

Constitution of the  
Superior-Greenstone District School Board  
Parent Involvement Committee  
September 2011

Toronto C.P.I.C. = S.G.D.S.B. PIC

Toronto Catholic School Board

Superior-Greenstone District School Board

# Constitution of Superior-Greenstone District School Board Parent Involvement Committee September 2011

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Superior-Greenstone District School Board with the permission of Toronto Catholic District School Board Parent Involvement Committee (TCDSB PIC) used the TCDSB-PIC Bylaw as a model for the document that follows herein.

The Constitution of the Superior-Greenstone DSB as adapted from the TCDSB PIC was created to comply with the requirements of Ontario Regulation 612/00 (O. Reg. 612/00) of the Ontario *Education Act* as a result of the coming into force on September 1, 2010 of Ontario Regulation 330/10 which amended O. Reg. 612/00.

The Constitution and its Schedules, Forms, Letters, Appendices, and Addenda are designed to provide “one stop shopping” as an authoritative source of the rules by which the organization shall govern its internal affairs and conduct its Meetings. It is expected to serve well into the future.

Superior-Greenstone DSB would like to express its gratitude to the TCDSB-PIC for its generosity in allowing our Board in conjunction with the SGDSB PIC the opportunity to use the guidelines as articulated in its edition under **Copyright © 2011 by Toronto Catholic Parent Involvement Committee and its Members.**

Thanks also to the Toronto CPIC’s **Governance & Procedure Subcommittee**. A project of this magnitude invariably requires the effort, hard work and dedication of several individuals. Acknowledgement goes to the following:

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## Background Information

Although the Constitution of the SUPERIOR-GREENSTONE DSB PIC evolved in response to amendments to Regulation 612/00 of the Ontario *Education Act*, its genesis can be directly traced to the Ontario Ministry of Education's **Parent Involvement Policy** enunciated in 2005. The following is excerpted - verbatim with some emphasis - from the December 2005 version of the policy. To read it is to appreciate that the Ministry of Education is setting the table, and parents are being invited to the table in a serious way, as the ultimate "consumers" of the product or outcomes of the educational system - parents who expect and demand high quality outcomes.

Parents play a vital role in the development and education of their children and in the success of schools. The Ministry of Education appreciates that **the needs and contributions of parents have been undervalued and the education system needs to create several new points of reinforcement** in order for the "parent factor" to realize its potential. The Ministry's ambitions for increased student success make this advance not only desirable but necessary.

*The main thrust is an onus on decision-makers to create the conditions for parents' engagement in their children's education to take place by way of the right environment, supports, and attitudes. For the first time, parent groups will be provided with exclusive or joint control over new vehicles and resources that will act as reinforcement for a shift to the full welcoming of parents in the system.*

**Ultimately, however, it will be the interest and energy of parents themselves that will make the parent involvement policy succeed.** Most of the effort and resources supporting the policy will reflect parents' own interest to have some influence over conditions at their children's schools. The Parent Involvement Policy is **focused on how to improve the dynamics within the system** to overcome barriers, anticipate the potential issues, and foster new attitudes about healthy levels of parent engagement.

Parents are the most important influence in a child's life outside of school, and this is also true for a child's education. Long after direct learning from parents in a child's early years gives way to formal education, parents continue to play a key role in student success through the attitudes they help to shape and the direct supports they provide.

Research shows that positive results can include **improved student achievement, reduced absenteeism, better behaviour, and restored confidence among parents in their children's schooling.** The government views enhancing the role of parents as an important and practical consideration and as an important part of building the capacity of schools to help students achieve.

Over the last decade **unmet parent concerns about publicly funded education** contributed to a 50% increase in those who moved their children to private schools. There are an estimated 2.3 million parents of students in publicly funded education, who make up both a formidable potential resource and the largest single "constituency" for publicly funded education.

The busy lives all parents lead today means that it is more challenging to become involved. Parents today are no less concerned for their children, but there may now also be less of a culture of involvement than there once was. Education itself has become more specialized and therefore may seem to parents more insular. In order for these difficulties to be overcome new approaches and supports will need to be put into place.

The mediating presence of organized parents is a welcome development at schools. Parent involvement includes a range of activities from good parenting, helping with homework, serving on school councils and board or provincial committees, communicating and meeting with teachers, and volunteering in the classroom or on school trips.

**The province will make the successful involvement of parents one of the provincial outcomes expected of school boards. Success in engaging parents will be embedded in the public performance measures and evaluations at all levels in education. Parents will be given a direct say over parent related resources.**

Parents will get greater access to high quality, understandable, and timely information about education initiatives at the provincial, board, and school level. Parent involvement training will be provided to parents, teachers, principals, supervisory officers, and ministry officials. A fundraising policy will guarantee school council control over funds raised ensuring education essentials are provided by the system.

## Introduction & Preamble

With the coming into force on September 1, 2010 of amendments to Regulation 612/00 of the Ontario *Education Act*, commonly referred to as O. Reg. 612/00, parent involvement committees (PICs) of Ontario school boards were provided a charter and guiding principles.

“Governance” typically refers to a framework and a process for the allocation of decision-making powers. Good governance is the exercise of these powers through ethical leadership. Ultimately, governance is the exercise of authority, direction, and accountability to serve a higher moral or ethical purpose. A governance structure should define the roles, relationships, and behavioural parameters for the members of an organization.

The Institute on Governance identifies the elements of good governance as:

- ☐ **Vision** (envisioning the future)
- ☐ **Direction** (setting goals and providing a general ‘road map’)
- ☐ **Resources** (securing resources necessary to achieve the goals or reach the direction)
- ☐ **Monitoring** (periodically ensuring that the organizational vehicle is well-maintained and progressing, within legal limits, toward its destination) and
- ☐ **Accountability** (ensuring efficient use of resources; reporting progress and detours to stakeholders).

This Constitution and associated Bylaws enshrine the tenets and principles contained in O. Reg. 612/00 while providing the fundamental governance framework, rules and procedures for the internal management of the business and affairs of the Toronto Catholic Parent Involvement Committee. This Constitution is the “basic law” of the organization and enumerates the conditions, limitations and other considerations which are critical to establish the organization’s essential character. At its simplest, it is a contract or agreement among the members of the organization of the rules by which all shall abide, and continues in force from year to year, unless and until amended by the Members as provided for in the document.

## Article I

### Name of The Organization

- 1.0 The name of the organization shall be: **“Superior-Greenstone District School Board Parent Involvement Committee”** referred to herein as the: **“SGDSB PIC”** or **“Committee”** or **“PIC.”**
- 1.1 The official emblem, logo and seal, if any, of the organization shall be as determined by the Committee, from time to time.

## Article II

### Mission and Objectives of The Organization

- 2.0 [Per Ontario Regulation 612/00 Section 27] In the spirit of the Mission and Vision Statements of the Superior-Greenstone District School Board, hereinafter referred to as the **“SGDSB”**, and the objectives

of the Ontario *Education Act*, the **SGDSB PIC** shall function as a self-governing and independent deliberative body, consisting primarily **of parents**, directed **by parents**, and working **for parents**, to:

- i. Support, encourage and enhance **meaningful** parent engagement and parent involvement to improve student achievement and well-being across SGDSB schools; and
- ii. Enhance the accountability of the Public education system to parents.

**2.1** The SGDSB PIC shall further its Mission and Objectives by:

- i. Providing information and advice on parent engagement to the SGDSB through the Director of Education and the chair of the Board of Trustees;
- ii. Communicating with and supporting public school councils of schools of the SGDSB through the principals of the schools and the chairs and members of the public school councils; and
- iii. Undertaking activities to help, and communicating with, parents of students in SGDSB schools to support their children's learning at home and at school.
- iv. Participating in various committees, boards and forums to represent the views of public parents of students in SGDSB schools.

**2.2** [Per Ontario Regulation 612/00 Section 28] To accomplish its Mission and Objectives, the SGDSB PIC shall:

- i. Identify and develop **effective** strategies, practices and initiatives that the SGDSB and the SGDSB's Director of Education could use to communicate with parents and to engage parents in improving student achievement and well-being;
- ii. Provide information and advice to the SGDSB and the SGDSB's Director of Education on ways to use the strategies, practices and initiatives referred to in clause (i) above;
- iii. Communicate information from the Ontario Ministry of Education to public school councils in SGDSB schools and to parents of students in SGDSB schools;
- iv. Work with public school councils in SGDSB schools and, through the SGDSB's Director of Education, with employees of the SGDSB to,
  - (a) share effective practices including outreach to help engage parents in their children's learning, especially parents who may find engagement and involvement more challenging due to language, recent immigration, poverty, newness to the system or other impediments,
  - (b) identify and reduce barriers to parent engagement,
  - (c) help ensure that SGDSB schools create a welcoming environment for parents of its students, and
  - (d) develop skills and acquire knowledge that will assist the SGDSB PIC and public school councils of the SGDSB with their work, including helping to identify parent and public school council training needs within the SGDSB and contributing to the development of workshops, forums and conferences to address these needs;
- v. Encourage and facilitate dialogue with parents and public school council chairs on relevant SGDSB policies; and
- vi. Determine, in consultation with the SGDSB's Director of Education and in keeping with SGDSB policies, how funding provided under the *Education Act* for parent involvement as described in Article 2.1 and Article 2.2 clauses (i) to (iv), is to be used.

**2.3** [Per Ontario Regulation 612/00 Section 49] The SGDSB PIC shall endeavour to:

- i. Communicate regularly with parents and other members of the SGDSB Community, and
- ii. Consult with parents and solicit their views and opinions on matters under consideration by the Committee so that the advice and recommendation provided to the SGDSB and Ministry of Education are broadly representative of public parents and the SGDSB community.

## Article III

### Definitions

- 3.0** For purposes of this Constitution and Bylaws, wherever the following words are used with its first letter capitalized, the term is being used with the meaning ascribed in this Article. Where any word appears in ordinary case, its regularly applied meaning in the English language is intended:
- 3.1** **“Board”** and **“SGDSB”** means the Superior-Greystone District School Board and shall include both the Trustees and employees thereof.
- 3.2** **“Board Policy”** or **“Board Policies”** means one or more SGDSB Policies which may apply to the SGDSB Parent Involvement Committee unless otherwise noted.
- 3.3** **“Constitution”** or **“Constitution & Bylaws”** or **“Bylaws”** means this document in its entirety, and all Schedules, Forms, Sample Letters, Appendices, and Addenda with the exception of the Appendix which cross-references the Articles herein with Ontario Regulation 612/00, which is provided as a mere convenience.
- 3.4** **“Day”** means a calendar day, unless otherwise specified herein.
- 3.5** **“Director of Education”** means the current sitting or acting director of education of the SGDSB, typically the Chief Executive Officer, and highest-ranking employee, of the SGDSB who reports to the Board of Trustees of the SGDSB.
- 3.6** **“ex officio”** means “by virtue of the office” and refers to persons who are Members of the Committee by virtue of another position or office they hold.
- 3.7** **“Meeting”** means an official assembly of the Members of the SGDSB Parent Involvement Committee or one of the Subcommittees thereof - including Members in attendance by interactive audio or video conference who shall be deemed to be present - during which there is no separation of the Members except for a recess, and which continues until adjournment, where the Committee or Subcommittee, as the case may be, assembles to discuss, determine or decide matters under its purview.
- 3.8** **“Member”** means any member of the Committee and includes a Parent Member, a Community Representative, and any *ex officio* member. Where the context so requires, “Member” also means a member of a Subcommittee of the SGDSB PIC who is not otherwise a member of the Committee.
- 3.9** **“Ministry”** means the Ontario Ministry of Education unless otherwise noted.
- 3.10** **“Parent”** means a natural or adoptive parent and includes a legal guardian who has lawful custody of a child.
- 3.11** **“Parent Member”** means a “Parent” as defined herein, who is Member of the Committee and who is elected, acclaimed or appointed to the Committee in accordance with the provisions herein or who fills a vacancy created when a Parent Member ceases to hold office, and who is a Parent of a student enrolled in a SGDSB school. “Parent Member” shall include “Parent Members: Ward Representatives” and “Parent Members: At-Large” as provided for herein.
- 3.12** **“Regulation”** and **“Reg.”** means Ontario Regulation 612/00 under the Ontario *Education Act* as amended from time to time.

- 3.13 “SGDSB Community”** includes the following:
- ☐ Parent(s) and legal guardian(s) of students enrolled in any SGDSB school.
  - ☐ SGDSB personnel and staff, including teaching and non-teaching staff.
  - ☐ SGDSB Trustees.
  - ☐ All public school ratepayers within the SGDSB.
  - ☐ Business and / or community organizations which the Committee may recognize.
- 3.14 “SGDSB PIC” or “Committee”** includes the elected, acclaimed, appointed and *ex officio* Members of the Public Parent Involvement Committee.

## Article IV

### Committee Structure and Membership

- 4.0** [Per Ontario Regulation 612/00 Section 33] This Article governs the composition and structure of the Public Parent Involvement Committee and the Members thereof.
- 4.1 Parent Members: Ward Representatives.** [Per Ontario Regulation 612/00 Section 33 (1) and 34 (4)] A maximum of twenty-four Parent Members: Representatives, consisting of two (2) from each of the SGDSB’s twelve (12) wards, each of whom, in order to be qualified to stand for election [in accordance with Ontario Regulation 612/00 Subsection 34 (2)] shall be a parent of a student enrolled in any SGDSB school as at the date of the election. The majority of Parent Members: Representatives elected shall be Public. Employees of the Board may serve as a Parent Member.
- 4.2 Parent Member Majority.** [Per Ontario Regulation 612/00 Section 33 (4)] Parent Members: Representatives and Parent Member: At-Large when combined shall form a substantive majority of the Committee.
- 4.3 Community Representatives.** [Per Ontario Regulation 612/00 Section 33 (1) and 33 (6)] A maximum of three (3) persons appointed by the other Members of the Committee. Employees of the Board are ineligible to serve as a Community Representative. All Community Representatives shall be appointed from the S.G.D.S.B. or their regional affiliate. Representatives may be appointed from among:
- 4.4 SGDSB’s Director of Education.** [Per Ontario Regulation 612/00 Section 33 (1)] The sitting or acting Director of Education of the TCDSB, or a designate, who shall be a direct report and have the rank of Superintendent. The Director of Education, and not a designate, is expected to attend a minimum of three (3) Public Parent Involvement Committee Meetings each fiscal year. The SGDSB Director of Education shall have **no fixed term** as a Member of the Committee. The SGDSB’s Director of Education shall be an *ex officio* Member of the Committee and shall have no vote at proceedings or Meetings of the Committee.
- 4.5 SGDSB Trustee Representative & Alternate.** [Per Ontario Regulation 612/00 Section 33 (1)] One (1) member of the SGDSB of Trustees, appointed by the Board of Trustees, to serve as “Trustee Representative” **for a term determined by the Board of Trustees.** Such Trustee Representative shall be appointed by September 30 of each year. In addition, one (1) member of the SGDSB Board of Trustees, appointed by the Board of Trustees, to serve as “Trustee Representative - Alternate” **for a term co-terminus with the Trustee Representative** and appointed at the same time as the Trustee Representative. The Trustee Representative and Trustee Representative - Alternate shall be *ex officio* Members of the Committee and shall have no vote at proceedings or Meetings of the Committee. In the event of an emergency, where neither the Trustee Representative nor the Trustee Representative - Alternate are available for a duly called Meeting of the Committee, the Trustee



Representative is responsible for designating another Trustee to sit at one or more Meetings of the Committee in their stead.

- 4.6 SGDSB Liaison with SGDSB PIC.** [Per Ontario Regulation 612/00 Section 33 (2)] One individual employed by the SGDSB at the SGDCSB's offices, appointed by the SGDSB Director of Education, to act as SGDSB Liaison with SGDSB PIC **for a term determined by the SGDSB Director of Education.** The SGDSB Liaison with SGDSB PIC shall be an *ex officio* Member of the Committee and shall have no vote at proceedings or Meetings of the Committee.
- 4.7 Members.** All Members of the SGDSB Parent Involvement Committee shall be elected by or acclaimed from within their constituent group in accordance with the elections provisions contained in Article XVIII "Elections" herein. Where elections are not provided for, Members shall be appointed to reflect the interests of their constituent group. The Committee shall strive to have its membership reflect the diversity of the SGDSB Community.

## Article V

### Term of Office

- 5.0 Term of Office: Parent Members: Community Representatives.** [Per Ontario Regulation 612/00 Subsection 37 (1)] An elected or appointed Parent Member: Community Representative of the Committee shall hold office for a period not exceeding two (2) years. Parent Member: Community Representatives from Elementary schools shall be elected in odd-numbered years, and Parent Member: from Secondary schools shall be elected in even-numbered years. Such Members shall hold office from the later of:
- (a) the date of the Inaugural Meeting of the Committee held in the new school year, and
  - (b) the date he or she is elected or appointed, up until the date of the Inaugural Meeting of the Committee held in the school year in the next oddnumbered or even-numbered year, as the case may be.
- 5.1 No Term Limits.** Any Member of the Committee may be re-elected or re-appointed, as the case may be, by the eligible electorate or the appropriate body or individual, subject to any restrictions, conditions or limitations contained herein.

## Article VI

### Members - Vacancies in Office

NO

## Article VII

### Executive Officers: Election, Duties and Powers

- 7.0** [Per Ontario Regulation 612/00 Section 38] This Article establishes the Executive Officers of the Committee, provides for their election and confers their duties and powers.
- 7.1 Executive Officers.** The Executive Officers of the Committee shall be the following:
- i. Chair - as further provided for in § 7.7;
  - ii. Vice-Chair - as further provided for in § 7.8;
  - iii. Secretary - as further provided for in § 7.10;

- 7.2 Qualification of Executive Officers.** All Executive Officers shall be voting Members of the Committee. The Chair and Vice-Chair shall be a Parent Member: Representative serving a full two-year term, or the remainder thereof. Board employees shall not serve as Chair or Vice-Chair.
- 7.3 Election of Executive Officers & Vacancies.** [Per Ontario Regulation 612/00 Subsection 38 (8) and 43 (b) (iii)] All Executive Officers of the Committee shall be elected by the Parent Members of the Committee. In the event of a vacancy in any executive office, whether by resignation or otherwise, the Committee shall use its best efforts to elect a replacement at the next scheduled Committee Meeting.
- 7.4 Term of Office & Limits: Chair and Vice-Chair.** [Per Ontario Regulation 612/00 Subsection 38 (2) and 38 (4) and 38 (5)] The Chair and Vice -Chair shall be elected for set two-year terms, with the Chair being elected in odd-numbered years, and the Vice-Chair being elected in even-numbered years. The Chair and Vice-Chair may not serve for more than two (2) consecutive terms as either Chair or Vice-Chair. An individual who has served for two consecutive terms as Chair or Vice-Chair of the Committee may be re-elected as Chair or Vice-Chair of the Committee provided that at least one (1) two-year term has elapsed since the individual's last term as Chair or Vice-Chair.
- 7.5 Partial Terms.** Any person who fills a vacancy in an office for a partial term is not barred from being elected to a full term or terms.
- 7.6 Nomination and Election Process.** The Director of Education or designate shall conduct the nomination and election of the Chair and Vice-Chair. The Director of Education or designate may designate a past Chair or other Parent Member to conduct the election should any opposition be raised. The elected Chair shall provide for the nomination and election of all other Executive Officers of the Committee.
- 7.7 Voting Process.** The casting of votes in all elections for Executive Officers may be by show of hands unless any Member calls for a secret ballot.
- 7.7 Chair.** [Per Ontario Regulation 612/00 Subsection 38 (1), 38 (6), 50 (1) and 50 (2)] It is the responsibility of the Chair to provide leadership and direction to the Committee and Executive Officers so that the goals, priorities and procedures of the Committee promote values consistent with the Mission of the Committee. The Chair, elected by the Members of the Committee, shall serve at the pleasure of the Committee so long as the officeholder has not lost the confidence of a majority of the Members.

