

MANOTICK PUBLIC SCHOOL ADVISORY COUNCIL CONSTITUTION AND BY-LAWS

Last revised: Sept. 29, 2020

School Councils bring together the parent community and enhance the communication between the school and the school community. This is accomplished by providing feedback and advice to your school principal and the school district on significant education issues, and by planning activities that support the active participation of parents/guardians and your school community.

The responsibilities of school councils are established provincially in the Ontario Education Act under regulations 612/00 and 613/00. At the Ottawa-Carleton District School Board, policy P.014.SCO: School Councils and procedure PR.509.SCO: School Council Elections, Constitution, and By-Laws outline the responsibilities of school councils in the Board's jurisdiction.

In effect, the provincial regulation and school board policy serve as the constitution for the Manotick Public School Advisory Council. This Constitution and these Bylaws amplify the regulation and outline areas of responsibility not addressed in the regulation.

In addition to the Constitution and By-Laws as outlined in this document, the following provisions apply to the 2020-2021 school year (hereinafter the "Covid Provisions"). In the event of a conflict as between the Covid Provisions and the Constitution and By-Laws set out herein, the Covid Provisions shall prevail for the 2020-2021 school year.

COVID PROVISIONS FOR THE 2020-2021 SCHOOL YEAR

In recognition of the changes to school operations as a result of Covid-19, the following provisions apply to this procedure for the 2020-2021 school year.

Definition of a Student

- 1.1. For the purposes of this procedure, a student enrolled in an Ottawa-Carleton Virtual School (OCV) shall also be deemed to be "enrolled in the school" which is considered their home school and to which they would return in the event of a return to in-person learning. This shall also include students new to the school and who are registered for OCV.

Eligibility of Parents of Students Registered in OCV to be elected at Home School

- 1.2. A parent of a child enrolled in an OCV school shall be entitled to seek election to the school council of the virtual school and, subject to section 4.3 and 4.4 may be elected to the school council of the school which is considered their child's home school.
- 1.3. A parent of a child enrolled in an OCV school may participate as a non-voting member of the school council at their child's home school.

1.4. Subject to sections 4.1, 4.2, and 4.3 a parent of a student enrolled in an OCV school shall be eligible to seek election to a position on the school council at their child's home school, where an insufficient number of parents of students attending in person have put their names forward for election.

1.5. Where a parent of a child attending OCV has been elected to the school council of the home school, they are eligible for appointment to any position on the executive.

Location, Method and Timing of Elections

1.6. Notwithstanding the provisions of sections 3.1 to 3.10, all elections to school council shall be held electronically, following the process outlined in the procedure, with necessary modifications to allow for and support electronic voting.

1.7. For the purposes of determining the date of the election, the first day of school shall be deemed to be September 14th, 2020.

1.8. Where a school is unable to complete the election within the required timeline, every effort shall be made to hold the election as soon thereafter as practically possible.

Meetings of the School Council

1.9. Meetings of the school council shall be held virtually using Google Meet or some other platform which is agreed upon by the school council and the principal and meets the privacy and security requirements of the District.

ARTICLE I – NAMES

1. The organization shall be called Manotick Public School Advisory Council, and hereinafter referred to as the "Council".
2. Manotick Public School hereinafter shall be referred to as the "School".
3. The Ottawa Carleton District School Board shall be hereinafter referred to as the "Board".
4. The Ministry of Education for the Province of Ontario shall hereinafter be referred to as the "Ministry".
5. A legal guardian is of the same status as a parent. For the purposes of convenience, the word parent appears in this document, it is assumed to be interchangeable with the term legal guardian.

ARTICLE II – OBJECTIVES

6. Objectives of Council are to:

- a. Improve student achievement by supporting the school improvement plan;
- b. Enrich the communications and relationship between home and the school, board and ministry as appropriate;
- c. Support the development of relationships with the wider community;
- d. Provide additional resources (human, material, and financial) for the benefit of the School and its students; and
- e. Provide advice and recommendations to the Principal, Board or Ministry, based on views solicited from the school community with respect to policies, programs and services that meet the needs of the students.

