



**Catholic Parent Involvement Committee**  
**Halton Catholic District School Board**

# BY-LAWS

# Table of Contents

<b>TERMS OF REFERENCE .....</b>	<b>4</b>
MEMBERSHIP .....	4
TERM .....	4
BUDGET .....	4
BYLAW AMENDMENTS .....	5
<b>BYLAW 1 .....</b>	<b>5</b>
<b>ELECTION PROCESS</b>	
REGIONAL AND AT LARGE POSITIONS .....	5
COMMUNITY REPRESENTATIVE .....	5
ADDITIONAL REPRESENTATIVES .....	5
ORIENTATION .....	6
<b>BYLAW 2 .....</b>	<b>6</b>
<b>MEMBER ROLES AND RESPONSIBILITIES .....</b>	<b>6</b>
ROLES AND RESPONSIBILITIES .....	6
ROLE OF COMMUNITY REPRESENTATIVE .....	6
<b>BYLAW 3</b>	
<b>FILLING COMMITTEE VACANCIES .....</b>	<b>6</b>
VACANCY OCCURANCES.....	6
FILLING VACANCIES AT THE END OF A TERM .....	7
VACANCIES DURING THE TERM .....	7
<b>BYLAW 4 .....</b>	<b>7</b>
<b>OFFICERS .....</b>	<b>7</b>
CHAIR.....	7
TERM OF OFFICE.....	7
ROLE OF CHAIR.....	8
ROLE OF VICE-CHAIR.....	8
<b>BYLAW 5 .....</b>	<b>8</b>
<b>MEETINGS.....</b>	<b>8</b>
MEETING PROCEDURES.....	8
DECISION MAKING.....	8
SPECIAL MEETINGS.....	9
<b>BYLAW 6 .....</b>	<b>9</b>
<b>RESOLVING DISPUTES .....</b>	<b>9</b>
ISSUES IN DISPUTE.....	9
HANDLING DISRUPTIVE BEHAVIOUR.....	10
<b>BYLAW 7 .....</b>	<b>10</b>
<b>CONFLICTS OF INTEREST .....</b>	<b>10</b>

## APPENDIX A

<b>ONTARIO REGULATION 330/10.....</b>	<b>11</b>
PART I INTERPRETATION .....	11
PART II SCHOOL COUNCILS .....	12
PURPOSE .....	12
<b>PART III PARENT INVOLVEMENT COMMITTEES.....</b>	<b>12</b>
PURPOSE .....	12
<i>Continuation and Establishment of Committees.....</i>	<i>12</i>
<i>Composition of Committees, Transition .....</i>	<i>13</i>
<i>Composition of Committees, General .....</i>	<i>14</i>
<i>Parent Members.....</i>	<i>15</i>
<i>Vacancies .....</i>	<i>15</i>
<i>Term of Office.....</i>	<i>15</i>
<i>Officers .....</i>	<i>16</i>
<i>Remuneration .....</i>	<i>16</i>
<i>Meetings .....</i>	<i>16</i>
<i>Subcommittees.....</i>	<i>17</i>
<i>Voting.....</i>	<i>17</i>
<i>By-laws .....</i>	<i>17</i>
<i>Minutes and Financial Records .....</i>	<i>18</i>
<i>Incorporation .....</i>	<i>18</i>
<i>Consultation by Board.....</i>	<i>19</i>
<i>Consultation by Ministry .....</i>	<i>19</i>
<i>Consultation by Parent Involvement Committee .....</i>	<i>19</i>
<i>Summary of Activities.....</i>	<i>19</i>

## *Terms of Reference*

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CPIC is a group of parents, trustees and board staff who actively support parent engagement and involvement in the Halton Catholic board. CPIC is regulated by Regulation 330/10 (under the Education Act) which came into effect in September 2010, and sets out specific requirements regarding the composition of a Parent Involvement Committee, or Catholic Parent Involvement Committee (CPIC) for the HCDSB. Please refer to Appendix A for a copy of the Regulation.

CPIC provides a regular opportunity for School Council members to network, share ideas, offer input and enjoy informative presentations on a number of topics related to student achievement and well-being throughout the school year. CPIC makes parental engagement a priority by providing support on a system-wide basis and promoting dialogue between Catholic School Councils, the Halton Catholic District School Board and members of the community.

