

Parents' Committee of the Lester B. Pearson School Board

Internal Rules and Procedures

Established on December 1, 2016
Re-Approved on December 2, 2021

INTRODUCTION

This document, in accordance with the directives, will be reviewed and, if necessary, revised annually.

The approval of the Internal Rules and Procedures is to be recorded in the minutes of the Parents' Committee.

These internal rules define the roles, responsibilities and limitations of the PC in all areas not outlined in the Education Act.

In the event that the Chair or any other member of the PC makes a motion or passes a ruling that contravenes the Education Act or these internal rules, the motion or ruling has no authority and is rendered invalid.

While the Vice-Chair is especially focused on ensuring adherence to these rules, it is incumbent upon each member of the PC to know the Internal Rules and Procedures so they can also prevent any invalid motion or ruling from unwittingly gaining momentum.

In the event where an action is not prohibited in the PC's Internal Rules and Procedures, and that action is deemed necessary by the Advisory Committee, the Advisory has the authority to act appropriately. In this unusual case, the Advisory must prepare official notes detailing the deliberation process used when deciding upon the action, and present these notes at the next regular PC meeting.

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ACRONYMS AND USEFUL TERMS

A

Annual General Assembly: AGA

C

Commissioner Representing the Parents' Committee: CRPC

Council of Commissioners: Council

D

Digital spaces: discussion boards, social media, polling forums, document management and communications systems, etc.

Duly constituted: as agreed upon by all parties

E

Education Act: EA

English Parents Committee Association: EPCA

G

Governing Board: GB

H

Hate speech: any kind of communication in speech, writing or behaviour, that attacks or uses pejorative or discriminatory language with reference to a person or a group on the basis of who they are, in other words, based on their religion, ethnicity, nationality, race, colour, descent, gender or other identity factor.

I

In camera: a legal term that means in private, a process where the public are not allowed to observe the procedure unless otherwise specifically requested.

L

Lester B. Pearson School Board: LBPSB, School Board, Board

M

Ministère de l'Éducation et de l'Enseignement supérieur: MEES

P

Parents' Committee: PC

Parents' Committee Advisory: Advisory, Advisory Committee

Parent Participation Organization: PPO

Pearson Education Fund: PEF

S

School Parent Representative: Parent Rep

School Parent Representative Alternate: Parent Alt

Simple Majority Vote: more than half of the votes cast by persons legally entitled to vote at a properly called meeting with a quorum present approve a motion. Blank ballots or abstentions do not count.

Special Needs Advisory Committee: SNAC

T

Transportation Advisory Committee: TAC

Two-Thirds Majority Vote: two-thirds of votes cast by persons legally entitled to vote at a properly called meeting with a quorum present approve a motion. Blank ballots or abstentions do not count.

ARTICLE I DESIGNATION

The official designation of the Lester B. Pearson School Board's parents' committee shall be:

Parents' Committee
Lester B. Pearson School Board

ARTICLE II FUNCTIONS

SECTION 1 FUNCTIONS OF THE PARENTS' COMMITTEE

The functions of the Parents' Committee are (EA Section 192):

- I. to raise awareness of the value of public education among all the parents of students attending one of the school board's schools;
- II. to propose to the school board ways of supporting parents' involvement in their role with their child in order to foster their child's success at school;
- III. to propose to the school board ways of facilitating communication between parents and school staff members;
- IV. to promote parents' participation in the activities of the school and of the school board and, to that end, to designate parents to take part in the various committees established by the school board;
- V. to inform the school board of parents' needs, especially their training needs, as identified by the school representatives and by the representative of the advisory committee on services for handicapped students and students with social maladjustments or learning disabilities;
- VI. to develop, with the school board's support, a policy on financial contributions and propose the policy to the school board for adoption; and
- VII. to advise the school board on the special school projects offered or considered in its schools, on any matter likely to ensure the best possible operation of the school service centre and on any matter on which it must be consulted.

