

**SCHOOL COUNCIL CONSTITUTION**  
**CLARINGTON CENTRAL SECONDARY SCHOOL**  
**October 2005**

Clarington Central Secondary School Council shall be constituted in accordance with Ontario Regulation 612/00 of the Education Act and Policy Code B-6.1 of the Kawartha Pine Ridge District School Board. In all cases, where this document disagrees with the above-noted Regulation and Policy, the Regulation and/or Policy will prevail. Listed below are those by-laws required by the above documents.

**1. Name**

- 1.1. The official name of this organization shall be the Clarington Central Secondary School Council.

**2. Objectives**

- 2.1. To foster cooperative and complementary relationships between the parents/guardians, the school, the students, the school board and the surrounding community.
- 2.2. To provide increased communication and partnership between Clarington Central Secondary School and the community.
- 2.3. To identify areas of concern regarding our school community for discussion and problem solving.

**3. Membership**

- 3.1. Membership shall include parents/guardians of students in the school, students, school staff, as well as residents of the larger community served by Clarington Central Secondary School.

**4. Council Members**

- 4.1. The Council shall consist of at least 13 members and shall be comprised of the following:
  - 4.1.1. At least eight parent/guardian members who shall be elected at a General Meeting of the membership of the School Council
  - 4.1.2. The Principal of Clarington Central Secondary School
  - 4.1.3. One member of the teaching staff
  - 4.1.4. One member of the non-teaching staff
  - 4.1.5. One student as selected by the student body with the approval of the administration
  - 4.1.6. A minimum of one community representative appointed by the School Council
- 4.2. The newly elected Council shall convene as soon as possible (but no later than one month) after the Annual General Meeting. This meeting may immediately follow the Annual General Meeting.
- 4.3. The school council shall elect the officers for the organization at the first meeting of the Council following the Annual General Meeting.

- 4.4. Council members shall be elected annually.
- 4.5. If any school council positions become vacant because of resignation, inability of a member to fulfill his or her roles and responsibilities, or other cause, the remaining members shall constitute the School Council, unless the parent/guardian majority is not maintained. If the majority of parents on the Council is not maintained, the School Council shall appoint a parent/guardian from the school community to complete the term of the retiring member. Vacant positions, other than for parent representatives, may be filled by appointment of the Council for the remaining term of office, from among members of the school community who meet the requirements set for the vacant position.
- 4.6. A member is disqualified if that person no longer meets the qualifications required to be a member pursuant to the School Constitution. Members who are absent from two consecutive meetings of School Council shall be replaced for the remainder of their term in accordance with the procedure set out in clause 4.5. In exceptional circumstances, as determined by the council, a leave of absence may be granted beyond three meetings.

## **5. Executive Officers, Council Members, and their Duties**

- 5.1. Chair or Co-chair - The Chair or Co-Chairs shall:
  - 5.1.1. Preside at all meetings of the organization as well as meetings of the Executive and the Council
  - 5.1.2. Prepare or have prepared an agenda for all meetings
  - 5.1.3. Call emergency meetings when deemed necessary
  - 5.1.4. Cast the deciding vote in case of a tie
- 5.2. Vice-Chair - The Vice Chair shall assume the duties of the Chairperson or the Secretary in their absence. In the case where there are two co-chairs, there shall be no vice-chair for that Council.
- 5.3. Secretary - The Secretary shall:
  - 5.3.1. Place all correspondence before the Executive
  - 5.3.2. Conduct all correspondence necessary to carry on the work of the organization
  - 5.3.3. Keep a list of all members
  - 5.3.4. Record all business transactions of all meetings
- 5.4. Treasurer - This position shall be established at such time as the Council deems it necessary. The Treasurer's duties shall include the keeping of an account book in which a detailed record of all financial transactions are kept.
- 5.5. Council members shall:
  - 5.5.1. Attend meetings
  - 5.5.2. Debate issues brought before the organization
  - 5.5.3. Provide advice and input to school administration on school operations
  - 5.5.4. Appoint replacements for unfilled/vacant council positions which may occur throughout the year
  - 5.5.5. Vote on motions brought before the School Council

## **6. Meetings and Quorums**

- 6.1. The Annual General Meeting shall be held within the first 30 days of the school year and place decided upon by the Executive and/or Council members. A notice of this meeting shall be published at least three (3) weeks prior to the meeting.
- 6.2. A minimum of four (4) meetings shall be held in conjunction with the school calendar. A schedule of the monthly meetings shall be established annually, at the first meeting following the Annual General Meeting. Other meetings shall be at the discretion of the Chair.
- 6.3. A quorum shall be 50% + one (1) of Council members where parent/guardians represent the majority of those attending.

## **7. Order of Business**

- 7.1. The order of business at all Annual and General Meetings shall be the following:
  - 7.1.1. Call to Order
  - 7.1.2. Adoption of the Agenda
  - 7.1.3. Presentation and adoption of the Minutes of the previous meeting
  - 7.1.4. Business arising from the Minutes
  - 7.1.5. Report of Officers, Members and Committees
  - 7.1.6. Correspondence
  - 7.1.7. If Annual Meeting, the election of Council Members
  - 7.1.8. Other Business
  - 7.1.9. Adjournment

## **8. Amendments to the Constitution**

- 8.1. This constitution shall be reviewed annually at the Annual General Meeting.
- 8.2. This constitution may be amended by a simple majority of the members present at the Annual General Meeting.
- 8.3. Notice of any amendments must be included in the Notice of the meeting.
- 8.4. Motion of amendments must be received in writing by the secretary three weeks prior to the Annual General Meeting.

## **9. Decision-Making**

- 9.1. Consensus shall be the first method of decision-making used by the Council.
- 9.2. Where consensus is not possible, questions shall be decided by a majority plus one (1) of votes cast on the question by the members present at the meeting.
- 9.3. Each member of the school council (excluding the principal) is entitled to one (1) vote in votes taken by the council or a committee of the school council.
- 9.4. A resolution in writing signed by all of the members entitled to vote is as valid as if it had been passed at a meeting of the school council.

## **10. Communications**

- 10.1. Minutes of School Council meetings shall be circulated to Council members electronically. Where a member does not have access to electronic communication, the minutes will be printed and forwarded to the member through their student.

- 10.2. Agendas for all Council meetings shall be circulated electronically (or in print as above) one (1) week prior to Council meetings.
- 10.3. Agendas and Minutes of all Council meetings will be posted in the school in an area accessible to staff, students, parents, and the general public.

#### **11. Conflict Resolution**

- 11.1. Every School 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.
- 11.2. Speakers to an issue will maintain a calm and respectful tone at all times.
- 11.3. Speakers will be allowed to speak without interruption.
- 11.4. The Chair or Co-Chair's responsibility is to clarify the statements made by all speakers, to identify common ground among the points of view raised, and to set out the joint interests of all members.
- 11.5. If no common ground can be identified, the Co-Chair will seek to clarify preferences among all members before proceeding further.
- 11.6. If all attempts at resolving the conflict have been exhausted without success, the Chair or Co-Chair shall request the intervention of a Superintendent or other senior administrator to facilitate a resolution to the conflict.
- 11.7. If the issue at dispute requires a decision and the conflict cannot be resolved sufficiently enabling a decision to be reached, Robert's Rules of Order will be imposed and a decision arrived at using that method.