



ALLION

elementary school • école primaire

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## **RULES OF INTERNAL PROCEDURES FOR GOVERNING BOARD**

**Adopted: 2014-09-16**

### **PURPOSE**

The purpose of the Internal Rules and Procedures for Governing Board is to facilitate the operation of the Allion Elementary School Governing Board.

The Governing Board must review these rules at the beginning of its mandate and put them into effect by adopting them prior to the end of the month of September. Subsequent revisions may be proposed by any member and will be adopted if a simple majority of the members agree at the subsequent meeting.

#### **1. The Members**

Section 47 of the Act determines the procedure of the appointment or election of its members.

A meeting of the parents of the school will be called by the chair of the Governing Board or, if there is no chair, by the principal. The notice must be sent out at least 5 working days before the meeting is to be held.

The parents will elect their representatives to the Governing Board.

The parents will also elect a representative to the Parents' Committee and a substitute with the right to vote from amongst the parents on the Governing Board.

Allion Governing Board Composition:

Total Members	(Minimum 4) Parent Members	Staff Members			Daycare	Community Members
		(Minimum 2) Teachers	Non-Teaching	Support		
14	6	2	Maximum 5		1	2

- At least 4 parents of students attending the school
- At least 4 members of the school staff, including at least 2 teachers
- 1 daycare service staff members
- 2 community representatives

The school principal will take part in the Governing Board meetings, but will not have the right to vote.

The community representatives do not have the right to vote.

The total number of seats for staff representatives will have to equal the number of seats for the parent representatives. Simple majority: 50% of the members plus one (rounded down to nearest whole number.)

## 2. Term of Office

The members of the Governing Board will take office as soon as all the members have been elected or no later than September 30.

Chair	Parent Representatives	Other Representatives
1 year	2 years	1 year

## 3. Election

The principal shall preside over the Governing Board until the chair is elected.

### a) Chair

The Governing Board shall choose its chair from among the parents' representatives on the Governing Board who are not members of the personnel of the School Board.

If the chair is absent or unable to act, the Governing Board shall designate a person from among the members who are eligible for the office of the chair to exercise the functions and powers of the chair.

### b) Vice-Chair

A vice-chair of the Governing Board will be appointed. This person will assume the responsibilities of the chairperson if that person is unable to do so.

**c) Secretary**

The Governing Board shall designate a secretary.

**4. Role of the Officers**

**a) Role of the Chair**

- Presides at meetings of the Governing Board;
- Exercises the functions devolved to him/her by the Act;
- Has casting vote.

Basically the chair calls the meetings of Governing Board. Without restriction, the chair has the following duties:

- Work with the principal to develop meeting agendas.
- Speak on behalf of the Governing Board.
- Ensure that the Internal Rules of Management are observed in order to create an amicable and orderly environment.
- Follow the agenda approved by the Governing Board and keep discussions on track.
- Ensure that all subjects are properly explained and questions responded to appropriately.
- Allow and solicit members to express their opinions.
- Decide on the order of discussions and give the right to speak.
- Keep the discussions within the mandate of the Governing Board.
- Summarize the opinions of the assembly.

**b) Role of the Principal**

- Assist the Governing Board in the exercise of its powers and functions.
- Inform the Governing Board of the following on a regular basis:
  - Local program of studies
  - Criteria for introducing new instructional methods
  - Textbooks and instructional material
  - Evaluation of student achievement

**c) Role of the Secretary**

Exercises the functions entrusted to him/her by the Governing Board, particularly:

- Send the notice of convocation
- Transmit, if necessary, the working documents of the meetings to the members
- Draft the minutes and ensure follow-ups
- Provides the final approved copy of the minutes and other documents to the principal that are required to be kept on record

**d) Role of Every Member of the Governing Board**

- Inform the chair of any foreseen absence from Governing Board meetings and activities as soon as possible
- Attend the meetings of the Governing Board and participate actively to all its activities
- If the member is a representative to the Parents' Committee, he/she presents an account, which includes a written report, of the meetings of the Parents' Committee
- Act within the scope of the functions and powers conferred on him/her, and exercise the care, prudence and diligence that a reasonable person would exercise in similar circumstances
- Act with honesty and loyalty and in the interest of the school, the students, the parents, the school staff and the community
- Acts effectively and in good faith in relaying needs; concerns and advice to the Governing Board
- Maintain a respectful demeanour at meetings and Governing Board activities

Each member of the Governing Board should be an advocate for our school at all times. Should there be issues of concern, please feel free to discuss with the Governing Board Chair or Principal to clarify whether it is a Governing Board issue and can be added to the agenda or an issue that should be discussed in another forum (e.g., privately with the Principal).