ARTICLE III – AFFILIATIONS

7. The Council maintains a membership in the Ottawa Carleton Assembly of School Councils (OCASC).
8. The Council may seek affiliations with other organizations that have similar purposes.
9. Affiliations with other organizations, or any subsequent changes in such affiliations, shall require a simple majority of votes cast by Council members present at any meeting.

ARTICLE IV – MEMBERSHIP

10. **Council** shall, at a minimum, consist of the following members
 - a. A minimum of a minimum of five (5) parents members elected by their peers, normally the Chair, Vice-Chair, Treasurer, and Secretary, and at least one (1) parent member;
 - b. The school principal (non-voting);
 - c. One teacher employed in the school, other than the principal, elected by his/her peers;
 - d. One community representative who is appointed by the school council.
11. A **parent member** is one who is a parent of a child enrolled in the school. Parent members must form the majority of the council membership.
12. **Membership** on council as a parent member is open to all parents of students enrolled in the school. A board employee who works at the school his or her child attends is *not* eligible to serve as a parent member on the council. However, they may be elected as the teaching or non-teaching representative. Board employees who do not work at the school their children attend may be elected as parent members as long as they notify the other parents that they are employed by the school board prior to their election.
13. Any **teacher** in the school is eligible to seek election to the council. The teaching representative is to be elected by other teachers in the school.
14. Any **non-teaching staff** in the school is eligible to seek election to the council. The non-teaching representative is to be elected by other non-teaching staff members in the school. The non-teaching staff member is not mandatory in order to form a functioning council, but is a voting member if they are in attendance when a vote takes place.

15. Duties of members and voting privileges in relation to Council are set forth in Annex A to this document.
16. Members of the Council are elected annually in the fall. Council members are elected for a term that lasts from the first meeting of one school year to the first meeting of the next school year. A Council member may be re-elected.
17. If the Council does not have a full complement of members, it may still function as a Council, as long as parent positions form the majority.
18. Council will reflect the diversity the School's community.
19. Council members will not be paid for their work on Council.
20. Council members shall adhere to the code of ethics outlined in Annex B to this document.

ARTICLE V – OFFICERS

21. The officers shall be the chair, vice-chair, treasurer and secretary.
22. Duties of the officers in relation to council are set forth in Annex A to this document.
23. The chair must be a parent member and must be elected at the Annual General Meeting (AGM). The chair will then be responsible for calling the first meeting of the new School Council.
24. All other officer positions may be held by any member of council. The election and/or appointment of all officers, other than the chair, take place at the first meeting of the council of the school year. Members shall remain in office until their successors are elected or appointed.

ARTICLE VI – ELECTIONS

The OCDSB School Council Policy (P.014.SCO) and Procedure (PR.509.SCO) are based on the Ministry of Education's regulations with respect to the creation and operation of school councils. In order to ensure fairness, transparency and the opportunity for new parents to participate and become part of a school council for the upcoming school year, the regulations are very specific on the timing and process to be followed for school council elections.

25. Elections shall occur within the first thirty (30) days of the start of school each year. The first school council meeting must be held within the first 35 calendar days of the first day of the school year, but following the election of the new council. To facilitate scheduling, it is acceptable to hold the elections and the first council meeting on the same date. The agenda for the first school council meeting should include unfinished business of the current council (if any), the election of a new chair and any new business.
26. The school principal will ensure that the elections of the teaching and administrative staff members are carried out each fall by their peer group.
27. At least two weeks in advance of the election, the school principal will send out a notice of the date, time and location of the election. He/she should give the notice to the student for delivery to his/her parent.