SECTION 2 PARENTS' COMMITTEE CONSULTATIONS

The Parents' Committee shall be consulted on the following matters (EA Section 193):

- I. the division, annexation or amalgamation of the territory of the school board;
- II. the school board's commitment-to-success plan;

- III. the three-year plan of allocation and destination of the immovables of the school board, the list of schools and the deeds of establishment;
- IV. the policy adopted on the continued operation or closure of schools and on other changes made to the educational services provided in a school;
- V. the distribution of educational services among the schools;
- VI. the school board's by-law on the complaint examination procedure;
- VII. the criteria for the enrollment of students in schools;
- VIII. the dedication of a school to a special project and the criteria for the enrollment of students in that school;
- IX. the school calendar;
- X. the childcare provided at school.

SECTION 3 FUNCTIONS OF THE REGIONAL SUBCOMMITTEES

The functions of the Regional Subcommittees are to discuss and address topics which are more specific to the region from which they belong.

The Regional Subcommittees may consult and advise the PC on topics deemed to be within their purview. They may also, as part of a PC initiative, develop a consultation document and/or make recommendations on any issue seen as requiring attention.

The PC may request, within a stipulated time frame, the opinion of the Regional Subcommittees regarding the subjects of consultation already mentioned.

SECTION 4 PARENTS' COMMITTEE ANNUAL REPORT

On or before October 31 of each year, the PC shall present its Annual Report of Activities to the Annual General Assembly of Parent Representatives and to the School Board. The report shall include the activities of the PC, including recommendations and any matter deemed to be of concern to parents and as seen by the PC as requiring the School Board's attention.

ARTICLE III MEMBERSHIP

SECTION 1 SELECTION OF PARENTS' COMMITTEE MEMBERS

At the Annual General Assembly of parents, held by September 30 of every year, each school will elect, from amongst its Governing Board parents, one Parent Representative and one Alternate, to represent their school on the LBPSB PC.

Additionally, each year, the LBPSB Special Needs Advisory Committee, will designate a Parent Representative and Alternate, from amongst its parent members, to represent

parents of students with handicaps, social maladjustments and learning disabilities on the LBPSB PC.

The Commissioner Representing Parents who is designated from amongst the parents of SNAC, is also considered to be a member of the LBPSB PC. However, they are considered a non-voting member if they do not also hold the position of an elected Parent Representative or Alternate on the PC.

SECTION 2 MEMBERS MANDATE PERIOD

The mandate of all members will be for a period of one full year, with the exception of Commissioners Representing Parents. Commissioners Representing Parents shall remain on the PC until his/her term on council is expired.

A Parent Representative or Alternate whose child no longer attends a school within the LBPSB territory may remain on the PC for the duration of his/her term.

SECTION 3 PARENTS' COMMITTEE MEMBERS RESPONSIBILITIES

All PC members shall:

- I. be representative of the parents of their schools, or in the case of parent representatives of SNAC, be representative of parents of students with social maladjustments, disabilities or learning disabilities;
- II. read agendas and accompanying documents prior to meetings;
- III. participate, if so designated, on any subcommittee and/or school board committee and/or external committee;
- IV. inform the Chair of their absence from a regular meeting;
- V. be available for online discussions and e-votes, as required.

The three Commissioners Representing the Parents' Committee and the Commissioner Representing the Parents of SNAC shall:

- I. attend the regular and committee meetings of the Council of Commissioners of the LBPSB and of the PC;
- II. represent the interest of all LBPSB parents as best as they are able, while fulfilling their mandate as elected Commissioners;
- III. fulfill their roles also as Parent Representatives while maintaining the CRPC responsibilities as well.

ARTICLE IV QUORUM AND VOTING

SECTION 1 QUORUM

Quorum at a PC meeting is established if:

- I. representatives from a minimum of twenty (20) schools are present, or
- II. a representative from SNAC and a minimum of nineteen (19) schools are present.

Should quorum not be attained at a given meeting, those in attendance may agree to continue the meeting, but motions shall not be adopted.

SECTION 2 VOTE MAJORITY

Unless otherwise specified in this document, PC resolutions that pertain to the School Board, external committees, or government to pass require a two-thirds majority.

All other decisions require a simple majority to pass.

ARTICLE V PARENTS' COMMITTEE ADVISORY

SECTION 1 ADVISORY POSITIONS

The Advisory positions on the Parents' Committee are:

- I. Chair
- II. Vice-Chair
- III. Treasurer
- IV. Secretary
- V. Communications Officer
- VI. Commissioner Representing the Parents' Committee

The Advisory of the PC will be elected by and from amongst the PC's membership at the AGA. No Advisor may hold more than one Advisory position unless agreed to by the majority vote at the AGA.