Members who miss more than 3 meetings without a valid reason, will automatically be removed from the Governing Board. The Governing Board chair will constitute receiving a notification to step down from the Governing Board. This includes non-responses to e-mails or telephone calls.

## 1. Regular

The Act requires that at least 5 meetings be held during the year. This does not prevent the Governing Board from holding meetings on a monthly basis.

The meetings of the Governing Board are open to the public, however, the Governing Board may order that a meeting be closed to the public if a matter is to be examined which could cause injury to a person.

The Governing Board will entertain questions from interested parties at the beginning of the session.

## 2. Special (Emergency)

In order to respond to emergencies or specific needs, the members of the Governing Board may be called to special meetings by the chair or by a joint request of a majority of the members of the Governing Board.

### Electronic Vote

If a meeting is not possible, the principal may request that an electronic vote be put forth to the Governing Board members by the chair for electronic approval.

- There will be a 24 hour delay before final voting tally to allow for discussion (delay from the time the e-mail was issued)
- Governing Board members may vote as soon as they receive the e-mail.
- Only urgent items that cannot wait until the next Governing Board meeting can be submitted for e-mail approval.
- In exceptional cases the 24 hour period could be waived if the situation was truly an emergency and was flagged as such.
- Under no circumstances should budgets or related issues be voted by e-mail.
- All e-mail approvals must be ratified at the next meeting of the Governing Board.
- The chair will tally the votes and advise the Governing Board by e-mail whether the motion has been approved or not.

## 3. Convocation

- The notice of convocation must indicate the date, the place and the hour of the meeting.
- The notice includes a proposed agenda and previous minutes.
- The notice of convocation, agenda, and previous minutes must be received 5 working days before the meeting.

- Convocation of a special or an emergency meeting must be received at least 2 days in advance.

#### 4. Agenda

The agenda is prepared by the chair in collaboration with the principal and sent with the convocation.

At the beginning of the meeting, any member may place an item on the agenda for discussion, the chair must then submit the proposed agenda for approval of the members of Governing Board, with the amendment if necessary.

Once the agenda is adopted, any change in the order of the subjects to be discussed or any addition requires a motion adopted by 2/3 of the members present. During emergency meetings, new items cannot be included in the agenda.

The following items are listed on the agenda:

- Call to order
- Adoption of the Agenda
- Approval of the Minutes of the previous meeting
- Comments and Questions from the Public
- Business Arising
- Reports
  - Commissioner
  - Community Representative
  - Parent Representative
  - Support Staff
  - Teachers
  - Principal
- New Business
- Correspondence
- Next meeting
- Adjournment

Reports to be presented to the Governing Board are to be submitted in written form and prior to the opening of the meeting. Any issue arising from a report which requires the Governing Board attention may be included in the meeting in progress, or deferred to a subsequent meeting.

## 5. Correspondence

All correspondence will be reported during the regular meetings. Copies will be provided to the principal.

The Chair will copy members when sending correspondence on behalf of the Governing Board.

## 6. Question Period

The Governing Board meetings are open to the public. The agenda will include a public question period. Observers must restrict themselves to subjects within the mandate of Governing Board.

## 7. Minutes

After each meeting, minutes must be recorded in a register kept for that purpose by the principal or by a person specially designated by the principal. The register is open to the public.

The minutes must indicate:

- The date, hour and place of the meeting;
- The name of the members attending and of those who are absent;
- Verification of quorum;
- The time of the close of the meeting or its adjournment and the names of persons who arrive or depart and their time of arrival or departure;
- It will also include brief summaries of topics discussed and any decisions made during meetings (including the full text of motions);
- Vote results will be indicated as “in favour”, “opposed” and “abstentions”.
- A mention of the vote being “unanimous”, “carried” or “defeated” will also be noted.