28. Each parent seeking election must be nominated or self-nominated in writing or electronic mail and/or via web site, must have a child registered at the school, and must declare if he/she is employed by the board. No additional qualifiers or quotas may restrict eligibility either to vote or run for election.
29. Each parent of a student enrolled in the school shall be entitled to one vote for each vacant parent membership on council.
30. During the election process the principal shall:
 - a. provide nomination forms;
 - b. ensure that Council members and officers roles and responsibilities are posted on Council Bulletin Board and web site, and made available by request, and are read out at time of election;
 - c. ensure that the school community is notified of election procedures and election date, location, and time, at least fourteen days prior to the election;
 - d. request, if necessary, a profile/summary from each candidate and make these available to the electorate;
 - e. conduct the elections by secret ballot; and count the ballots with assistance from the principal and a parent who is not a part of the election process;
 - f. help the chair notify all candidates of the results; and
 - g. keep the results and related information confidential.
31. Only the names of successful candidates shall be made public. The council will keep a list of candidates, and the vote results on file in the event that a vacancy on the council occurs.
32. All individuals standing for election shall be notified of the results before the results are released to the school community.
33. The council shall help the principal ensure that the names of new members are publicized to the school community.
34. 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.
35. Appeals related to the election process or results shall be resolved by council in collaboration with the principal and Chair. If a situation cannot be resolved the principal and Chair shall jointly make a ruling.
36. If the number of candidates is less than or equal to the number of positions, the candidates shall be acclaimed.
37. No individual campaign literature for Council elections may be distributed and/or posted in the school.
38. School resources, both human and material, may not be used to support particular candidates or groups of candidates.
39. ~~The Election Day proceedings shall be supervised by both the principal and the Chair.~~

40. In the event of a tie, the position can be held jointly between two people when sanctioned with a vote by the current council once elected.

ARTICLE VII – COUNCIL VACANCIES

41. If council positions become vacant due to resignations, inability to fulfill roles and responsibilities, or other causes, the remaining members shall constitute Council, unless the parent majority is not maintained.
42. If the majority of parents on council is not maintained, the election process will be put in place for the purpose of filling the vacancies and/or the chair may appoint a suitable candidate from the list of candidates from the initial election held by council.
43. Vacant positions 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 positions and have expressed an interest to do so. When a vacant position is filled on Council, the new member's term shall expire at the time of the next election. If more than one individual expresses an interest in filling a vacant position, membership for that position shall be put to a vote by remaining council members.

ARTICLE VIII – MEETINGS

44. At the first meeting of Council, once elected, the members elect from amongst themselves the officers of council- vice chair, treasurer and secretary and the coordinator positions. Chair is elected at the AGM in June.
45. There shall be one AGM open to all of the school's community to be held in June. Notification must be given 10 days prior to the meeting date.
46. Regular meetings of council shall be held at the school monthly, unless otherwise determined by council, at specific times and dates determined by council. Notice of monthly meeting shall be posted on the council bulletin board, and circulated to all parents in the council newsletter.
47. Special meetings of Council may be held at the call of the chair, or on the written request of one half of the council members given to the secretary.
48. A quorum, or the ability to conduct business, is established by the presence of:
- a. Three (3) of the following five (5) members:
 - i. Chair
 - ii. Vice-Chair
 - iii. Secretary
 - iv. Treasurer
 - v. One Parent Representative Coordinator (in addition to the above-mentioned)
 - b. one school representative. (Principal, Teaching Rep, Non-Teaching Rep)

*It should be noted that Quorum is not tied to voting privileges due to the large number of voting individuals that would be required to be present.

49. All elected members of council have equal privileges and voting rights. In situations where there may be a conflict of interest, the member who is in conflict shall declare his/her position and abstain from participating and voting on the issue.
50. In the event of a voting member(s)' absence from a meeting, voting rights cannot be transferred by proxy to another voting member. Council members must be present to vote.
51. Council will attempt to operate using consensus; for items that cannot be decided through consensus, a vote will be held. Key positions and voting authority is outlined below in Annex A.
52. Meetings of council shall be open to all of the school's community (parents, students of the school, and the community at large), and no one shall be excluded from the meeting except for disruptive behavior. The chair may adjourn a meeting for disruptive behavior.
53. The council members and any attendees from the school's community shall be personally responsible for their own proper conduct and attendance at meetings.
54. Meetings of council shall be minuted by the secretary or in his/her absence, another member.
55. A copy of the minutes of council meetings and financial transaction reports shall be kept at the school for a period of four (4) years then archived. The school's community shall be notified of the location of these documents and they shall be easily accessible.
56. Informal meetings of the elected officers can be held as required and such meetings do not require minuting.

ARTICLE IX – COMMITTEES

The Council may establish permanent standing committees, ad hoc or other special purpose committees as deemed necessary.