The Catholic Parent Involvement Committee recognizes that there are goals inherent in the Board's Mission Statement and Governing Values. The goal of CPIC is to support and enhance student achievement and well-being by:

- **Advocating to the Board** - Provide a link between Catholic School Councils, families and the community and the Halton Catholic District School Board
- **Supporting Catholic School Councils** – Promote and encourage the partnership between home, school and parish by providing relevant and timely support and content
- **Encouraging parent engagement and communication** - Support parent engagement at the board level

## *Membership*

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CPIC shall be comprised of:

- Three parent representatives from each of Oakville, Burlington and North Halton
- One parent representative at-large (from any part of the Region)
- Three additional representatives comprised of:
  - One Deanery Representative, appointed by the Dean of Halton
  - The OAPCE Director for Halton, appointed by OAPCE
  - One optional Community Representative, elected by CPIC
- One trustee of the board (plus one alternate), appointed by the board
- The Director of Education (or designate-Supervisory Officer)
- One Principal/Vice Principal, appointed by the board

Notwithstanding the above, in addition to the membership requirements of Ontario Regulation 330/10, the majority of parent representative members of CPIC must be Catholic.

## *Term*

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- Elected regional and at large positions will be for a two-year term from September to August.
- The additional representative positions will be for a one-year term from September to August

## *Budget*

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A year-end report detailing how any funds received by CPIC were spent will be provided to all parents in the board.

## *Bylaw Amendments*

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Any proposed change to the bylaws must be in writing to the Chair, at least two weeks prior to the next CPIC meeting and placed on the agenda as a notice of motion. If CPIC deems necessary, the proposed bylaw change may be circulated to the Council of Chairs for feedback. The motion will be placed on the agenda at the next CPIC meeting and can only be passed with a two thirds majority.

### *BYLAW 1*

#### *Election Process*

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##### **B 1.1 Regional and At-Large Positions:**

- At the first Council of Chairs Meeting of the calendar year, but not later than March 1st, CPIC will inform the Council of Chairs of the parent member positions that are up for election for the upcoming school year.
- Preferably by March 1st of each year, the parent member positions becoming available will be communicated to the parent community.
- Nominations will be accepted until approximately March 31<sup>st</sup>
- All nominees will be required to attend a mandatory information session where member roles and responsibilities will be reviewed. At the conclusion of the session, all nominees will be required to sign a declaration stating that they understand and are prepared to satisfy the member roles and responsibilities and the time commitment involved.
- Eligible candidate bios will be presented to School Councils as early as possible in April, following the mandatory information session.
- Voting will be conducted and completed by early May. Each school council will cast one ballot for each vacant local regional and at-large positions up for election that year.
- In the event of a tie for any parent member position, the affected school councils will be asked to re-cast their vote(s), choosing from the tied candidates
- Newly appointed CPIC members will ideally be announced at the May Council of Chair Meeting, or thereabouts.

##### **B 1.2 Community Representative:**

- Community Representative nominations will be accepted by the CPIC chair until the end of the first week of school in September.
- Nominations will be communicated to all CPIC members as soon as possible and in advance of the first CPIC meeting of the new school year.
- Eligible nominees will be presented in person at the first CPIC Meeting of the new school year. If more than one nominee is presented, CPIC parent members will vote by sealed ballot to elect the representative.
- CPIC may elect to not fill the Community Representative position.

##### **B 1.3 Additional Representatives:**

- Deanery Representative will be appointed by the Dean of Halton by August 1<sup>st</sup> of the current school year.
- OAPCE Director for Halton will be appointed by OAPCE.

## *Orientation*

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B 1.4 All new CPIC members will require an orientation. An orientation session will be held as required to cover the following topics (but not limited to):

- Ethical Practices
- Procedures
- How meetings are conducted
- Review of bylaws
- Review of Regulation 330/10

## *BYLAW 2*

### *Member Roles and Responsibilities*

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B 2.1 The members of CPIC shall:

- attend all CPIC meetings and Catholic School Council of Chairs meetings
- if it's anticipated that they will be absent from a scheduled meeting, the member will notify the chair/co-chair in advance
- actively participate and contribute in CPIC meetings
- participate in subcommittees as needed from time to time
- participate in information and orientation programs where appropriate
- encourage the participation of parents, school staff and others in the community
- act as a link between CPIC, parents, school councils, church and the community
- support and promote all decisions reached by CPIC
- be of good will working for the common good of the school community
- where possible, act as the CPIC Representative on one or more committees of the Halton Catholic District School Board requiring CPIC membership. Report back on any committee they sit as the CPIC Representative.