The reading of the minutes is not required provided that a copy of the minutes was delivered to each member present at least 5 working days before the beginning of the meeting at which the minutes are to be approved.

The approval of the minutes does not include a new wording by the assembly. Errors and omissions must be corrected forthwith.

Duly approved resolutions are enforceable before the approval of the minutes.

Only the members who attended the meeting may propose and second the approval of its minutes.

The minutes, after being read and approved at the beginning of the following meeting, shall be signed by the person presiding and countersigned by the principal or by the person designated by the principal.

The final minutest will be posted on the school website.

## **8. Quorum**

In accordance with section 61 of the Act stipulates that if the Governing Board is unable to hold a meeting for lack of a quorum after 3 consecutive notices have been sent at the intervals of at least 7 days, the school board may order that the functions and powers of the Governing Board be suspended for the period determined by the school board and that they be exercised by the principal.

## **9. Date, Hour and Place**

The Act requires that the Governing Board fix the date, time and place of its meetings, and inform the parents and the members of the school staff. The Governing Board may hold its meetings on the school premises.

The meeting will remain within a 2 hour time frame. Any item not addressed within this time frame will be tabled to the next meeting.

The meetings are normally scheduled from 18:30 to 20:30. At 20:15 the remaining items of the agenda will be tabled to the next meeting.

## **10. Debates, Amendments and Decisions**

The Governing Board has established the following procedures:

All decisions are confirmed by a simple majority vote of those in favour or of those opposed (abstentions do not count toward the determination of the vote). In the case of a tie, the chair will cast a second and deciding vote. An item to be voted on must be formulated as a motion or presented as a resolution, and should be seconded. Time for discussion of the motion must occur before the vote is taken. The Governing Board may form subcommittees to study specific issues and/or draft proposals.

The decisions of the Governing Board are taken by resolutions moved by members and adopted by a majority of the votes cast by the members present and entitled to vote. The motions need to be seconded.

If votes are equally divided, the chair has a casting vote.

An amendment is a change in a motion.

Any member may propose an amendment to a motion, by deleting, adding or replacing words.

Every amendment must be moved, discussed and voted on before the discussion on the motion can be resumed.



When discussion seems ended, the chair asks if the members are ready to vote. If there are no valid objections, the chair or the secretary reads the motion again and invites the members to vote. Usually the members vote by a show of hands, unless secret ballot has been required.

The chair announces the result of the vote and the secretary records it in the minutes. If votes are equally divided, the chair has a casting vote.

## **11. Adjournment or Suspension**

When all items on the agenda have been addressed, the chair adjourns the meeting.

The Governing Board may suspend its meeting and resume it at another time on the same date or adjourn it and determine another day and time to resume debate. The secretary advises absent members by telephone that the meeting is adjourned. If the meeting is adjourned to another day he/she may advise them by ordinary mail.

## **12. Attendance**

A member who things he may be unable to attend a regular or a special meeting must advise the chair or principal.

Any member of the Governing Board who wants to resign during his/her term of office must do so in writing. In accordance with section 55 of the Act –

- A vacancy resulting from the departure of a parents' representative shall be filled, for the unexpired portion of the representative's term, by a parent designated by the other parents' representatives on the Governing Board.
- A vacancy resulting from the departure or disqualification of any other member of the Governing Board is filled, for the unexpired portion of the term, according to the mode of appointment prescribed for the member to be replaced.

### **Procedure to follow when a parent representative resigns from the Governing Board:**

- A written resignation letter from the parent representative is sent to the chair.
- A written notice will be sent to all parents of the students of Allion Elementary within one week of the reception of the resignation letter. This letter will state the position available and the length of the remaining mandate.
- All interested candidates must send a written application stating their intent to the chair. At which point, all candidates will be asked to attend the next scheduled Governing Board meeting. At this meeting, each person will present themselves and explain why they would like to be a parent representative of the Governing Board.
- Immediately after this meeting, the parent representatives will remain and choose a candidate from those who presented their candidacy.
- The nominated candidate, as well, as the other candidates, will be contacted and told the decision, by the chair.

