



RH Cornish SCC By-laws

1. Election Procedure By-Laws

- a. The chair/co-chair of the previous year's SCC (or their designate), with the assistance of the Principal/Vice Principal will solicit nominations from the school parent body via email, at school events, etc.
- b. Elections shall occur within the first thirty days of the start of each school year.
- c. Each parent seeking election must be nominated or self-nominated in writing, must have a child registered at the school, and must declare if they are employed by the school board.
- d. Each parent of a student enrolled in the school who attends the election shall be entitled to one vote for each position on the SCC.
- e. In any given year, the term of office for the chair/co-chair is to be two years
- f. This term can be shortened to one year if moved and approved during the election.
- g. In any given year, the term of office for all other council positions is to be one year. Parents may run for consecutive years. The terms of these positions can be extended to two years if moved and approved during the election.
- h. School resources, both human and material, may not be used to support particular candidates or groups of candidates.
- i. The elections for SCC shall be conducted virtually (secret ballot). The virtual link for voting will be provided only to attendees of the first meeting (or to others on a case-by-case basis, at the discretion of administration). Voting will close 7 days after the first meeting.
- j. Appeals related to SCC election shall be resolved by those in attendance at the election and who are not party to the dispute. If the situation is not resolved to the satisfaction of the complainant, the school principal shall make a ruling.
- k. Positions of responsibility include the following:
 - o Chair/co-chair
 - o Secretary
 - o Treasurer
- l. Additional positions of responsibility may be moved and approved at the time of the election. Elections for additional positions of responsibility will be conducted in the same manner as above
- m. Our SCC will be comprised of up to 15 parents with voting



privileges, in addition to the positions of responsibility. Elections will only be held for positions of responsibility and will be conducted as per above. If there are more than 15 parents seeking election to the remaining positions, remaining voting members will be chosen randomly by draw.

2. Filling Vacancies

- a. Should elected parent/guardian council positions of responsibility become vacant before the next election, new candidates may be nominated or self-nominated for the vacant position. A by-election will occur at the next scheduled SCC meeting to fill the vacancy per section 1(i) above.
- b. When a vacant spot on council is filled, the new member's term expires at the time of the next election.

3. Conflict of Interest

- a. A conflict of interest may be actual, perceived, or potential.
- b. Members of the council shall declare a conflict of interest in matters that they, members of their families or businesses in which they may have an interest, stand to benefit either directly or indirectly by decision of the council.
- c. A member shall exclude themselves from discussion in which:
- d. A conflict of interest is likely to result
- e. The member's ability to carry out their duties and responsibilities as member of the SCC may be jeopardized
- f. The council member, their relatives or businesses in which the member may have an interest, may gain or benefit from either directly or indirectly as a result of action that may be taken by the principal or board in response to advice that the council provides to the principal or board
- g. A member shall not accept favours or economic benefits from any individual, organization, or entity known to be seeking a business contract with the school.

4. Conflict Resolution

- a. The following is a four-step approach to resolving internal conflict and other difficult matters:
- b. **Acknowledge the conflict.** As a group, acknowledge when a conflict exists and determine the source of the conflict. For example, is it related to facts? Goals? Processes? Values? Personal preferences? Beliefs? Communication?
- c. **Plan how to deal with the conflict.** Once the source of the conflict is defined, decide how to deal with it. This may be done by the Chair, another individual on the council, or the entire



council. (In particularly difficult times, it may be best to engage a person who has no association with the council to facilitate discussion and problem solving.) At this stage, all council members should reflect on the problem and be prepared to state their concerns and viewpoints.

- d. **Provide time for discussion.** The Chair or whoever is facilitating the discussion should introduce the problem and ask each member for input so that the nature and source of the conflict is clear. Expectations for the length of the discussion (eg. no more than one hour) should be identified so the meeting can move towards the solution in a timely manner. Acknowledging each person by listening attentively sets the tone for problem solving and opens the council to a variety of solutions. Emotions should be accepted and dealt with since they are a part of conflict. If there is not likely a positive outcome during a meeting, then draw the meeting to a close to allow time for consultation.
- e. **Seek the best solution.** As viewpoints and solutions are described, the individual facilitating the discussion deals with them one at a time. Following the discussion, the person facilitating the discussion may use a process for building consensus to arrive at a new solution. Council members will be asked the following questions: Can you live with this solution? Will you support the solution? Depending on the nature of the conflict, it is sometimes best for council members to have time to reflect on the proposed solution, with the decision to be finalized at a future meeting.
- f. **Note:** First point of contact if conflict continues is the School Administration. If after following the above steps, your school council still feels strongly that the situation requires further consideration you may appeal to the Superintendent of Education Family of Schools (FOS). If the Superintendent of Education is not able to resolve the dispute, the Director may appoint an external mediator to assist in resolving the dispute.

5. By-law Review

- a. These by-laws will be reviewed at a minimum every 5 years, or sooner, at the discretion of the Council.

6. Subcommittees

- a. Subcommittees can be created yearly, at the discretion of the current council, and must be provided with a clear mandate which is approved by the current council.
- b. When the intention to prepare a subcommittee is declared, members can be nominated or self-nominated to act as chair of the subcommittee. If only one member is nominated, the chair will be acclaimed. If more than



one member is nominated, elections for subcommittee chairs will proceed per section 1(i).

- c. Subcommittees can include those who are not SCC voting members, but must include one parent/guardian, at least one SCC voting member, and at least one SCC member in a position of responsibility (this can be the same member).
- d. Subcommittee meetings are to be announced prior to the meeting, and are to be open and accessible to the public.
- e. Subcommittees may make decisions that are within the scope of their mandates without formal engagement or approval from the broader SCC, with the exception of the spending of funds [see section 6(f) for details]. They may not make decisions that are outside of the scope of their mandates.
- f. Subcommittees may not make decisions about the spending of funds without engagement and approval from the broader SCC. Notwithstanding this, at the discretion of the current SCC, subcommittees can be allocated a nominal allowance, not more than \$200, to spend on incidentals that are needed within the scope of their mandate. The allowance and the value thereof must be approved by the SCC. The subcommittee may then spend from this allowance without broader SCC approval.

7. Between-Meeting Decision Making

- a. Where decisions must be made between regularly scheduled SCC meetings or subcommittee meetings, and therefore formal motions cannot be made and approved, motions can be made via email to council or subcommittee members, and responses collected virtually. Similar to motions and approvals at meetings, quorum is required for these decisions, ie. more than 50% of the council must respond and vote.