SECTION 2 DUTIES AND RESPONSIBILITIES OF PC ADVISORS

Chair

The Chair of PC must strive to be a consensus builder. The Chair's duties and responsibilities include, but are not limited to, the following:

- I. In consultation with committee members, schedule dates, times and establish the location for meetings.
- II. Ensure meetings are called and held in accordance with the committee's mandate, and these Internal Rules and Procedures.

- III. Be the operational external representative of the PC, the voice of the PC should an interview be requested by Council, the administration or any media outlet.
- IV. Establish and confirm an agenda for each meeting.
- V. Ensure the meeting agenda and relevant documents are circulated/posted to the members of the committee. Where possible, relevant documents shall be circulated/posted 3-5 days in advance of the meeting.
- VI. Officiate and conduct meetings.
- VII. Vote and, in the event of a tie, may cast an additional deciding vote.
- VIII. Ensure that all decisions made by the PC are followed through, while promoting unity and teamwork.
- IX. Provide leadership and ensure committee members are aware of their obligations and that the committee complies with its responsibilities.
- X. Ensure there is sufficient time during the meeting to fully discuss agenda items.
- XI. Ensure that discussion on agenda items is on topic, productive, and professional.
- XII. Assume responsibility for all outgoing reports and correspondence.
- XIII. Ensure minutes are complete and accurate, retained, included and reviewed at the next meeting.
- XIV. Along with the Vice-Chair, periodically convene meetings with the Standing Subcommittees Chairs to ensure efficient communication between the parent groups.
- XV. Convene Advisory Committee meetings on a regular basis and consult with Advisors on any matters he/she deems necessary.
- XVI. Prepare the Annual Report with the help of committee members and Subcommittee Chairs.
- XVII. Prepare and conduct the Annual General Assembly of Parent Representatives.
- XVIII. Chair in camera meetings as required.
- XIX. Works with the Treasurer to ensure the approved budget is respected.
- XX. Signs off on all committee expenditures.

Vice-Chair

- I. The Vice-Chair assists the Chair in his/her duties and, in the Chair's absence or his/her inability to act, the Vice-Chair acts in his/her place.
- II. The Vice-Chair sees to the efficient internal operations. He/she ensures that Internal Rules and Procedures are respected.

Treasurer

- I. The Treasurer ensures that all expenses are supported by PC resolutions and that decisions take into account the budget and the financial situation.
- II. He/she reconciles all account transactions and collaboratively, with the Chair, controls the entry and exit of funds in the Parent Committee's operating budget.
- III. The Treasurer keeps the books up to date and regularly reports on the financial situation directly to the committee.
- IV. He/she prepares a financial statement to be presented at the Annual General Assembly.

Secretary

- I. The PC Secretary ensures the accuracy of the PC meeting minutes and acts as a steward of these minutes and other Board materials. The Secretary also leads meetings when the Committee Chair and Vice-Chair are absent. He/she sends out required announcements of committee meetings.
- II. The Secretary is responsible for recording or overseeing the recording of the minutes of the PC meetings in accordance with the requirements herein. In that capacity, he/she or the designated recording secretary shall record all motions and/or resolutions and the subsequent voting thereof. The draft minutes will be reviewed by, as a minimum, the Chair. Subsequent to that, he/she shall present a final draft for approval at the following meeting of the PC.
- III. The Secretary may assist the Chair in drafting documents such as letters, reports and summaries as discussed by the PC, to be shared with external bodies.

Communications Officer

- I. The role of the Communications Officer is to facilitate communication between the PC, all Subcommittees, the parent community, and the public.
- II. He/she is expected to oversee the accumulation of reports and that they are organized and available to all stakeholders.
- III. The Communications Officer or his/her delegate(s) will manage the online presence of the PC including, but not limited to, the PC website, Basecamp, facebook, newsletter and Twitter.

- IV. The Communications Officer is the Chair of the Communications Subcommittee.

