



**ST. TIMOTHY CES
CATHOLIC SCHOOL
COUNCIL BYLAWS**

Reviewed October 2021

BY-LAWS

St. Timothy Catholic School Council

MISSION STATEMENT OF THE HALTON CATHOLIC DISTRICT SCHOOL BOARD

“The Halton Catholic District School Board, in partnership with home and church, is dedicated to providing excellence in education by developing Faith-centered individuals able to contribute to society”

GOVERNING VALUES

We know that:

- Our school community exists to foster and exemplify Catholic values;
- The education of our students is a necessary investment in society;
- Education is a lifelong process that fosters the worth of the individual;
- Education is a process involving a partnership of students, home, school, Church and community;
- The education of everyone toward their fullest potential creates a better future;
- An effective learning environment fosters in each student a sense of unique value, self-esteem and importance to society;
- Dedicated teachers and staff ensure a positive and caring learning environment enabling students to reach their full potential;
- The ability to understand, manage and direct change is essential to success;
- We are accountable to the community for the effective management of our resources.

ST. TIMOTHY SCHOOL MISSION STATEMENT

“The St. Timothy School Community is dedicated to developing faith, excellence in education, leaders in society.”

St. Timothy Catholic School Council
Bylaws and Constitution

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ARTICLE I.

Name of the Organization

The organization for which these bylaws have been developed will be known as the *St. Timothy Catholic School Council*. Within these bylaws, the terms School Council and Council will be used to represent this name. This organization falls under the jurisdiction of the Halton Catholic District School Board. Within these bylaws the term HCDSB will be used to represent this body.

ARTICLE II.

Purpose and Objectives

The St. Timothy Catholic School Council operates under the Education Act and Regulations enacted under the Act. In compliance with the Education Act, the School Council will work to improve pupil achievement and to enhance the accountability of the education system to parents. Furthermore, the School Council will, in support of the school's mission statement, be the voice of its stakeholders (Students, parents, staff, administration, clergy and community) by providing a means for active participation and communication. In carrying out our responsibilities as a Catholic School Council, we will take established procedures and enhance them to reflect our Catholic community.

ARTICLE III.

Composition of the School Council

The St. Timothy Catholic School Council shall include:

- 15 Catholic parent members
- 0-2 non-Catholic parent members
- 1 Teacher staff member
- 1 non-teacher staff member
- The School Principal/Vice Principal
- 1 Community Representative
- 1 Parish Representative

* The two non-Catholic representatives would be in addition to the 15 positions reserved for Catholic parents.

Membership selection

Membership on the council as indicated above shall be determined in the following manner:

- Parents shall be elected at large by the parents of students enrolled in the school and shall form the majority on council
- The parents of students enrolled in the school may elect up to two non-Catholic representative(s) at large.
- The chair (or co-chairs) of the council shall be a Catholic member who is also an elected parent representative and shall be elected by the elected council.
- The community representative shall be appointed by the council upon going through a selection process, as determined by the council.
- The parish representative is recommended by the Parish Priest and ratified by the council.
- The school principal by virtue of his/her position shall be a member of the council.
- The teachers from amongst themselves shall elect the teacher representative.
- The non-teaching staff members from amongst themselves shall elect the non-teaching representative.
- The principal may appoint a student representative after consultation with other members of the School Council.

ARTICLE IV.

Election Procedures

Election of parent representatives to the school council shall comply with Sections 4 and 5 of the Ontario Regulation 612/00 of the Education Act.

Elections will be held once a year for positions on council.

Candidates may be self nominated or nominated by another parent or guardian.

Nominations for parent representatives will be accepted in accordance with the guidelines. The nominations for parents/guardians interested in holding a position on council shall be made on a nomination form approved by School Council. Elections shall be held in the first thirty days of each school year.

If deemed advisable, the Chair may call an “all candidates meeting” open to the school community.

No individual campaign literature may be distributed or posted on the school site. Exceptions: “response to Pre-Election Questionnaire” may be posted on the School Council bulletin board.

If an election is required, after the close of nominations, ballots shall be available in the school office for parents/guardians to vote. Voting shall occur on the evening of the all candidates meeting.

Candidates will be listed in alphabetical order on the ballot.

Each St. Timothy parent/guardian has one vote.

The Principal will be responsible for the counting of ballots after the polls are closed and communicate the results to the school community.

Voting shall be secret ballot with no proxy voting permitted.

A plurality vote shall determine the winners.