B 2.2 Role of Community Representative:

- Supports CPIC in advocating for parent and community engagement and bringing the community perspective into CPIC discussions and considerations
- Assists CPIC in building partnerships and cooperation within the community to enhance student learning and well being
- Provides expertise and information from their own background where appropriate
- May or may not be a parent of HCDSB student(s), and may not be a member or employee of the board

## *BYLAW 3*

### *Filling Committee Vacancies*

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B3.1 Vacancies occur when:

- members reach the end of their term
- a member resigns
- a member is unable to fulfill his/her duties and responsibilities

A CPIC member who misses more than 3 meetings (CPIC and/or Council of Chairs) in a school year will forfeit their position on CPIC. The chair and the Director (or their designate) may make an exception in extenuating circumstances.

#### B3.2 Filling vacancies at the end of a term:

When vacancies occur among the parent/guardian representatives, the committee will notify the school community of the position(s) and request nominations. The available positions will be advertised through:

- The HCDSB Board and School websites
- principals and school councils
- the Parent Involvement Committee e-mail distribution list

Once nominations have been received, an election will be held (if necessary). Refer to Bylaw 1.

#### B3.3 Vacancies during the term:

- CPIC will determine if a vacant parent member position will leave CPIC without sufficient representation for the remainder of the term. If so, CPIC will advise all schools of the vacant CPIC position and request that interested parties contact the CPIC chair. CPIC will appoint one of the volunteers to fill the vacancy for the remainder of the term.
- If the Deanery Representative vacates their position, or is otherwise unable to fulfill their duties, CPIC will solicit the Dean of Halton for a replacement for the remainder of the term
- If the OAPCE Representative vacates their position, or is otherwise unable to fulfill their duties, CPIC will solicit OAPCE for a replacement for the remainder of the term
- If the Community Representative vacates their position, CPIC will determine if a replacement is required for the balance of the term. If so, CPIC will reach out to the community for candidates and elect a replacement as per Bylaw 1.

### *BYLAW 4*

#### *Officers*

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- B4.1 CPIC will be chaired by a Catholic parent member of the committee. Only parents with a two-year term are eligible to be elected to the position of chair. The position of chair is an elected position. At the first meeting of the year, CPIC will elect a chair or co-chairs to the committee.

Where co-chairs of the Committee are elected, any reference in the bylaws to “chair” shall be read as “co-chairs”. The chair shall act as spokesperson for the committee in communicating with the Director of Education and the board.

- B4.2 In the absence of a co-chair, CPIC may elect a vice chair of the committee at the first meeting of the year. The chair/vice chair positions may only be held by Catholic parent members.

- B4.3 At the first meeting of the year, or if a vacancy arises, parent members of CPIC shall appoint/elect a parent member to serve as Finance Representative. The term of office shall be two years.

#### B4.4 Term of Office

- The chair will be elected for a two-year term
- Should the chair be elected in the second year of their two year term, their term shall be extended one extra year to allow for the fulfillment of the 2 year term in office.

- Where the chair's term is extended by one extra year, the chair will not be deemed a Parent Member for either the Regional or At Large representatives (see B1.1) but shall be an additional non-representational Parent Member. Notwithstanding, the chair shall retain all rights as a voting member of the Committee. The Parent Member position left vacant by the chair is to be filled in accordance with the terms of Bylaw 3 - Filling of Vacancies.

#### B4.5 Role of CPIC Chair

- call CPIC meetings
- prepare the meeting agenda
- run the CPIC meetings as per the Bylaws
- ensure that proper minutes of meetings are recorded and maintained
- participate in information and orientation sessions where appropriate
- ensure that CPIC has representation where possible at information and orientation sessions.
- communicate with the Director or his/her designate
- ensures that regular communication occurs between CPIC and the community
- consult with senior Board staff and trustees, as required
- attend or appoint a member to attend regional meetings and functions, as required
- coordinate and oversee all committees of CPIC
- ensure there is a chair for the Council of Chairs meetings

#### B4.6 Role of CPIC Vice-Chair

- Assume chair's duties when needed and should the chair become unable to perform his/her duties

### **BYLAW 5**

#### *Meetings*

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- B5.1 Meetings will be held a minimum of four times per school year. Additional meetings may be called as required. Meetings will be open to the public and all dates, times and locations will be posted on the board website.
- B5.2 A regular open meeting of CPIC held by electronic means shall be accessible to the public with the appropriate links provided to the community five (5) business days before the meeting date.
- B5.3 A member of CPIC who participates in a meeting through electronic means shall be deemed to be present at the meeting.
- B5.4 Agendas will be developed and distributed by email to members and be posted on the Halton Catholic District School Board website one week before the meeting date.
- B5.5 Minutes of the meetings will be forwarded to all members and made available through the board website.