Commissioner Representing the Parents' Committee

- I. The role of the Commissioner Representing the Parents' Committee on the Advisory is to help facilitate communication between the Advisory and the other Commissioners Representing the Parents' Committee.
- II. He/she is expected to communicate, where not restricted by law, activities of the Council and provide Council's perspective.
- III. The Commissioner Representing the Parents' Committee is expected to present the Chair's report to Council.

ARTICLE VI ADVISORY COMMITTEE

SECTION 1 THE ADVISORY COMMITTEE

The PC shall form a Committee of Advisors. The role of the Advisory Committee is to:

- I. facilitate meetings of the Parents' Committee;
- II. make recommendations to the Parents' Committee;
- III. address concerns that arise between meetings of the PC;
- IV. to relay the intent of the PC to any interested party, as required.

The Advisory Committee will comprise all the advisors as outlined in Article V, Section 1, above.

SECTION 2 ADVISORY COMMITTEE MEETINGS

A duly constituted meeting of the Advisory requires a minimum of 24 hours' notice to all its members, and a quorum of a simple majority of the elected Advisors.

Business transacted at an Advisory Committee meeting must be reported to the general membership at the next regular PC meeting. However, matters that, in the opinion of the Advisory, that call for emergency action, shall be transacted by them and reported to the PC at the earliest possible opportunity.

ARTICLE VII ELECTED REPRESENTATIVES

SECTION 1 INTERNAL REPRESENTATIVES

- I. Internal representatives of the Parents' committee are elected by simple majority at the PC Annual General Assembly. This meeting will be convened before the scheduled October Council of Commissioners meeting of each year by the Chair of the PC or, in the Chair's absence, by the Vice-Chair or, in his/her absence, by a member of the Administration team at the School

Board or his/her designate. The administrative liaison will act as the Interim Chair until such time as the Chair is elected.

- II. Candidates (excluding the Commissioners Representing the Parents Committee and the Commissioner representing SNAC) must be elected Parent Representatives.
- III. The order of elections shall be as follows:
 - A. Chair
 - B. Vice-Chair
 - C. Commissioner Representing Parents - Special Needs (as nominated by SNAC parents)
 - D. Commissioner Representing Parents Committee - Secondary
 - E. Commissioner Representing Parents Committee - Elementary
 - F. Commissioner Representing Parents Committee - At Large
 - G. Treasurer
 - H. Secretary
 - I. Communications Officer
- IV. Following the elections, there will be an election of a Commissioner Representing the Parents' Committee to the Advisors from amongst the CRPCs.

SECTION 2 EXTERNAL REPRESENTATIVES

- I. External representatives of the Parents' committee are elected by simple majority at the PC Annual General Assembly
- II. School Board Committees
 - A. All parents elected to represent the PC on School Board Committees shall be a Parent Representative or Alternate, except for the government mandated TAC, on which only a Parent Representative is permitted to partake.
 - B. Committees include but are not limited to:
 1. Intercultural Advisory Committee
 2. Programs & Services
 3. Transportation Advisory Committee
 4. Facilities & Security
 5. Communications & Marketing
 6. Safe & Caring Schools
 7. GREEN Committee
- III. Non-School Board Committees
 - A. Individual(s) representing the PC on Non-School Board committees must be designated by the PC from amongst its Parent Representatives, Alternates, and the Commissioners Representing Parents' Committee and Parents of the Special Needs Advisory Committee.

- B. Committees include but are not limited to:
 - 1. EPCA Delegates
 - 2. Pearson Educational Foundation

SECTION 3 VACANCIES DUE TO LEAVE OF ABSENCE OR RESIGNATION FROM ELECTED POSITIONS

- I. Any elected member, be it an advisor, or representative to an external committee, who takes a leave of absence for an amount of time that exceeds 45 days, or voluntarily steps down, is considered resigned from the elected position. Elections for his/her replacement will take place at the next scheduled PC meeting, or at a special meeting called for the purpose of electing a replacement.
- II. A Commissioner Representing the Parents' Committee cannot be removed by the PC. However, the PC can appeal to the Council of Commissioners to revoke their term. Their term may be revoked by a two-thirds majority vote of the Council of Commissioners.

SECTION 4 REMOVAL OF AN ELECTED MEMBER FROM HIS/HER POSITION

Should any elected member, be it an advisor, or representative to an external committee of the PC be considered incapable to continue in his/her position for reasons, such as not fulfilling his/her responsibilities (as defined in ARTICLE III SECTION 3).