57. Membership on such committees shall not be restricted to voting members of council, except that a voting member of council must be on each committee.
58. These committees will be responsible for organizing meetings and reporting back to council.

ARTICLE X – FINANCIAL AUTHORITY

59. The following officers of council shall be able to have signing authority:
 - a. Chair;
 - b. Vice-Chair;
 - c. Treasurer; and
 - d. Secretary.
60. Additional signing authority shall be given to any member of council at the request of the chair AND approval by council in the form of a vote.
61. Expenditures of funds requires two signatures.

62. The Chair shall be empowered to spend up to \$100.00 of council's funds for any singular purpose. Any amount greater than \$100.00 shall require a vote of council. A report of expenditures will be provided by the Treasurer at the following meeting.
63. Approved standing motions for items to be funded on an ongoing basis are included in Annex C to this document.

ARTICLE XI – CONFLICT OF INTEREST

64. Each Council member shall avoid situations that could result in an inconsistency between the overall purpose of council and a personal or vested interest, that arises in connection with being a member of Council.
65. A conflict of interest may be actual, perceived, or potential.
66. Members 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 council.
67. Should an issue or agenda item arise during a council meeting where a council member is in a conflict of interest situation, the member shall declare conflict of interest immediately and decline from discussion and resolution.

ARTICLE XII – CONFLICT RESOLUTION

68. Every council member will be given an opportunity to express concern or opinion about the issue at dispute.
69. Speakers to an issue will maintain in a calm and respectful tone at all times; and be allowed to speak without interruption.
70. The chair's responsibility is to clarify the statements made by all speakers, to identify common ground among the points of views raised, and to set out the joint interests of all members.
71. If no common ground can be identified, the chair will seek to clarify preferences among all members before proceeding further.
72. If all attempts at resolving conflict have been exhausted without success, the chair shall request the intervention of a superintendent or other senior board administrator to facilitate a resolution to the conflict.

ARTICLE XIII – AMENDMENTS

73. At the September meeting of council, the chair shall strike a subcommittee to review these bylaws and shall bring forth any proposals for amendment to the October meeting.
 74. Any amendments shall be discussed and voted on by council no later than the November meeting each year.
 75. The bylaws can be amended by a simple majority vote of council members.
 76. Approved, current copies of the bylaws shall be kept by the secretary along with minutes of council meetings and in the council binder housed in the school office reception area.
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ANNEX A – Roles and Responsibilities MPS Advisory Council Administration, Other Members, and Key Volunteer Positions

Orientation of Council:

To foster a positive, motivating experience when becoming a Member of Council, an "Orientation of Council" has been established to provide an easy transition for new Members of Council. The Orientation of Council will include mentoring, information packages with job descriptions and a copy of this document, along with information about the school (school profile), the OCDSB and the Ministry of Education. The Orientation of Council will be made available to all Members of Council.

Chair: (Officer)

The chair of the council is elected by the council members and must be a parent who is not employed by the board. The chair is a voting member who:

1. Calls and arranges school council meetings (min of 4 per year).
2. Chairs all council meetings.
3. Approves council agenda.
4. Facilitates the resolution of conflict.
5. Will act without prejudice when supervising the election proceedings.
6. Will from time to time assess effectiveness of council.
7. Provides and presents council budget intentions for the year (Fundraising Plan) and/or prioritizes goal setting, in collaboration with council, not later than the fourth meeting of council after elections.
8. Develops and implements a communication plan.
9. Actively recruits members for council.
10. Formally appoints the community representative.
11. Ensures that the minutes of the council meetings are recorded and maintained.
12. Shall have general and active management of the affairs of council.
13. Shall see that all motions of council are carried into effect.
14. Participates in information and training programs.
15. Signs all contracts, or documents or any such instruments on behalf of council. Involves the Principal, when required, for a review of contracts.
16. Communicates with the Principal on a regular basis.