The Chair shall:

- i. Act as spokesperson for the Committee in communicating with the SGDSB's Director of Education, the Board of Trustees and the general public;
- ii. Serve as Presiding Officer for all Meetings of the Committee;
- iii. Arrange and call all Meetings of the Committee in consultation with the Vice-Chair;
- iv. Together with the Vice-Chair, set and prepare the Meeting Agenda for all Meetings of the Committee in consultation with Committee Members;
- v. Together with the Secretary, ensure that Minutes of all Committee Meetings are recorded and maintained appropriately;
- vi. Ensure that Minutes of all Committee Meetings and records of all Committee financial transactions are kept for a minimum of **four (4) years** and are accessible at the SGDSB offices for examination by, without charge to, any person from the Toronto Community;
- vii. Provide SGDSB school councils with electronic copies of the Minutes of each Meeting;
- viii. Work cooperatively with the SGDSB's Director of Education in an effort to improve student achievement and well-being;

- ix. Facilitate the resolution of conflict, if any, on the Committee;
- x. Participate as a member of all Subcommittees established by the Committee as appropriate;
- xi. Consult with senior SGDSB staff and SGDSB Trustees as required;
- xii. Ensure that there is regular communication with the community;
- xiii. Work collaboratively with the Members of the Committee to prepare and submit by **September 30th** of each year, an annual written report on the activities of the Committee, including how funds were spent, to the Director of Education and the chair of the Board of Trustees; such report shall be substantially in the form included herein as Schedule 'D' "**Annual Report Template**";
- xiv. Ensure that new Members are oriented by providing copies of this Constitution and Bylaws, current related Committee policies, Minutes of the previous year's proceedings and other relevant documentation;
- xv. Have express authority to act for the Committee only in cases where *force majeure* dictates action and not merely due to the time-sensitive nature of an issue;
- xvi. Carry out such other duties as the Committee shall direct from time to time.

**7.8 Vice-Chair.** The Vice-Chair, elected by the Members of the Committee, shall serve at the pleasure of the Committee so long as the officeholder has not lost the confidence of a majority of the Members. The Vice-Chair shall serve as Co-Chair of the Committee and shall:

- i. Assist the Chair in the discharge of his / her duties and responsibilities;
- ii. Together with the Chair, set and prepare the Meeting Agenda for all Meetings of the Committee in consultation with Committee Members;
- iii. Distribute Meeting Agendas for Committee Meetings to all Committee Members **five (5) days** prior to the date of the Meeting;
- iv. In the absence of the Chair, chair or preside over all Meetings of the Committee;
- v. In the absence of the Chair, arrange and call all Meetings of the Committee in consultation with Committee Members;
- vi. Participate as a member of all Subcommittees established by the Committee as appropriate;
- vii. Perform such other duties as the Committee or the Executive Officers of the Committee may direct from time to time;
- viii. In the absence of the Chair, or in the event of the Chair's inability or incapacity, the Vice-Chair shall assume the duties of the Chair.

**7.9 Secretary.** The Secretary, elected by the Members of the Committee, shall serve at the pleasure of the Committee so long as the officeholder has not lost the confidence of a majority of the Members. The Secretary should be chosen because of speed in note-taking, accuracy, and knowledge of procedure. The Secretary shall:

- i. Keep a careful and authentic record of the proceedings of all Meetings of the Committee and the Executive Officers, and create the Minutes of each Meeting as provided for in Article XII "Minutes of Proceedings";
- ii. Co-operate with the Chair to ensure that all Minutes and records of the Committee are available at the SGDSB offices for examination by any person from the Toronto Community;
- iii. Collect Meeting Agenda items through a call for agenda items to Members of the Committee;
- iv. Prepare a Roll Call of Members and call it at the beginning of each Meeting and when necessary;
- v. Circulate draft Minutes to all Committee Members not later than **twelve (12) days** after a Meeting, following the guide provided in Article 12.9 "Steps to Producing Minutes";
- vi. Within **four (4) days** after Minutes have been approved and confirmed by vote of the assembly, provide a clean, corrected, final electronic version for posting on the SGDSB website and within **seven (7) days** after Minutes have been so confirmed provide a similar electronic version for

- forwarding to public school councils;
- vii. Deal with and conduct all correspondence or communications directed to, pertaining to or required of, the Committee and the Executive Officers at the discretion of the Chair, and maintain all records of correspondence;
- viii. Perform such other duties as the Committee or the Executive Officers of the Committee may direct from time to time.

## Article VIII

### Subcommittees

## Article IX

### Meetings & Meeting Agendas

- 9.0 Committee Meetings.** [Pursuant to Ontario Regulation 612/00 Subsections 40 (5)] The Committee shall conduct its business at Meetings held at the premises of the SGDSB insofar as such facilities are available. Meetings shall be accessible and open to members of the SGDSB Community who may attend Committee Meetings as guests or visitors. Guests and visitors have no standing before the Committee and shall not, except in rare circumstances, be recognized by the Presiding Officer.
- 9.1 Inaugural Meeting.** The Inaugural Meeting of the Committee shall be held by **October 31st** of each new fiscal year, after the Annual Elections held pursuant to Article 18.2 “Annual Elections of Parent Member: Representatives” have taken place. The date, time and location for the Inaugural Meeting shall be fixed by the Chair or Vice Chair of the Committee in consultation with the Members. As the Committee is not a body corporate and there are no shareholders, there is no requirement for an Annual General Meeting.
- 9.2 Order of Business At Inaugural Meeting.** The following business only shall be conducted at the Inaugural Meeting of the Committee:
- i. Welcome, Call to Order, Roll Call, Declaration of Quorum;
  - ii. Adoption of Proposed Agenda;
  - iii. Report from the current Chair to Committee Members;
  - iv. Financial Report from the current Treasurer;
  - v. Election of new Chair (even-numbered years) or new Vice-Chair (odd-numbered years);
  - vi. Election of Parent Members: At-Large;
  - vii. Appointment of Community Representatives to become Members of the Committee;
  - viii. Pledge & Affirmation of Members;
  - ix. Election of new Executive Officers (not including Chair and Vice-Chair);
  - x. Confirmation of Calendar & Schedule of Committee Meetings throughout the year;
  - xi. Confirmation or appointment of Standing Subcommittee Chairs;
  - xii. Review of Special Subcommittees and renewal of Terms of Service if required;
  - xiii. Amendments to the Committee’s Constitution and Bylaws;
  - xiv. Announcements;
  - xv. Adjournment.
- 9.3 Order of Business at Committee Meetings.** The following business shall be conducted at regular Meetings of the Committee:
- i. Welcome, Call to Order, Roll Call, Declaration of Quorum;
  - ii. Adoption of Proposed Agenda;
  - iii. Review, Approval and Confirmation of Minutes of Prior Committee Meetings;
  - iv. Report from the Chair;

- v. Financial Report from the Treasurer;
- vi. Unfinished (Old) Business & Matters Arising from the Minutes of Prior Meetings; vii. Subcommittee Reports and Recommendations;
- viii. Reports from Parent Members: Ward Representatives;
- ix. Report from the Trustee Representative or Trustee Representative - Alternate;
- x. Report from the Director of Education or designate;
- xi. New Business and Motions Arising Therefrom;
- xii. Announcements & Date, Time & Location of Next Meeting; xiii. Adjournment.

- 9.4 Special Meetings.** The Chair, on the advice of the Executive Subcommittee, or at the request of no less than six (6) Members, shall call and set special meeting dates, times and locations, as deemed necessary. Special meetings are usually called to deal with emergency situations or for specific topics. The Order of Business at Special Meetings may differ from Article 9.3 "Order of Business at Committee Meetings" herein as the Chair deems appropriate in the circumstances.
- 9.5 Meeting Frequency.** The Committee shall meet no less than **four (4) times** during the fiscal year. Meetings may be held in July and August at the discretion of the Chair and Vice-Chair.
- 9.6 Calendar & Schedule of Committee Meetings.** By **May 31st** of each year the Committee shall set the dates, times and locations for its Meetings for the next fiscal year. At the Inaugural Meeting at the beginning of each new fiscal year, the Committee shall confirm the preliminary schedule and ensure that this information is posted on the TCDSB website to comply with Article 9.8 "Form of Notice" herein.
- 9.7 7-Day Notice of Meetings.** [Per Ontario Regulation 612/00 Subsection 40 (6)] The Chair of the Committee shall, in consultation with the Vice Chair, cause to be given, written notice, at least **seven (7) days** before the date of the Meeting, of the date, time and location of the Meeting to every Member of the Committee. No error or omission in giving notice of any Meeting of the Committee shall invalidate such Meeting or void any decisions thereat or proceedings therein.
- 9.8 Form of Notice.** [Per Ontario Regulation 612/00 Subsection 40 (6)] Where notice is required to be given herein, such notice may be given by:
- (a) delivering a notice to each Member by electronic mail or regular mail; and
  - (b) posting a notice on the SGDSB website.
- 9.9 Meeting Agenda.** The Meeting Agenda shall be in the form included in this document as Schedule 'A' "**Form of PIC Meeting Agenda**". The Meeting Agenda shall be determined by the Chair and Vice-Chair in consultation with the Members and shall include the items noted in Article 9.3 "Order of Business at Committee Meetings". Collection of Meeting Agenda items shall be facilitated by the Vice-Chair through a call for Meeting Agenda items to Members of the Committee **fourteen (14) days** prior to the scheduled date of the Meeting. The Meeting Agenda shall be (a) distributed by electronic mail to all Members **five (5) days** prior to a scheduled Committee Meeting; and (b) simultaneously posted on the SGDSB website.
- 9.10 Information or Training Sessions.** From time to time the Committee may hold information or training sessions which may be held before or after a regularly scheduled Meeting or proceeding.
- 9.11 Concordance with Mission & Objectives.** The Chair and Vice-Chair shall determine if a proposed Agenda item is concordant with the Mission and Objectives of the Committee as noted in Article II "Mission and Objectives of The Organization." If deemed not, the item shall not be added to the Agenda.

## Article X

### Meeting Procedure

- 10.0 Standard Parliamentary Procedure at Meetings.** Committee Meetings shall be run according to Parliamentary Procedure as further defined herein. Parliamentary Procedure has evolved as fair and democratic, allowing for decisions to be made on the basis of the will of the majority, while respecting the opinions of the minority and permitting all participants to express their views without fear of censure. These rules of procedure are designed to allow individuals to introduce motions, proceed with debate, dissent, and make decisions in an orderly manner. Parliamentary rules contain many motions which, in their best use, are designed to help an assembly improve a question put before it or to dispose of the question if it cannot be improved. Although it is not always possible for unanimity to be reached, procedures that ensure full deliberation of an issue lead to acceptance and wider support of the outcome. Good procedure is fair play and common sense built on a solid foundation of acknowledged principle.

The Parliamentary Procedure to be used at all Meetings of the Committee shall be as noted in Addendum 'A' "**Parliamentary Procedure Reference Chart**", Addendum 'B' "**Parliamentary Procedure Guidelines**" and Addendum 'C' "**The Presiding Officer or 'Chair' at a Meeting**" complemented by Addendum 'D' "**Glossary of Parliamentary Procedure Terms**." They shall govern the Committee in all cases to which they apply and in which they are not inconsistent with any other special rules of order which the Members may from time to time adopt. Where these Articles are silent, then "**The Standard Code of Parliamentary Procedure (4th Ed.)**" may be considered persuasive. In the event of a conflict between these Articles and anything contained in the "**The Standard Code of Parliamentary Procedure**," these Articles shall prevail.

- 10.1 Presiding Officer.** The Chair of the Committee, except as provided for elsewhere herein, shall preside at Meetings and proceedings of the Committee at which the Chair is present. In the absence, incapacity or inability of the Chair of the Committee to preside, the Vice-Chair shall preside at Meetings and proceedings of the Committee at which the Vice-Chair is present. If at any Meeting or proceeding of the Committee both the Chair and the Vice-Chair are not present, or in their incapacity or inability, the Members present shall elect from among their number a Chair *pro tempore*, who shall preside over the Meeting or proceeding for the duration of the Meeting or proceeding or until such time as either the Chair or Vice-Chair is present.
- 10.2 Presiding Officer's Impartiality.** It is the expectation of the Members that the Presiding Officer of a Committee Meeting shall be fair, objective and impartial. The Presiding Officer acts as referee and judge between individual Members, and as an agent of the assembly. To preserve impartiality, the Presiding Officer is excluded from usual parliamentary activity and accordingly loses his or her rights as a Member to propose motions, participate in debate, or to vote. In turn, the Presiding Officer's actions are subject to the final authority of the assembly. If the Presiding Officer wishes to make, second, or debate a motion, he or she must yield or relinquish the Presiding Officer's chair and "gavel" to another Member until after the vote has been taken and the matter has been disposed of.
- 10.3 Presiding Officer Pro Tempore.** If the Presiding Officer wishes to make, second, or debate a motion, or wishes to vacate the Presiding Officer's chair for any reason whatsoever, the Presiding Officer shall call upon a Member who is neither the mover nor seconder of the motion under consideration, to take the "gavel" from the Presiding Officer until the main motion or matter is disposed of, in the following order:
- ☐ **Vice-Chair.** If present, and the Vice-Chair has not spoken to the motion or matter.
  - ☐ **A Member Present.** If the Member has not spoken to the motion or matter.

- ☐ **Vice-Chair.** If present, and even if the Vice-Chair has spoken to the motion or matter.
- ☐ **A Member Present.** Even if the Member has spoken to the motion or matter.

**10.4 Voting Rights.** Each Member of the Committee, except the Presiding Officer at a Meeting and except as provided for elsewhere herein, shall have the right to cast a single vote on all matters properly arising in and being considered at Meetings and proceedings of the Committee. To make or break a tie on any issue, matter or motion, the Presiding Officer shall have a casting, or deciding, vote.

**10.5 Ex Officio Committee Members.** Pursuant to Article IV “Committee Structure and Membership” the SGDSB’s Director of Education or designate, as agent of the SGDSB, the Trustee Representative or Trustee Representative -Alternate, and the SGDSB Liaison with SGDSB PIC shall have no vote on any matter for which a vote is taken by the Committee. Only one (1) of the Trustee Representative or Trustee Representative -Alternate, shall be recognized as having standing at any Meeting of the Committee.

**10.6 Committee Votes.** The Committee intends to strive for consensus in decision-making whenever possible, to foster collaboration and team building. Voting on Committee matters, questions or motions which require a simple majority of fifty-percent-plus-one (50% + 1) shall be first by “General Consensus” or “Unanimous Consent” where, after a motion has been properly moved and seconded, the Presiding Officer shall call for objections. If there are none, the Presiding Officer shall state “**I declare the motion carries**” and the outcome shall be so noted in the Minutes of the proceedings.

In the event of an objection, the Presiding Officer shall conduct a vote by a “Show of Hands” calling first for the “**Yeas**” in favour, and then the “**Noes**” opposed, and finally the abstentions, unless a Member requests a “Secret (Paper) Ballot” or recorded “Roll Call” vote. The Presiding Officer should indicate before each vote whether a simple majority or two-thirds (2/3) vote is needed for the motion to carry or pass. Individual “Yeas” and “Noes” are not noted in the Minutes unless a recorded vote was requested. A declaration by the Presiding Officer with regard to the outcome of all voting in the form “**I declare the motion carries**” or “**I declare the motion fails**”, as the case may be, shall be entered into the Minutes of the Meeting as a Decision, Resolution or Order of the assembly. In all votes of the Committee, abstentions are not counted and shall have no effect on the outcome of the vote.

**10.7 Private or “in camera” Session.** From time to time, in order to deal with delicate or sensitive matters, the Committee may move to enter into “Privileged” or “Private” or “*in camera*” session in order to handle such matters. Upon passage of a motion, by simple majority, for the Committee to “enter into an *in camera* session” properly moved and seconded, the Presiding Officer shall request that visitors, guests and others leave the meeting room until such time as the Committee moves to exit the *in camera* session, when visitors and guests may be invited to re-enter. When a vote is taken following debate in a private session, only the motion as voted on in the public session shall appear in the Minutes.

**10.8 Attendance & Missed Committee Meetings.** Any Member who is unable to attend at a Committee Meeting shall provide the Chair or Vice-Chair and the Secretary with a minimum of **twenty-four (24) hours** written notice of regrets or apologies for absence, via electronic mail, with a copy to the SGDSB PIC. The Minutes of each Meeting shall include a notation of those Members absent and those advising apologies for absence. Any Member who misses either (a) three (3) or more consecutive Committee Meetings without advising apologies for absence, or (b) a total of four (4) Committee Meetings in any fiscal year, may be removed from their seat. The Secretary may move for the removal of any Member with the matter requiring a simple majority to pass.

- 10.9 Electronic Communication During Meetings.** Members, visitors, guests and others shall be requested by the Presiding Officer of a Meeting to turn all electronic communication devices to “silent” or “vibrate”. The practice of **habitually** dispatching instantaneous electronic communications, including but not limited to “texts”, “tweets” and any other forms of such instantaneous electronic communications, demonstrates disrespect for everyone at the meeting, is distracting, offends parliamentary propriety and consequently is out of order. It constitutes a ground for removal of any Member, visitor, guest or other person from the Meeting or proceeding, on ruling of the Presiding Officer, without prior warning or notice. Any person so removed shall be recorded in the Minutes as having been ejected from the Meeting or proceeding for violation of this rule. Any person so removed from a Meeting or proceeding on three (3) separate occasions shall be prevented from attending all future Meetings or proceedings of the Committee.

If the Presiding Officer should become aware, subsequent to a Meeting or proceeding of the assembly, that a person in attendance at the Meeting was **habitually** dispatching electronic “texts”, “tweets” or any other form of instantaneous electronic communication, the person may be refused admittance at a future Committee Meeting, on ruling of the Presiding Officer.

- 10.10 Special Recess Rule.** The Presiding Officer may, at any time, except during voting, request a motion to recess. Any Member may move such a motion, and any Member may second the motion. Once approved by the assembly, such a recess shall be for a period of not more than twenty (20) minutes. In the limited instance of invoking this special rule, a speaking Member may be interrupted, the motion is not debatable and the only amendment permitted is to the length of the recess.
- 10.11 Conduct Unbecoming & Removal from Meeting.** If a Committee Member or Members should become disruptive during a Meeting, the Presiding Officer shall call for order. If all efforts to restore order fail or the conduct unbecoming should continue, the Presiding Officer may direct the individual Committee Member or Members to leave the Meeting, citing the reasons for the request. The Presiding Officer may immediately invoke Article 10.10 “Special Recess Rule” and the assembly shall recess until the directive has been complied with. The removal of a Member from a Meeting for conduct unbecoming does not prevent the Member from participating in future Meetings of the Committee.