#### *Meeting Procedures*

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- B5.6 The length of a CPIC meeting should not exceed two hours and will begin at 7:00 pm. Meetings shall adjourn not later than 9:00 p.m., unless two-thirds (2/3) of the members present and voting agree to an extension of time. In any event, CPIC shall not conduct its business beyond 9:30 p.m. without the unanimous consent of members present.
- B5.7 A quorum will consist of 50% plus one of the CPIC members where the parents form the majority and the Director or his/her designate as well as the member of the board or his/her



designate is in attendance. If at the time the meeting is scheduled a quorum does not exist, a ten minute waiting period will ensue. If after the ten minutes a quorum still does not exist, the meeting may go on for information purposes but no formal decisions can be made.

- B5.8 The chair is responsible for preparing the agenda for each meeting based on the input received from CPIC Members. For regularly scheduled meetings, the Agenda will be made available to the community 5 business days before the meeting date. (see Role of the Chair/Vice-Chair)
- B5.9 The agendas will be in standard format whenever possible. Background information should be provided in advance where possible.
- B5.10 All members who wish to speak will be allowed to speak. The chair reserves the right to require that no member speak to a subject twice before all other members wishing to do so have spoken once.
- B5.11 Each item should be limited to the time allocated to the agenda. At the chair's discretion, the time can be extended.

### *Decision-making*

- B5.12 Whenever possible, the committee will make decisions by consensus. When there is a vote on a matter, only parent members and community representative members are entitled to vote.

### *Special Meetings:*

- B5.13 An unscheduled meeting may be called by the chair, providing 10 calendar days' notice is provided to all members and the community, or called if four members of the CPIC request a meeting be held and ten calendar days' notice is provided to all members and the community
- B5.14 An emergency meeting may be called by the chair at the request of the Director or his/her designate. No advance notice is required provided all reasonable steps are taken to notify CPIC and the community and a quorum can be achieved.
- B5.15 All requests for an unscheduled or emergency meeting must be made in writing and addressed to the chair of CPIC. The request must state the purpose of the meeting.

## *BYLAW 6*

### *Resolving Disputes*

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- B6.1 Where a matter is to be voted upon by CPIC, CPIC will work towards consensus building. If necessary, a tied vote shall be recorded as a draw. The Chair shall have no second or casting vote on any matter brought before CPIC.
- B6.2 Issues in Dispute:
- every committee member will be given an opportunity to express his or her concern or opinion about an issue in dispute and how the dispute has affected him or her.
  - committee members will demonstrate respect for each other at all times
  - speakers to an issue will maintain a calm and respectful tone at all times
  - speakers will be allowed to speak without interruption

- the 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
- if no common ground can be identified, the Chair will seek to clarify preferences among all members before proceeding further
- if all attempts at resolving the conflict have been exhausted without success, the chair may request the intervention of a superintendent or other senior administrator to facilitate a resolution of the conflict

B6.3 Handling disruptive behaviour:

- if a member or person in attendance becomes disruptive during a meeting, the chair shall call for order
- if the disruptive behaviour continues, or order cannot be restored, the chair may dismiss the disruptive individual(s) from the meeting. The reasons for the dismissal should be documented in the minutes
- removing a member/person in attendance from a meeting does not prevent that member/person in attendance from participating in future meetings.

B6.4 Should it become necessary, Roberts Rules of Order (<http://www.robertsrules.org/>) will be followed in order to resolve any issues in dispute, conflicts, and maintain order in committee meetings.

## BYLAW 7

### *Conflicts of Interest*

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B7.1 A conflict of interest for a Parent Involvement Committee member involves situations in which the member's private interests may be incompatible or in conflict with his/her committee responsibilities.

B7.2 A conflict of interest may be:

- **actual** – a private interest may directly or indirectly influence the exercise of the member's duties and responsibilities
- **perceived** – a reasonably well-informed person could believe that a member was in conflict of interest, even if that conflict of interest did not exist
- **potential** – a private interest could influence the exercise of the member's duties and responsibilities

B7.3 A committee member shall declare a conflict of interest in matters that they, members of their families or their business affiliations could directly or indirectly benefit from the decisions of committee.