- I. The PC may remove an elected member, other than a Commissioner Representing the Parents' Committee and the Commissioner Representing the Parents of SNAC, from his/her elected position for cause by two-thirds majority vote, *in camera*, at any regular or special meeting of the PC.
- II. A statement of the reason(s) shall have been sent to the member proposed for removal at least thirty (30) days before any final action is taken by the PC. This statement shall be accompanied by a notice of the time when, and the place where, the PC is to take action on the removal.
- III. A member may be relieved of his/her position by the PC members only at a meeting where the meeting notice states that one of the purposes is for removal of the elected member from his/her position.
- IV. The elected member shall be given an opportunity to be heard and the matter considered by the PC at the time and place mentioned in the notice.

ARTICLE VIII MEETINGS

SECTION 1 PARENT COMMITTEE MEETINGS

The PC will meet at least five (5) times a year.

Meetings will generally be held within the LBPSB territory. The frequency, time and place is to be determined by the PC at the beginning of each year.

As indicated in section 194 of the Education Act, the PC may use, free of charge, the administrative support services and the facilities of the School Board in accordance with the terms and conditions established by the Director General.

SECTION 2 MEETING CONTINUATION

For meeting to extend passed the schedule time, a motion to continue must be set forth no later than 15 minutes before the designated end of the meeting to either:

- I. continue the meeting past the proposed end time for a specified period of time, or
- II. end the meeting at the original proposed end time and table any topics that haven't yet been covered when the meeting reaches the original/designated end time. This is the default course of action in the event no motion is requested.

The motion in either case would require a simple majority to pass.

SECTION 3 CALLING A SPECIAL MEETING

- I. Special meetings of the PC may be called at the discretion of the Chair.
- II. A member of the PC may move to have a special meeting. The Chair shall convene this special meeting if the motions passes with a two-thirds majority.
- III. All calls for special meetings of the PC require a notice of at least 48 hours.

SECTION 4 PUBLIC ATTENDANCE

Regular meetings of the PC are open to any interested persons wishing to attend. An opportunity for the public to ask questions shall be included in each agenda.

Parent Representatives and Alternates can pose questions during the public question period with the understanding that they are not acting as members of the PC during that time.

Questions from the Public are directed to the PC Chair. It is the Chair's responsibility to address these questions.

The PC meetings are not a forum for personal issues.

SECTION 5 MISSING MEETINGS

Should a school miss two (2) consecutive meetings of the PC without notification or other involvement (e.g., via email or discussion threads), the Chair of the representative's Governing Board shall be advised by the Chair of the PC.

SECTION 6 IN CAMERA MEETINGS

Part of any or all meetings may be held *in camera* at the discretion of the Chair. Participants of *in camera* meetings include Parent Representatives and Alternates, elected SNAC Representatives and Alternates, and invited guests. The *in camera* portion of the meeting is not necessarily recorded in the minutes, but decisions made will be reported at the next regular meeting of the PC, or in reports, as decided by the PC.

SECTION 7 MINUTES

The minutes constitute the official document that attests to the authenticity of the decisions made by the committee and shall minimally include:

- I. the date, time and place of the meeting
- II. the list of members present at the meeting, and the names of the absentees
- III. the approval of the agenda, with or without modifications
- IV. the approved agenda
- V. the approval of the minutes of the previous meeting, with or without modifications
- VI. a summary report on the correspondence relevant to the PC, both sent and received, including the title and a short description of the contents
- VII. the reports and documents presented to the members during the meeting
- VIII. a summary of the discussion of the items on the agenda
- IX. the decisions made, the resolutions adopted and the recommendations made
- X. the date, time and place of the next meeting
- XI. the time at which the meeting was adjourned

ARTICLE IX SUBCOMMITTEES

SECTION 1 STANDING SUBCOMMITTEES

There are four (4) Standing Subcommittees: Region 1, Region 2, Region 3 & Communications.

The mandate of these Standing Subcommittees is to discuss and address topics which are more tailored to the issues of the specific regions or topics.