## Article XI

### Quorum at Meetings

- 11.0 Quorum.** A quorum is the minimum number or proportion of the Members that must be present at a Meeting in order to transact business legally. For a Meeting of the Committee or any of its Subcommittees to have formal legitimate status, a quorum of Members must be present, either physically or through instantaneous, interactive electronic means. A declaration of conflict of interest on the part of one(1) or more Members does not invalidate quorum.
- 11.1 Director of Education & Trustee Representative To Be Present at Committee Meetings.** [Pursuant to Ontario Regulation 612/00 Subsection 40 (2) (b) and 40 (2) (c)] A Committee Meeting shall not be held unless the following persons are present:
- i. The Director of Education of the SGDSB or designate;
  - ii. The Trustee Representative or Trustee Representative - Alternate or designate.
- There are no such requirements or restrictions for a valid Standing or Special Subcommittee meeting.
- 11.2 Quorum at Committee Meetings.** [Pursuant to Ontario Regulation 612/00 Subsection 40 (2) (a)] A quorum shall be constituted in accordance with the following: At each meeting:
- i. Thirty-five percent (35%) of the current Committee Members, rounded down, are present;



- ii. A majority of the Committee Members present are Parent Members;

In the determination to establish quorum, the SGDSB's Director of Education or designate and one (1) of the Trustee Representative or Trustee Representative -Alternate, and the SGDSB PIC shall be included. If a quorum is not present at any Meeting, the Presiding Officer may call the meeting to order, but the Committee may not transact business in the absence of a quorum. Agenda items that do not require action may be dealt with, such as hearing reports. Any decisions taken in the absence of quorum must be subsequently ratified at a Committee Meeting with a quorum, and until such time, any and all such actions are the responsibility of the individuals in attendance, and not of the Committee.

- 11.3 Legally Constituted.** Any Meeting of the Committee at which a quorum is established shall be legally constituted and the Presiding Officer shall so declare, and the declaration shall be entered into the Minutes of the Meeting. The assembly so constituted shall be competent to exercise the prerogatives of the Committee and any or all of the authorities, powers and discretions conferred by or under this Constitution and Bylaws. If any Member should leave a quorate Meeting, the Meeting can continue so long as motions are passed by a majority of the remaining Members.
- 11.4 Quorum at Subcommittee Meetings.** Those in attendance at a Standing or Special Subcommittee meeting shall constitute a quorum.

## Article XII

### Minutes of Proceedings

- 12.0 Responsibility for Minutes.** The Secretary, under the direction of the Presiding Officer, is responsible for keeping full and accurate notes of the proceedings of every Meeting of the Committee, and for preparing the Minutes and ensuring that the Minutes, when approved and confirmed at a subsequent Meeting of the Committee, are signed by both the Presiding Officer and the Secretary or note taker who took notes at the Meeting. Signed original Minutes shall be maintained in the official Minute Book. **In this role, the Secretary is charged with producing a legal document, for several other people to read, which accurately summarizes the discussion and debate at the Meeting or proceeding and the actions taken by the assembly. The Secretary should aim for completeness, clarity, and succinctness.**
- 12.1 Official Legal Record.** The Minutes, once formally approved and confirmed by the assembly, with a motion proposed, seconded, and passed by simple majority, become the **official legal** record of proceedings. Before the assembly has approved the Minutes, they are merely the Secretary's recollection.
- 12.2 Posting on Website.** [Per Ontario Regulation 612/00 Subsection 44 (3) (a)] Within **four (4) days** of having been confirmed by the assembly, a clean, corrected final electronic version of the Minutes shall be posted on the SGDSB website or any other website or websites, including one or more websites under the direct control of the Committee, which website or websites the Committee may determine, in its sole discretion, from time to time.
- 12.3 Copies of Minutes to School Councils.** Within **seven (7) days** of having been confirmed by the assembly, a clean, corrected final electronic version of the Minutes shall be disseminated to public school councils.
- 12.4 Public Documents.** The Minutes, once formally confirmed, become a public document and any person

may inspect the official, signed Minutes at the head office of the SGDSB without charge. Minutes of all Committee Meetings shall be maintained at SGDSB offices for a period of four (4) years.

**12.5 Draft Minutes.** Notwithstanding anything else contained in this Constitution, draft Minutes are not the official record of the proceedings of Meetings of the assembly, and shall not be circulated to persons other than Members of the Committee.

**12.6 Form or Style of Minutes.** The Minutes shall be in the form included in this Constitution as Schedule 'B' "**Form of Minutes of PIC Meeting**". The form and style of Minutes provided for herein is the only acceptable form of Minutes. These guidelines shall be adhered to:

- i) The font "Calibri" 11-point was chosen based on advice from the Dyslexia Society which recommends *sans serif* fonts as being easier for dyslexics to read. If it's easier for dyslexics, it will help everyone else
- ii) White space is encouraged. Crowding the text makes the Minutes harder to read. **Minutes which are hard to read won't get read.** This defeats the primary purpose of producing Minutes
- iii) Agenda Items in the left column are in **bold** typeface. It is important to be able to quickly pick out which Agenda Item the text belongs to
- iv) The Agenda Items must be in the same order as in the final, adopted Agenda, whether or not this was the order in which items were addressed at the Meeting
- iv) The use of "Mr. Smith" or "Ms. Jones" is correct and proper and must be consistent throughout

**12.7 Content of Minutes.** The Minutes shall include:

- i. The day of the week (Monday, Tuesday, etc.), the date, time and location of the Meeting
- ii. The names of all present, including Members in a manner that suggests a quorum, and other invited guests and visitors in attendance
- iii. The names of Members expressing Regrets or Apologies for absence as provided for in Article 10.8 "Attendance & Missed Committee Meetings" herein
- iv. The names of Members absent
- v. The details (day of the week, the date, time and location) of the **next** Meeting
- vi. Motions, sequentially numbered for each Meeting in the form "**YY/MM-##**", along with the name of the Member who proposed or moved the motion, and the name of the Member who seconded
- vii. Motions recorded verbatim. This is where the "best practice" of having the motion written beforehand, so that the wording is available to the Secretary greatly helps
- viii. Decisions made by the assembly, evidenced by a motion, as finally amended, properly moved and seconded, and the declaration of the Presiding Officer of the passing or failure of the motion
- ix. Anything that changes any existing situation or issue
- x. Any information that may be required by anyone not at the Meeting, and of which they should reasonably be informed
- xi. Information that must be kept on record for legal reasons or Committee policy
- xii. A record of any papers discussed or presented, and any reports or background information considered by the Committee at the Meeting. Don't excerpt a lot of information from a paper or report, only the recommendation or main idea
- xiii. A record, in summary or précis form, of the discussion and deliberation, and the main arguments for and against all proposals, without capturing speech verbatim
- xiv. All information reported in the Minutes shall be in the past tense. The only exception is for predictions about future actions. None of the information reported is to be in the present tense
- xv. In summarizing the discussion care should be taken to use the "third person" either singular or plural; use reported speech and do not use Members' first names. So "it was suggested . . ." or "Members requested . . ." or "Members expressed concern with . . ." or "Mr. Smith stated . . ." or "Ms. Jones expressed . . ." as opposed to "Peter Smith and Mary Jones said . . ."

- xvi. At the bottom of the Minutes, a space for the Presiding Officer and Secretary to sign the official copy of the Minutes which are to be maintained in the Minute Book

**12.8 Content of Minutes.** The Minutes shall **not** include:

- i. The personal opinions or interpretation of the Secretary or note-taker
- ii. Descriptive or judgmental phrases such as “heated debate” or “valuable comment”
- iii. Discussion: Minutes are a record of what was ***done*** and not what was ***said*** at the meeting
- iv. Objections, comments or views on a motion by a Member without a separate motion permitting such action passed by majority vote
- v. ‘Action’ items: the Minutes are the legal record of what was ***done*** and not what is ***to be*** done
- vi. Motions that failed for lack of a second or motions that were withdrawn

**12.9 Steps to Producing Minutes.** The following steps shall serve as a guide:

- 1) Take accurate notes at the Meeting
- 2) Review the notes the day after the Meeting for potential gaps
- 3) While the Meeting is still fresh - **within 1 to 2 days** - begin summarizing the key points of the debate and discussion. Ensure all motions, with their approved amendments, the names of the proposer and seconder, and the results of the votes, including the count of “Yeas” and “Noes” where a Member requested a recorded vote, are included in the summary. See Appendix ‘A’ ***“Guidelines & Tips on Minutes for PIC Meetings”*** for tips on summarizing Meeting notes
- 4) By **day 3** after the Meeting, write the first draft of the Minutes from the summary of the Meeting notes
- 5) Carefully check and proofread the Minutes - reading them out loud - to ensure correctness
- 6) By **day 4** after the Meeting, forward the **first draft** of the Minutes to the Presiding Officer for his or her review and editing. The Presiding Officer should commit to returning a ‘marked up’ first draft of the Minutes **within 1 to 2 days** - by **day 6** after the Meeting
- 7) Make the necessary edits and changes **within 1 to 2 days** of receiving the Presiding Officer’s ‘markedup’ first draft of the Minutes
- 8) By **day 8** after the Meeting, forward the **second draft** of the Minutes to the Presiding Officer for his or her review and sign off
- 9) By **day 9 or 10** if the edits and changes requested by the Presiding Officer from the first draft have been correctly applied, and the Presiding Officer has signed-off on the **second draft** of the Minutes, circulate the draft Minutes to Members. . **The Presiding Officer has final sign-off on draft Minutes**

## Article XIII

### Member Duties & Responsibilities and Code of Ethical Conduct

**13.0 Duties & Responsibilities of Members.**

Members of the Committee shall:

- i. Observe and uphold the Committee’s Constitution, Bylaws and Code of Ethical Conduct.
- ii. Attend all Committee meetings during the fiscal year.
- iii. Participate actively in Meetings of the Committee.
- iv. Conduct themselves at Committee meetings in a professional and cordial manner.
- v. Act as a link between the Committee and the SGDSB Community in support of programs to improve student achievement and well-being.
- vi. Make every effort to be as representative of the SGDSB Community as possible.
- vii. Participate in information and training programs.
- viii. Serve on a minimum of one (1) Subcommittee established by the Committee.

### 13.1 Code of Ethical Conduct.

- i. *A Member shall ensure that the interests and well-being of SGDSB students is the primary focus of all decisions.*
- ii. *A Member shall be guided by the Committee's Mission.*
- iii. *A Member shall act within the limits of the roles and responsibilities of the Committee, as noted in the Committee's Constitution and Bylaws, and Regulation 612/00 of the Ontario Education Act.*
- iv. *A Member shall maintain the highest standards of civil courtesy, integrity and honesty.*
- v. *A Member shall promote high standards of ethical practice within the Committee.*
- vi. *A Member shall recognize and respect the personal integrity of every other Member of the Committee.*
- vii. *A Member shall treat all other Members with respect and allow for diverse opinions to be shared without interruption or discourtesy.*
- viii. *A Member shall encourage a positive environment in which individual contributions are encouraged and valued.*
- ix. *A Member shall acknowledge democratic principles and accept the consensus of the Committee.*
- x. *A Member shall limit discussions at Committee meetings to matters of concern to the Committee as a whole.*
- xi. *A Member shall use established communication channels when questions or concerns arise.*
- xii. *A Member shall declare any conflict of interest.*
- xiii. *A Member shall respect the confidential nature of some Committee business and respect limitations this may place on their individual right to free speech.*
- xiv. *A Member shall not disclose confidential information.*

## Article XIV

### Conflict of Interest

**14.0** [Per Ontario Regulation 612/00 Subsection 43 (b) (vii)] This Article establishes rules respecting cases of Conflict of Interest. Generally, a Member shall not accept favours, economic benefits or payment from any individual, organization, or entity known to be seeking business contracts with the SGDSB PIC or benefit financially through Committee involvement. Additionally, a Member must stringently avoid even the appearance of conflict of interest. Conflicts of interest are not necessarily limited to conflicts of a financial or economic nature and may arise where allegiances to another organization may prevent the Member from carrying out their duties to the Committee faithfully and honestly. Members holding positions in organizations with a similar mandate as the Committee should keep in mind this allegiance to two masters.

**14.1 Purpose.** The purpose of the Conflict of Interest Article is to ensure that the deliberations and decisions of the Committee are made in the interests of the Committee as a whole, and to protect the interests of the Committee when it is contemplating entering into a transaction, contract, or arrangement that might benefit the private interest of an Interested Member, Officer or Person (as defined below). An Interested Member, Officer or Person may not use his or her position with respect to the Committee, or confidential insider information obtained by him or her relating to the Committee, in order to achieve a financial benefit for himself or herself or for a third party.

### 14.2 Definitions.

- 1) Compensation. "**Compensation**" includes direct and indirect remuneration as well as gifts or favours that are substantial in nature.
- 2) Family. The "**family**" of any individual shall include his or her spouse; his or her siblings and their spouses; and his or her children and their spouses.

- 3) Financial Interest. A person has a “**financial interest**” if the person has, directly or indirectly, through business, investment or family:
  - (a) An existing or potential **ownership or investment interest** in any entity with which the Committee has a transaction, contract, or other arrangement, or
  - (b) A **compensation arrangement** with the Committee or with any entity or individual with which the Committee has a transaction, contract, or other arrangement, or
  - (c) An existing or potential **ownership or investment interest** in, or **compensation arrangement** with, any entity or individual with which the **Committee is negotiating** a transaction, contract, or other arrangement, or
  - (d) An existing or potential **ownership or investment interest** in, or **compensation arrangement** with, any entity whose business or operation has been or will be **directly affected by a decision or action** of the Committee.
- 4) Interested Member. “**Interested Member**” shall mean any Member of the Committee who has a material financial interest, as defined above, or who serves as a Director or Officer of any entity with which the Committee has a transaction, contract, or other arrangement.
- 5) Interested Officer. “**Interested Officer**” shall mean any Executive Officer who has a material financial interest, as defined above, or who serves as a Director or Officer of any entity with which the Committee has a transaction, contract, or other arrangement.
- 6) Interested Person. “**Interested Person**” shall mean either:
  - (a) Any person currently being compensated by the Committee for services rendered to it within the previous 12 months, whether as a full- or part-time employee, independent contractor, or otherwise, or
  - (b) Any person whose family member, as defined in Section 14.2 (2) herein, is currently being compensated by the Committee for services rendered to it within the previous 12 months, whether as a full- or part-time employee, independent contractor, or otherwise.

**14.3** A conflict of interest may be actual, potential, or perceived.

- 1) **Actual**. When a Committee Member, or a Committee Member’s family as defined in Section 14.2 (2) herein, has a financial interest that is sufficiently connected to their duties and responsibilities as a Committee Member, such that it influences the exercise of these duties and responsibilities.
- 2) **Potential**. When a Committee Member or a Committee Member’s families defined in Section 14.2 (2) herein, has a financial interest that could affect their decision about matters proposed for discussion.
- 3) **Perceived**. When disinterested, well-informed persons could reasonably believe that a Committee Member has a conflict of interest, where in fact, there is no actual conflict of interest.

**14.4 Subcommittee Responsible for Conflicts of Interest.** The Governance & Procedure Subcommittee shall administer and monitor compliance with this Article. The Governance & Procedure Subcommittee shall require a statement from each Member and Officer not less frequently than once a year setting forth all business and other affiliations which relate in any way to the business and other activities of the Committee. In the event of a referral of a complaint of conflict of interest against a member or Officer, the Governance & Procedure Subcommittee shall follow the steps outlined in Article 14.9 “Procedures in Connection with Proposed Transactions and Arrangements” herein.

**14.5 Duty to Declare Conflict of Interest.** Where a Committee Member believes an actual or potential conflict of interest is likely to occur, the Member shall immediately declare that fact and shall recuses

himself before any discussion, deliberation, vote or resolution on the matter is made. In the event of such a declaration, the Member shall state the reason for the declaration, which shall be noted in the Minutes of the Meeting or proceeding.

**14.6 Duty to Recuse.** Members shall also recue themselves from discussions and deliberations in which:

- 1) The Member's ability to carry out his or her duties and responsibilities as a Member of the Committee may be jeopardized.
- 2) The Committee Member, members of their families as defined in Section 14.2 (2) herein, may gain or stand to benefit either directly or indirectly as a result of actions or other decisions that may be taken by the Committee or the SGDSB, and in the case of the latter, in response to advice that the Committee provides to the SGDSB.

**14.7 Duty to Abstain.** No Member shall vote on any matter or motion in which he or she believes he or she has an actual or potential material and direct financial interest that could be affected by the outcome of the vote. In the event of such an abstention, the abstaining Member shall state the reason for the abstention, which shall be noted in the Minutes of the Meeting or proceeding. Any action resulting from a decision that was affected by a Member not declaring a conflict of interest and not abstaining from voting, may be reopened and reconsidered by the Committee in its sole determination.

**14.8 Disclosure by Members and Officers.**

- 1) When requested by the Governance & Procedure Subcommittee (not less frequently than once a year), each Member and Officer shall promptly submit a statement to the Committee setting forth all business and other affiliations which relate in any way to the business and other affiliations of the Committee.
- 2) With respect to any particular matter then pending before the Committee, each Member and Officer shall disclose to the Governance & Procedure Subcommittee
  - a) any matter that could reasonably be considered to make the Member or Officer an "Interested Member" or "Interested Officer," as defined above; and
  - b) any relationship or other factor that could reasonably be considered to cause the Member or Officer to be considered to be an "Interested Person," as defined above.

**14.9 Procedures in Connection with Proposed Transactions and Arrangements.**

- 1) **Scope.** This section applies to any proposed transaction, contract, or arrangement in which a Member, Officer, or Interested Person has a material financial interest.
- 2) **Duty to Disclose.** In connection with any actual or possible conflicts of interest, an Interested Member or Interested Officer must disclose the existence and nature of his or her material financial interest to the Governance & Procedure Subcommittee prior to the consideration of the proposed transaction, contract, or arrangement by the Committee or any Subcommittee of the Committee.
- 3) **Determining Whether a Conflict of Interest Exists.** After disclosure of the financial interest, the disinterested members of the Governance & Procedure Subcommittee shall determine whether a conflict of interest exists. Neither the Committee nor any Subcommittee of the Committee shall vote upon any proposed transaction, contract, or arrangement in connection with which an actual or potential conflict of interest has been disclosed by an Interested Member until such time as the Governance & Procedure Subcommittee has addressed the actual or potential conflict of interest. For matters pending before the full Committee, a referral to the Governance & Procedure Subcommittee is not required where the Interested Member fully discloses to the Committee his or her financial interest and abstains from participation in the Committee's consideration of the proposed transaction, contract, or arrangement.

4) **Procedures for Addressing a Conflict of Interest**

- a) Where a matter has been referred to the Governance & Procedure Subcommittee and the Governance & Procedure Subcommittee has concluded that a conflict of interest exists, the Chair of the Governance & Procedure Subcommittee shall, if appropriate, appoint a disinterested person or group to investigate alternatives to the proposed transaction, contract, or arrangement.
- b) After exercising due diligence, the Governance & Procedure Subcommittee shall determine whether the Committee can obtain a more advantageous transaction, contract, or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.
- c) If a more advantageous transaction, contract, or other arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the Governance & Procedure Subcommittee shall recommend to the Committee that the Committee determine by a majority vote of the disinterested Members whether the transaction, contract, or arrangement is in the Committee's best interest and for its own benefit and whether it is fair and reasonable to the Committee, and the Committee shall make its decision as to whether to enter into the transaction, contract, or arrangement in conformity with such determination.

**14.10 Violations of the Conflict of Interest Policy.**

- 1) If the Governance & Procedure Subcommittee has reasonable cause to believe that a Member or Officer has failed to disclose an actual or possible conflict of interest, it shall inform the Member or Officer of the basis for such belief and afford the Member or Officer an opportunity to explain the alleged failure to disclose.
- 2) If, after hearing the response of the Member or Officer and making such further investigation as may be warranted in the circumstances, the Governance & Procedure Subcommittee determines that the Member or Officer has in fact failed to disclose an actual or potential conflict of interest, it shall recommend to the Committee appropriate disciplinary and corrective action.
- 3) The violation of this Conflict of Interest Article is a serious matter and may constitute sufficient "just cause" for suspension or removal from office of a Member or Officer, or the termination of any contractual relationship the Committee may have with an Interested Person or other party.