B7.4 A committee member who identifies a conflict of interest must declare it before any discussion of the matter begins. The member must:

- publicly state the conflict of interest, explain the general nature of the conflict and have the declaration recorded in the minutes
- not discuss the matter with members or attempt to influence the decision
- leave the room when council is discussing the matter and have this fact recorded in the minutes
- not participate in discussion or vote on the matter

**ONTARIO REGULATION 330/10**

made under the

**EDUCATION ACT**

Made: July 13, 2010

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Amending O. Reg. 612/00

(School Councils)

Note: Ontario Regulation 612/00 has not previously been amended.

**1. The title to Ontario Regulation 612/00 is revoked and the following substituted:**

**SCHOOL COUNCILS AND PARENT INVOLVEMENT COMMITTEES**

**2. The heading immediately before section 1 of the Regulation is revoked and the following substituted:**

**PART I  
INTERPRETATION**

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**3. Section 1 of the Regulation is revoked and the following substituted:**

**1. In this Regulation,**

“meeting”, in respect of a school council or a parent involvement committee, does not include a training session or other event where the council or the committee does not discuss or decide matters that it has authority to decide; (“réunion”)

“parent” means,

- (a) in respect of a school council, a parent of a pupil who is enrolled in the school, and includes a guardian as defined in section 1 of the Act, and
- (b) in respect of a parent involvement committee of a board, a parent of a pupil who is enrolled in a school of the board, and includes a guardian as defined in section 1 of the Act; (“père ou mère”)

“parent member” means,

- (a) in respect of a school council, a member of the council who is elected to the council in accordance with section 4 or who fills a vacancy created by a parent member ceasing to hold office, and
- (b) in respect of a parent involvement committee, a member of the committee who is appointed or elected to the committee in accordance with section 34 or who fills a vacancy created by a parent member ceasing to hold office. (“père ou mère membre”)

**1.1** In the case of a school council in a school that is established primarily for adults, a reference in this Regulation to a parent shall be read, with necessary modifications, as a reference to a pupil who is enrolled in the school.

- 4. The heading immediately before section 2 of the Regulation is revoked and the following substituted:**

PART II  
SCHOOL COUNCILS

Purpose

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- 5. Sections 9, 25 and 26 of the Regulation are revoked.**
- 6. The Regulation is amended by adding the following Part:**

PART III  
PARENT INVOLVEMENT COMMITTEES

Purpose

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- 27.** (1) The purpose of a parent involvement committee is to support, encourage and enhance parent engagement at the board level in order to improve student achievement and well-being.
- (2) A parent involvement committee of a board shall achieve its purpose by,
- (a) providing information and advice on parent engagement to the board;
  - (b) communicating with and supporting school councils of schools of the board; and
  - (c) undertaking activities to help parents of pupils of the board support their children's learning at home and at school.
- 28.** A parent involvement committee of a board shall,
- (a) develop strategies and initiatives that the board and the board's director of education could use to effectively communicate with parents and to effectively engage parents in improving student achievement and well-being;
  - (b) advise the board and the board's director of education on ways to use the strategies and initiatives referred to in clause (a);
  - (c) communicate information from the Ministry to school councils of schools of the board and to parents of pupils of the board;
  - (d) work with school councils of schools of the board and, through the board's director of education, with employees of the board to,
    - (i) share effective practices to help engage parents, especially parents who may find engagement challenging, in their children's learning,
    - (ii) identify and reduce barriers to parent engagement,
    - (iii) help ensure that schools of the board create a welcoming environment for parents of its pupils, and
    - (iv) develop skills and acquire knowledge that will assist the parent involvement committee and school councils of the board with their work; and
  - (e) determine, in consultation with the board's director of education and in keeping with the board's policies, how funding, if any, provided under the *Education Act* for parent involvement as described in section 27 and clauses (a) to (d), is to be used.

Continuation and Establishment of Committees

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- 29.** (1) A parent involvement committee established by a board before September 1, 2010 is continued.
- (2) A board established before September 1, 2010 that has not established a parent involvement committee before September 1, 2010 shall, before January 31, 2011, establish a parent involvement committee in accordance with section 32.
- (3) A board established on or after September 1, 2010 shall, before October 1 of the school year following the calendar year in which the board's members are first elected, establish a parent involvement committee in accordance with section 32.
- (4) Despite the definition of "parent member" in section 1,
- (a) parent member in respect of a parent involvement committee established before September 1, 2010, before the committee meets its obligations under section 30, means a parent who is a member of the committee or who fills a vacancy created by a parent member ceasing to hold office; and
- (b) parent member in respect of a parent involvement committee established on or after September 1, 2010, before the committee meets its obligations under section 31, means a parent who is appointed as a parent member to the committee by the board in accordance with section 32 or who fills a vacancy created by a parent member ceasing to hold office.