- The new parent representative will be expected to begin his/her mandate at that moment.
- The empty parent representative position must be filled within 6 weeks of the reception of the resignation letter.

### **13. Conduct of the Members**

- The members must obtain authorization to speak from the chair.
- The members must always address the chair.
- The members must always confine their remarks to the subject under study or the motion being discussed.
- Every member may make a motion or request an amendment.
- Every member has the right to ask questions and seek information in order to be in a position to vote for or against a motion.

### **14. E-mail Communication**

- E-mail communication will be limited to emergency approval for field trips, activities or other emergency situation and communication of important information. These should be communicated to the chair for distribution.
- All e-mail responses are to be directed to the chair only.
- All questions regarding policy, procedures must be directed to the chair.
- All opinions, comments and observations are to be sent to the chair.

## **OPERATING BUDGET**

### **1. Financing**

Financial resources are allocated by the School Board.

### **2. Annual Budget**

The Governing Board shall adopt and oversee the administration of its Annual Operating Budget and render an account thereof to the School Board.

### **3. Admissible Expense Rules**

Participation in the Governing Board is on a volunteer basis.

The Governing Board establishes expense rules and all expenses must be approved by resolution of the Governing Board.

### **4. Administrative Support**

The Governing Board may use the school's administrative facilities, subject to the conditions determined by the principal.

## **5. Annual Report**

The Governing Board shall prepare and adopt an Annual Activity Report and shall transmit a copy of the report to the School Board.

## **6. Report to the Community**

The Governing Board shall inform the community served by the school of the services provided by the school and report on the level of quality of such services.

## **ADVICE AND RECOMMENDATIONS**

The Governing Board shall advise the School Board on any matter the School Board is required to submit to the Governing Board; on any matter likely to facilitate the operation of the school and on any matter likely to improve the organization of services provided by the School Board.

When necessary, preparatory work on responses will be done in sub-committees struck for the purpose. Support materials and a draft response for each consultation will be submitted to the Governing Board to enable discussions and to formalize a response.

## **COMMUNICATION**

In exercising its functions, the Governing Board shall encourage the communication of information, dialogue and concerted action between students, parents, the principal, teachers and other school staff members and community representatives, and their collaboration in helping students to achieve academic success.

Any advice the Governing Board wishes to communicate to the School Board must be formalized and if the committee so decides, forwarded to the appropriate administrator.

## **PARENT PARTICIPATION ORGANIZATION**

Should parents so wish, they may form a Parent Participation Organization (PPO) during the Meeting of Parents held in September. The PPO provides a forum for parents to share ideas. They may either form such an organization for each immovable or for each level of instruction.

Their responsibilities are to encourage collaboration of parents in developing, implementing and periodically evaluating the school's education project and their participation in fostering their child's academic success. They may also advise the parents on the Governing Board or be consulted by them on any matter of concern to them.

The PPO may hold its meetings on the school premises.

<b>PRINCIPAL POWERS OF GOVERNING BOARD</b>				
<b>Subject</b>	<b>Article of Education Act</b>	<b>Proposal</b>	<b>Role of Governing Board</b>	<b>Timing</b>
Educational Project	74	Governing Board	Adopts	Spring
Success Plan	75/77	Principal with Staff	Approves	Spring
Rules of Conduct, including Anti-bullying and Anti-violence Plan	75.1/76/77/83.1	Principal with Staff	Approves	Spring
Accountability	83	Governing Board	Decides	Spring
Time Allocation for Each Subject	86/89	Principal with Staff	Approves	February/March
Extra-curricular or extramural Activities	87/89	Principal with Staff	Approves	Any Time
Implementation of Student and Special Education Services	88/89	Principal with Staff	Approves	Spring
Use of Premises	93	Principal	Approves	Any Time
School Funds	94	Governing Board	Decides	Any Time
School Budget	95	Principal	Adopts	Any Time
Communication with Parents	96.15	Principal with Teaching Staff	Consults	Spring
Various Needs of the School in Goods and Services as well as Needs Related to Premises or Buildings	96.33		Consulted by School Board	Winter
Management and Education Success Agreement	209.2	Principal with Staff	Approves	Spring