

# St. Benedict Catholic School Council Bylaws

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The purpose of the Catholic School Council is to improve pupil achievement and enhance the accountability of the education system to parents.

## 1. Catholic School Council Mission Statement

The Council shall promote the vision, values and sacramental life of the Catholic practices of the Dufferin-Peel Catholic District School Board.

The Council, guided by the beliefs of the Dufferin – Peel Catholic District School Board shall identify problems and concerns within the school environment and work collaboratively to develop strategies and solutions to enhance the development and educational experiences of all students.

The Council shall promote and maintain a positive school environment for all students and staff; facilitate the active and meaningful participation of the parents/guardians, and all members of the St. Benedict School Community; and, provide staff, parents, and students with an accountable system to which they can voice their concerns, comments and suggestions for the building of an effective school community.

## 2. School Motto

Faith • Family • Future

## 3. Election Procedure Bylaw

- 3.1. Elections shall occur within the first thirty (30) days of the start of each school year.
- 3.2. Each parent/guardian seeking election must be nominated or self-nominated in writing, and must have a child registered in the school. Employees of the School Board may not seek an elected position on the Council.
- 3.3. Each parent/guardian of a student enrolled in the school shall be entitled to one (1) vote for each vacant parent/guardian membership position on the Council.
- 3.4. Only the names of the successful candidates shall be made public. A list of candidates and the vote results will be kept on file by the Council for use in the event that a vacancy on the Council occurs.
- 3.5. All individuals standing for election shall be notified of the results before the results are released to the school community.

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3.6. The school Council shall help the principal ensure that the names of the new members are publicized to the school community within thirty (30) days of the election.

## 4. Vacancy Bylaw

4.1. Should an elected parent/guardian Council position become vacant before the next election; the Council shall fill the vacancy by appointment from the non-elected candidates from the previous election.

4.2. If none of the previous candidates remain interested in becoming a Council member, the Council may request that interested parents/guardians from the school community submit their names for consideration. The Council shall then appoint one of those who indicate an interest.

4.3. When a vacant spot on Council is filled, the new member's term shall expire at the time of the next election.

## 5. Voting, Voting Members and Quorum

5.1. St. Benedict's Catholic School Council will consist of:

5.1.1. A minimum of 6 parents members and a maximum of 15

5.1.2. One (1) Chair, Vice Chair or Co-Chair (voting)

5.1.3. One (1) Treasurer (voting)

5.1.4. One (1) Secretary (voting)

5.1.5. One (1) Parish Representative (voting)

5.1.6. One (1) Teacher/Staff Representative (nonvoting)

5.1.7. One (1) Principal/Vice Principal Representative (nonvoting)

5.1.8. One (1) Nonvoting member

5.2. Quorum, will be set at a minimum of 50% plus (1) of the voting members, with fractions being rounded down, which must include the minimum of parent members.

5.3. Motions will be passed by a majority vote.

## 6. Meetings

6.1. The Council shall meet at least four times during each school year.

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- 6.2. The Council shall meet within the first thirty-five (35) days of the school year, after it has held elections.
- 6.3. At the first meeting of the new school Council at the beginning of the year, the Council shall set dates, times, and locations for its meetings throughout the year.
- 6.4. All Council meetings shall be open to the public and be held in a location that is accessible to the public.
- 6.5. Any member of the Council may not be absent from three (3) consecutive meetings without a leave of absence approved by the Council. If the member is absent for two meetings without notice, the executive members of the Council shall request in writing a letter of intent.

### 7. Conflict Resolution Bylaw

- 7.1. Every Council member will be given an opportunity to express his or her concern or opinion about the issue at dispute and how the dispute has affected him or her.
- 7.2. Speakers to an issue will maintain a calm and respectful tone at all times.
- 7.3. Speakers will be allowed to speak without interruption within the time frame allotted.
- 7.4. The Chair's responsibility is to clarify the statement made by all speakers, to identify common ground among the points of view raised, and to set out the joint interests of all members.
- 7.5. If no common ground can be identified, the Chair will seek to clarify preferences among all members before proceeding further.
- 7.6. If all attempts at resolving the conflict have been exhausted without success, the Chair shall request the intervention of a superintendent or other senior administrator to facilitate a resolution to the conflict.

### 8. Conflict of Interest Bylaw

A conflict of interest for a Council member is any situation in which the individual's private interests may be incompatible or in conflict with his or her Council responsibility. A conflict of interest may be actual, perceived or potential:

Actual: When a Council member has a private interest that is sufficiently connected to his or her duties and responsibilities as a Council member that it influences the exercise of these duties and responsibilities.

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Perceived: When reasonably well-informed persons could reasonably believe that a Council member has a conflict of interest, even where, in fact, there is no real conflict of interest.

Potential: When a Council member has a private interest that could affect his or her decision about matters proposed for discussion.

### 9. Conflict of Interest Bylaw

9.1. A conflict of interest may be actual, perceived, or potential.

9.2. Members of the Council shall declare a conflict of interest in matters that they, members of their families, or business entities in which they may have an interest, stand to benefit either directly or indirectly by decisions of the Council.

9.3. A member shall exclude him/herself from discussions and votes in which:

9.3.1. A conflict of interest is likely to result

9.3.2. The member's ability to carry out his or her duties and responsibilities as a member of the Council may be jeopardized;

9.3.3. The Council member, his or her relatives, or a business entity in which the member may have an interest, may gain or benefit either directly or indirectly as a result of actions that may be taken by the Principal or board in response to advice that the Council provides to the Principal or the board.

9.4. A member shall not accept favours or economic benefits from any individuals, organizations, or entities known to be seeking business contracts with the school.

### 10. Review of the Bylaws

10.1. St. Benedict School Council Bylaws will be reviewed no later than the 3<sup>rd</sup> Council meeting of the new school year.