#### Composition of Committees, Transition

- 30.** (1) A parent involvement committee established or continued under subsection 29 (1) or (2) shall, before October 1, 2011, establish the by-laws required by clause 43 (b).
- (2) A parent involvement committee established or continued under subsection 29 (1) or (2) shall, before November 15, 2011, and after it complies with subsection (1),
- (a) appoint or elect its members in accordance with section 33; and
- (b) establish terms of office in accordance with section 37.
- 31.** (1) A parent involvement committee established by a board under subsection 29 (3) shall, before October 1 of the second school year following the calendar year in which the board's members are first elected, establish the by-laws required by clause 43 (b).
- (2) A parent involvement committee established by a board under subsection 29 (3) shall, before November 15 of the second school year following the calendar year in which the board's members are first elected, and after it complies with subsection (1),
- (a) appoint or elect its members in accordance with section 33; and
- (b) establish terms of office in accordance with section 37.
- 32.** (1) This section applies with respect to a parent involvement committee established by a board under subsection 29 (2) or (3), until the day the committee meets its obligations under section 30 or 31, as the case may be.
- (2) Until a parent involvement committee established under subsection 29 (2) or (3) meets its obligations under section 30 or 31, as the case may be, sections 33, 34, 35, 37, 38 and 43 do not apply to the committee.
- (3) The board shall appoint the following people to the committee:
1. The number of parent members the board determines appropriate.
  2. The director of education of the board.
  3. One member of the board.

4. The number of community representatives, up to three, the board determines appropriate.
- (4) A person is qualified to be appointed by the board as a parent member of the committee if he or she is a parent.
- (5) A parent who is employed by the board is qualified to be appointed by the board to the committee.
- (6) A parent referred to in subsection (5) shall, at his or her first committee meeting, inform the committee of his or her employment with the board.
- (7) The parent members appointed by the board shall elect a parent member to serve as chair or parent members to serve as co-chairs of the committee.
- (8) The chair or co-chairs shall act as spokespersons for the committee in communicating with the director of education of the board and the board.
- (9) Community representatives appointed by the board to the committee shall not be members or employees of the board.
- (10) The board may appoint one or more of the individuals listed in subsection 33 (2) to the committee.
- (11) An appointment of an individual listed in subsection 33 (2) is of no effect unless the individual agrees to the appointment.
- (12) In appointing members to the committee, the board shall ensure that parent members constitute a majority of the members of the committee.
- (13) In the event that an individual appointed to a parent involvement committee under subsection (3) vacates his or her position on the committee, the board shall appoint another individual to the position.
- (14) In the event that an individual appointed to a parent involvement committee under subsection (10) vacates his or her position on the committee, the board may appoint another individual to the position.

#### Composition of Committees, General

- 33.** (1) A parent involvement committee of a board shall include the following:
1. The number of parent members specified in the by-laws of the committee.
  2. The director of education of the board.
  3. One member of the board, appointed by the board.
  4. The number of community representatives specified in the by-laws of the committee.
- (2) Subject to the by-laws of the parent involvement committee, a board may appoint one or more of the following individuals to the parent involvement committee:
1. One principal of an elementary school of the board.
  2. One principal of a secondary school of the board.
  3. One teacher employed, other than a principal or vice-principal, in an elementary school of the board.
  4. One teacher employed, other than a principal or vice-principal, in a secondary school of the board.
  5. One person employed by the board, other than a principal, vice-principal or teacher.

- (3) A parent involvement committee shall appoint or elect members to the committee before November 15 of the school year and before the first meeting of the committee in the school year.
- (4) In specifying the number of parent members to be appointed or elected to a parent involvement committee in its by-laws, the committee shall ensure that parent members constitute a majority of the members of the committee.
- (5) The term of office of the member of the board appointed under paragraph 3 of subsection (1) shall be determined by the board.
- (6) Community representatives appointed to a parent involvement committee shall not be members or employees of the board.
- (7) The board shall make any appointments under subsection (2) before November 15 of the school year and before the first meeting of the parent involvement committee in the school year.
- (8) An appointment to a parent involvement committee under subsection (2) is of no effect unless the person agrees to the appointment.