**14.11 Records of Proceedings**

- 1) For purposes of this Article only, the Minutes of the Governance & Procedure Subcommittee shall contain:
  - (a) The names of Members and Officers found to have a material financial interest in connection with an actual or potential conflict of interest; the nature of the financial interest; any action taken to determine whether a conflict of interest was present; and the decision as to whether a conflict of interest in fact existed.
  - (b) The names of the persons who were present for discussions and votes relating to the actual or potential conflict of interest; the content of the discussion; and a record of any votes taken in connection therewith.
- 2) In connection with a conflict of interest, the Minutes of the Committee or other Subcommittee shall contain the names of the persons who were present for discussions and votes relating to the transaction or arrangement; the content of the discussion, including any alternatives to the proposed transaction or arrangement; and a record of any votes taken in connection therewith.

**14.12 Allegation of Conflict of Interest.**

- 1) Any Member of the Committee, the SGDSB or SGDSB Community may suggest to the

- Chair of the Committee that a conflict of interest involving a Committee Member has occurred.
- 2) The Chair of the Committee shall immediately refer the matter to the Governance & Procedure Subcommittee as provided for herein.

**14.13 Annual Statements.** Each Member and Officer shall annually sign a statement, in the form included in this Constitution as Schedule 'E' "***Annual Conflict of Interest Statement***" which affirms that such person:

- 1) Has received a copy of the SGDSB PIC's Conflict of Interest Article XIV;
- 2) Has read and fully understands the obligations and requirements contained in Article XIV;
- 3) Has agreed to comply with the requirements of the Conflict of Interest Article XIV; and
- 4) Understands and acknowledges the sanctions and penalties which may be levied in the event that such person is found to have breached Article XIV, in whole or in part.

**14.14 Periodic Review.** This Conflict of Interest Article shall be reviewed every two (2) years by the Governance & Procedure Subcommittee, on or about the anniversary of the adoption of this Constitution and Bylaws. The Governance & Procedure Subcommittee shall consider whether and how the Article should be revised or amended to better meet its objectives, and the Governance & Procedure Subcommittee shall report to the full Committee on any recommended revisions or amendments.

## Article XV

### Dispute Resolution Protocol

**15.0** [Per Ontario Regulation 612/00 Subsection 43 (b) (viii)] This Article establishes a dispute resolution process, consistent with SGDSB policy, for disputes between and among Committee Members. The Committee recognizes that conflict does not have to be negative. It is the Committee's intention to resolve disputes collaboratively, in a spirit of mutual trust and respect. Successful dispute resolution relies on:

- (a) the ability of the Presiding Officer to facilitate the discussion so that all Members have an opportunity to have their concerns addressed in a constructive manner, and
- (b) the Members' willingness to participate in order to resolve the issue.

**15.1** Each Committee Member shall be given an opportunity to express his or her concern or opinion about the issue at dispute and how the dispute has affected the Member.

**15.2** Speakers to an issue shall maintain a calm and respectful tone at all times. Speakers shall be allowed to speak without interruption.

**15.3** The Presiding Officer'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 Presiding Officer shall seek to clarify preferences among all Members before proceeding further. Under the guidance of the Presiding Officer the Committee shall:

- i. Acknowledge the issue or problem.
- ii. Commit to finding a solution.
- iii. Develop a strategy to resolve the conflict.
- iv. Listen to each person's views without judgment.
- v. Attack the problem and not the person- avoid labelling the individual.
- vi. Allow each Committee Member to communicate their views.
- vii. Ask the others involved what their needs and concerns are.



- viii. Use active listening strategies.
- ix. Share needs and concerns with the entire group.
- x. Invite others to suggest ways to resolve the conflict.
- xi. Agree on a solution.
- xii. Follow-up to ensure the agreed-upon solution is implemented.

**15.4** If all attempts at resolving the dispute have been exhausted without success, the Presiding Officer may request the intervention of an independent third party, a superintendent, other senior administrator or SGDSB official, or another individual mutually agreed on by the parties involved in the dispute, to facilitate and assist in achieving a resolution to the conflict or dispute.

**15.5** Where the Presiding Officer has requested the removal of a Member or Members from a Meeting as a result of a dispute or conflict during a Meeting, the Presiding Officer shall request that the disputing Members of the Committee participate in a special meeting, the purpose of which will be to arrive at a mutually acceptable solution to the dispute. Such a meeting may be a private meeting, and shall not be construed as a regular Meeting of the Committee. Any solution reached at the meeting to resolve the dispute shall be documented in writing, signed and respected in full by all parties to the dispute.

## Article XVI

### Discipline, Suspension & Removal of Members

**16.0** This Article provides guidance and sets out the procedures to be followed and the discipline which may be imposed, when a Member is alleged to have committed a serious breach of this Constitution and Bylaws. Courts will generally not interfere in disciplinary proceedings when the organization has followed the provisions outlined in its Bylaws, and if those provisions are fair and impartial. However, when a Member is disciplined, suspended or removed from office without being afforded the rights accorded herein, courts may intervene and overturn the discipline, suspension or removal for failure to follow due process. Certain sample documents that may be useful for preparing notices to Members are incorporated in the Schedules to this Constitution and Bylaws.

**16.1** **Grounds for Action.** Any Member of the Committee, the TCDSB or the Toronto Community may allege, to the Chair of the Committee, that a breach of this Constitution or other serious behaviour or malfeasance on the part of a Member has occurred, which may require investigation, a formal hearing and if warranted, disciplinary action.

**16.2** **Referral to Subcommittee.** The Chair of the Committee shall immediately refer the matter to the Governance & Procedure Subcommittee which shall convene within fourteen (14) days and ensure that there are at least three (3) reasonably disinterested and impartial persons who are on the Subcommittee.

**16.3** **Formal Complaint Affidavit & Initial Investigation.** The Governance & Procedure Subcommittee shall conduct an initial investigation and shall obtain a sworn affidavit from the complainant as to the nature of the offence, such sworn affidavit shall be given under penalty of perjury.

**16.4** **Disciplinary Action Prior to Hearing.** There are *very few situations* that allow for disciplinary action of a Member without providing a hearing *prior* to the disciplinary action. The *limited circumstances* where disciplinary action may be imposed prior to a hearing are:

- 1) Assault of another Member.
- 2) Summary conviction of an indictable criminal offence.

- 3) A charge under the Criminal Code of Canada which may tarnish or cause irreparable harm to the public image of the Committee.

If a summary disciplinary action is imposed, the Chair of the Committee shall provide the affected Member written notice of the Member's right to request a hearing. If the affected Member requests a hearing in writing within **fourteen (14) days** of the date of the notice, the affected Member shall be provided a hearing pursuant to the provisions herein.

**16.5 Formal Hearing.** Under this Article formal hearings have certain requirements:

- 1) **Offer of Hearing:** The Governance & Procedure Subcommittee shall offer to hold a hearing within thirty (30) days of:
  - (i) the demand for a hearing by the affected Member, or
  - (ii) notification of completion of an initial investigation into the facts giving rise to the hearing (but should not be longer than **sixty (60) days** after receipt of demand for a hearing).
- 2) **Notice of Hearing:** The Governance & Procedure Subcommittee shall provide at least **seven (7) days** notice of the hearing to the affected Member.
- 3) **Disciplinary Action Remains in Effect:** Any existing summary disciplinary action remains in effect until the decision of the Governance & Procedure Subcommittee is rendered.
- 4) **Location:** The hearing must be in a location that is accessible to the affected Member and the Governance & Procedure Subcommittee.
- 5) **Hearing Requirements:** A fair hearing is required, including:
  - (i) Reasonable notice of the alleged breach, but any grounds supported by the evidence presented may be considered in reaching a decision;
  - (ii) Notice of the possible consequences of an adverse finding;
  - (iii) A reasonable opportunity must be afforded the affected Member to present his or her case and argument
  - (iv) the ability of the affected Member to have legal counsel present (provided that the Governance & Procedure Subcommittee may set the rules for such participation); and
  - (v) The appeal procedure when a decision is rendered.
- 6) **Hearing Rules:** The Governance & Procedure Subcommittee may decide the level of formality for the hearing, may hear any evidence it believes is relevant, may place limits on time, evidence and documentation, may have witnesses and/or written statements and may establish other hearing rules so long as the subject Member is treated with impartiality and fairness.
- 7) **Burden of Proof:** The Governance & Procedure Subcommittee must establish the facts and the violation of the Constitution or Bylaws by a preponderance of evidence (*i.e.*, more likely true than not true) and not the standard of "beyond all reasonable doubt".
- 8) **Decision Deadlines:** The Governance & Procedure Subcommittee must use reasonable efforts to render a decision within **five (5) business days** of the hearing, and prepare and deliver a written decision within **fifteen (15) business days** of the hearing.
- 9) **Decision Contents:** The written decision must contain:
  - (i) findings of material facts (*i.e.*, the Governance & Procedure Subcommittee finds that the following occurred:
  - (ii) conclusions (*i.e.*, based upon the facts above, the Governance & Procedure Subcommittee concludes that the Member violated the Constitution or demonstrated behaviour of a grievous and serious nature), and
  - (iii) the order of the Governance & Procedure Subcommittee (based upon the conclusions above, the Governance & Procedure Subcommittee hereby orders the following disciplinary action)

- 16.6 Appeals.** Any Member subject to disciplinary action may appeal that disciplinary action after the hearing or failure to have a hearing. The Appeal Authority for disciplinary action is the entire Committee. Appeals shall be handled pursuant to the following procedures:
- 1) The Member must provide a written Notice of Appeal to the Governance & Procedure Subcommittee and Appeal Authority within **ten (10) days** from receipt of the decision from the Governance & Procedure Subcommittee or the date of the failure to have a hearing, and if the Notice of Appeal is not delivered within the **ten (10) day** period, the disciplinary action is final.
  - 2) The Member must submit a Statement of Appeal, describing why the disciplinary action should be overruled or reversed, within **thirty (30) days** of the date of the decision appealed from. The Governance & Procedure Subcommittee shall have **twenty (20) days** from receipt of the Statement of Appeal to respond.
  - 3) The Appeal Authority may hold a hearing or may choose to consider the appeal on the written submission of the Member. The Appeal Authority may establish other hearing rules so long as the affected Member is treated in an impartial and fair manner.
  - 4) Only the evidence and theories explicitly presented to the Governance & Procedure Subcommittee may be presented or considered in appeal.
  - 5) The Appeal Authority must use every reasonable effort to decide the appeal within **ten (10) business days** from the submissions to it, but in no case shall the Appeal Authority take longer than **fifteen (15) business days**; and
  - 6) The Appeal Authority may affirm, reverse or modify (including increase or decrease) any decision as it deems proper under the circumstances.
- 16.7 Disciplinary Action Stands.** Any disciplinary action shall be in full force and effect until it expires or the Appeal Authority modifies it.
- 16.8 Reinstatement.** A Member suspended or removed from office may be reinstated if so determined by either the Governance & Procedure Subcommittee after its hearing, or by the Committee as Appeal Authority after consideration of the appeal.

## Article XVII

### Financial Matters

- 17.0 Fiscal Year.** The Fiscal Year of the Committee shall be the twelve (12) month period which begins **September 1** and ends the following **August 31**.
- 17.1 Remuneration.** [Pursuant to Ontario Regulation 612/00 Subsection 39 (1)] Members of the Committee and members of Subcommittees shall serve without remuneration for execution of their duties.
- 17.2 Reimbursement for Out-of-Pocket Expenses.** [Per Ontario Regulation 612/00 Subsection 39 (3)] In accordance with any SGDSB policy which may apply.

## Article XVIII

### Elections

- 18.0** [Per Ontario Regulation 612/00 Subsection 34 (1)] This Article governs elections of the Committee.

- 18.1 Qualification to Vote.** A person is qualified to vote in an election of Parent Members: Representatives of the Committee if he or she is a parent of a student who is enrolled in a SGDSB school for which the person shall cast a vote, as at the date of the election.
- 18.2 Annual Elections of Parent Member: Representatives.** Parent Member: Representative elections shall be held between **October 1st** and **October 10th** of each new school year. The date, time and location for Parent Member: Representative elections shall be fixed by the Chair of the Nominating & Elections Subcommittee in consultation with the Chair of the Committee and the SGDSB PIC.
- 18.3 Nomination of Candidates.** Each Parent seeking election must be nominated in writing no less than **ten (10) days** prior to the Election Date, and endorsed in writing by two (2) parents of students enrolled in any SGDSB school in which the Candidate proposes to seek election, as follows, either
- (a) self-nominated using the **“SGDSB Parent Involvement Committee Parent Self-Nomination Form”** (included in this document as Form 1) or
  - (b) nominated by any parent of a student enrolled in any SGDSB school using the **“SGDSB Parent Involvement Committee Parent Candidate Nomination Form”** (included in this document as Form 2). To be eligible, the Candidate must be the parent of a student registered and enrolled in any SGDSB school in, or the Candidate must reside in, in which the Candidate proposes to seek election, and the Candidate must declare if he or she is employed by the Board.
- 18.4 Election Day Nominations.** Candidate Parent Member: Ward Representatives may be nominated as outlined in Article 18.3, on the date of election, prior to the commencement of voting. All such Candidate Parent Member: Representatives so nominated must satisfy the requirements of Article 18.3, with the exception of the **ten (10) day** advance period.
- 18.5 Elections.** The election for Parent Member: Representative for a given community shall be held at a location, preferably a SGDSB school, within the community.
- 18.6 21-Day Notice of Elections.** The Chair of the Nominating & Elections Subcommittee shall, at least **twenty-one (21) days** before the date of the election of Parent Member: Representatives, give written notice of the date, time and location of each election to the SGDSB Community.
- 18.7 Parent Votes.** Each Parent of a student enrolled in a SGDSB school shall be entitled to one (1) vote for each vacant Parent Member: Representative position on the Committee (a) in the community in which the Parent ordinarily resides, and (b) in the community in which each Parent’s child’s SGDSB school is located.
- 18.8 Ballot Order.** The order of Candidate names on the ballot shall be decided by lot.
- 18.9 Scrutineers.** The Nominating & Elections Subcommittee together with the SGDSB Superintendent or SGDSB Superintendents for the community, shall ensure a fair and transparent election process.
- 18.10 Voting Process.** The casting of votes in all elections for Parent Member: Representatives of the Committee shall be by secret ballot.
- 18.11 Spoiled Ballots.** Casting more than the maximum number of votes permitted in the category shall constitute a spoiled ballot.

- 18.12 Acclamation.** If the number of candidates standing for election is less than or equal to the number of Parent Member: Representative positions provided for in Article 4.1 “Parent Members: “Representatives” which shall be no greater than two (2) in each Ward, the candidates standing for election shall be acclaimed and be deemed to have been elected to the position of Parent Member: Representative.
- 18.13 Tie.** If there is a tie for the final vacant Parent Member position on the Committee, the winner shall be decided by lot.
- 18.14 Election of Parent Members: At-Large and Appointment of Community Representatives.** Election of Parent Members: At-Large and appointments of Community Representatives to the Committee shall be by majority vote of the Members at a Meeting of the Committee.
- 18.15 Public Results.** Only the names of successful candidates shall be made public. A list of candidates and the vote results shall be kept on file by the Nominating & Elections Subcommittee for use by the Committee in the event that a vacancy occurs on the Committee.
- 18.16 Notification to Candidates.** All individuals standing for election shall be notified of the results before the results are released to the public or SGDSB Community.
- 18.17 Publication of Names of Committee Members.** The Committee shall help the SGDSB with SGDSB PIC ensure that the names of Committee Members are publicized to the SGDSB Community within **three (3) days** following the election.
- 18.18 Appeals.** Appeals related to the election process or the results shall be resolved by the Nominating & Elections Subcommittee. If the situation is not resolved to the satisfaction of any candidate, the SGDSB’s Director of Education and the Chair of the outgoing Committee shall jointly adjudicate the appeal.

## Article XIX

### Ratification and Amendment of Constitution & Bylaws

- 19.0 Ratification and Adoption of Constitution.** This Constitution, when ratified and adopted, shall govern the business and the conduct of the affairs of the SGDSB PIC. Such ratification and adoption shall occur upon the **two-thirds (2/3) vote** of SGDSB PIC voting Members present and voting at a Meeting at which the ratification and adoption of this Constitution is considered. Such ratification and adoption shall be evidenced by the signatures of Committee Members on the signature page of this document.
- 19.1 Counterparts.** This Constitution is executed and adopted in any number of counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument, binding upon the Committee and all its Members.
- 19.2 Effective Date.** This Constitution shall come into force on **September 1st, 2011** and shall govern and be binding on the Committee from that date forward, except as otherwise provided for herein.
- 19.3 Amendment of Constitution and Bylaws.** This Constitution and individual Bylaws may be amended by a **three-fourths (3/4) vote** of Committee voting Members present and voting at a Meeting at which the

amendment is scheduled for consideration, subject to the following: the proposed motion, including the text of the amendment and a brief statement of the rationale and purpose of the amendment shall first be provided.

- 19.4 Standing Rules.** The Committee may promulgate and pass Standing Rules to further govern its business and the conduct of its affairs. Such Standing Rules shall in no way abrogate, alter, amend, contravene or be in conflict with the provisions of this Constitution. Standing Rules may be adopted, amended or repealed by a **two-thirds (2/3) vote** of Committee voting Members present and voting at any Meeting, subject to the following: the proposed motion, including the text of the Standing Rule or amendment and a brief statement of the rationale and purpose of the Standing Rule or amendment shall first be provided.
- 19.7 Policy.** Such written policy as is necessary to define and carry out the intent of this Constitution, By laws, or related Standing Rules may be adopted by the Committee. Said policy may be amended by a majority vote of Committee Members present and voting during a properly called meeting of the Committee.
- 19.8 Transition & 'Grandfather' Rules.** Notwithstanding any provision contained herein, the Ward Representatives and Alternates in office as of the effective date and coming into force of this Constitution, shall be deemed to have been appointed as Parent Member: Representatives as of **September 1st, 2011** and shall hold office as provided for herein. Accordingly, the first elections shall take place in October 2012.

The undersigned, being the duly elected and appointed Members of the **SGDSB Parent Involvement Committee**, hereby affix our signatures in consent to the Articles contained herein. Executed in the SGDSB area, Province of Ontario, Canada and effective as of **September 1st, 2011**.

All Schools

All Schools

All Schools

All Schools

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## Schedule 'A'

## Form of PIC Meeting Agenda

## S.G.D.S.B. PARENT INVOLVEMENT COMMITTEE

## Meeting Agenda

Thursday, April 28, 2011

SGDSB Board Room 7:00 P.M.