- I. Standing Subcommittees shall operate independently of the PC, but will report to PC regularly with summaries and suggestions;
- II. Standing Subcommittees shall meet at least four (4) times a year;
- III. Parent Representatives of schools, their Alternates, and SNAC Parent Representatives are encouraged to attend and participate in their respective Standing Subcommittee meetings;
- IV. Standing Subcommittees shall have a chairperson. The Subcommittee Chair shall be appointed by the members present at the first meeting. It is the responsibility of the Chair to schedule, organize and run the meetings;
- V. Standing Subcommittees shall have a Communications Officer. The Communications Officer shall be appointed by the members present at the first meeting. This person shall automatically be part of the PC Communications Subcommittee;
- VI. Standing Subcommittees may appoint, as they see fit, additional executives such as, but not limited to, a Vice Chairperson or Secretary;
- VII. Standing Subcommittees are intended to be less formal than the PC. There is no need for quorum or formal minutes. The objective is to have open discussion. It is the responsibility of the Subcommittee Chair to present a summary of discussion to the PC.
- VIII. Standing Subcommittees do not pass motions. Motion may be moved at a PC meeting which is rooted from discussion during a standing subcommittee meeting.
- IX. Standing Subcommittees are open to the PC Chair and Vice-Chair, along with the Commissioners Representing the Parents' Committee.

SECTION 2 AD HOC SUBCOMMITTEES

The mandate of an ad hoc subcommittee is to gather information, investigate situations and alternatives, and report or make recommendations to the PC on specific topics and/or projects.

- I. The PC will form ad hoc subcommittees as required. Any parent representative or alternate is eligible to join an ad hoc subcommittee. Once the mandate of the ad hoc subcommittee is complete, they are considered disbanded;
- II. Ad hoc subcommittees may invite additional resource persons where deemed necessary. Resource persons may include members of various Governing Boards, SNAC, and any other interested parents from the School Board;

- III. Each ad hoc subcommittee shall have a Chair who is a member of the PC (Representative or Alternate), unless agreed to by majority vote by the members of the PC.
- IV. The Chair of each ad hoc subcommittee, or delegate, shall submit progress reports to the PC after each of its meetings or at the end of its mandate, as determined by the PC.
- V. Any surveys, reports or documentation prepared by a subcommittee shall be brought to the PC for approval after being vetted by the Advisory, prior to distribution externally, unless the mandate given to the subcommittee stipulates otherwise.
- VI. Ad hoc subcommittees are open to the PC Chair and Vice-Chair

ARTICLE X CONSULTATIONS

SECTION 1 CONSULTATIONS BY THE LESTER B. PEARSON SCHOOL BOARD

- I. The PC shall be consulted by the LBPSB as outlined in Article 193 of the Education Act and in all other instances where the Board may wish or be required to seek the opinion of parents.
- II. The PC or its Advisory may, where deemed advisable and where time permits, consult with the Standing Subcommittees and/or directly with each member school through that school's Parent Representative in order to gauge the opinions of the parent population within any or all territories of the School Board.

SECTION 2 CONSULTATIONS BY THE PC OR ITS MANDATED SUBCOMMITTEE

Standing Subcommittees

The PC may at any time consult the Standing Subcommittees for their opinions, whether on matters forwarded to it by LBPSB, on matters of its own, or that of subcommittee initiatives.

Ad hoc Subcommittees

A subcommittee may be convened at the request of the PC to consult, deliberate and make recommendations to the PC.

Parents at Large

The PC may consult parents at large, including parent members of Governing Boards and of SNAC, through the Parent Representatives of the LBPSB for their opinions, whether on matters brought to it by the School Board, on matters of its own, or that of subcommittee initiatives. Such consultations shall be addressed to the Parent Representative, with a copy sent to the Chair of the School Governing Board, and the Chair of the Parent Participation Organization (if applicable) for information purposes.

SECTION 3 DISCUSSION & VOTING ON CONSULTATIONS

- I. Because of possible time constraints, discussions for consultations may be relegated to any or all of the following:
 - A. Ad hoc subcommittees, designated by the PC Standing Subcommittees, as appropriate;
 - B. Advisory Committee;
 - C. Online discussion groups.
- II. A report and proposal resulting from the discussion, including the consensus reached will be presented to the members of the PC by a designee of each group, usually the Chair.
- III. A vote to accept the proposal of the group will take place at the next regular or special PC meeting.
- IV. In the event that a vote to approve a consultation response suggested by a subcommittee is rejected, a response will still be written, stating that, given the time frame available, the PC was unable to reach a consensus on the consultation.

