.

Decision-making process

The following principles and procedures will be used by the SAC when 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 can 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 those members present.
- Decisions and recommendations will be recorded in the meeting summaries.

School improvement plan and annual report

The school improvement plan (i.e. student success 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 year-end 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 proposed amendments to the bylaws will be forwarded to the regional executive director at **RCE** for approval. The amendments become effective upon receipt of this approval.

Parties to the agreement

We, the undersigned, understand and agree to abide by these bylaws.

Name of School School Advisory Council Chair

Date

RCE Regional Executive Director of Education

Date