AGENDA ITEMS		OWNER	TIME
1	Welcome, Call to Order, Roll Call, Declaration of Quorum	Chair	5min.
2	Adoption of Proposed Agenda	Chair / Vice-Chair	5min.
3	Review & Approval of Minutes of Prior PIC Meeting	Chair & Secretary	15 min.
4	Report from the Chair	Chair	10 min.
5	Financial Report from the Treasurer	Treasurer	5 min.
6	Unfinished (Old) Business & Matters Arising from the Minutes of Prior Meetings deferred or carried forward	Provide Details of Agenda Items	30 min.
7	Subcommittee Reports & Recommendations	Provide Details	15 min.
8	Reports from Parent Members Representatives: Representatives	Various	15 min.
9	Report from the Trustee Representative or Alternate		5 min.
10	Report from the Director of Education or Designate		5 min.
11	New Business and Motions Arising from Provide Details of Agenda Items requested by Members		30 min.
12	Announcements & Date, Time & Location of Next Meeting		5 min.
13	Adjournment		



## Form of Minutes of PIC Meeting

## Schedule 'B'

## SGDSB PARENT INVOLVEMENT COMMITTEE

## Minutes of a Meeting of the SGDSB PIC

Thursday, March 17, 2011

SGDSB Board room~ 7:00 P.M.

Meeting Time & Location:	7:10 PM to 10:15 PM	SGDSB, Board Office
Meeting Room		
Chair:	Wayne Gretzky	

Secretary:	Nelly Furtado	
Parent & Community Members Present:	Sun Tzu Reese Witherspoon	Brad Pitt  Nicole Kidman  Steven Spielberg  Bruce Lee
<b>Tom Cruise</b> <b>Lara Croft</b>  <b>James Bond</b> <b>Tom Hanks</b> <b>R2D2</b>  <b>Jet Li</b> PM-a-L #1 -		
Comm. Rep. 1 - <b>Darth Vader</b>	Comm. Rep. 2 -	
Other Members In	SGDSB Director of Education or Designate - <b>Helen Mirren</b>	
Attendance ( <i>ex officio and non-voting</i> ):	SGDSB Trustee Representative or Alternate - <b>Elvis Presley</b>	
	SGDSB Parent Engagement & CPIC Liaison -	

Apologies for Absence:	First Name Last Name First Name Last Name
Absent:	First Name Last Name, First Name Last Name
Guests and Public in	SGDSB Parent & Community Engagement -
Attendance:	SGDSB Trustee -
SGDSB Community Relations -	
SGDSB -	

**Several other guests present**

Next Meeting: <b>to be Confirmed</b>	<b>Thursday May 31, 2012</b>	<b>SGDSB @ 7:00 PM</b>	<b>Location</b>
<b>AGENDA ITEMS</b> <b>1&gt;Welcome,</b> <b>Call to Order,</b> <b>Roll Call,</b> <b>Declaration of Quorum</b>	<b>DISCUSSION &amp; DECISIONS</b>  The Chair welcomed everyone and called the meeting to order at <b>7:10 PM</b> .  After a Roll Call to determine Members present, the Chair declared that as quorum was confirmed the meeting was duly convened and legally constituted.		

## Schedule 'B' continued

## Form of Minutes of PIC Meeting

## SGDSB PARENT INVOLVMENT COMMITTEE

## Minutes of a Meeting SGDSB PIC

Thursday, March 17, 2011		~ SGDSB Board Room~	7:00 P.M.
<b>AGENDA ITEMSDISCUSSION&amp;DECISIONS</b>			
2	<b>Adoption of Proposed Agenda</b>	<p>After those present had an opportunity to read and review the proposed Agenda, and a call for additions was made, the following motion was proposed:</p> <p><b>YY/MM-##. MOVED THAT the proposed Agenda, including additions, be formally adopted as the Meeting Agenda.</b></p> <p>Moved: T. Cruise Second: J. Bond -</p> <p><b>Carried</b></p>	
3	<b>Review &amp; Approval of Minutes of Prior PIC Meetings</b>	<p>After those present had an opportunity to review the Minutes of the Meeting of March 10, 2011, and corrections were noted, the following motion was proposed:</p> <p><b>YY/MM-##. MOVED THAT the Minutes of the Meeting of March 10, 2011, including corrections, be formally approved and confirmed as the official record of proceedings.</b></p> <p>Moved: N. Kidman Second: S. Spielberg</p> <p><b>Carried</b></p>	
4	<b>Report from the Chair</b>		
5	<b>Financial Report from the Treasurer</b>		
6	<b>Unfinished (Old) Business &amp; Matters Arising from the Minutes of Prior Meetings</b>		
7	<b>Subcommittee Reports &amp; Recommendations</b>		
8	<b>Reports from Parent</b>		

## SGDSB PARENT INVOLVMENT COMMITTEE

### Minutes of a Meeting SGDSB PIC

Thursday, March 17, 2011	~ SGDSB Board Room~	7:00 P.M.
<b>AGENDA ITEMS</b>	<b>DISCUSSION &amp; DECISIONS</b>	
9 Report from the Trustee Representative or Alternate	Carried	
10 Report from the Director of Education or Designate		
11 New Business and Motions Arising Therefrom	There were no announcements.	
12 Announcements & Date, Time & Location of Next Meeting	The next meeting is on Thursday, April 28, 2011 at 7:00 PM at the Board Office.	
13 Adjournment	The Chair declared the meeting adjourned and Members rose at <b>10:15 PM</b> <b>YY/MM-##. MOVED THAT the meeting stand adjourned.</b> Moved: R. Witherspoon Second: L. Croft	
Respectfully submitted to the Members of PIC,  Wayne Gretzky, Chair Nelly Furtado, Secretary	<b>Approved</b>	
	By resolution of the assembly (YY/MM-##) on <Month> <Day>, 2011	

## Annual Report Template

### SGDSB PARENT INVOLVEMENT COMMITTEE ANNUAL REPORT

For the Academic Year Ending August [Year]

#### OPENING STATEMENT

Begin with a warm opening statement addressed to parents and the community, including an open invitation to attend all Committee meetings and events.

Dear SGDSB Parents and members of the SGDSB Community:

The Superior-Greenstone DSB Parent Involvement Committee had a very busy and engaging year.

As you are probably aware, the purpose of your Committee is to promote, support, encourage and enhance parent engagement and parent involvement in your child's or children's education to help improve their academic achievement and well-being.

We are first and foremost a parent-centric body. Our primary means of achieving our purpose and objectives is by providing information and advice on parent engagement and parent involvement to the SGDSB through the Director of Education and the chair of the Board of Trustees.

In addition, we work co-operatively with and support your school councils through the principals of SGDSB schools and the chairs and members of each committee to help the members develop skills and acquire knowledge to help them engage parents at the school level.

Finally, we directly undertake activities to help parents of students in SGDSB schools support their children's learning —whether at home or at school. We work to:

share effective practices to help engage

- ☐ parents, especially parents who may find engagement challenging, in their children's learning;
- ☐ identify and reduce barriers to parent engagement;
- ☐ help ensure that SGDSB schools create a welcoming environment for parents of its students.

All our meetings are open to the public to encourage communication from parents and other members of the SGDSB Community.

We wish to acknowledge the hard work, dedication and commitment of the many individuals who volunteer their time to contribute to the success of the Committee over the past year. Special thanks are due to the following Members of the Committee: [provide list].

#### COMMITTEE MEMBERS

An election for the Parent Member: Representatives was held on *(date)*

The following parents were elected or acclaimed *(list names)*.

The following Parent Members were elected by the Representatives

The Community Representative(s) (names) were appointed by the Committee

COMMITTEE MEETINGS

The Committee meets times during the fiscal year.

Meetings were held on the following dates

Minutes of meetings held and financial records are available for public inspection at the SGDSB's offices at 12 Hemlo Drive in Marathon. In addition Minutes are posted on the SGDSB website.

SUBCOMMITTEES & PROJECTS

Major accomplishments of the Committee in [insert year] included the following: [insert list].

The following Subcommittees were established by the Committee:

(Example) Governance & Procedure Subcommittee

Members of the Governance & Procedure Subcommittee were appointed on *(date)*

The members of the Governance & Procedure Subcommittee are: *(names)*

The Governance & Procedure Subcommittee worked on

This resulted in \_\_\_\_\_ on

(Example) Nominating & Elections Subcommittee

Members of the Nominating and Elections Subcommittee were appointed on *(date)*

The members of the Nominating and Elections Subcommittee are: *(names)*

The Nominating and Elections Subcommittee was responsible for

This resulted in \_\_\_\_\_ on

The following projects were undertaken during the fiscal year:

FINANCIAL REPORT

We attach the following Annual Financial Statements for your further information:

Statement of Financial Position ☐

Statement of Operations ☐

Statement of Changes in Net Assets Cash Flows ☐

SUMMARY / OTHER

Finally, we would like to wish the best of luck to candidates who will stand in the October [insert year]

Parent Member: Representatives elections. Issues that we foresee as being important matters for the consideration of the new Committee following the October [insert year] elections include [insert list].

Sincerely yours,

[insert the name of the Chair or co-Chair]

Chair

[insert date]

CC: Director of Education, Superior-Greenstone District School Board  
Chair of the Board of Trustees, Superior-Greenstone District School Board

Schedule ‘E’

Annual Conflict of Interest Statement

S.G.D.S.B. PARENT INVOLVMENT COMMITTEE  
ANNUAL MEMBER & OFFICER ACKNOWLEDGEMENT

In accordance with the requirements of Articles 14.8 and 14.13 of the Constitution & Bylaws of the **SGDSB Parent Involvement Committee**,

I \_\_\_\_\_ hereby affirm that I:  
*(Name of Member or Officer)*

- 1) Have received a copy of the SGDSB PIC’s Conflict of Interest Article XIV;
- 2) Have read and fully understand the obligations and requirements contained in Article XIV; and
- 3) Have agreed to comply with the requirements of the Conflict of Interest Article XIV.

I further affirm that I understand and acknowledge the sanctions and penalties which may be levied in the event that I am found to have breached the Article, in whole or in part.

The specific business and other affiliations which I have which may relate in any way to the business and other affiliations of the SGDSB PIC are:

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\_\_\_\_\_  
Signature of Member or Officer    Date (YYYY-MM-DD)

## Election Forms

☐ I wish to declare **my candidacy** for an elected position as a **Parent Member** on the **Superior-Greenstone District School Board - Parent Involvement Committee.**

Date (YYYY-MM-DD)

You will be notified when your nomination has been received.



**[Form 2]**

**SGDSB PARENT INVOLVEMENT COMMITTEE**  
**PARENT CANDIDATE NOMINATION FORM**

☐ I wish to nominate \_\_\_\_\_ for an elected position as a **Parent Member**: on the

**Superior-Greenstone District School Board - Parent Involvement Committee.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Home phone: \_\_\_\_\_ Business phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

The above nominated candidate is the Parent/Guardian of \_\_\_\_\_, who is  
*(name of student)*  
 is currently registered at \_\_\_\_\_  
*(name of school)*

The school is in: \_\_\_\_\_ ☐ This Is ☐ Is Not in the noted above.

The person I have nominated is an employee of the SGDSB ☐ Yes ☐ No

\_\_\_\_\_  
 Nominator's Signature

\_\_\_\_\_  
 Date (YYYY-MM-DD)

**Endorsement by a second Parent / Guardian**

I am the Parent/Guardian of \_\_\_\_\_ currently enrolled in  
*(name of student)*

\_\_\_\_\_  
*(name of school)*

I endorse the Candidate's nomination:

\_\_\_\_\_  
 Endorser's Signature

\_\_\_\_\_  
 Date (YYYY-MM-DD)

The Candidate will be notified when your nomination has been received.

**[Form 3]**

**SGDSB PARENT INVOLVEMENT COMMITTEE NOMINATION FORM RECEIPT**

The Nomination Form for Parent Member: Representative on the **SGDSB Parent Involvement Committee**.

\_\_\_\_\_, at \_\_\_\_\_.  
*(Parent Candidate Nominee's name)* *(Name of school)*

has been received by:

\_\_\_\_\_, Chair,  
Nominating & Elections Subcommittee (Print Name)

\_\_\_\_\_, Signature

\_\_\_\_\_  
Date (YYYY-MM-DD)

[Form 4]

## SGDSB PARENT INVOLVEMENT COMMITTEE ELECTION BALLOT

Election Date: \_\_\_\_\_

Position: Parent Member: Representative

Vote for no more than 2 candidates on this ballot.

Place an **X** in the box before the name(s) of the candidate(s) of your choice.

Note that persons whose names are marked with an asterisk (\*) are employees of the SGDSB.

[illegible]

## Appendices

## Appendix 'A'

### Guidelines & Tips on Minutes for PIC Meetings

It is easy to fall back on the 'we've always done it this way' route and produce minutes which are full of technical terms, jargon, clichés, and are overly verbose - reading like something from the 1950s. We are now in the 21st century and need brief, clear and effective Minutes that quickly and accurately enable people to become informed. These guidelines and tips should result in just that: Minutes that effectively communicate, and that don't require re-reading two or three times to deduce what transpired at the Meeting or proceeding.

### Skills Required for Taking Minutes

- 1) **Being Good at Taking Notes.** Have your own prepared system for taking quick notes which include a set of abbreviations. You don't need to write perfect English in the notes of the Meeting. Prepare your abbreviations in advance of the Meeting. Make sure you work out how you will differentiate between people with the same initials before you start taking notes.
- 2) **Good Mastery of English.** This is very important so that people can understand your Minutes and to reflect a professional image.
- 3) **Good Vocabulary.** You need a good general vocabulary and an understanding of any technical terms, jargon and abbreviations which may be used in the Meeting. Use a thesaurus to vary the words you use in your Minutes.
- 4) **Active Listening Skills.** This is typically the first skill that people think of as the most difficult.
- 5) **What to Record.** A sense of what you should and shouldn't record is a skill that takes time to develop.
- 6) **Word Processing Skills.** If you regularly minute the same type of meeting, use a word processing template. If possible, then use a laptop to type your notes directly into your Minute template - but remember **you are not writing your Minutes in the Meeting, you are just taking notes.**
- 7) **Summarizing Skills.** After the Meeting, you need to write a summary based on the notes you have taken.
- 8) **Knowledge of How to Use Reported Speech.** You may occasionally have to report what people say in your Minutes and, if so, reported speech should be used. By using excellent summarizing skills you can avoid 'he said, she said' scenarios.
- 9) **Proofreading Skills.** It is very important to check your Minutes after they have been typed. Print the Minutes and proofread from the printed page.

### Ten Tips for Note Taking

Here are some tips for taking notes and being prepared beforehand:

1. **Read the previous Minutes.** You may have typed them, but it could have been a month ago, or even 3 months ago. A quick look through them will remind you of what happened at the last Meeting and help you understand the Meeting. If it's your first time minuting this type of Meeting then this is a good initial way to get yourself informed.

2. **Read any Papers That are to be Distributed.** Yes, this takes time and you are very busy; however, just a quick skim of the documents could save you stress and a lot of time in the long run - it's worth it. You will at least get an idea of what is being discussed and you will also be able to see what words may come up and find out what they mean, how they are spelt and how you may abbreviate them.
3. **'Eyes and ears'.** What you do to learn your role - keeping your eyes and ears open and picking up on things that may come up in Meetings. Read emails, notices, listen to conversations, etc.
4. **Review the Agenda.** Reviewing the Agenda in advance will allow you to know what topics are due to be discussed and will help with your note taking.
5. **Note Taking is Not Dictation.** Dictation is when someone dictates a note and you type it in full, word for word. Note taking is about listening and then jotting down key words that will remind you of what happened. This becomes easier as you gain more experience.
6. **Don't Jump in Right Away.** Don't start writing the moment people start speaking, otherwise you will end up writing a lot of words you don't need, which will only cause you to fall behind. That leads to panic. Wait a few minutes until you get the gist of the conversation and then write down the words that will remind you of what was said.
7. **Leave out Small Words (e.g. a, the, in, etc.) if The Meaning is Clear.** Good English skills matter less in note taking; you don't need to write your notes in beautifully constructed sentences with perfect spelling - do that when you type up your Minutes. Remember, in the Meeting you are taking notes; you write your Minutes *after* the Meeting. So full sentences are not needed here and leave out any unnecessary small words (don't leave out 'not', that's usually pretty important!).
8. **Use Contractions, Abbreviations and Initials.** Develop your own shorthand for often used words and phrases. Learn a speed writing system if you don't already know shorthand; this will give you a structure for your quick writing. If you make up abbreviations during the meeting you probably won't be able to read them back afterwards.
9. **Review and Type up Your Notes as Quickly as Possible After the Meeting.** The sooner you type up the notes, the quicker you will finish them. Every day you leave them makes them more difficult to transcribe as your memory of the meeting fades - not good time management. If you're very busy don't try and do your Minutes all in one go; just make a start and keep coming back to them.
10. **Don't Try to Write Minutes During The Meeting. One of the main reasons people get in a panic in Minute taking is because they try to write their Minutes in the Meeting and this is not possible.** They are trying to do two jobs at once!

## A Good Vocabulary

You should have a variety of words available that you can use so that you are not always repeating the same ones (such as he said, she said, then she said).

### Words that could be Used in Minute Taking

The following groups of words cannot be used as synonyms, but may be useful as alternatives to avoid repetition.

added	acknowledged	clarified
commented	advised	defined
confirmed	described	demonstrated
declared	drew attention to	emphasized
established	explained	illustrated
pointed out	highlighted	indicated
reported	outlined	informed
said	reported	pointed out
stated	suggested	raised
verified	understood	recalled
were reminded that		
hoped	advantages of	dangers
intended	benefits of	disadvantages
meant	merits of	drawbacks
planned	value of	problems
proposed	worth	uncertainty
alternatives	anxious	approved
choices	apprehensive	concluded
opportunity	concerned	decided
options	troubled	determined
preferences	uneasy	resolved
worried		
disagreed	agreed	chance
disputed	concurred	likelihood
not the case	possibility	
potential		
probability		
prospect of		
analyzed	challenge of	chose
considered	existence of	named
debated	issue of	opted
deliberated	problem of	picked
discussed	question of	preferred
examined	reality of	selected
topic of		

- ☐ discussed the problems with the existence of challenges in the extent of issues in the probability of issues in
- ☐ the potential for problems with the possibility of challenges with no action necessary deferred to [date]
- ☐ no consensus reached referred to [subcommittee / person]
- ☐ no decision taken

Always use a thesaurus to check that you are not altering the meaning of the text. A good online thesaurus is [www.thesaurus.com](http://www.thesaurus.com).

## Nine Tips to Summarizing: Actually 'Writing' The Minutes

What is summarizing? It is writing concise Minutes, and what you do write, you write in as short a way as possible.

1. **Don't Include Examples or Descriptions Used Simply to Illustrate a Particular Point.** When people speak they make a point and then usually give examples to illustrate that point. For the Minutes you only need the key point.
2. **Arrange Information Into a Logical Order.** The Minutes should always be written **in the same order as the final, adopted Agenda**, even if the Meeting actually happened in a different order. Also, within each agenda point, people will go in all directions with the discussion. Your notes may be in no particular order. When you come to type the Minutes you should ensure your notes are well structured and logical. No one wants a rehash of the whole meeting. And remember, you are not summarizing in the Meeting, you are taking notes in the Meeting and summarizing afterwards. If you have any doubt as to whether something should be included, just put it in your notes and decide later when you're calmer and have more time to think. (As noted above, note taking is not dictation).
3. **Notes ≠ Minutes.** Just because it's in the notes of the Meeting, doesn't mean it has to go into the Minutes. If in doubt, ask yourself if it aids to the understanding of what transpired at the Meeting, or just digs into "the weeds". Read this guide to see if it's in keeping with the suggested "best practice."
4. **Do Not Write in Note Form - Use Proper Sentences.** Bullet points are acceptable, however, write in full sentences, as this is what gives your Minutes clarity - and elegance.
5. **Avoid Repetition.** Try not to use the same phrase more than once. Often, in a meeting, people will say things 3 or 4 times, usually using different words. You may have some points in your notes more than once. When you come to write the Minutes, make sure the point is only stated once.
6. **Keep to The Facts - Don't Include Your or Anyone Else's Opinion.** Be careful of how you phrase what occurred. Words can give away your or others' opinions - stick to the facts. Don't write there was "a heated debate" or a "spirited exchange" as this is subject to interpretation. Instead state "Members discussed for 5 minutes . . ." or "Members debated for 5 minutes on . . ." and leave the editorial opinions out.
7. **Check Grammar, Spelling and Punctuation.** This goes without saying that you should use good grammar and the built-in spell check in your word processor.
8. **Don't Go Through The 'Process'.** This is what typically makes Minutes extremely long-winded, verbose, and sadly, boring. For example: *'The Chair said he needed a volunteer to get estimates for the new business cards for everyone. He asked the Communications Director to do this. The*



*Communications Director said that she would do this. The Chair said he needed them for the next Meeting. The Communications Director said she would arrange this.'* This is more succinctly stated as: *'The Communications Director agreed to obtain estimates for the new business cards for discussion at the next Meeting.'*

9. **Remember: Completeness, Clarity and Succinctness.** People are overloaded with information and appreciate Minutes which are complete, clear and succinct to read.

