

WESTMOUNT ELEMENTARY SCHOOL ADVISORY COUNCIL BY-LAWS

[Last Revised: June 2017]

Membership

The membership of the advisory council will include a minimum of five members, however Westmount School would like to have equal representation which would include three community members (police officer, business member, clergy for example), three parents and three staff members if possible. Not more than one-third of the membership will be from any one of the above groups. The principal will serve as a permanent member. Membership disputes which cannot be resolved at the local level will be referred to the school board for advice and/or mediation as requested.

Efforts will be made to include individuals who reflect the diversity of the community including Aboriginal, African-Canadian, racially visible persons, and persons with disabilities. Efforts will also be made to include individuals who reflect the geographical diversity of Westmount school boundaries.

Parents/Guardians:	Must have a child enrolled in Westmount Elementary School
Teachers/Staff	Must be a staff member (teachers, secretary, custodian, EPA's) of Westmount Elementary
Community Member	Must reside and/or work in the Westmount Elementary School community and not have children attending Westmount Elementary

Vacancies & Elections

Teachers and staff will elect their representatives. Community representatives will be invited to serve on the SAC based on recommendations of the members of the SAC. Parent/guardian representatives will be elected at a public meeting. If there is more than one candidate for the position, an election will be held.

Vacated positions must be filled by the same member category as the person leaving the position. The term of any position will be for three years. In order to facilitate continuity, terms for elected or appointed members (wherever possible) will be staggered so that approximately 50% of the representatives are retained from one year to the next.

Vacancies will be posted via school notices, monthly newsletters and the school SAC website, and a deadline will be set for nominations or for interested parties to come forward. Nominations will close two weeks prior to the election. Candidate information will be communicated to parents/guardians, and elections will be carried out through take-home ballots or at a school event.

Vacancies that result from a member reaching his/her end of term (usually June) must be announced in advance of the end of term, so that a new member can be appointed or elected.

Parent/Guardian vacancies that result from a member resigning before his/her end of term will be filled by appointing a person for the remainder of the term of the person leaving if not more than 6 months, or until the next general election whichever comes first.

SAC member information will be updated on the website as needed, and the Letter of Agreement revised accordingly. Member's contact information (e-mail) will be included on the SAC website.

Executive

The SAC executive will be comprised of a chairperson (or vice-chair if the chairperson is absent), secretary and principal. The chair, vice-chair and secretary shall be annually elected from among the members at the last meeting of the school year.

Meetings

The meetings will be held on the last Monday of the month from 6:00-7:00 p.m. in the school library. Meeting reminders will be sent to the members a week before a meeting is held.

There will be at least six meetings held each year. Meetings will be held during the months of September, October, November, January, February, March, April, and May. Planning for eight meetings a year allows for the option when a scheduled meeting could be missed.

The **Annual General Meeting** shall be held in May or June of each year. Any amendments or updates to the Letter of Agreement are to be resolved at this meeting, and a new executive for the following year shall be chosen.

All meetings are open to the public as observers only. Presentations may be made to the SAC with 14-day prior notice.

Agendas

The agendas will be prepared by the chair in consultation with the principal. The agendas will be circulated to members and posted on the website at least one week prior to the meeting.

Agenda items that require reading of substantial background information should only be included on the agenda if such information has been circulated at least 2 weeks in advance.

Minutes

Minutes will be taken by the secretary, and a draft sent to the members for comment and corrections within 2 weeks after a meeting, revised as needed and a 'final' version sent a week before the next meeting for approval at the meeting, along with the agenda.

Approved minutes are to be included in the school's official records, along with any relevant document or report mentioned in them.

The most recent minutes will be available to the public included on the website and community bulletin board. Old minutes will be made available to the public upon request.

Quorum

One half (1/2) of the SAC members will constitute a quorum, with representation from each member group.

By-Laws

By-laws will be adopted or amended by a consensus decision of SAC members as required.

Annual Report

The Annual Report will be submitted to the DOE, School Board and will be made available to students, parents and the community.

Discipline Committee

A sub-committee of the School Advisory Council known as the Discipline Committee will perform the duties with respect to suspensions in accordance with the Education Act and the Halifax Regional School Board policies. There will be four members (if possible) of the School Advisory Council on the committee. The committee members are to be selected from the parent and community members of the SAC. Students, staff and other board employees are not eligible to be members of the Discipline Committee. Three (if possible) members of the Discipline Committee constitute a quorum. The committee will select a chair from within the group.