Note: It is possible to subdivide a consultation response into sections or points, which are voted on independently. This allows the PC to respond in the event of a lack of complete consensus.

ARTICLE XI EXTERNAL REPRESENTATION

SECTION 1 EXTERNAL REPRESENTATION

No representative of the PC shall knowingly misrepresent the views of the PC to the Council of Commissioners, its committees, the press, any other committees, associations, or to the public.

SECTION 2 CONFLICT OF INTEREST AND CONFIDENTIALITY

No office should be assumed by a representative if it causes a potential conflict of interest.

Should the recording secretary be a member of the public (whether as a paid or non-paid position) he/she falls under the same rules as any other member of the PC as it relates to outside communications. Confidentiality consistent with the position is required.

SECTION 3 EXTERNAL COMMITTEE TERMS

Representatives to external committees have 1 year terms, except for Commissioners Representing the Parents' Committee. If the external committee requires more than one year, the external committee's requirement can only be fulfilled by that member if he/she is reelected in accordance with the Education Act and the PC Internal Rules and Procedures.

ARTICLE XII AMENDMENTS TO PROCEDURES

SECTION 1 MODIFICATIONS

The rules and procedures listed herein may be modified, through a majority vote of the PC, provided the modifications do not conflict with provisions of the Education Act.

SECTION 2 REVIEW CYCLE

These Internal Rules and Procedures should be reviewed at the start of every new school year.

ARTICLE XIII FINANCIAL POLICY

SECTION 1 ALLOCATION OF FUNCTIONS AND THE MODE OF OPERATION AND FINANCING

The Lester B. Pearson School Board, after consulting with the representatives of the PC, shall determine the allocation of functions and the mode of operation and financing of the PC (section 191 of the Education Act).

SECTION 2 MANAGEMENT OF FUNDS AND PURPOSE

The Parents' Committee will manage funds in order to facilitate meetings and support basic functions of the committee, and to further fulfill its mandate to promote parent participation. This may include, but is not limited to the following:

- I. reimbursement of transportation costs for members traveling to and from meetings;
- II. reimbursement costs for members requiring childcare during meetings and/or PC activities;
- III. other costs that directly aid the PC in pursuing its mandate.

SECTION 3 BUDGET APPROVAL

The Chair, in collaboration with the Treasurer, shall establish and present a budget to be approved by the PC by December annually. The budget shall be provided to the PC a minimum of 3 days prior to the vote to approve the budget.

SECTION 4 ADVISORY COMMITTEE AUTHORIZATION

The Advisory Committee of the PC has the authority to approve PC related expenditures of up to one hundred-fifty dollars (\$150.00). The approved expenditure(s) shall be reported at the following PC meeting.

ARTICLE XIV ONLINE DISCUSSION & VOTING PROCEDURES

SECTION 1 VOTING

Voting by the PC should be done in person and during regular or special meetings whenever possible.

SECTION 2 ONLINE DISCUSSION

At the discretion of the Chair, the PC shall be permitted to conduct electronic discussions, culminating in a decision that can be acted upon in a timely manner and which will be ratified at the next PC meeting.

SECTION 3 ONLINE DISCUSS PROCEDURE

When an online decision is required, the procedure shall, wherever possible, follow the same order as a motion presented at an in-person meeting, and is enacted as follows:

- I. The initial electronic correspondence sent out by the Chair should specifically state the topic to be discussed and voted upon and separate deadlines for pre-motion discussion, post-motion debate, and the decision for recommendation to the PC. The platform and link to the discussion must be declared.
- II. Pre-motion discussion should be limited to the platform(s) provided. This includes, but is not limited to, questions, responses and votes. At the end of the discussion period, the Chair will post a final motion which can no longer be modified.
- III. After the motion is posted, there shall be a minimum of 48 hours allotted to debate before voting begins.
- IV. The indicated voting period must remain open for a period of at least 24 hours and no more than 48 hours.
- V. Only one vote may be cast by each school and by SNAC. Should both the Representative and the Alternate post votes, only that of the Representative will be counted. The lack of a vote by a member before the prescribed deadline shall be considered as an absence of said member for the purposes of quorum.
- VI. Members are to vote in favour of the motion (yes), opposed to the motion (no), or abstain from the vote, before the voting deadline. Quorum will then be verified by the Chair based on the number of votes received.
- VII. Rules for online decisions are identical to those at meetings. That is, any decision requiring a simple majority must be adopted by the majority of the voting members, with the Chair casting an additional deciding vote in the

event of a tie. Decisions normally requiring a two-thirds majority must be adopted by two-thirds of the voting members.

