

## **East Richmond Education Centre School Advisory Council By-laws**

### **Membership**

The EREC SAC will have nine voting members which shall include two parents/guardians, two teachers, one support staff member, two students, two community members, and the principal. The principal is a permanent non-voting member.

### **Eligibility for membership**

#### *Parents/guardians*

- Must have a child at EREC and cannot be a SRCE employee on staff at EREC.

#### *Students*

- Must be the student council president or vice president and a grade seven to eight student elected through a school election

#### *Teachers*

- Must be a teacher on staff at EREC

#### *Support Staff*

- Must be on the support staff at EREC (e.g. secretary, teacher assistant, janitorial staff, cafeteria workers, bus drivers etc)

#### *Community Members*

- Must not be employees of the SRCE
- Must not have children registered at EREC
- Must reside in the geographical area served by EREC or provide a service to or within the geographical area served by EREC
- The First Nations community member will represent the First Nations community of EREC

### **Elections and Appointments**

If necessary, elections will be held in September and are usually secret ballot. Appointments of community members will occur prior to the October meeting.

#### *Parents/Guardians*

A call for nominations may be made during the first two weeks of September through the school website, and or newsletters sent home with children with a meeting designated for voting in late September. Nominations will close one week prior to a duly advertised voting meeting. Nominations will be received by the school principal and forwarded to the school advisory council chair. Election will be by simple majority vote of eligible parents/guardians at a designated voting meeting. Eligible parents/guardians are those who have children enrolled at EREC. In the events of a tie, a run-off election will be organized.

### *Teachers and Support Staff*

Teachers and support staff will elect/choose their own representatives in September by the 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 seven and eight elected/chosen through an in-school process from among classmates.

### *Community members*

The community members will be appointed to the school advisory council by the SAC prior to the October meeting so that the executive can be selected. The 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 school advisory council. In an effort to ensure diverse representation of membership from the First Nations community self-identified individuals will be considered as long as they meet the requirements outlined for Community Membership. If the SAC is not able to fill the position a self-identified parent/guardian may be selected to fill the position.

### **Terms of Service**

The terms of service for each representative group are the following:

- 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 from their respective group for a term of three years. Teachers/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 elected or 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 school advisory council appointment.
- Vacancies of longer than six months will be filled according to the bylaws governing elections or appointment of the appropriate membership groups to fill the remainder of the term.

## **Executive**

The executive will consist of a chair, a vice chair, a secretary and principal. The selection of the chair, vice chair and secretary shall be done at the October meeting. The chair, vice chair and secretary will be selected from those school advisory council members other than the principal and will serve no more than two consecutive years as chair, vice chair or secretary.

## **Agenda and Meeting summary**

The chair will draw up the meeting agenda in consultation with the principal, 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. Agenda items from each meeting will be kept in EREC's records, in either print or electronic format. Agendas will be made available to the public upon request and posted in 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 EREC to be included in the school records. Meeting summaries may 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 four meetings annually. Additional meetings may be scheduled as determined by the EREC SAC. Meetings will be maximum 90 minutes in length.
- 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 allow for a 10 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 the 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 five of the SAC voting members present and shall ideally include a minimum of one representative from each group. Representative groups consist of parents/guardians, students, staff and community members.

In addition, the principal or the vice principal shall be present.

## **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 our students.
- 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 needed on an agenda item, the principal will provide council members with that information and the time required to review it in advance of a decision.
- 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 minutes of the meeting.

## **The School Improvement Plan and Annual Report**

The school improvement plan for EREC 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.

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 school advisory council including student achievement and report annually on the expenditures of funds to the Minister.

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 meeting and the submitted to the regional centre for education by the end of June.

## **Adopting and Amending the 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 for approval, and the bylaws or amendments become effective upon receipt of this approval.

**Parties to the agreement**

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

\_\_\_\_\_  
East Richmond Education Centre School Advisory Council Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
SRCE Regional Executive Director of Education

\_\_\_\_\_  
Date