



Coaldale Prairie Winds Secondary School Council Bylaws

Revised September 2024

Mission Statement

The Coaldale Prairie Winds Secondary School Council works with parents/guardians, students, administrators, teachers, and the community in an advisory capacity to ensure that all students at Coaldale Prairie Winds Secondary have the opportunity to receive a quality education that reflects the expectations of the entire community.

Basic Principles

The Coaldale Prairie Winds Secondary School Council (hereinafter referred to as *The Council*) is a collective group of parents/guardians, school staff, students and community members who work together to effectively support and enhance student learning. Through the Council, input can be provided into the operation of the school by:

- a) Attending council meetings.
- b) Offering advice to the Principal and School Board regarding matters pertaining to the school.
- c) Submitting a request to the Chair to be placed on the agenda at least ten (10) days prior to any Council Meeting.

Council Membership

The Council uses a Town Hall Model of governance. Membership of the School Council shall consist of the following:

- a) All parents/guardians of students enrolled in the School,
- b) All teachers and staff of the school,
- c) The Students' Council President or representative,
- d) The Principal,
- e) Community Member(s) to a maximum of three (3) with a vested interest in the school.

Council Executive

All Council members who are parents/guardians of children attending the school are eligible to be council executives. If there are not enough parents/guardians interested in being on the executive, then a community member shall be eligible to hold an executive position.

- a) The executive shall consist of a Chairperson, Vice Chairperson, and Secretary.
- b) The executive shall be elected at the Annual General Meeting (AGM), held prior to the first council meeting.
- c) The terms of office are for one year.
- d) In the event that an executive position becomes vacant, the Council may appoint a replacement to complete the remainder of the term of the departing member.
- e) No member of the Council shall receive any remuneration for services rendered for The Council.

Duties of the Council Executive

Chairperson

- a) Preside over all meetings of The Council.
- b) Ensure that all decisions of The Council are carried out.
- c) Prepare and submit an annual report for the year they have served on The Council. The report must be submitted to The Council and School Board by September 30th of each year.
- d) Represent The Council and the School as required.
- e) Convene special meetings.
- f) Prepare agendas to review with the Principal at least ten (10) days prior to a Council meeting.
- g) Circulate the agenda to Council members one (1) week prior to a Council meeting.

Vice-Chairperson

- a) Assist the Chairperson in carrying out their duties.
- b) Assume the responsibilities of the Chairperson in their absence.

Secretary

- a) Record, retain and arrange for the distribution of minutes taken at The Council meetings.
- b) Email minutes to attendees of the previous meeting.
- c) Minutes from the previous meeting shall be made available to members of the school community at least two (2) weeks prior to a Council meeting.
- d) Once Council Meeting minutes are approved, email the School Website monitor to have them post the minutes.
- e) Assist the Chairperson with correspondence of The Council.
- f) Ensure all advertising of upcoming meetings and Council initiatives are circulated to the general public.
- g) Ensure that Council members are contacted for Council Executive meetings.

Please note that other members may share the chairing and minute taking of the council meetings. The decision to do this must be made/agreed upon prior to the commencement of the said meeting.

Council Meetings

The following protocols will be followed in conjunction with the School Act-School Council Regulations:

- a) The Council shall meet at minimum of four (4) times during the school year, convened by the Chairperson.
- b) Meetings shall be held in the school and/or virtually.
- c) The Council will consult with the Principal regarding invitations extended to school support personnel to attend any meetings.
- d) Simple Rules of Order (Appendix A) shall govern the rules of procedure and order of business at all Council meetings unless otherwise specified in the School Council Bylaws.
- e) A quorum will be attained when the majority of voting members present at any meeting are parents/guardians and community member(s) (if applicable), inclusive of at least one Council Executive member and the principal or his/her designate.
- f) If a quorum is not attained after two (2) meetings, the School Board may suspend the Council and assign the Council duties to the Principal.
- g) Decisions will be made by consensus as much as possible.
- h) Motions will be moved and passed by a majority of School Council voting members.

- i) The voting members of the School Council shall consist of the parents/guardians, student representative, and community member(s).
- j) The non-voting members of the School Council shall consist of the Principal and teacher representative(s).
- k) Parents/guardians of children in the school, all school staff and community members may attend all or part of any and all Council meetings.
- l) Minutes shall be kept in a binder with the Principal and on the CPWS website for a minimum of seven (7) years, and be readily available at each Council meeting.
- m) The School Council Bylaws shall be reviewed and may be amended at the AGM prior to the new Council and its Executive being established.

Council Executive Meeting

The following procedures shall be followed:

- a) The Council Executive shall meet as convened by the Chairperson.
- b) The meeting will be held in the school and/or virtually and the Council executive will consult with the Principal to determine the necessity of school support personnel to be in attendance.
- c) The Council Chair in consultation with the Principal shall create and circulate an agenda prior to the meeting.
- d) The Council Chair may invite, at his/her discretion, any parent/guardian, student, staff member, Board member, or community member to be present at this meeting.

