
DEFINITIONS

“LDSB” – Limestone District School Board

“PARENT” - a parent of a pupil who is enrolled in a school of the LDSB, and includes a guardian as defined in section 1 of the Act: “a person who has lawful custody of a child, other than the parent of the child”

“PIC” – Parent Involvement Committee as described by LDSB AP 114 (AP 114 updated June 2017) and Ontario Regulation 612/000

“REPRESENTATIVE” – one formal representative from each school who is the selected voting member at a meeting as defined in (12)

“SCHOOL” – any school in the LDSB

FOUNDATIONAL STATEMENT

1. The Director of Education, together with the staff members and Trustees of Limestone District School Board, believes that relationships between schools and their communities can be enhanced through the establishment of local school councils and the Parent Involvement Committee (PIC). The PIC serves as an ongoing mechanism for effective communication and consultation among system leaders, school communities, the Board, and the Ministry of Education. The purpose of the Parent Involvement Committee is to support, encourage, and enhance parent engagement at the board level in order to improve student achievement and wellbeing.
2. The Parent Involvement Committee 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 and parents/guardians of students 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.
3. The district is committed to providing, within its means, the resources necessary for an effective partnership between parents and schools through a variety of means including the Parent Involvement Committee. Furthermore, all parents/guardians are always encouraged to attend and participate in PIC meetings or events.

BYLAW REVIEW

4. Bylaws will be reviewed annually at the last scheduled meeting of each school year.
5. Bylaws must not contravene any provincial laws or regulations, or any Ministry or Board policies.

MEETINGS

6. Four or more meeting dates will be established by the last day of the previous school year.
7. Additional meeting dates may be added with at least 5 days' notice.
8. Notifications of meeting will be sent to all schools, the PIC email distribution list and will be posted on the LDSB website at least 5 days in advance.
9. The board shall make available to its parent involvement committee the facilities that the board considers necessary for the proper functioning of the committee, and shall enable members to participate fully in meetings of the committee by electronic means.
10. A representative who participates in a meeting through electronic means shall be deemed to be present at the meeting.
11. All meetings shall be open to the public and shall be held at a location that is accessible to the public.
12. Any elected position(s) deemed necessary to be established for the following school year, such as Secretary, Treasurer, Communications or other, shall be established at the final meeting of the previous school year.
13. The duties of any elected position(s) deemed necessary shall be clearly established at the final meeting of the previous school year.

FORMAL REPRESENTATIVES

14. The duties of a formal representative shall include:
 - a) Attendance and voting rights at each meeting;
 - b) Declaring themselves present at each meeting by writing their name and taking their school voting card;
 - c) Receiving PIC correspondence; and
 - d) Sharing information from communications and PIC meetings with parents at their home school.

**Limestone District School Board Parent Involvement Committee Bylaws Based on
LDSB AP 114 (AP 114 updated June 2017)**

15. At the commencement of each school year, a request will be made to each school through the Principal to designate one formal representative.
16. In the event that a school has not yet or, does not at all, select a formal representative, all communication shall be sent to the Principal of the school.
17. In the event that a formal representative from a school cannot attend a meeting, they may designate any other parent from their school to attend a meeting in their place without any prior notification to the PIC.
18. Other parents are encouraged to attend meetings and participate in discussions, but they will not have voting rights.

OFFICERS – CO-CHAIRS AND OTHER REQUIRED ELECTED OFFICERS

19. The duties of a second year/incumbent Co-Chair shall include:
 - a) To regularly communicate with representatives, the Director of Education or Designate, Ministry of Education, and other relevant external organizations;
 - b) To prepare the newly elected/first year Co-Chair to preside as the incumbent/second year Co-Chair the following year;
 - c) To attend, when requested, or select an alternate delegate to attend, other board committee meetings;
 - d) To attend, or select an alternate delegate to attend, other relevant conferences or events as deemed necessary by the committee;
 - e) To ensure that the PIC website is maintained and kept up to date;
 - f) To ensure that accurate minutes record the business transacted at any meeting;
 - g) To ensure that minutes are amended as necessary and approved at each meeting;
 - h) To ensure the approved minutes are posted for a period of four years on the PIC website and available in hard copy at the Board office; and
 - i) To attend, or select an alternate delegate to attend, the annual Spring Ministry of Education PIC Symposium.
20. The duties of a newly elected/first year Co-Chair shall include:
 - a) Fulfilling the duties of the incumbent Co-Chair as required by absence and availability;
 - b) To become fully prepared, through tutelage and communications with the incumbent Co-Chair, to assume the role of the incumbent/second year Co-Chair the following year; and
 - c) To support the incumbent Co-Chair as required.
21. The duties of any other Officer deemed necessary by the prior year PIC shall be clearly established at the final meeting of the prior year.

22. Any LDSB parent, may hold the position of Co-Chair or any other officer position established.
23. If the parent is also an employee of the LDSB (full-time, part-time, or casual), they must declare this information to other representatives to the LDSB PIC two weeks prior to the election or potential acclamation as part of their bio.