In the event of a tie for the final position as apparent representative, the tie will be broken after a determination by lot.

If there are positions still vacant, the Principal will inform the school community of the vacancies and call for further applicants. Applicants who come forward at this time will fill the vacant positions in order of their communication to the Principal until all vacancies have been filled.

The installation of the new members of Council shall take at the first meeting following the election.

All appeals related to School Council elected positions shall be lodged with and resolved by the school Principal. Such appeals must be resolved within 30 days of the election date. Should a resolution not be found, then the Supervisory Officer responsible for St. Timothy School shall be the final arbitrator.

All ballots will be retained by the Principal for 30 days from the date of the election and then destroyed.

ARTICLE V.

Officers and Duties

Council Members-General Duties

The members of the Catholic School Council at St. Timothy's shall:

- Advocate for a strong School Council.
- Promote Catholic education.
- Attend and participate in council meetings.
- Participate in information and training programs.
- Encourage the participation of parents from all groups and of other people within the school community.
- Act as a link between the School Council and the community.
- Support and promote the decisions reached by council.
- Be of good will working for the common good of the school community.
- Chair or participate in at least one committee during term of office.
- Submit supporting documentation for agenda items to the Chair for distribution with the agenda, ten days prior to the meeting.
- Submit, as chair of a committee, reports to the council.

** If a member misses three meetings without a reasonable just cause, that position will be deemed vacant.

Chair (co-chair)

The Chair of the Council shall:

- Call school council meetings.
- Prepare the agenda for School Council meetings, Communicate with the school principal/vice principal prior to the distribution of the agenda, and ensure distribution of the agenda one week prior to council meetings.
- Chair School Council meetings.
- Ensure that the minutes of school council meetings are recorded and maintained.
- Participate in information and training programs.
- Ensure that there is regular communication with the school community.
- Consult with senior board staff and trustees, as required.
- Ensure goals, bylaws and procedures are reviewed on an annual basis.
- Promote the participation of council members.
- Attend Council of Chairs Meetings.
- Ensure adequate representation on each committee.
- Be the spokesperson for the council.
- Monitor the implementation of council decisions.
- Ensure that input is gathered from all council members before a decision can be made on any decision.
- The Chair must act on group concession of majority vote.

Chair (co-chair) (cont'd)

- Ensure that an annual report on council activities is submitted to the principal and school board two weeks following the last council meeting of the year. This report will include information on Council activities and fundraising activities. The principal shall, on behalf of the School Council, give a copy of the report to every parent of a pupil who, on the date the copy is given, is enrolled in the school. This may be accomplished by giving a copy to every parent's child for delivery, and by posting the report on the School Council bulletin board.

The Principal

The Principal of St. Timothy's School shall:

- Facilitate the establishment of the School Council and assist in its operation.
- Support and promote the council's activities.
- Seek input from the council in areas for which it has been assigned advisory responsibility.
- Act as a resource on laws, regulations, board policies, and collective agreements.
- Obtain and provide information required by the council to enable it to make informed decisions.
- Communicate with the Chair of the Council, as required.
- Ensure that copies of the minutes of the council's meetings are kept at the school and facilitate distribution to all council members.
- Assist the council in communication with the school community.
- Encourage the participation of parents from all groups and of all interested people within the school community.
- Be responsible for organizing and conducting the elections with the support of the community. (Principal and Vice Principal will do the counting of the election ballots).
- Have the election results posted on the council bulletin board and published in the first edition of the St. Timothy's newsletter, following the election.
- Shall consider any written recommendation or written advice. The administration will advise Council in writing of the action or non-action, and the reason why, at the School Council meeting following the initial written recommendation from the parent/community member.
- All documents of School Council shall be maintained in the School Council file cabinet (located in the main office). All council documents are to be made available to members of the school community at any time and must be kept for four (4) years.
- Delegate any of his or her responsibilities or duties, as they may so choose, to a Vice Principal of the school.

The HCDSB shall be responsible, through the appropriate Superintendent, for making all final and binding decisions on any appeals not resolved at the Principal level.

The Community Representative

The Community Representative shall:

- Advocate for a strong School Council by bringing the community perspective into the school.
- Assist the school in building partnerships with community members.
- Build lines of cooperation to enhance student learning.
- Utilize community partnerships to assist council and committees in the achievement of their goals.

