

Truro Elementary School Advisory Council Bylaws

Mandate

The mandate of the Truro Elementary School SAC is to ensure that all students receive the best possible learning opportunities by engaging all partners in an ongoing process of shared decision making, in an advisory role, related to student learning.

The primary responsibility of the Council is to be a partner and to give support to the school improvement plan and accreditation process in collaboration with school staff. The Council will provide an annual report that describes the results by the school.

The council has the mandate to advise school staff and administration on school policy and procedures. The SAC will have no role in staffing the school.

Membership

The Truro Elementary School Advisory Council will consist of 14 members including:

- The Principal
- Four parent/guardians of the children enrolled at TES (while not required, it is recommended each parent represent a specific group of students i.e. upper/lower level English, upper/lower level French Immersion);
- Four teachers
- One African Nova Scotia Representative (while not required, it is recommended that an alternate for this position be appointed to the Council to ensure representation at all meetings;
- One First Nations Representative (while not required, it is recommended that an alternate for this position be appointed to the Council to ensure representation at all meetings;
- Two community members;
- One Truro Police Service Representative (non-voting)
- One Ex officio: CCRCE Member.

Members are expected to attend meetings regularly and participate in activities in a positive and collaborative manner.

Elections

Parent representatives may be elected at a public meeting. Teachers and staff will elect their representatives. The Band Council will appoint the First Nations representative. The African Nova Scotia representative and the two remaining Community members will be appointed by the Council. Elections for the following school year may take place in May of each year.

Nominating

At a regular meeting a Nominating Committee will be struck to search for candidates for terms, which are up for election and appointment. This committee will include but is not limited to, the Principal, the sitting Chairperson and one other Council member. At the May AGM, the committee will present their report, and elections, if necessary, will be held and appointments approved.

Term of Office

Representatives will serve terms ranging from two to three years depending on the position they have taken.

Parents	3 year term
Teachers	2 year term
Principal	Permanent member
ANS	2 year term
FN	2 year term
Community	2 year term
TPS	Permanent member
CCRCE	Ex Officio member

Elected members may serve two consecutive terms after which time they must step down for a minimum of one year before being considered for election again.

Committee Appointments

Subcommittees will be chosen as necessary. Membership on subcommittees is not limited to Council members. It is recommended that at least one Council member sit on all committees. The Chair and Vice chair will be ex-officio on all committees.

Conflicts

Disputes that cannot be resolved at the local level will be referred to the Regional Centre. The Department of Education and Early Childhood Development will resolve any disputes that the Board cannot resolve.

Vacated Positions

The Council will fill vacant positions by appointment. The appointee will serve out the remaining time of the term by the vacating member.

Executive

The executive of the council shall consist of a chairperson, vice-chair and a secretary. The Council, at the first regular meeting following the AGM, will elect these positions internally.

Meetings

- All regular SAC meetings will be open to the public. In certain circumstances in camera meetings may be called at the discretion of the Executive.
- Meetings will be held at least six times per year.
- Council members will be notified of meetings via email and they will be advertised in the school newsletter.
- The Council will hold an Annual General Meeting in May.
- The Executive may call a special meeting for reasons deemed appropriate by the Executive.

- The Quorum for a special meeting will be 50% plus one member of Council, two of which are parent representatives.

Quorum

Quorum at regular meetings shall consist of 50% plus one. Of those present, there must be two parent representatives and two teacher representatives.

Agenda/Minutes

The Secretary, in consultation with the Principal and the Council Chair, will be responsible for the creating and distribution of the agenda and taking and distribution of the minutes. The minutes and the agenda will be distributed at least a week prior to the meeting. Copies of the minutes will be made available to the public at the school and on the school's website.

Support

The School will provide, within the limits of its financial resources, support services, communication, and other reasonable assistance associated with the council's activities.

Annual Report

The Council and the school staff in conjunction with appropriate partners will produce an annual report. This report will be submitted to CCRCE and will be available to parents and community at the school and on the school's website.

Adopting and amending bylaws

Bylaws will be adopted or amended by the Council by a two-thirds vote. Potential By-law changes must be submitted to Council at a regular meeting and a vote will be held on adoption or amendment at the next regular meeting.

Decision Making Process

The Council will make decisions by consensus. If consensus cannot be reached, a vote will be held. The vote will follow Roberts Rules of Order. Most decisions will require a vote of 50% plus one to be passed. By-law adoption or amendment will require a two-thirds vote.

Public Statements

The Council Chair, in consultation with the Principal, shall be responsible for making public statements on behalf of the Council.

Public Presentation

Anyone wishing to make a public presentation to the Council shall make a formal request in writing outlining/summarizing the presentation to the Council. These applications will be discussed at a regular

Council meeting or may be approved for presentation by the Executive in consultation with the Principal. The Council will decide on approval of the application based on two criteria:

- Whether the presentation falls within the Council’s mandate
- Whether it is appropriate

If the Council or the Executive decides to hear the presentation it will be scheduled for the next regular Council meeting or at a special meeting if called by the Executive.

Presentation Process

- The Chairperson will facilitate the process
- The presentation is limited to twenty minutes
- SAC members will have fifteen minutes to ask questions of the presenter to clarify content
- The Chair will bring closure to the content
- The presenter can expect the SAC to consider the presentation and take any recommendations made by the presenters under advisement.
- The Chair will inform the presenters when they can expect a response from the Council.

Parties to the agreement

We, the undersigned, understand and agree to follow these bylaws.

Truro Elementary School SAC Chair

Date

CCRCE Regional Executive Director of Education

Date