Formation of the School Council and Council Executive

The following procedures will be followed:

- a) The First Council meeting shall be held immediately following the AGM.
- b) The AGM and First Council meeting shall be held by September 30th of the new school year.
- c) The Principal shall advertise these meetings throughout the school community at least fourteen (14) days in advance of the meeting.
- d) If a Council is not elected at the AGM, the Principal may establish an advisory committee for that year to carry out one or more of the duties or functions of The Council.

Council Roles

Council members shall abide by the Alberta School Councils' Association suggested Code of Ethics (Appendix B) and the Freedom of Information and Protection of Privacy Act (FOIPPA). The Council may offer advice to assist in the development of the schools:

- Mission, vision and philosophy
- Policies
- Annual education plan
- Annual results report
- Budget
- Community integration and its' expectations during school-based planning

Other Roles

The Council Chairperson or their designate shall sit on the Selection Committees for the position of Principal. This member will represent the Council on the Selection Committee and will be a voting member of the Selection Committee. Excluding transfer of positions within the school division, the School Council Chair may (at the discretion of the Superintendent) be invited to attend an interview and provide input of internal or external candidates applying for posted positions.

Nothing in these Bylaws, or its application by the Council, shall contravene any policies or legal statutes of Palliser Schools Division or the Government of Alberta.

Conflict Resolution

If at any time ten (10) parents/guardians, or fifty percent (50%) of the Executive Council members of the School Council are of the opinion that the School Council is in a state of conflict such that its operation is significantly impaired, they may deliver a written request signed by them to all School Council members, and the following shall apply:

1. The Chairperson will call a Special Meeting of the School Council;
2. The Secretary will provide a minimum of five (5) days' notice to all parents/guardians and School Council members of the date, time, place and purpose of the Special Meeting;
3. At the Special Meeting, all parents/guardians and School Council members present will have the opportunity to hear and discuss the issues causing the conflict;
4. On motion, seconded by any parent/guardian or School Council member present at the Special Meeting, a vote shall be held respecting a proposed resolution to the conflict;
5. If the combined majority of parents/guardians and School Council members present vote in favour of the proposed resolutions, the School Council shall immediately act upon the passed resolution.

Amendments

Amendments to the Coaldale Prairie Winds Secondary School Council Bylaws can be made at the AGM. At this meeting, the amendments shall be voted on and approved by a simple majority vote of the members in attendance.

Appendix A

Simple Rules of Order

1. An individual must be recognized by the Chair before speaking and before obtaining the floor to make a motion.
2. Once an individual has the floor, they may speak and/or move a formal proposal or motion.
3. All motions must be seconded.
4. The Chair will then state the motion that has been moved and seconded for clarity. All discussion will then focus on the proposed motion.
5. Whether it is a motion or a matter that involves discussion; the 90/10 directive shall govern conversation.
6. When a motion is on the floor, the chair opens debate. Each member may speak to the motion twice, and although there are no time restrictions, everyone must be aware that the meeting must proceed in a timely manner.
7. If no one indicates a desire to speak/speak further to the motion, the chair conducts the vote by asking for those in favour and those opposed. The vote may be conducted by a show of hands.
8. The majority needed to pass a motion is 51%. If there is a tie, then the motion is defeated.

* The 90/10 rule pertains to discussion about a motion or matter at hand. Only 10% of the discussion should be about the actual issue at hand, and 90% should be centred on suggestions and a resolution.

Appendix B

The Alberta School Councils' Association Suggested Code of Ethics for School Council Members

The *School Council Resource Guide* suggests a Code of Ethics for school council as a whole, intended for all members of school council acting as a collaborative group.

As a school council, advocating for student learning and school improvement in Coaldale Prairie Winds Secondary, we shall:

- Abide by the legislation that governs school council.
- Be guided by the mission statement of the school and our school council.
- Endeavour to be familiar with school policies and operating practices and act in accordance with them.
- Practice the highest standards of honesty, accuracy, integrity and truth.
- Recognize and respect the personal integrity of each member of the school community.
- Apply and adhere to democratic principles.
- Declare any conflict of interest.
- Foster a positive atmosphere in which individual contributions are encouraged and valued.
- Consider the best interests of all students in our decisions and deliberations.
- Respect the confidential nature of some school business and respect limitations this may place on the operation of the school council.
- Never disclose confidential information.
- Limit discussions at school council meetings to matters of concern to the school community as a whole.
- Use the appropriate communication channels when questions or concerns arise.
- Promote high standards of ethical practice within the school community.
- Accept accountability for school council decisions.
- Accept no payment for school council activities.