The Parish Representative

The Parish Representative shall:

- Support the actions and decisions of the School Council.
- Ensure a parish voice is expressed in all decisions, which may impact upon the parish community.
- Promote a collaborative, collegial model of decision-making at the school and for the School Council.
- Encourage parents and community to become involved in School Council activities.
- Communicate information back to the parish community.

The Teacher Representative

The Teacher Representative shall:

- Serve as a member of the School Council.
- Support the actions and decisions of the School Council.
- Ensure a teacher voice is expressed in all decisions, which affect teaching and learning.
- Promote a collaborative, collegial model of decision making at the school and for the School Council.
- Encourage parents and the community to become involved in school activities.
- Communicate information back to all teachers at the school.

The Non-teaching Representative

The Non-teaching representative shall:

- Support the actions and decisions of the School Council.
- Ensure a non-teaching staff voice is expressed in all decisions, which may impact, on non-teaching staff.
- Promote a collaborative, collegial model of decision making at the school and for the School Council.

(The Non-teaching Representative Cont'd)

- Encourage parents and community to become involved in School Council activities.
- Communicate information back to all non-teaching staff at the school.

The Secretary of the Council

The Secretary shall:

- Serve as a member of the School Council.
- Be responsible for the taking and preparation of minutes.

The OAPCE* Representative:

The OAPCE rep shall:

- Be a point of contact for information sharing between OAPCE and School Council. This may include:
 - Provide feedback on items such as curriculum reviews or Ministry initiatives where OAPCE is asked to provide comment on behalf of the parents in our system.
 - Provide information to OAPCE regarding local and regional achievements, celebrations/events, as well as areas of concern requiring clarification and/or recommendations that have been identified.
- Inform OAPCE of any concerns/questions that your parents have regarding any Educational matter

**OAPCE – the Ontario Association of Parents for Catholic Education -- is the governing body of the province wide network of parents and guardians whose children are enrolled in publicly funded Catholic education. OAPCE is a partner on the Institute of Catholic Education (ICE) with Teachers, Principals, Trustees and Bishops. OAPCE Directors sit on working tables/committees with the Ministry of Education, are active members of EQAO assessment, and are the parent perspective to media including Catholic Register and Salt and Light TV. Catholic schools are required to have one OAPCE rep, as per Ontario Education Act, Regulation 612/00.*

ARTICLE VI.

Vacancies

When a vacancy occurs, Council will have a “call for nominations”. If there are two or more interested individuals, an election will be held with voting open to the public in attendance at the next School Council meeting. The successful candidate shall serve out the balance of the term of the member being replaced.

In the event no qualified individual steps forward, the Council will appoint a qualified member, staying in compliance with Article III.

ARTICLE VII.

Establishment of Committees

Council may establish standing or ad hoc committees. Standing committees are for normal or continuing matters/priorities of importance. Ad hoc (special) committees are for specific issues, concerns or requests that have distinct time frames. The creation of a new committee shall be done through a majority vote of council.

Committee Membership

Committee membership shall:

- Be on a volunteer basis.
- May include persons who are not on council.
- Chair of committee must be a council member.

Committee Duties

All committees shall:

- Hold meetings at the school that are open to the public.
- Invite interested members of the community.
- Record minutes of all committee meetings and provide a copy to council.
- Provide a committee status report at all council meetings (standing agenda item).

Standing Committees

The following committees shall be considered standing:

- Safety
- Special Events
- Catholicity
- Communication

ARTICLE VIII.

Term of Office

The terms of office shall be determined as follows:

- All elected positions shall hold office for a period of one year.
- The term of office for School Council runs from the first meeting after the elections until the first meeting after the elections of the following year.
- Elected and appointed representatives may seek additional terms of office.
- There will be no honorarium paid to members of the council.

Membership on the Council shall terminate when:

- A member ceases to meet the criteria set out in the Regulations.
- A member has missed three scheduled meetings without a reasonable just cause.
- A member submitted a formal letter of resignation to the Chairperson.

- A member has breached the Council Member Code of Ethics.

ARTICLE IX.

Council Members Code of Ethics

The mission statements of the Halton Catholic School Board and St. Timothy School shall guide each member.

A member shall endeavour to be familiar with school policies and operating practices and act in accordance with them.

A member shall carry out his or her duties with honesty, accuracy, and integrity.

A member shall recognize and respect the personal integrity of each council member as well as each member of the school community.

A member shall encourage a positive atmosphere where individual contributions are encouraged and valued.

A member shall respect and apply democratic principles.