17. Ensures that there is regular communication with the school community (e.g. Council Newsletter) and ensure that parents of all students are consulted on matters under consideration.
18. Consults with senior board staff and trustees, as required.
19. Prepares for and facilitates the Annual General Meeting.
20. Prepares the annual report and ensure the treasurer prepares financial statements to be submitted to the principal for distribution to the school community and the OCDSB.
21. Shall have signing authority along with the other elected officers.
22. Shall be involved in the formation of standing, ad hoc and special purpose committees.
23. Participates as ex-officio member of all committees established by council.
24. Ensures the council is represented at monthly OCASC meetings.
25. Will actively involve parents and community in Council.
26. Maintains the By-Laws and ensure a regular review by the council.

Vice Chair: (Officer)

The vice chair of the council is elected by the council members and must be a parent who is not employed by the board. The vice chair is a voting member who:

1. Prepares and circulates (to all members) the agenda for Council meetings.
2. Ensures notice of meetings.
3. Establishes, maintains and distributes "Orientation of Council" information package for new and interested members.
4. Establishes, maintains and distributes the MPS Council Bylaws.
5. Assists the Chair in any of his/her other roles and responsibilities as may be delegated from time to time.
6. Prepares elections procedures in accordance to Board and Ministry policy; 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.
7. Shall perform the duties and exercise the powers of the chair in the absence of the chair; if the vice chair is unable or unwilling, a replacement will be nominated, failing which an election will be called for the purposes of electing a replacement.
8. Shall have signing authority along with the other elected officers.

Secretary: (Officer)

The secretary of the council is elected by the council members and must be a parent who is not employed by the board. The secretary is a voting member who:

1. Ensures that previous minutes are circulated to all members in advance of council meetings.
2. Maintains a full and accurate account of all council meetings, especially a record of all motions passed. Ensures the minutes are approved and accepted at the following council meeting.
3. Prepares correspondence as required.
4. Ensures the safe keeping of council agendas and minutes at the school in council's binder; and is responsible for this binder during the summer months.
5. Provides for inspection of the minute book and records of the council to any member of council or members of the school's community upon request.
6. Takes attendance at council meetings.
7. Ensures the safe keeping of the current copy of the bylaws at the school in the council's binder.
8. Shall have signing authority along with the other elected officers.
9. Ensures that Council's records for the school year including meeting agendas and minutes and financial records are assembled as a package and placed in the Council archives at the school.
10. Ensures that Council records are maintained on school premises for seven previous school years, and that older records are donated to The Rideau Township Archives in North Gower, Ontario. Donating material with student names and other student identifying information will be in compliance with Board policy.
11. Ensures that the Council Gmail account is accessed regularly and that mail and other items addressed to this account are forwarded to Council members as appropriate.

Treasurer: (Officer)

The treasurer of the council is elected by the council members and must be a parent who is not employed by the board. The treasurer is a voting member who:

1. Takes charge of finances and financial records of council.
2. Maintains bank account held in the name of "MPS Council". Treasurer must provide monthly statements and ensures that cleared cheques are returned in electronic format. Funds held for school council purposes will be accounted for separately from other funds managed by the school.
3. Completes the Declaration of School Council Banking Arrangements annually. A new declaration must be completed if banking arrangements change.
4. Ensures that funds are deposited promptly in school bank account. School Administrative Assistant will provide a monthly transaction list for the Treasurer's review.
5. Shall have signing authority along with the other elected officers.

6. Shall maintain a record of all financial transactions. The treasurer must prepare and present a financial report at each meeting of school council.
7. Ensures the safe keeping of council financial transaction reports at the school.
8. Will submit a copy of the end of term financial statement to the chair in advance for preparation of annual report. The requirement for an annual report is established by Ontario Regulation 612/00.
9. Shall present a current financial report at each council meeting and the AGM. A copy of the year end financial report must be provided to the Finance Department's School Support Unit.
10. Shall also perform other such duties as may from time to time as directed by council.

Principal:

The principal is not a voting member. The responsibilities of the principal include:

1. Seeks input of the school council on the School Learning Plan (SLP), school budgets and community partnerships.
2. Facilitates the annual Council elections and assists in its operations.
3. Attends Council meetings (an official council meeting cannot be held without principal or designate in attendance).
4. Publishes the names of council members to the community (no later than 30 days following their election).
5. Is obligated to notify the school community of:
 - a. the date, time and location of council elections (at least 14 days prior to election date);
 - b. the results of council elections;
 - c. the dates, times and locations of all regular council meetings; and
 - d. the Annual School Council Report.
6. Distributes promptly to each council member material identified by the Ministry or the Board for distribution to council.
7. Acts as a resource to the council on laws, regulations, board policies and collective agreements.
8. Obtains and provides information required by council to enable it to make informed decisions.
9. Communicates with the chair of the council on a regular basis.
10. Receives and responds to council recommendations.
11. May participate on any committees.