- VIII. All online recommendations should be brought to the following PC meeting to be voted upon and reported in the minutes.

SECTION 4 IN CAMERA ONLINE DISCUSSION

In the case of a discussion being labeled 'in camera,' the discussion is to be treated as confidential amongst PC members unless or until otherwise stated by a member of the Advisory.

SECTION 5 ONLINE ETIQUETTE AND FORUM MODERATION

Commenting features on our digital spaces exist to promote constructive discussion within the LBPSB parent community. By commenting/posting, members agree to these principles:

- I. Be legal. Posting comments that are libellous, defamatory, obscene, pornographic, abusive, or contain hate speech and/or otherwise illegal content are forbidden.
- II. Be respectful. Threatening or abusive language, in any form, towards or about commenters, authors, or any member of the PC or public is not tolerated. Defamatory and/or inflammatory behaviour will not be tolerated, language used should be appropriate for an educational community.
- III. Be relevant. Your comments should be on-topic and not self-promoting. Comments should encourage discussion about important issues to the LBPSB parent community. As we are part of an educational community, we feel that commenting should promote an educational and constructive experience.
- IV. All members of the PC Advisory Committee are responsible for moderating online forums.
- V. Violating these principles can result in the offending comment being permanently removed. Repeated or extreme violations can result in a temporary or permanent ban on future commenting.
- VI. The PC Advisory may moderate comments based on these guidelines and the moderator's decisions shall be considered final.

APPENDIX I BASIC PROCEDURAL RULES

SECTION 1 DEFINITIONS

Motion

A motion is a formal proposal by a member to do something. Every motion must be seconded, recorded and reread prior to voting.

Amendment

A motion can be amended by changing certain words, adding or deleting other words, provided the changes do not alter the main body of the motion. If the change is accepted by the proposer, the amendment is considered “friendly.”

A motion can only be subjected to one amendment motion at a time.

Vote

If an amendment is significant, or is not agreed to by the mover and seconder then the amendment is voted upon. A vote on a motion takes place by first voting on the amendment(s) and finally on the main motion by show of hands or by secret ballot if requested by any member.

Right to Speak

Members must address the Chair and wait to be recognized.

Members of the Public may speak during the designated time on the agenda or at the discretion of the Chair.

Right of Reply

The proposer of a motion may have an opportunity to reply immediately before the vote.

SECTION 2 PROCEDURE

- I. If several motions are on the table at the same time, they must be voted on in order of priority sequence, at the discretion of the Chair.
- II. One must never interrupt the speaker except on a point of order or a question of privilege. All other motions must be proposed when the proposer is given the right to speak by the Chair.
- III. A question of privilege may be raised when a member believes that his reputation, or that of another member of the assembly, is endangered or if there is reason to put down disorder, or to complain about the physical conditions of the premises. (The Chair decides, except for an appeal against the Chair, in which case it is at the discretion of the Vice-Chair.)

- IV. A point of order may be raised if a member considers that an inexact expression has been used, that an argument already dispensed with has been used or reintroduced, or if a rule of procedure has been violated. (The Chair decides, except for an appeal against the Chair, in which case it is at the discretion of the Vice-Chair.)
- V. Before calling a vote, the Chair has a right to explain the reasons for his/her decision in doing so.
- VI. Calling the question means asking the assembly to vote on the motion immediately. If accepted, the motion being debated is voted upon at once; if defeated, debate continues.
- VII. The mover and seconder of a motion to reconsider a decision already voted on must have voted with the majority during the initial vote.
- VIII. An amendment may be proposed at any time during the discussion of the main motion. It must relate to the subject under discussion, and not alter the intent of the motion.