NOMINATIONS

24. Nominations for a first year Co-Chair may be submitted by any parent of the LDSB.
25. Nominations or self-nominations must be received two weeks prior to the election which will be held annually before November 15.
26. Nominations must be submitted to the Director of Education or the Assistant to the Director and be accompanied with a short (maximum 250 words) bio. Nominations and bios can be mailed or dropped off at the LDSB Education Centre at 220 Portsmouth Avenue. Alternatively, they can be e-mailed to seniorj@limestone.on.ca. These bios will be shared with the other school's representatives at least 10 days prior to the election.
27. In the event that no individual is nominated or self-nominates, the incumbent Co-Chair will be acclaimed as the sole Elected officer until a first year Co-Chair can be acclaimed.

ELECTIONS

28. The former first year Co-Chair will be acclaimed as the incoming second year/incumbent Co-Chair for a one-year term.
29. In the event that the former first year Co-Chair is incapable of assuming the role of the second year/incumbent Co-Chair, elections will be held to select two Co-Chairs from among the nominees.
30. Elections will be held annually for the role of one of incoming/first year Co-Chair.
31. Notice of elections will be provided at least one month prior to the scheduled election via e-mail and on the LDSB website.
32. Each candidate will also be allotted two minutes to address the other representatives prior to the vote.
33. The Co-Chair(s) will be elected by secret ballot.
34. Each representative will have one vote.

35. Voting will be supervised by the Director (or designate) and two school representatives who are not running in the election.
36. Results, beyond the elected individuals who will hold office, will not be shared.
37. All ballots and tallies will be destroyed upon completion of any round of voting.

TERM

38. A newly elected/first year Co-Chair will serve one year until they are acclaimed at the following years election and then will serve one year as the incumbent/second year Co-Chair.
39. Incumbent/second year Co-Chair terms will be one year following a one-year first year/newly elected Co-Chair term.
40. Co-Chairs may hold office for a maximum of two continuous terms in the same role if no other candidates are nominated.

VACANCIES

41. A vacancy shall occur if a Co-Chair steps down from their position, is unable to fulfil their duties or if a resolution is passed that he or she be removed, by a majority of the representatives present and entitled to vote at the meeting.
42. If any vacancy shall occur for any reason, the representatives by majority vote may, by appointment, fill the vacancy with any other representative for the balance of the term of the vacancy.

COMMUNITY MEMBER APPOINTMENTS

43. In recognizing that members of the community can bring an important perspective, up to three community members may be appointed as representatives.
44. Community Representatives may include:
 - a) a representative of the Special Education Advisory Committee (SEAC), designated by the SEAC;
 - b) a representative of KFL&A Public Health as designated by Public Health; and/or
 - c) any other community organization the representatives select.
45. Community members may not be a member of the Board of Trustees or an employee of the LDSB.

46. Community members are voting members except for the selection of the Co-Chairs.
47. Community members terms will be one year.
48. Community members may serve a maximum of three consecutive terms (3 years).
49. An exception to the number of consecutive terms may be made in exceptional circumstances where no other representative is available from the community group/organization.
50. If a vacancy occurs at any time, it is the responsibility of the community group/organization to select a replacement representative.
51. Additional community representatives may be invited to individual meetings as a resource but would not hold voting privileges.

QUORUM

52. No business shall be transacted at any meeting unless the requisite quorum is present at the commencement of the meeting.
53. If quorum is not achieved, an informational meeting may be held.
54. Quorum shall be represented by ten percent of total number of representatives.

VOTING

55. Agenda items that may require voting will be identified to representatives 5 days prior to the meeting.
56. Unforeseen matters that arise at the meeting that require voting will be tabled or voted on at the discretion of the Co-Chairs and Board designate.
57. All matters and questions arising at any meeting shall be decided by a majority of votes of the representatives at the meeting.
58. Every vote at any meeting shall be decided by a show of voting cards by those present or by show of hands by those attending electronically by video.
59. Electronic voting outside of a scheduled meeting is permissible only when the Co-Chairs and Board designate agree that the situation is urgent and that "time is of the essence."
60. In the case of a disagreement where the Co-Chairs and Board designate are required make a joint decision, the tie shall be broken by a vote of these three.

CONFLICT RESOLUTION

- 61. Every representative will be given an opportunity to express his or her concerns or opinions on matters on the floor.
- 62. Speakers will maintain a calm and respectful tone at all times.
- 63. Representatives are designated as representatives of the LDSB's community and will demonstrate respect for their colleagues at all times.
- 64. Speakers will be allowed to speak without interruption.
- 65. The responsibility of the Co-Chairs 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.
- 66. If no common ground can be identified, the Co-Chairs will seek to clarify preferences among all members before proceeding.
- 67. If all attempts at resolving the conflict have been exhausted without success, or if the Co-Chairs are not in a position to be impartial with respect to the conflict, the Co-Chairs shall request the intervention of the director, or other senior administrator, to facilitate a resolution to the conflict.

CONFLICT OF INTEREST

- 68. Each representative shall avoid situations that could result in an actual, potential, or perceived conflict between the overall goals and vision of the LDSB PIC and a personal or pecuniary interest.
- 69. If a representative identifies they have a conflict of interest, he or she shall declare the conflict of interest immediately and remove himself or herself from the meeting and decline any participation in, the discussion and resolution of the issue or item.

CONFIRMED AND PASSED by the LDSB PIC Representatives on the _____ day of _____ in the year _____.

Co-Chair

Board designate