## Proofreading Tips

Often we are so busy that little time is spent on checking work. However, just taking a few minutes to both check and proofread what you have typed, can save you so much time in the long run - and possibly embarrassment.

Here are some tips for checking the content of your minutes:

- ☐ Good layout and presentation
- ☐ Day, date, time, venue; same info for next meeting, etc.
- ☐ Attendees
- ☐ Logical order
- ☐ Key points only (no examples)
- ☐ Facts (no opinions!)
- ☐ Clear and concise
- ☐ Short and simple sentences
- ☐ No superfluous information
- ☐ Decisions taken by assembly - motions, mover, seconder, result of vote ☐ Papers discussed
- ☐ Varied vocabulary and no repetition
- ☐ Try to leave at least a couple of hours between checking and proofreading your work as it will help you find errors. Here is a checklist for proofreading your minutes (looking for typos):
- ☐ Check on the screen before you print out, but **ALWAYS** check again from the printed version
- ☐ Don't just check the text, remember headings, and the layout too
- ☐ Are there any missing words?
- ☐ Read 'out loud' to slow you down and catch errors that only the ears can pick up
- ☐ Don't rely only on spell check - use a dictionary and thesaurus too
- ☐ Full sentences, periods, capital letters
- ☐ Correct grammar, spelling and punctuation
- ☐ Past tense, 3rd person, reported speech

Three other things to check when you are proofreading is that you use past tense, third person and reported speech.

## Past Tense

Minutes should always be written in the past tense. You are reporting on what happened in the Meeting, not on what the situation is presently. An exception to this would be actions, where you may use the future tense. Try and avoid the very clumsy and inelegant use of 'to do something' in actions. For example, "Mr. Jones to send an email." It's the same number of words to say "Mr. Jones will send an email" or "Mr. Jones offered to send an email." As well as being grammatically correct, it is also much easier to read.

### Third Person

Formal Minutes should always be written in the third person. That is using he, she or it, or Mr. Jones, or the Personnel Director. Third person plural is they or the Members of the Committee. In formal Minutes you never use I, we, you, me, my, us, our or your. Here are two examples:

**Poor:** It was agreed that, as an organization, we did not have a very good policy on health and safety. **Better:** It was agreed that the organization did not have a very good policy on health and safety.

### Reported Speech

"I agree," said the Chair - is an example of quoted or direct speech. This should never be used in formal Minutes. We do not quote participants in a Meeting, but we should report what they say, which is 'reported speech.' For example: "The Chair stated that he agreed" or more simply "The Chair agreed."

### The Most Common Errors Secretaries Make in Keeping Minutes

- ☐ Failure to record legally significant facts, such as the name of the organization, the date of the meeting, the presence of a quorum, the name of the person presiding, and the name of the person serving as secretary
- ☐ Failure to record the names of those present
- ☐ Failure to record motions that were lost. Note that motions which did not receive a second were never before the assembly and are therefore not recorded in the Minutes
- ☐ Recording motions that were withdrawn before they were stated by the presiding officer
- ☐ Recording comments made in debate
- ☐ Recording in a manner that reflects personal bias or the opinions of the secretary
- ☐ Failure to record votes that should be recorded
- ☐ Failure to record motions adopted by general consent
- ☐ Failure to record previous notices of matters to be brought up at the next meeting
- ☐ Failure to record important points of order
- ☐ Failure to record appeals from decisions of the Chair and action taken on them
- ☐ Failure to record the time of adjournment
- ☐ Failure to sign the corrected and confirmed copy of the Minutes of each meeting

## Appendix 'B'

## Cross Reference of Constitution Articles to Ontario Regulation 612/00

Section #	Description / Title	Article #
1	<b>Interpretation</b>	
1	meeting”; “parent”; “parent member”3.7,	3.10, 3.11
27	<b>Purpose</b>	
27(1)	The purpose of a PIC is to support, encourage and enhance parent engagement at the board level in order to improve student achievement and well-being.	2.0
27(2)	A PIC 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.	2.1
28	A PIC 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 PIC 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.	2.2
29	Continuation	
29(1)	A PIC established by a board before September 1, 2010 is continued.	Not needed
29(2)	A board established before September 1, 2010 that has not established a PIC before September 1, 2010 shall, before January 31, 2011, establish a PIC in accordance with section 32.	N/A
29(3)	A board established on or after September 1, 2010 shall, before October 1 of the N/A school year following the calendar year in which the board’s members are first elected, establish a PIC in accordance with section 32.	
29(4)	Despite the definition of “parent member” in section 1, (a) parent member in respect of a PIC established before September 1, 2010, beforeOK	

Section #	Description / Title	Article #
29(4)	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 PIC 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.	N/A
30	Composition of Committees, Transition	
30(1)	A parent involvement committee established or continued under subsection 29 (1) or 19.3 (2) shall, before October 1, 2011, establish the by-laws required by clause 43 (b).	
30(2)	A PIC 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.	18.17 Article V
31	PIC established under 29 (3)	Inapplicable
31(1)		
32	PIC established under 29 (2) or 29 (3)	Inapplicable
33	Composition of Committees, General	
33(1)	PIC 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.	4.1, 4.2 4.5 4.6 4.4
33(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.	No No No No 4.7
33(3)	A PIC 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.	Article 18
33(4)	In specifying the number of parent members to be appointed or elected to a PIC in its by-laws, the committee shall ensure that parent members constitute a majority of the members of the committee.	4.1, 4.2, 4.3
33(5)	The term of office of the member of the board appointed under paragraph 3 of subsection (1) shall be determined by the board.	4.5
33(6)	Community representatives appointed to a PIC shall not be members or employees of the board.	4.4
33(7)	The board shall make any appointments under subsection (2) before November 15 of the school year and before the first meeting of the PIC in the school year.	
33(8)	An appointment to a PIC under subsection (2) is of no effect unless the person agrees to the appointment.	N/A
34	Parent Members	
34(1)	Parent members shall be appointed or elected to a PIC under section 33, in accordance with the by-laws of the committee.	Article XVIII
34(2)	A person is qualified to be appointed or elected under section 33 as a parent member	4.1, 18.3

Section #	Description / Title	Article #
34(2)	of a PIC if he or she is a parent.	
34(3)	A person is qualified to be appointed or elected under section 33 as a parent member of a PIC of a board if he or she is employed by the board.	18.3
34(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.	4.1
35	<b>Vacancies</b>	
35(1)	A board shall ensure that vacancies in parent member positions on its parent involvement committee are advertised through a variety of methods.	
35(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;	8.9 (iii)
	(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 PIC does not prevent the committee from exercising its authority.	6.7
37	<b>Term of Office</b>	
37(1)	The term of office of some of the parent members of a PIC 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.	5.1, 5.2
37(2)	A member of a PIC may be reappointed or re-elected to the committee for more than one term unless otherwise provided in the by-laws of the committee.	5.3
38	<b>Officers</b>	
38(1)	A PIC shall have a chair or, if the by -laws of the committee so provide, co-chairs.	7.1, 7.7, 7.8
38(2)	The chair or co -chairs of a PIC 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.	7.2, 7.4
38(3)	Only parent members with a two-year term are eligible to be elected to the position of chair or co-chair.	7.2
38(4)	An individual may not serve more than two consecutive terms as chair or co -chair of a PIC.	7.4
38(5)	An individual who has served one term or two consecutive terms as chair or co-chair of a PIC 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.	7.4
38(6)	The chair or co -chairs of a PIC shall act as spokespersons for the committee in communicating with the director of education of the board and the board.	7.7
38(7)	A PIC may have such other officers as are provided for in the by-laws of the committee.	7.1
38(8)	A vacancy in the office of chair, co-chair or any office provided for in the by-laws of a PIC, shall be filled in accordance with the by-laws of the committee.	7.3
39	<b>Remuneration</b>	
39(1)	A person shall not receive any remuneration for serving as a member of a PIC.	17.1
39(2)	Subsection (1) does not preclude payment of an honorarium under section 191 of the	Trustee \$\$

Section #	Description / Title	Article #
39(3)	Act that takes into account the attendance of a board member at a PIC meeting. A board <b>shall</b> establish policies respecting the reimbursement of members of its PIC for expenses incurred as members of the committee.	
39(4)	A board <b>shall</b> reimburse members of its PIC for expenses incurred as members of the committee in accordance with the policies referred to in subsection (3).	
40	<b>Meetings</b>	
40(1)	A PIC shall meet at least four times in each school year.	9.5
40(2)	A meeting of a PIC <u>cannot be held</u> 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.	11.2 11.1 11.1
40(3)	The board shall make available to its PIC the facilities that <b><u>the board considers necessary for the proper functioning of the committee</u></b> , and shall make reasonable efforts to enable members to participate fully in meetings of the committee by\ electronic means.	
40(4)	A member of a PIC who participates in a meeting through electronic means shall be deemed to be present at the meeting.	3.6
40(5)	All meetings of a PIC shall be open to the public and shall be held at a location that is accessible to the public.	9.0, 8.12
40(6)	The chair or co -chairs of a PIC 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	9.7, 9.8 8.13
40(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.	N/A
41	<b>Subcommittees</b>	
41(1)	A PIC <b>may</b> establish subcommittees to make recommendations to the PIC.	8.1, 8.2
41(2)	A subcommittee of a PIC must include at least one parent member of the PIC.	8.4
41(3)	A subcommittee of a PIC may include persons who are not members of the PIC.	8.4
41(4)	Subsections 40 (3) to (7) apply, with necessary modifications, to subcommittees of a PIC.	See 8.xx Above
42	<b>Voting</b>	
42	When a PIC votes on a matter, only parent members and community representative members are entitled to vote.	4.5, 4.6 4.7, 10.4
43	<b>By-Laws</b>	
43	A PIC, (a) <b>may</b> make by-laws governing the conduct of the committee's affairs; and Constitution	

Section #	Description / Title	Article #
	(b) <b>shall</b> 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,	4.1, 4.2
	(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,	4.4
	(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,	7.3
	(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,	5.1, 5.2
	(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,	4.7\
	(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),	5.2
	(vii) establishing rules respecting conflicts of interest of the members of the parent involvement committee, and	Article XIV
	(viii) establishing a process for resolving conflicts internal to the committee, consistent with any conflict resolution policies of the board.	Article XV
44	<b>Minutes &amp; Financial Records</b>	
44(1)	A PIC shall keep minutes of all of its meetings and records of all of its financial transactions.	Article XII
44(2)	A PIC 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.	
44(3)	The minutes of a PIC of a board shall be	
	(a) posted on the website of the board that established the committee; and	12.2
	(b) sent electronically to the chair or co-chairs of the school council of each school of the board that established the committee.	12.3
44(4)	The minutes of a PIC'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	7.7 v 12.4
44(5)	Minutes posted on the website of the board shall remain on the website for four years	7.7 vii

Section #	Description / Title	Article
45	<b>Incorporation</b>	
45	A PIC <b>shall not</b> be incorporated	Not needed
46	<b>Delegation by The Director of Education and The Board Member</b>	
46(1)	The director of education of a board may:	4.5
	a) delegate any powers or duties as a member of the PIC to a supervisory officer employed by the board; and	
	b) designate a supervisory officer of the board to attend a meeting of the PIC in his or her place	
46(2)	The member of a board who sits on a PIC may:	4.6
	a) delegate any powers or duties as a member of the PIC to another member of the board; and	
	b) designate a member of the board to attend the meetings of the PIC in his or her place	
47	<b>Consultation by Board</b>	
47(1)	Board may solicit and take into consideration the advice of its PIC with regard to matters that relate to improving student achievement and well-being	
47(2)	The board shall inform the PIC of its response to advice provided in 47 (1)	
48	<b>Consultation by Ministry (of Education)</b>	
48	The Ministry may solicit and take into consideration the advice of PICs with regard to matters that relate to improving student achievement and well-being	N/A
49	<b>Consultation by Parent Involvement Committees</b>	
49(1)	A PIC may solicit and take into consideration the advice of parents with regard to matters under consideration by the committee	2.3
50	<b>Summary of Activities</b>	
50(1)	A PIC of a board shall annually submit a written summary of its activities to the chair of the board and to the board's director of education	7.7 xiii
50(2)	The summary of activities shall include a report on how funding, if any, provided under the <i>Education Act</i> for parent involvement described in section 27 and clauses 28 (a) to (d), was spent.	7.7 xiii
50(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.	



## Parliamentary Procedure & Rules of Order

## Addendum 'A'

### Parliamentary Procedure Guidelines

Parliamentary procedure is simple in principle. It is based largely on common sense and courtesy. It appears technical because it has a special vocabulary for discussing it. If one knows the vocabulary, the rules come easily. For this reason, a glossary of terms is included and should be referred to as needed. A familiarity and knowledge of basic Parliamentary procedure and terms leads to more orderly, fair and effective discussions which results in more efficient and productive meetings. Although Parliamentary procedure contains rules to help transact business, they do not solve every human problem. On all matters dealing with the decision-making process, the Committee's simplified rules of order, as contained in this document, apply.

**Motions: Types.** In the *PIC Parliamentary Procedure Reference Chart* (3 pages) in Addendum 'A' we have outlined the types of motions, including the main motion. In order of precedence they are:

- ☐ **Privileged Motions.** These are the most urgent. They are considered special or very important.
- ☐ **Subsidiary Motions.** These typically apply to the main motion and can modify or affect it.
- ☐ **The Main Motion.** This is the subject or business under discussion.
- ☐ **Restorative Motions.** These bring a motion, resolution or order back for consideration.
- ☐ **Incidental Motions (including Requests or Demands).** Requests or demands do not require recognition by the Presiding Officer. Incidental Motions are similar to Subsidiary Motions in that they apply to the Main Motion but are *incidental* to it.

**Motions: Characteristics.** In Addendum 'A' *PIC Parliamentary Procedure Reference Chart* (3 pages) we detail the characteristics of motions, they are:

- ☐ **Is it In or Out of Order.** Your motion must relate to the business at hand, and be presented at the right time. It must not be obstructive, frivolous or against the Committee's Bylaws.
- ☐ **May the speaking Member be Interrupted.** Some motions are so important that the Member speaking may be interrupted to make them. The Member who was speaking regains the floor after the interruption has been attended to.
- ☐ **Must You Be Recognized by the Presiding Officer.** Almost always, yes. Failure to be recognized by the Presiding Officer before speaking is the fast track way to being ruled "out of order." Habitually failing to be recognized by the Presiding Officer before speaking can have you declared disruptive and cause your removal from the Meeting or proceeding.
- ☐ **Does The Motion Require a Second.** Usually, yes. A second indicates another Member would like to consider your motion. It prevents spending time on an issue which interests only one individual.
- ☐ **Is it Debatable.** Parliamentary procedure guards the right to free and full debate and dissent on most motions. However, some subsidiary, most privileged and almost all incidental motions are *not* debatable.
- ☐ **Can it Be Amended.** Some motions can be altered by striking out one or more words, inserting one or more words, or both at once. Amendments *must* relate to the subject as presented in the main motion. As such, negating the motion by the insertion of "not" for example, is strictly prohibited.
- ☐ **What Vote Is Needed to Pass.** Most motions require only a simple majority vote for passage or "to carry." The major exception to this relates to motions concerning the rights of the assembly or individual Members, in which case a two-thirds (2/3) vote is required for adoption.

- **Can The Motion, Resolution or Order be Reconsidered.** Once a main motion is passed it becomes a Decision, Resolution or Order of the assembly. Some motions, and some resolutions and orders can be debated again and re-voted to give members a chance to change their minds . In some cases the motion to reconsider must come from the side which lost the main motion, in many cases either side -winning or losing - may make a case for reconsideration.

### General Procedure

Here is an outline of how a proposal might move forward in a meeting.

1. **First Obtain The Floor:** You must indicate that you wish to make a new motion which is unrelated to the motion under debate. After the current matter has been dealt with, and you are recognized by the Presiding Officer, it is customary to rise and address the Presiding Officer as follows:  
*"Mr. Chair."*  
 The Presiding Officer will respond and include your name in one of the following forms:  
*"Mr. Smith, you have the floor."*  
 or  
*"The Chair recognizes Mr. Smith."*  
 or  
*"Mr. Smith, please continue."*
2. **Clearly State Your Motion:** Discussion should not occur without some purpose (unless a motion to consider informally has been properly moved, seconded, debated and passed), and must begin with someone's suggestion that the Committee do something. That "suggestion" is a motion, which must be proposed (moved), seconded, debated, and put to a vote. The Presiding Officer or any Member may ask that the Member proposing the motion write down the motion before it is debated or acted on. The Presiding Officer may assist the mover if clarity in the wording is needed. Each motion should deal with only one matter or idea. The Presiding Officer or a Member may ask that a motion be rephrased or rewritten if it deals with two or more matters. Speak clearly and concisely and state the motion in the affirmative. It is always best to avoid personalities and to stay on topic. Here is an example:  
*"I move that the Committee donate \$200 to Save the Owls, Inc."*
3. **Each Motion Must Have a Second:** If at least one other person wants to discuss the item, that person can "second" the motion and discussion can proceed. If another Member in the Committee is interested in saving owls and wants to discuss this topic the Member should say:  
*"I second the motion."*  
 If no one else is interested in discussing the topic then the motion dies for lack of a second. No second means no discussion, no vote and no record in the Minutes.
4. **The Presiding Officer Restates The Motion To The Assembly:** Once the motion has received a second, it properly becomes the property and business of the assembly. It cannot now be changed without the consent of the assembly. The Presiding Officer states:  
*"It is moved and seconded that . . ."*
5. **One Motion at a Time:** If a motion is properly made and seconded, and is before the assembly for consideration, no new motion may be made. The assembly must decide on that motion before it can deal with any other matter. This helps keep the discussion focused. There is one exception to this rule

6. **With Few Exceptions A Motion May be Amended:** If any Member wishes to add or delete something from the original motion, the Member may suggest it by proposing an amendment. Votes on the amendment, unless offered and accepted by the mover as a “friendly” amendment, in which case no vote on the amendment is necessary, must be taken before the main motion is voted on as amended. The amendment cannot change the intention of the original motion. So, for example you cannot move to amend by adding the word “no” in front of the effective clause of the motion. No more than one amendment to a motion is permitted at one time up to a maximum of two (2) amendments to the main motion. Amendments to the amendment are permissible as a sub-amendment or second degree amendment. Here is an example:

*“I move to amend the amount of the donation to \$100.”*

or

*“I move to amend the motion by changing the amount of the donation to \$100.”*

Which in order to be valid requires another Member to state:

*“I second the amendment.”*

The motion to amend is now treated like any other motion. It must be discussed and decided before any other matter can be discussed, including the original motion. Motions to amend can be tricky because the amendment is separate from the original motion. For example, the assembly votes on the amendment to change the amount of the proposed donation, but not whether to actually **make** the donation. That decision comes in a separate vote after all proposed amendments are decided on. Amendments are often used for compromise, and to bring more support to the issue than the original motion had. If you support the idea of saving the owls, but were concerned about the size of the donation, you may be more likely to vote for a donation in a smaller amount. That’s compromise.