12. Ensures that the council binder is accessible to the school community.
13. Assists the council in communicating with the school community.
14. Encourages the participation of parents and of other people within the school community, in the life of the school and the activities of School Council.
15. Observes the council's code of ethics and established bylaws.

School Staff Teaching Representative:

The School Staff Teaching Representative is a voting member who:

1. Contributes to the discussions of council.
2. May participate on any committees established by council.
3. Communicates information back to their respective staff groups.
4. Solicits views from their respective staff groups to share with council.
5. Observes the council's code of ethics and established bylaws.

School Staff Non-Teaching Representative:

The School Staff Non-Teaching Representative is a voting member who:

1. Contributes to the discussions of council.
2. May participate on any committees established by council.
3. Communicates information back to their respective staff groups.
4. Solicits views from their respective staff groups to share with council.
5. Observes the council's code of ethics and established bylaws.

Volunteer Coordinator:

The Volunteer Coordinator is a voting member who:

1. Is the School Council primary contact when Council requires volunteer services.
2. Manages the Volunteer Information Form and maintains a current list of volunteers.
3. Coordinates Volunteer Information Session held in the fall.
4. Reports to Council monthly regarding volunteerism at the school.
5. Solicits volunteers from the school's community and works in conjunction with the school to promote volunteerism in the school.

6. Attends and/or seeks information from annual board training session for volunteer coordinators.

Yard Transformation Committee Coordinator:

The Yard Transformation Committee Coordinator is a voting member who:

1. Coordinates and supports outdoor learning opportunities for students and their teachers.
2. Maintains the MPS Advisory Council flower bed at the front entrance of the school.
3. Sustains new plantings (trees, shrubs and gardens).
4. Provides reports to Council, as required.
5. Directs all expenditures and monies to the Treasurer.

Fundraising Coordinator:

The Fundraising Coordinator is a voting member who:

1. Coordinates the annual list of events that are dedicated to fundraising for school council. A fundraising plan should be established at the start of the year or, for initiatives identified during the year, once the plan to proceed with the initiative is approved. The intended use of funds should be clearly defined prior to the commencement of any fundraising activity. Resources generated through fundraising activities should be used during the school year for the benefit of existing students. Unspent funds for continuing/recurring initiatives are to be carried forward to the following year for that purpose. Funds can be raised for specified projects to be undertaken in future years.
2. Seeks guidance and support from council on which events to run in any given year.
3. Directs all expenditures and monies to the Treasurer.

Special Events Coordinator:

The Special Events Coordinator is a voting member who:

1. Coordinates the annual "Meet the Teacher / Welcome to MPS Event" in September.
2. Coordinates the annual Teacher Appreciation Event.
3. Establishes special committees to coordinate events from time to time.
4. Will fundraise from time to time as directed by council; and fundraising coordination will be conducted as long as it is in accordance with board policies and guidelines and the funds raised are to be used for a purpose approved by the board.
5. Reports to council monthly about special events and/or fundraising activities.
6. Directs all expenditures and monies to the Treasurer.

Communication Coordinator:

The Communication Coordinator is a voting member who:

1. Solicits input for each council newsletter and provides it to the Principal for distribution to the parents.
2. Ensures that privacy is inline with board policies and parents' wishes (e.g., photos being posted online).
3. Maintains the list of parent email addresses in order to help facilitate the communication between school, council, and parents. This email list is only to be used by the Principal, Chair, Co-Chair, or under their direct approval.

Website Coordinator:

The Website Coordinator is a voting member who:

1. Maintains the council website in a timely fashion by posting meeting times, agendas, and minutes of all meetings.
2. Posts monthly financial report to inform the broader school community of school council activities.
3. Ensures that privacy is inline with board policies and parents' wishes (e.g. photos being posted online).