#### Parent Members

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- 34.** (1) Parent members shall be appointed or elected to a parent involvement committee under section 33, in accordance with the by-laws of the committee.
- (2) A person is qualified to be appointed or elected under section 33 as a parent member of a parent involvement committee if he or she is a parent.
- (3) A person is qualified to be appointed or elected under section 33 as a parent member of a parent involvement committee of a board if he or she is employed by the board.
- (4) A parent member referred to in subsection (3) shall, at his or her first committee meeting, inform the committee of his or her employment with the board.

#### Vacancies

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- 35.** (1) A board shall ensure that vacancies in parent member positions on its parent involvement committee are advertised through a variety of methods.
- (2) Methods of advertising vacancies in parent member positions on a parent involvement committee include,
  - (a) advertisements in newsletters of schools or school councils of schools of the board;
  - (b) advertisements in newspapers with general circulation in the geographic jurisdiction of the board;
  - (c) advertisements on radio or television stations that broadcast in the geographic jurisdiction of the board;
  - (d) notices in schools of the board; and
  - (e) notices on the board's website and on the websites of the board's schools.
- 36.** A vacancy in the membership of a parent involvement committee does not prevent the committee from exercising its authority.

#### Term of Office

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- 37.** (1) The term of office of some of the parent members of a parent involvement committee shall be one year and the term of office of some of the parent members shall be two years, as provided in the by-laws of the committee.
- (2) A member of a parent involvement committee may be reappointed or re-elected to the committee for more than one term unless otherwise provided in the by-laws of the committee.

#### Officers

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- 38.** (1) A parent involvement committee shall have a chair or, if the by-laws of the committee so provide, co-chairs.
- (2) The chair or co-chairs of a parent involvement committee must be parent members of the committee and shall be elected for a two-year term by the parent members of the committee at the first meeting of the committee in each school year that there is a vacancy in the office of chair or co-chair.
- (3) Only parent members with a two-year term are eligible to be elected to the position of chair or co-chair.
- (4) An individual may not serve more than two consecutive terms as chair or co-chair of a parent involvement committee.
- (5) An individual who has served one term or two consecutive terms as chair or co-chair of a parent involvement committee may be re-elected as chair or co-chair of the committee provided at least one two-year term has elapsed since his or her last term as chair or co-chair.
- (6) The chair or co-chairs of a parent involvement committee shall act as spokespersons for the committee in communicating with the director of education of the board and the board.
- (7) A parent involvement committee may have such other officers as are provided for in the by-laws of the committee.
- (8) A vacancy in the office of chair, co-chair or any office provided for in the by-laws of a parent involvement committee, shall be filled in accordance with the by-laws of the committee.

#### Remuneration

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- 39.** (1) A person shall not receive any remuneration for serving as a member of a parent involvement committee.
- (2) Subsection (1) does not preclude payment of an honorarium under section 191 of the Act that takes into account the attendance of a board member at a parent involvement committee meeting.
- (3) A board shall establish policies respecting the reimbursement of members of its parent involvement committee for expenses incurred as members of the committee.
- (4) A board shall reimburse members of its parent involvement committee for expenses incurred as members of the committee in accordance with the policies referred to in subsection (3).

#### Meetings

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- 40.** (1) A parent involvement committee shall meet at least four times in each school year.
- (2) A meeting of a parent involvement committee cannot be held unless,
- (a) a majority of the members present at the meeting are parent members;



- (b) the director of education, or the person designated under subsection 46 (1), is present; and
- (c) the member of the board who sits on the committee, or the person designated under subsection 46 (2), is present.
- (3) The board shall make available to its parent involvement committee the facilities that the board considers necessary for the proper functioning of the committee, and shall make reasonable efforts to enable members to participate fully in meetings of the committee by electronic means.
- (4) A member of a parent involvement committee who participates in a meeting through electronic means shall be deemed to be present at the meeting.
- (5) All meetings of a parent involvement committee shall be open to the public and shall be held at a location that is accessible to the public.
- (6) The chair or co-chairs of a parent involvement committee shall ensure that notice of each meeting is provided to all members of the committee at least five days before the meeting by,
  - (a) delivering a notice to each member by e-mail or regular mail; and
  - (b) posting a notice on the board's website.
- (7) For the purposes of subsection (6), notice by regular mail is provided five days before the meeting if it is mailed five days before the meeting.