7. **Orderly Discussion and Debate:** Once the motion is properly made and seconded, and re-stated to the assembly by the Presiding Officer, then it is up for discussion. In the Committee, discussion shall take the form of an informal conversation. Members wishing to speak shall raise their hands and wait for the Presiding Officer to recognize them before speaking. The Member speaking should not be interrupted. Only Members “with standing” may speak or “have the floor”. Each Member is allowed to speak **once** for three (3) minutes on the topic under consideration. A Member may be allowed to speak **a second** time for three (3) minutes by the Presiding Officer providing that every Member wishing to speak to the motion has had an opportunity to do so. The Presiding Officer may refuse to allow a Member to speak again until every Member has had a chance to speak at least once. A Member may only speak a **third** time by a motion to suspend the rules with a two-thirds (2/3) vote. The proponent or mover is allowed to speak **first** to the motion for up to **five** (5) minutes, and is usually accorded the “right of reply” which is the right of speaking **last** to the motion. Similarly, the seconder is allowed to speak **second** to the motion for the standard allotted time and is usually accorded the right of being the second-to-last speaker on the motion, immediately before the mover. Discussion and debate must be restricted to the motion at hand and Members who stray from the issue or attempt to introduce new matters should be immediately ruled “out of order” by the Presiding Officer. All comments to the motion are addressed to the Presiding Officer in the form:

*“Mr. (or Madam) Chair . . .”*

8. **A Main Motion May Only Be Interrupted In Certain Circumstances:** Before a vote on a main motion is taken, the main motion may only be interrupted by a motion to withdraw the motion from consideration by the assembly, a motion to adjourn the Meeting or other similar privileged motion, or an incidental motion which may apply.

9. **A Decision May be Interrupted to Be Postponed or Referred to a Subcommittee:** If it appears that necessary information is missing or that further review is needed, a decision on the motion can be postponed. A Member says:

*"I move to postpone the motion to (the next Meeting, another specific date)"*

or

*"I move to refer (or commit) the item under consideration to the \_\_\_\_\_ Subcommittee."*

Such a motion requires a second and a majority vote to postpone a decision on the original motion or refer or commit the original motion to a Subcommittee. The Presiding Officer shall not allow the assembly to refer or commit a main motion to a Subcommittee or postpone voting on it without a proper subsidiary motion made by a Member and voted on.

10. **Ending Discussion and Debate and Voting:** In most cases debate will conclude in a reasonable time. On occasion it goes on and on and on. Debate may be formally closed with a subsidiary motion. In cases where the Presiding Officer believes that the discussion has come to a natural end, a vote on the main motion may be taken without a formal subsidiary motion to close debate, unless a Member objects. When the Presiding Officer believes the debate has naturally concluded he or she may ask *"Are you ready ('to vote', or 'for the question') ?"* Or any Member may move to end the discussion by saying: *"I move that we close discussion (or debate)."* or *"I call the question."*

If the motion is seconded, Members shall immediately vote on whether to end debate. A two-thirds (2/3) vote is required to end discussion and close debate. If two-thirds (2/3) or more have made up their minds, then further discussion is pointless. But if a significant minority, that is more than one-third (1/3) of the Members, want to continue discussion in hopes of changing someone's mind or convincing the undecided, debate must continue. In this way the majority is protected from a small obstructionist minority, but any serious minority viewpoint is assured of a fair opportunity to be heard.

11. **A Decision Is Made:** If the majority is satisfied with the available information and the flow of debate, the assembly can then vote on the original motion. The Presiding Officer or Secretary should read the motion with any approved amendments to the assembly for clarity and to ensure that Members know what they are voting for or against. The Presiding Officer then follows the procedure outlined in Article 10.6 "Committee Votes".
12. **Recording Votes in The Minutes:** A Member may request the recording in the Minutes of the total of affirmative "Yea" and negative "No" votes on a motion or question. Any Member may also request a 'Roll Call' vote be taken whereby the "Yea" and "No" votes are recorded against a Member's name.
13. **Reconsideration:** After a motion has been passed or rejected, no further discussion on the same issue or topic is permitted at that same Meeting, other than through a motion to reconsider which shall require a two-thirds (2/3) vote to pass.
14. **Appealing or Challenging the Presiding Officer:** Any two Members, a mover and second, may appeal or challenge a decision of the Presiding Officer on a matter of procedure. The issue is then decided by a majority of Members present.

15. **Point of (Personal) Privilege - No Vote Needed:** A Member may rise to a “point of (personal) privilege” at any time to call attention to something concerning the well being of meeting participants (bad acoustics, room temperature, other discomforts). It is usually simpler, however, to ask that a door or window be opened or that the temperature be adjusted.
16. **Point of Order - No Vote Needed:** A Member may rise to a “point of order” at any time to point out a procedural violation or offence. This would be the case if a Member has noticed that a breach has occurred in the parliamentary procedure or rules of order adopted by the Committee. After the point has been stated, the Presiding Officer issues a ruling, which a Member may appeal as provided for herein.
17. **Point of Information - No Vote Needed:** A Member may rise to a “point of information” at any time to request more information, or offer information germane to the motion, such as the meeting date being set falling on a Friday, when the assembly believes it falls on a Thursday.
18. **Withdrawing a Motion YOU Have Made - No Vote Needed if The Assembly Does Not Object:** A Member may request that a motion the Member proposed be withdrawn. The Presiding Officer shall ask the assembly: “The Member wishes to withdraw the motion. Is there any objection ?” If none are forthcoming, the Presiding Officer may state: “The motion is hereby withdrawn”. This fact is not recorded in the Minutes of the proceedings. If any Member objects, then a formal motion, properly moved and seconded, to withdraw the motion is needed.
19. **Out of Order.**  
A **motion** is “out of order” when it is proposed or moved as an amendment to a motion which is non-amendable, or when it is moved while a motion of higher precedence is pending, it is in essence not in the correct and permissible sequence.  
A **person** is “out of order” when he or she begins to speak without first being recognized and afforded “the floor” by the Presiding Officer, or when the person who begins to speak is not a Member of the assembly, and therefore has no “right to the floor.”  
A **remark** is “out of order” when it is insulting, profane, or otherwise offends the sense of decorum and decency of the assembly. A **remark** is also “out of order” when it violates a rule of the assembly.

When a motion, or person, or remark is “out of order” the Presiding Officer shall make three (3) separate statements, and make them promptly, as follows:

- 1 *The motion (or person, or You, or remark) is / are “out of order”*
2. *Explain why it is “out of order.” At this point any two Members may appeal from this decision*
3. *Advise the assembly what is now “in order,” such as “Is there further discussion on the motion to refer?”*

## How May a Motion be Amended?

The purpose of the motion to amend is to modify a motion that has already been presented in such a manner that it will be more satisfactory to the members.

### Methods of Amending:

- ☐ **By addition or insertion:** To add something to the motion that it did not contain.
- ☐ **By elimination or by striking out:** To subtract or eliminate something from a motion that was originally part of it.

- **By substitution:** This method is a combination of the first two methods, since in amending by substitution something is stricken out and something is inserted in its place. The substituted portion may consist of a word, a phrase, a clause, or an entirely new motion.

### How to Handle Amendments

**Amendment of the First Degree:** An amendment to a main, subsidiary or incidental motion that is amendable.

1. **Amendment of the Second Degree:** An amendment to the amendment. (The amendment to the amendment must modify and relate directly to the **amendment** and not to the **main motion**, otherwise it is out of order.)
2. **No amendment beyond that of second degree is possible.** It is never in order to propose more than one amendment of each degree at one time. If one desires to amend two separate and unrelated parts of a motion, this must be done by two amendments of the first degree, and one must be voted upon before the other is proposed. It is possible, however, to have a motion, one amendment to the motion (amendment of the first degree), and one amendment to the amendment (amendment of the second degree) before the assembly at one time. Until the amendment of the second degree has been voted upon, no other amendment of the first degree can be proposed.
3. **Order of voting:**  
Amendments are voted upon in reverse order; that is, the amendment of second degree is disposed of first.
  - Discussion is held and the vote taken upon the amendment to the amendment (amendment of the second degree).
  - Discussion is called for and the vote is taken upon the amendment to the motion (amendment of the first degree).
  - When the vote on this has been taken, discussion upon the original or main motion as amended is opened and, when completed, a vote is taken upon it.

## Addendum 'B'

### The Presiding Officer or 'Chair' at a Meeting

#### Prerogatives and Authority of the Presiding Officer

The Presiding Officer shall have the following authority and prerogatives:

- ☐ To decide in what order speakers shall be recognized
- ☐ To refuse to recognize members offering dilatory, absurd, defamatory, ambiguous, or frivolous motions or motions intended, in his or her sole judgment, to obstruct business
- ☐ To ensure that there is no discussion on an issue unless a motion is made first and then seconded
- ☐ To ensure that there are no ill-conceived motions by offering members pen and paper to write out a clearly thought out motion. A well thought out motion includes what the organization is to do, how and when it is to be done and how much time and money is to be spent
- ☐ To rule a motion out of order as unnecessary if it merely repeats existing bylaws or policy
- ☐ To rule a motion out of order if the motion or a similar motion was debated and defeated at the current proceeding
- ☐ To restrain speakers within the limits of the rules
- ☐ To enforce good and proper decorum and to insist on parliamentary language
- ☐ To decide points of order
- ☐ To vote in cases where the vote would change the result; e.g., to make or break a tie
- ☐ To avoid influencing a vote by comment on a motion under consideration
- ☐ To abide by the decisions of the assembly in cases of appeal from his or her rulings and decisions

#### The Most Common Mistakes Made by Presiding Officers

- ☐ Failure to ensure that a motion is clearly worded before stating it to the assembly
- ☐ Taking unnecessary votes on non-controversial matters instead of using general consent
- ☐ Cutting off discussion arbitrarily instead of permitting the assembly to decide when debate should end
- ☐ Refusing to permit the making of an otherwise in order and correct motion with which the presiding officer disagrees
- ☐ Failure to remain impartial (or to relinquish the presiding officer's chair or gavel) when a controversial matter is being discussed
- ☐ Failure to stifle promptly out-of-order remarks, such as non-germane discussion or derogatory comments about another member
- ☐ Allowing discussion to become too informal, bypassing the presiding officer, thereby causing the presiding officer to lose control of the discussion
- ☐ Failure to call for a final vote on a motion after it has been amended
- ☐ Failure to restate each motion carefully before taking a vote, so that every member understands what is being voted on
- ☐ Failure to confirm, after a vote, what has been decided, so that the secretary and the assembly understand clearly what was done

#### Phrases for the Presiding Officer

Listed below are phrases which the Presiding Officer should use in the cases illustrated. Minor or slight variations of the given language are also acceptable.



**1. OPENING THE MEETING**

*"The Meeting will please come to order. The time is now 7:05 PM."*

Or

*"The Meeting will now be in order. The time is now 7:05 PM."*

**2. DECLARING QUORUM AND A QUORATE MEETING**

*"I declare quorum is confirmed and the Meeting is duly convened and legally constituted."*

Or

*"I declare quorum is **not** confirmed. Unless there is objection, the Meeting stands adjourned."*

**3. APPROVING THE MINUTES**

*"Are there any corrections to the Minutes ? If there are no corrections [or "no further corrections"] a motion to approve the Minutes is in order."*

**4. PROCEEDING THROUGH THE AGENDA AND ANNOUNCING THE NEXT ITEM OF BUSINESS**

*"The next item of business is ..... "*

or

*"The next business in order is ..... "*

**NEVER** say:

*"The next **order** of business is ..... "*

**5. RECOGNIZING A MEMBER**

*"Mr. A, you have the floor."*

Or

*"The Chair recognizes Mr. A."*

Or

*"Mr. A, please continue."*

**6. NO SECOND TO A MOTION**

Following a request by the Presiding Officer "Is there a second ?"

*"Since there is no second, the motion is not before the assembly . . . Is there any further business ?"*

Or

*"Since there is no second, the motion dies . . . Is there any further business ?"*

Or

*"Since there is no second, the next item of business is . . . "*

Motions which fail to receive a second were never before the assembly and consequently, are not recorded in the Minutes of the proceedings.

**7. STATING THE QUESTION ON A MOTION**

Following a motion and second.

*"It has been moved and seconded that . . . Is there any discussion ?"*

**8. STATING THE QUESTION ON A RESOLUTION**

Following a motion and second.

*"It has been moved and seconded to adopt the resolution just read . . . Is there any discussion ?"*

**9. STATEMENT WHEN DEBATE APPEARS TO HAVE ENDED**

If there is no objection, the Presiding Officer can proceed to the vote.

*"Is there any further discussion ?"*

or

*"Are you ready to vote ?"*

Or

*"Are you ready for the question ?"*

**10. TAKING A VOTE****1. Show of Hands**

*"The question is on the adoption of the motion to [or "that"] .....*

*All those in favour of the motion, please raise your right hands ..... Lower hands.*

*All those opposed, please raise your right hands ..... Lower hands.*

*Those abstaining, please raise your right hands ..... Lower hands.*

*Thank You."*

**2. Voice (Viva Voce) Vote**

*"The question is on the adoption of the motion to [or "that"] .....*

*All those in favour of the motion, say "Yea". Those opposed, say "No".*

*Thank You."*

**3. Rising Vote**

*"The question is on the adoption of the motion to [or "that"] .....*

*All those in favour of the motion, to [or "that"] . . . please rise [or "stand"] ..... Be seated.*

*Those opposed, please rise [or "stand"] ..... Be seated.*

*Those abstaining, please rise [or "stand"] ..... Be seated.*

*Thank You."*

**4. Counted Rising Vote**

*"The question is on the adoption of the motion to [or "that"] .....*

*All those in favour of the motion, to [or "that"] . . . please rise [or "stand"] and remain standing until counted ..... Be seated.*

*Those opposed, please rise [or "stand"] and remain standing until counted ..... Be seated.*

*Those abstaining, please rise [or "stand"] and remain standing until counted ..... Be seated.*

*Thank You."*

**11. ANNOUNCING THE RESULT OF A VOTE IMMEDIATELY FOLLOWING THE VOTE****1. Counted Show of Hands OR Counted Rising Vote**

*"There are 8 in the affirmative and 4 in the negative. The affirmative has it and accordingly the motion carries."*

or

*"There are 4 in the affirmative and 8 in the negative. The negative has it and accordingly the motion fails."*

**2. Uncounted Show of Hands OR Uncounted Rising Vote**

*"The affirmative has it and accordingly the motion carries."*

or

*"The affirmative has it and accordingly the motion to carries."*

Or

*"The affirmative has it and accordingly the motion is adopted."*

Or

*"The negative has it and accordingly the motion fails."*

**3. Voice (Viva Voce) Vote**

*"The "Yeas" have it and accordingly the motion carries."*

Or

*"The "Yeas" have it and accordingly the motion to carries."*

Or

*"The "Yeas" have it and accordingly the motion is adopted."*

Or

*"The "Noes" have it and accordingly the motion fails."*

**12. HANDLING A MOTION TO CLOSE DEBATE OR "CALL THE QUESTION" AND VOTE IMMEDIATELY**

*"It has been moved and seconded to close debate on the motion before the assembly.*

*All those in favour of the motion please rise [or "stand"] . . . Be seated.*

*All those opposed, please rise [or "stand"] . . . Be seated.*

*Those abstaining, please rise [or "stand"] Be seated.*

*The vote is 12 to 4. Since there is a two-thirds affirmative vote, the motion to close debate carries."*

or

*"The vote is 4 to 12. Since there is **not** a two-thirds affirmative vote, the motion to close debate fails."*

**13. HANDLING A POINT OF ORDER**

*Member: "Mr. / Madam Chair, I rise to a point of order."*

*Chair: "Please state your point of order."*

*Member: "The proposed motion is out of order because it is contrary to Article xx in our Constitution."*

*Chair: "Your point of order is well taken. I declare the motion out of order because " \*

Motions which are declared 'out of order' were never before the assembly and consequently, are not recorded in the Minutes of the proceedings.

Some points of order ruled on by the Chair **are** recorded in the Minutes of the proceedings.

**14. CALLING A RECESS**

*"At this time I suggest we have a short recess of 10 minutes. A motion to recess would be in order."*

**15. RULING A MOTION OUT OF ORDER AND THEN A MEMBER OUT OF ORDER**

*"The **motion** is out of order [or "not in order"] because "*

*Or*

*"The Chair rules that the motion is out of order [or "not in order"] because "*

*Or*

*"The **Member** is out of order and will be seated."*

*Or*

*"**Mr. A** you are out of order. Please be seated."*

**16. HANDLING AN APPEAL FROM A DECISION OF THE CHAIR**

*Member: "Mr. / Madam Chair, I appeal from the decision of the Chair."*

*"Is there a second to the appeal from the decision of the Chair ?" \*

*Member: "I second the motion."*

*or*

*Member: "I second the appeal."*

*"We have an appeal from the decision of the Chair duly moved and seconded."*

*"Those in favour of sustaining the decision of the Chair, say "**Yea**".*

*Those opposed, say "**No**". The decision of the Chair is sustained [or overruled]."*

**17. CLOSING THE MEETING**

*Following the last item of business.*

*"As there is no further business, a motion to adjourn is in order."*

*Upon passage of the motion to adjourn.*

*"I declare the Meeting adjourned."*

*Or*

*"The Meeting stands adjourned."*

## Addendum 'C'

### Glossary of Parliamentary Procedure Terms

#### **Abstention**

The refusal to vote either for or against a motion. Under parliamentary rules, abstentions do not have to be noted in the official record of a vote and are not counted in the determination of a vote.

#### **Acclamation**

When only one candidate comes forward for election to any office, he or she is said to be elected or returned to that office by acclamation.

#### **Adhere**

To be attached to and dependent on; pending amendments adhere to the motion to which they are applied.

#### ***Ad hoc* Committee**

See *Special Committee*.

#### **Address the Chair**

To speak to the presiding officer, using the appropriate title, and asking to be recognized by the Chair to make a motion or to speak in debate.

#### **Adjourn**

To officially terminate a meeting.

#### **Adjourned Meeting**

See *Continued Meeting*.

#### **Adjournment *Sine Die* (without a day)**

The final adjournment terminating a convention or series of meetings.

#### **Adopt**

To approve by vote and give effect to a resolution or the recommendations contained in a report.

#### **Affirmative Vote**

The "yes" or "yea" vote supporting a motion or resolution as stated.

#### **Agenda**

Literally, this means "the things to be done." It is the official list of the items of business planned for consideration at a meeting or convention, usually arranged in the order in which they will be addressed. The agenda is merely a proposal until adopted by the assembly.

#### **Amendment**

An alteration of a main motion by substituting, adding or deleting a word or words without materially altering the basic intent of the main motion. An amendment is typically proposed by motion and must be seconded. Amendments can offer alternatives to the motion being considered, but cannot be hostile to its intent.