(Code of Ethics cont'd)

A member shall consider the best interests of all students at all times.

A member shall respect the confidential nature of some school business and respect limitations this may place on the operation of the Council.

A member shall not disclose confidential information.

A member shall limit discussions at Council meetings to matters of concern to the school community as a whole.

A member shall use the appropriate communication channels when questions or concerns arise.

A member shall promote high standards of ethical practice within the school community.

A member shall accept accountability for decisions.

A member shall accept no payment for School Council activities.

Meeting Expectations

- There shall be a minimum of four meetings per school year, ensuring one meeting per term.
- Each meeting will begin with a prayer.

- The first meeting following the election will begin with a Prayer Service for the new St. Timothy's Catholic School Council. It will include the Commissioning Ceremony and Prayer of Commitment. This service will be followed by the election of the Chair/Co-Chairs.
- An annual schedule of the regular meetings shall be published in a school newsletter.
- All council meetings shall be opened to members of the school community. The council will not meet "in camera" since there is nothing in its mandate which would require this procedure.
- Agenda and established timelines must be adhered to.
- Agenda format must include the following items:
 - Opening
 - Update
 - New Business
 - General/Open
 - Closing
- At the council's discretion, members of the school community may be allowed to provide input and/or engage in debate on the matters before the Council during the meeting. They are not to take part in the voting/consensus process.

(Meeting Expectations Cont'd)

- During "Open discussions" members of the school community may make a presentation to the council, not to exceed five minutes. The council has the right to limit the number of presentations at any meeting. If time limit is exceeded, topic will be put on "parking lot" and may be addressed at a future meeting.
- Regular School Council meetings usually run two hours. If the need arises to extend a meeting from time to time it will be done through a vote on Council. A vote of one more than half of the elected School Council members will be required to extend the meeting. The vote can be done by a show of hands or pencil and paper. The motion to extend the meeting can be granted but limited to 30 minutes extra.
- The council must reach consensus on motions or make decisions by majority vote.
- The results of all votes (unless otherwise prescribed) shall be based on a simple majority of those present. Voting can only occur at a meeting in which a quorum is present. The Chair (Co-Chairs) shall determine the method in which the votes shall be cast. Any member of council has the right to request that a vote (due to the nature of this issue) be implemented through secret ballot.
- A council quorum shall be fifty percent plus one of the members of which elected parents are in the majority.

The Chair/delegate shall attend three Council of Chairs meetings, as convened by the School Board.

- All attendees at meetings shall act in a manner that supports the governing values of the council, and is respectful of all other attendees.

ARTICLE X.

Conflict of Interest

A conflict of interest is considered any situation in which a decision of council will provide a benefit (personal, political, financial) to a member of council or a council committee.

Prior to discussion on a topic that may involve a conflict of interest, the council or committee member shall declare such conflict, and abstain from discussion, consensus and/or voting.

ARTICLE XL.

Conflict Resolution

A conflict is defined as any action or behaviour that contravenes the governing values and or the code of ethics of the council.

(Conflict Resolution cont'd)

The Chair/School Administrator will have the right to limit discussion on any particular topic.

The Chair/School Administrator will ask the speaker/presenter(s) to bring to conclusion his/her presentation.

If the speaker/presenter(s) continues, the Chair/School Administrator shall request the speaker/presenter(s) to immediately stop and stand down.

If the speaker/presenter(s) continues, Chair/School Administration shall call an immediate recess of the Council members for 10 minutes and request an immediate sidebar with the speaker/presenter(s), the Principal, and Chair in private. The Chair/School Administrator will offer the following two options to the speaker/presenter(s):

1. Resume the meeting and stand down.
2. Resume the meeting and ask the speaker/presenter(s) to depart the premises.

When the meeting continues, if the speaker/presenter(s) behaviour is not appropriate, the principal shall intercede and request the speaker/presenter(s) to voluntarily leave the premises.

Should the above occur, the speaker/presenter(s) shall not gain access to future meetings of the School Council until a meeting is held with the School Superintendent or designate.

ARTICLE XII.

Amendments

The bylaws herein contained may be amended at any regular meeting of council where at least a quorum is present. Any amendment must have been introduced at a prior meeting, included in the minutes and listed on the agenda for the current meeting. Any amendment may be considered with the support of 2/3 of the members of council (the majority must be present).

Notwithstanding the above, council bylaws are subject to any directives/changes by the Ministry of Education and Training, and/or the HCDSB.