#### Subcommittees

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- 41. (1) A parent involvement committee may establish subcommittees to make recommendations to the parent involvement committee.
- (2) A subcommittee of a parent involvement committee must include at least one parent member of the parent involvement committee.
- (3) A subcommittee of a parent involvement committee may include persons who are not members of the parent involvement committee.
- (4) Subsections 40 (3) to (7) apply, with necessary modifications, to subcommittees of a parent involvement committee.

#### Voting

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- 42. When a parent involvement committee votes on a matter, only parent members and community representative members are entitled to vote.

#### By-laws

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- 43. A parent involvement committee,
  - (a) may make by-laws governing the conduct of the committee's affairs; and
  - (b) shall make by-laws,
    - (i) specifying the number of parent members to be appointed or elected to the committee, governing the process of appointment or election of parent members and governing the filling of vacancies in parent membership,
    - (ii) specifying the number of community representatives, up to three, to be appointed to the committee, governing the process of appointment of community representatives and governing the filling of vacancies in community representative membership,

- (iii) governing the election of members of the committee to the offices of chair or co-chair, and any offices provided for in the by-laws, and governing the filling of vacancies in the offices of the committee,
- (iv) specifying the number of parent members of the parent involvement committee that will hold office for one year and the number of parent members that will hold office for two years,
- (v) specifying how many, if any, of the persons listed in subsection 33 (2) may be appointed by the board to the parent involvement committee,
- (vi) specifying the length of the term of office for the community representative members of the parent involvement committee and the members appointed by the board, if any, under subsection 33 (2),
- (vii) establishing rules respecting conflicts of interest of the members of the parent involvement committee, and
- (viii) establishing a process for resolving conflicts internal to the committee, consistent with any conflict resolution policies of the board.

#### Minutes and Financial Records

- 44.** (1) A parent involvement committee shall keep minutes of all of its meetings and records of all of its financial transactions.
- (2) A parent involvement committee shall retain the minutes of its meetings and the records of its financial transactions in accordance with the policies of the board, if any, respecting the retention of documents by committees of the board.
- (3) The minutes of a parent involvement committee of a board shall be,
- (a) posted on the website of the board that established the committee; and
  - (b) sent electronically to the chair or co-chairs of the school council of each school of the board that established the committee.
- (4) The minutes of a committee's meetings and the records of its financial transactions shall be available for examination at the board's office by any person without charge for four years.
- (5) Minutes posted on the website of the board shall remain on the website for four years.

#### Incorporation

- 45.** A parent involvement committee shall not be incorporated.

#### DELEGATION BY THE DIRECTOR OF EDUCATION AND THE BOARD MEMBER

- 46.** (1) The director of education of a board may,
- (a) delegate any of his or her powers or duties as a member of the parent involvement committee to a supervisory officer employed by the board; and
  - (b) designate a supervisory officer of the board to attend a meeting of the parent involvement committee in his or her place.
- (2) The member of a board who sits on a parent involvement committee may,
- (a) delegate any of his or her powers or duties as a member of the parent involvement committee to another member of the board; and

- (b) designate a member of the board to attend the meetings of the parent involvement committee in his or her place.

#### Consultation by Board

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- 47. (1) A board may solicit and take into consideration the advice of its parent involvement committee with regard to matters that relate to improving student achievement and well-being.
- (2) The board shall inform the parent involvement committee of its response to advice provided to it by the committee.

#### Consultation by Ministry

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- 48. The Ministry may solicit and take into consideration the advice of parent involvement committees with regard to matters that relate to improving student achievement and well-being.

#### Consultation by Parent Involvement Committee

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- 49. A parent involvement committee may solicit and take into consideration the advice of parents of pupils enrolled in schools of the board with regard to matters under consideration by the committee.

#### Summary of Activities

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- 50. (1) A parent involvement committee of a board shall annually submit a written summary of the committee's activities to the chair of the board and to the board's director of education.
- (2) The summary of activities shall include a report on how funding, if any, provided under the *Education Act* for parent involvement described in section 27 and clauses 28 (a) to (d), was spent.
- (3) The director of education shall,
  - (a) provide the summary of activities to the school councils of the schools of the board; and
  - (b) post the summary of activities on the website of the board.

- 7. **This Regulation comes into force on the later of September 1, 2010 and the day it is filed.**