



School Council

Proposed Operational Procedures

2020-21

Motto

Well rounded. Well grounded. Well respected. Committed to learning.

Mission

Through the building of relationships we create an environment that inspires everyone to be well rounded, grounded, respectful and committed to learning.

F.R.Haythorne Junior High School Council
Operating Procedures
AS AMENDED – October 2020

1. MISSION

- 1.1. The mission of the F.R. Haythorne Junior High School Council is to foster the well-being and effectiveness of the School Community (School Community as defined in Section 1 (f) of the School Councils Regulation) and thereby enhance Student learning.

2. FUNCTION

- 2.1. The primary function of the F.R. Haythorne School Council shall be to provide the School Community with means to provide advice and consultation to the School principal on matters pertaining to the School.

3. DEFINITIONS

- 3.1. "School Community" means:
 - 3.1.1. Students enrolled in the School and their parents/guardians,
 - 3.1.2. The School staff
- 3.2. "School" means F.R. Haythorne Junior High School.
- 3.3. "Council" means F.R. Haythorne's School Council.
- 3.4. "School Parents" means parents/guardians of registered students at F.R. Haythorne Junior High School.

4. MEMBERSHIP

- 4.1. The council shall have a minimum of 5 members, consisting of:
 - 4.1.1. The Principal of the School,
 - 4.1.2. One person who is a teacher at the School,
 - 4.1.3. At least 3 or more School Parents.
- 4.2. All School Parents of registered students and children at F.R. Haythorne Junior High School are members of the Council. All members shall be entitled to the following privileges.
- 4.3. Attendance at all meetings of the Council, with voting privileges.
- 4.4. The opportunity to provide feedback to the Council.
- 4.5. Receive all agendas and minutes of the Council.
- 4.6. A member is disqualified if that person no longer meets the qualifications of the *School Act*, (the Act), the Regulations or these Operating Procedures.

5. OFFICERS

- 5.1 The officers of the Council will consist of:
 - 5.1.1. The Chair
 - 5.1.2. The Vice-Chair
 - 5.1.3. The Secretary

- 5.2. Officers shall serve their positions until their successors are elected. Any vacancy occurring during the School year shall be filled by a member of the council and management of the business and affairs of the Council will continue.
- 5.3. The Officers shall, subject to the Operating Procedures or directions given by a majority vote at any meeting properly called and constituted, have full control and management of the business and affairs of the Council.
- 5.4. Officers will normally be elected for a one year term.
- 5.5. Duties
 - 5.5.1. The Chair shall:
 - 5.5.1.1. Preside when present at and participate in all meetings of the Council.
 - 5.5.1.2. Provide general supervision of all activities of the Council.
 - 5.5.1.3. Be the official spokesperson of the Council.
 - 5.5.1.4. Prepare and provide the Elk Island Public School (EIPS) Superintendent with an Annual Report in accordance with Section 14 of the School Councils Regulation.
 - 5.5.2. The Vice Chair shall:
 - 5.5.2.1. Aid the Chair and undertake tasks assigned by the Chair.
 - 5.5.2.2. In the absence of the Chair, supervise the affairs and preside at any meetings of the Council.
 - 5.5.2.3. In conjunction with the Principal, determine calendar dates for programs during the school year.
 - 5.5.3. The Secretary shall:
 - 5.5.3.1. Cause accurate minutes of all Council meetings and proceedings to be kept and made available.
 - 5.5.3.2. Keep complete membership list of the Council.

6. DUTIES OF NON-ELECTED POSITIONS

- 6.1. Teacher(s)
 - 6.1.1. The teacher member(s) shall communicate the views of the staff to the Council and communicate the activities of the Council to the staff and teachers.
- 6.2. The Past Chair
 - 6.2.1. The Past Chair shall serve in an advisory capacity to the present Council.

7. MOTIONS AND VOTING

- 7.1. Any member of the Council may make a motion at any meeting.
- 7.2. If another member seconds the motion, the Chair will put the motion before the Council for discussion.
- 7.3. Any Officer of the Council may table a motion without majority support for future consideration.
- 7.4. A majority vote of members shall cause a motion to be carried. A minimum of 6 voting members including 4 voting officers constitutes a quorum at any meeting.

- 7.5. Each member of the Council will have one vote on every motion with the privilege of abstaining.
- 7.6. Voting privileges by members must be exercised in person and not by proxy or otherwise.
- 7.7. In the event of an extraordinary circumstance, where it is not feasible or possible to wait until the next meeting, as determined by the Principal and the Chair together, the Officers may be polled to vote by proxy. Results must be made available at the next Council meeting.

8. ELECTIONS OF OFFICERS

- 8.1. The Chair, in consultation with the Council Officers, will encourage and nominate Officer positions as required. Members of the Council may nominate themselves or any other member for any Officer position. Every member is eligible for any Council position.
- 8.2. A slate of Officers will be presented by the Chair at the May Annual General Council meeting with an opportunity for additional nominations from the floor. Notice of elections will be provided to the school population at least 10 days before election. Individual elections will be held if more than one member has been nominated for any Officer position.

9. MEETINGS

- 9.1. The Annual General Meeting of the Council shall be held on or before the 30th day of June of each year.
- 9.2. The first meeting of the School year of the Council shall be held not later than 60 days after the start of the new school year.
- 9.3. A minimum of 3 meetings shall be held by the Council in any school year.
- 9.4. Other meetings shall be held as often as business of the Council shall require and shall be called by the Chair.

10. AUDITING

- 10.1. Records of the Council may be inspected by any member of the Council at anytime upon providing reasonable notice and arranging a time satisfactory to the Officer or Officers having charge of the same. Each Officer shall at all times have access to such books and records.

11. CONFLICT RESOLUTION

- 11.1. The School Council will apply every effort to resolve internal conflicts at the school level. In the event that resolution is not possible the party shall abide by the conflict resolution procedures, outlines in the Administrative Procedure 110 of Elk Island Public School District.

12. QUORUM

- 12.1. A minimum of 2 Officers of the 3 members shall constitute a quorum at any meeting.
- 12.2. These amended Operating Procedures shall come into force when approved by a majority of members at a meeting for the Council, which includes that agenda item.
- 12.3. These amended Operating Procedures continue in force from year to year unless one or more are amended at a special meeting (where 30 days notice has been provided to that effect) of the Council called for that purpose and the amendment(s) is/are approved by a quorum.
- 12.4. A Operating Procedures may be rescinded, altered or added to by ways of a special resolution passed by a quorum at a special meeting (where 30 days notice has been provided to that effect) of the Council.