#### **Apply**

A motion is said to apply to another motion when it may be used to alter, dispose of, or affect the first motion.

#### **Approval of Minutes**

The formal acceptance, by vote of the members or by general consensus, of the record of a meeting, thus making the record the official minutes of the organization. Minutes cannot be "deemed" approved through a standing or special rule.

#### **Articles of Incorporation**

The founding or establishing documents of a corporation. When endorsed or "stamped" by the appropriate government body the corporation comes into existence.

#### **Assembly**

A meeting of the members of a deliberative body.

#### **Ballot**

The paper on which a voter indicates his or her choice by marking an X against the name or other representation of a candidate in an election or against a question of opinion in a referendum.

**Ballot Vote**

The expression by ballot, voting machine, or otherwise of a choice with respect to any election or vote taken on any matter, cast in such a manner that the person expressing the choice cannot be identified with the choice expressed; i.e., a secret ballot.

**Bylaws**

The set of rules or directives adopted by an organization defining its structure and governing its internal affairs.

**Call of a Meeting**

The written announcement distributed to members prior to the meeting indicating the date, time and place of the meeting, and stating the business that is to be brought up at the meeting.

**Call to Order**

The official opening of a meeting by the presiding officer.

**Carry**

The same as *adopt*. The prevailing side in the vote was the affirmative.

**Casting Vote**

A single vote (usually the prerogative of the presiding officer) that determines an issue when a vote on the motion has resulted in a tie.

**Chair**

The term accorded the presiding officer of a deliberative body.

**Challenging a Vote**

Objecting to a vote on the ground that the voter does not have the right to vote.

**Challenging an Election**

Objecting to an election on the ground that it is not being conducted properly.

**Charter**

An official grant from the federal or a provincial government of the right to operate as a body corporate or "juridical person", or an official grant from a parent organization of the right to operate as a constituent or component group of the parent organization.

**Close Debate**

A motion which, if approved, ends discussion and prevents further amendments. A motion to close debate requires a two-thirds vote to pass. The term "vote immediately" also is sometimes used.

**Closed Session**

See *Private Session*. Sometimes referred to as "Executive Session"

**Committee of the Whole**

The entire body of an assembly meeting as a committee under a presiding officer other than the regular presiding officer. Its purpose is to facilitate discussion by using less strict procedural rules than those used in a formal meeting of the assembly.

**Common Law**

The body of law created over time by the decisions of the courts. See *Statutory Law*.

**Common Parliamentary Law**

The body of rules and principles that is applied by the courts in deciding litigation involving the procedure of organizations. It does not include statutory law or particular rules adopted by an organization.

**Consent Agenda**

A section of an organization's agenda which includes routine matters which are expected to be approved without discussion and without dissent. Any member desiring to discuss or oppose an item can remove it from the consent agenda. Also known as a *consent calendar* or a *unanimous consent agenda*.

**Constituent or Component Groups**

Subordinate groups making up a parent provincial, national, or international organization and chartered by it.

**Constitution**

The fundamental laws and principles, including bylaws, adopted by an organization that establish the institution and set out its nature, functions and limits. A Constitution is typical of not-for-profit corporations or unincorporated associations.

**Continued Meeting**

A resumption at a later specified time of an earlier regular or special meeting. The continued meeting is legally a part of the original meeting. Sometimes called an *adjourned meeting*.

**Convene**

To open a meeting or convention, usually a large and formal one.

**Cumulative Voting**

The casting of more than one vote for a candidate when several offices are to be filled, instead of voting for as many candidates as there are vacancies.

**Debate**

Formal discussion of a motion or proposal by members under the rules of parliamentary law.

**Decorum**

Appropriate conduct, including courtesy and decency towards other members in meetings.

**Delegation of Authority**

An assignment by one person or group to another person or group of the authority to act for the first person or group in certain matters that are lawful and capable of being delegated.

**Demand**

An assertion of a parliamentary right by a member.

**Dilatory Tactics**

Misuse or abuse of procedures of debate to delay or prevent progress in a meeting.

**Discretionary Duty**

A duty that usually cannot be delegated to another, because members rely on the special intelligence, skill, or ability of the person chosen to perform the duty.

**Disposition of a Motion**

Action on a motion by voting on it, referring, postponing, or in some way removing it from the consideration of the assembly.

**Division of the Assembly**

A standing vote for the purpose of noting those who support and those who oppose a motion. Each member's vote is recorded as his or her name is called from the membership roll.

**Division of the Question**

Separation of a motion into two or more parts to be discussed and voted upon independently.

**En Bloc**

As a group. As in to vote "en bloc".

**Ex Officio**

By virtue of an office or position.

**Ex Officio Member**

A member of a committee or body by reason of holding another office.

**Executive Session**

See *Private Session*. Sometimes referred to as "Closed Session".

**Failed (or Lost) Motion**

A motion, properly moved and seconded, but subsequently rejected by vote.

**Floor**

(as in *have the floor* or *obtain the floor*) When a member receives formal recognition from the presiding officer, that member *has the floor* and is the only member entitled to make a motion or to speak.

**General Consensus (or Consent)**

An informal method of approving routine or non-contentious motions by presuming approval, if after a call for objections, none are raised. Also called *Unanimous Consent*.

**Germane**

Remarks or an amendment pertinent to, or relating directly to, the motion under discussion.

**Hearing**

A formal, quasi-judicial meeting of an authorized group for the purpose of listening to the positions or views of members or others on a particular subject - sometimes to seek public input or to determine appropriate disciplinary action.

**Hostile Amendment**

An amendment opposed to the spirit or purpose of the motion to which it is applied.

**Illegal Ballot**

A ballot that cannot be counted because it does not conform to the rules governing ballot voting.

**Immediately Pending Question**

The last-or most recent motion or proposal, including amendments, of several pending motions and therefore open for immediate consideration.

**Incidental Motion**

One of a class of motions dealing not with the content of the pending motion but with a procedural question arising incidentally from its consideration. Examples are point of order, point of information, suspension of the rules, division of the question, and appeal from the ruling of the presiding officer. Incidental motions have no order of precedence.

**Incorporate**

To form a group into a legal entity or "juridical person", chartered by the federal or a provincial government and recognized by law as having special powers, rights, duties, and liabilities distinct from those of its members or owners.

**Informal Consideration**

Consideration and discussion of a problem or motion without the usual restrictions on debate.

**Inherent Right**

A right or power that is possessed without being derived from another source.

**In Order**

Permissible and correct from a parliamentary standpoint at a particular time.

**In Toto**

In its entirety. As a whole. To consider a committee's or subcommittee's recommendations as a group.

**Lay on the Table**

See *Table*.

**Legal Ballot**

A ballot, the intent of which is clear, despite misspelling. (Blank ballots or ballots cast for ineligible persons are not considered legal.)

**Main Motion**

A motion which brings business before the assembly.

**Majority**

More than half of the total number of the membership of an organization or of members present at a regularly constituted meeting with a quorum in attendance.

**Majority Rule**

Rule by decision of the majority of those who actually vote, regardless of whether a majority of those entitled to vote do so.



**Majority Vote**

More than half of the number of legal votes cast for a particular motion or candidate, unless a different basis for determining the majority is required.

**Mass Meeting**

See *Organizing Meeting*.

**Meeting**

An official assembly of the members of an organization during which there is no separation of the members except for a recess, and which continues until adjournment. Today, many organizations permit some members to be “deemed” present if in attendance by interactive, electronic means, such as video or audio conferencing. Where a meeting is open to the public, certain members, including the presiding officer, must be physically present at a publicly-accessible meeting location.

**Member in Good Standing**

Any person who has fulfilled the requirements for membership in the particular organization and who has neither voluntarily resigned nor been suspended or expelled from membership.

**Minority**

Any number that is less than half of any given total.

**Minutes**

The official, legal record of the business transacted and actions of a deliberative body that has been approved by a vote of the body.

**Motion**

A proposal submitted to an assembly for its consideration and decision; it is introduced by the words “I move . . .”

**Motions**

- (a) A **substantive**, or main, motion is a formal proposal placed before a meeting by one member, the mover of the motion, for debate and a decision, usually taken by vote. Almost all motions must be supported by a second member, the seconder, before they can be debated and decided.
- (b) A **subsidiary** motion is one that delays or defers a decision on a main motion or brings it to an immediate vote, such as the motion to close debate.
- (c) An **incidental** motion is one of a class of motions dealing not with the content of the pending motion but with a procedural question arising incidentally from its consideration.
- (d) A **dilatory** motion has the effect of postponing consideration of a question for the time being, e. g., motions for proceeding to another order of business, or for the adjournment of the assembly.

**Mover**

A person who presents or proposes a motion or an amendment.

**Multiple Slate**

A list of offices and candidates containing the names of more than one nominee for an office or offices.

**Nomination**

The formal proposal to an assembly of a person as a candidate for an office.

**Nonprofit (Not-for-profit) Corporation**

A corporation whose basic and dominant purposes are ethical, moral, educational, social, or charitable, and which does not distribute any profit or surplus to its members.

**Objection**

The formal expression of opposition to a proposed action.

**Officer**

A person elected to a position of authority, called an office, within an organization. Officers usually are the president, vice-president, treasurer and secretary. Together they can also act as a management or executive committee.

### Order

- (a) Behaviour in a meeting which permits members to conduct their business without disruption.
- (b) An admonition (call to order) by the presiding officer to stop any disruption of the meeting by a participant or participants.
- (c) A formal directive issued by an assembly, on a motion duly proposed, seconded and passed, to one or more of its members or affiliates for action. The assembly may order a certain action, but it requires one or more individuals to execute the order.
- (d) An issue (point of order) raised by a participant at a meeting claiming that the procedures of the meeting or of an individual participant are contrary to procedural rules or practices.

### Order of Business

The adopted order in which the various classifications of business are presented to the meetings of an assembly.

### Organizing Meeting

The initial meeting of a group which does not have an established membership roster or rules, sometimes called a *mass meeting*.

### Out of Order

Not in order or incorrect, according to the rules of the organization or accepted parliamentary procedure.

### Parliamentary Authority

The parliamentary code or parliamentary procedural rulebook specified in an organization's bylaws as its default or backup authority in matters not covered by the organization's bylaws or standing rules. The origins of parliamentary procedural rules date back to the signing of the *Magna Carta* (Latin for 'Great Charter') in Britain in 1215 AD, which was the first attempt to place limits on the power of the sovereign and the beginning of democracy, or government 'by the people, of the people and for the people.' With the expansion of the British Empire, English law and parliamentary procedural rules were brought to all parts of the globe. Despite rebelling against the British sovereign and pursuing independence, the American colonies kept British parliamentary practice and rules of procedure - as well as English common law as the cornerstones of their new democratic republic. The Constitution Act of 1867 confirmed British parliamentary rules as the rules of order for the Canadian Parliament or House of Commons. In Canada "***Bourinot's Rules of Order***" is considered the standard parliamentary authority. Many people have heard of "***Robert's Rules of Order***" written by US Army General Henry M. Robert, first published in 1876. With the expiration of the copyright on General Robert's original book, a number of variations have been published, virtually all rooted in 19th century practice, retaining language and procedures that are not in keeping with 21st century organizations. Today, professional parliamentarians consider "***The Standard Code of Parliamentary Procedure***" to be the modern, easy to read, and easy to understand parliamentary authority. **Parliamentary Inquiry** An inquiry or question directed to the presiding officer requesting an opinion - not a ruling - on a matter of parliamentary procedure relating to the business at hand.

### Pending Question

Any motion that has been proposed and stated to the assembly for consideration and that is awaiting decision by vote.

### Plurality Vote

In a contest between three or more candidates for office, or three or more competing proposals, the plurality vote is the larger vote than that received by any opposing candidate or alternative proposal, when the votes for that candidate or proposal are less than half the number of votes cast. See *Majority*.

### Point of Information

A question about, or information in response to, facts affecting the business at hand, directed to the presiding officer or, through the presiding officer, to a member.

### Point of Order

A question regarding correct procedure at a meeting, or regarding the propriety of some action taken by the presiding officer or by a member, or a query relating to the constitution, bylaws or standing rules.

**Policy**

An adopted statement of a belief, philosophy, or practice of an organization.

**Precedence**

The rank or priority governing the proposal, consideration, and disposal of motions.

**Precedent**

A course of action that may serve as a guide or rule for future similar situations in the particular organization.

**Preferential Ballot** A ballot on which the voter indicates more than one choice, and the order of preference, so that second and subsequent choices can be taken into consideration without another vote being needed because of the failure of any candidate (or proposition) to obtain a majority on the first ballot.

**Previous (or Prior) Notice**

The announcement in advance, either at the preceding meeting or in the call of the meeting, that a particular subject will be considered at a meeting.

**Private (or “in camera”) Session**

A session of an assembly, board, or committee open only to members of the assembly, board, or committee, the proceedings of which are confidential.

**Privilege**

Privilege is the members’ right to correct inaccuracies or explain circumstances they believe affect themselves adversely or reflect improperly upon the organization as a whole. The question of whether a matter is properly one of privilege is determined by the presiding officer.

**Privileged Motion**

A motion not related to the pending business, but of such urgency that it should be allowed to interrupt pending business, to be decided generally without discussion. Privileged motions include questions of privilege and the motions to recess and to adjourn.

**Procedural Motion**

A motion that presents a question of procedure as distinguished from a substantive proposition.

**Proposal or Proposition**

A statement of a motion of any kind for consideration and action.

**Pro Tempore or Pro Tem**

For the time being.

**Proviso**

Literally, this means “it being provided (that)” and is a stipulation in the bylaws, in a rule, or in an enacting resolution, usually indicating the date or time the bylaw or rule goes into effect.

**Proxy**

A signed statement authorizing a person to cast the vote of the person signing it. Proxy may also refer to the person who casts the vote. Proxy votes are typically permitted in public corporations with large numbers of shareholders in diverse geographic locations where attendance at a meeting to vote in person is impractical. They are rarely permitted in unincorporated associations or societies.

**Putting the Question**

The statement, by the presiding officer, of a motion to the assembly for the purpose of taking the vote on it.

**Qualified Motion**

A motion that is limited or modified in some way in its effect by additional words or provisions, for example, “I move we adjourn *at four o'clock.*”

**Question**

The proposal or issue, i.e. the motion, placed before an assembly on which a decision has to be made. A question cannot be debated, amended or voted on until it has been proposed as a motion. To “put the question” ends debate and submits the motion to a vote.

**Quorum**

The minimum number or proportion of members required to be present at a meeting of an organization to enable the organization to legally act on its business. Enough people at a meeting make a ‘quorate.’

**Railroading**

To push a motion through so rapidly that members do not have ample opportunity to exercise their parliamentary rights.

**Receive**

Receive a report. No motion or action is required to hear or receive a report. The reporting member can move the adoption of the recommendations contained in the report.

**Recess**

A brief interruption of a meeting.

**Recognition**

Formal acknowledgment by the presiding officer of a particular member, giving that member the sole right to speak or to present a motion.

**Refer**

To send an issue to a committee or subcommittee for further study and a report before the main body makes its decision on the issue.

**Renew a Motion**

To present again a motion previously lost at the same meeting or convention.

**Request**

A statement to the presiding officer of some right that a member desires to exercise. A request can amount to a demand; for example, a call for division of the assembly.

**Rescind**

To repeal a motion which has been passed.

**Resolution**

A formal proposal or motion, always in writing, which may include a preamble, introduced by the words "**Be It Resolved That . . .**" and presented to an assembly for decision. It is a declaration of fact or an expression of opinion or purposes. See *Motion*.

**Restorative Motion**

A main motion that concerns an action previously taken.

**Restricted Debate**

Debate on certain motions in which discussion is restricted to a few specified points.

**Right of Reply**

The proposer of a motion has the right of reply when everyone has spoken to the motion and it has been fully discussed.

**Ruling**

Any decision or pronouncement of the presiding officer that relates to a procedure of the assembly.

**Scrutineer**

A person appointed to examine and verify the admissibility of the ballots cast in any voting procedure. The scrutineer can also be assigned the function of teller.

**Second**

After a motion has been proposed, the statement "I second the motion" by another member who thus indicates willingness to have the motion considered.

**Seconder**

A person who formally supports a motion or amendment at the time it is proposed.

***Seriatim***

Consideration section by section or paragraph by paragraph. A vote is taken on the whole.

**Single Slate**

A list of offices and candidates containing the name of only one candidate for each office.

**Special Committee**

A committee that is selected to carry out a particular task that ceases to exist once the task is completed. Also called an *ad hoc* committee.

**Special Meeting**

A meeting called between regular meetings for a special purpose, at a time or place that may differ from the norm, the special purpose must be noted in the call to the meeting.

**Standing Committee**

A committee that has no fixed term of office and that performs any work in its field assigned to it by the bylaws or referred to it by the organization, the executive committee, or the presiding officer.

**Standing Rule**

Rules compiled by an organization, subordinate to the organization's constitution, which regulate the manner in which its business is conducted. Standing Rules facilitate commonplace and ordinary actions, but may never be used to deal with items that require a formal vote of the assembly.

**Statute**

A law passed by a legislative body.

**Statutory Law**

Law that is enacted by the Canadian Parliament and provincial legislative assemblies. See *Common Law*.

**Subcommittee**

A group of persons appointed by a committee to deal with some specific branch of the committee's work.

**Subsidiary Motion**

A motion which changes the main motion or disposes of it or aids in consideration of either a main motion or another motion. Subsidiary motions include to amend, to refer to committee, to postpone to a certain time, to limit or extend debate, and to close debate.

**Substantive Motion**

A motion that states a concrete proposal of business as opposed to a procedural matter.

**Substitute Motion**

The form of amendment that offers a new motion on the same subject, as an alternative to the original motion.

**Suspension of the Rules (of procedure)**

A vote to temporarily disregard a rule that prevents the assembly from taking a particular action. A motion to suspend one or more bylaws is always out of order unless the bylaws so provide.

**Take From The Table**

To bring an item or motion back for discussion or to resume consideration of it.

**Table**

To set a motion aside until the assembly decides to resume consideration of it.

**Teller**

A person appointed to help conduct an election and help count the votes.

**Term of Office**

The duration of service for which a member is elected or appointed to an office.

**Terms of Reference**

The purpose, objectives and guidelines provided to a person or group.

**Tie Vote**

A vote in which the affirmative and negative votes on a motion are equal, or a vote in an election in which two or more candidates receive the same number of votes. **A motion receiving a tie vote is lost, since a majority vote is required to take an action.** Candidates receiving a tie vote may be voted on until one is elected or the assembly votes to break the tie in some other way.

**Two-thirds Vote (NOT two-thirds majority)**

A requirement that a vote of two-thirds or more of those present and voting be received for a motion to pass. This requirement is usually applied only to major issues being put to the vote, such as a motion to close or limit debate or to reconsider an action.

**Unanimous Consent**

*See General Consensus.*

**Unanimous Vote**

A vote without any dissenting vote. One adverse vote prevents a unanimous vote.

**Unfinished Business**

Any business that is postponed to the next meeting or that was pending and interrupted by adjournment of the previous meeting.

**Unparliamentary Language**

Words or expressions that violate the proprieties of the assembly.

**Voice Vote**

A vote taken by calling for “Yeas” and “Noes” and judged by volume of voice response; sometimes called a *viva voce* vote.

**Vote Immediately**

An alternative term for the motion to close debate.

**Waiver of Notice**

Act of relinquishing the right to have had notice of a proposal or meeting. Also may refer to the statement proving the relinquishment of notice.

**Write-in Vote**

A vote for someone who has not been nominated, cast by writing-in on the ballot the name of the person.

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