Literacy Initiatives Coordinator:

The Literacy Initiatives Coordinator is a voting member who:

1. Organizes and recruits volunteers for literacy related fundraising activities.
2. Liaises with the Ontario Library Association.
3. Establishes a program schedule for various literacy related activities exclusive of the Nutrition Break reader coordination.
4. In collaboration with the School's Librarian, purchases books to go into the School's library collection.
5. Conducts ongoing promotion of literacy and poetry in the School through announcement and bulletin boards.
6. Communicates and solicits feedback from the Principal, teachers and students on literacy activities.
7. Directs all expenditures and monies to the Treasurer.

OCASC Representative:

The OCASC Representative is a voting member who:

1. Attends OCASC meetings as frequently as possible.

2. Ensures that the Council is aware of registration deadlines and acts as a facilitator to ensure Council membership in OCASC is renewed each year.

Lunch Program Coordinator:

The Lunch Program Coordinator is a voting member who:

1. Ensures sufficient volunteers are available on the appropriate days to fulfil the distribution activities for the lunch program.
2. Ensures that forms and collection of funds happens in an orderly and organized fashion.
3. Ensures complaints are dealt with. Council has a NO REFUND policy.

Community & Public Relations Representative:

The Community & Public Relations representative is appointed by council and cannot be an employee of the board. He or she is a voting member who:

1. Contributes to the discussions of council.
2. Represents the community's perspective.
3. Provides notice of upcoming council meetings to local papers.
4. Prepares articles and pictures, sanctioned by council, of council activities for publication in local papers.
5. Notifies the community of council AGM and elections.
6. May participate on any committees established by council.
7. Helps build partnerships and links between the school and community.
8. May liaise with the Manotick Village Community Association at the discretion of council.
9. Observes the council's code of ethics and established bylaws.

Additional Parent Volunteers:

Additional parent volunteers are always welcome. Parent volunteers in addition to those holding voting positions on Council are encouraged to:

1. Attend and participate in Council meetings.
2. Participate on committees established by Council.
3. Contribute to the discussions of Council.
4. Solicit the views of other parents and members of the school community to share with Council.
5. Observe the Council's Code of Ethics and established Bylaws.

ANNEX B – CODE OF ETHICS

1. *A MEMBER SHALL* consider the best interests of all students.
2. *A MEMBER SHALL* be guided by the school's and the board's mission statements.
3. *A MEMBER SHALL* act within the limits of the roles and responsibilities of a school council, as identified by the school's operating guidelines, the board, and the ministry.
4. *A MEMBER SHALL* become familiar with the school's policies and operating practices and act in accordance with them. (refer to Student agenda)
5. *A MEMBER SHALL* maintain the highest standards of integrity.
6. *A MEMBER SHALL* recognize and respect the personal integrity of each member of the School community.
7. *A MEMBER SHALL* treat all other members with respect and allow for diverse opinions to be shared without interruption.
8. *A MEMBER SHALL* encourage a positive environment in which individual contributions are encouraged and valued.
9. *A MEMBER SHALL* acknowledge democratic principles and accept the consensus of council.
10. *A MEMBER SHALL* respect the confidential nature of some school business and respect limitations this may place on the operation of council.
11. *A MEMBER SHALL* not disclose confidential information.
12. *A MEMBER SHALL* limit discussions at Council to matters of concern to the community as a whole.
13. *A MEMBER SHALL* use established communication channels when questions or concerns arise.
14. *A MEMBER SHALL* promote high standards of ethical practice within the school community.
15. *A MEMBER SHALL* declare any conflict of interest.
16. *A MEMBER SHALL* not accept any payment or benefit financially through involvement in council.

ANNEX C – STANDING MOTIONS

The following motions will be treated as standing motions unless amended by a discussion and vote of council:

1. Membership in good standing with the Ottawa Carleton Assembly of School Councils (OCASC).
2. School retirement gratuity shall not exceed \$50.00 per person. This gratuity is to be applied to teachers, custodial staff, and office administrators alike.
3. Grade 5 Graduation Ceremony shall not be supported by council in excess \$500.00. The committee is free to raise their own funds if required.
4. Annual Staff Appreciation function shall not exceed \$100.00.