

## 1.0 CERTIFICATE OF ESTABLISHMENT

SCHOOL: Bears paw School  
ESTABLISHMENT DATE: September 10<sup>th</sup>, 2002  
CONSTITUTION ACCEPTANCE DATE: January 16<sup>th</sup>, 2003  
NAME OF SCHOOL COUNCIL: Bears paw School Council

The Principal and Chair or Secretary by their signatures certify the establishment of a School Council, formed by way of a properly constituted Establishment Meeting held on the Establishment Date at which:

1. a Chair and Recording Secretary were selected;
2. seven (7) or more parents were in attendance and a majority of parents voting:
  - a. decided upon the size of our School Council and the qualifications for membership on our School Council, as outlined in the attached Bylaws;
  - b. decided upon an annual term of office for each Member of our School Council; and,
  - c. elected Parents of Students enrolled in our School to become members of our School Council.

DATED as of \_\_\_\_\_ and certified to be true and correct by our signatures.

\_\_\_\_\_  
PRINCIPAL

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
PRINT NAME

## **2.0 STATEMENT OF PHILOSOPHY**

### **2.1 NAME**

The name of the School Council shall be Bears paw School Council of Calgary, Alberta.

### **2.2 MISSION**

The mission of the Bears paw School Council is to support the academic, physical and emotional well-being of all students, and to promote an effective learning environment in partnership with students, staff, parents and the community. School Council strives to provide the advice and support needed to offer each student the best education possible.

### **2.3 VISION**

The vision of the School Council is to foster an effective, positive, respectful and safe learning environment that enables our students to achieve their full potential.

### **2.4 GUIDING PRINCIPLES**

All School Council Members shall:

- 2.4.1** accept that School Council is a cohesive unit. Once an issue is decided on in Council, it is the responsibility of individual members to publicly support the decision of Council;
- 2.4.2** be guided by the mission statement and vision of the school;
- 2.4.3** represent a constituency (parents, teachers, the community), and be responsible for determining and representing the views of his or her constituency to the Principal, the School and School Council;
- 2.4.4** promote a positive atmosphere where individual contributions of all School Community members are encouraged, valued and respected;
- 2.4.5** apply democratic principles;
- 2.4.6** be responsible to base all of his or her deliberations and actions on the interest of the common good of all students and to act in the best interests of all students;
- 2.4.7** acknowledge that effective partnerships are built on understanding, trust and mutual respect and these are best fostered by open and respectful communication;
- 2.4.8** declare any conflicts of interest;
- 2.4.9** accept no remuneration for School Council activities.

### **2.5 OBJECTIVES**

The objectives of the Bears paw School Council, in keeping with the School Act and the School Council Regulations are as follows:

- 2.5.1** to advise the Principal on matters relating to the School such as school philosophy, programs and directions, and budget allocations to meet student needs;

- 2.5.2** to facilitate an environment that supports our vision and mission statements;
- 2.5.3** to promote and encourage an inclusive environment for School Council meetings. School Council Meetings are open to the entire School Community thus allowing members of the School Community to ask questions and have input in the decision making process;
- 2.5.4** to facilitate communication, planning and resource allocations to ensure completion of priority programs that are needed to meet the expectations of our School Community;
- 2.5.5** to work, in cooperation with the Principal, to communicate our school's needs to our elected Trustee;
- 2.5.6** to provide positive recognition to volunteers within our School Community;
- 2.5.7** to support School activities in the following capacities: advisory, consultative and participatory.



## **3.0 BYLAWS**

### **3.1 DEFINITIONS**

In all Bylaws of Bearspaw School Council, unless the context otherwise specifies or requires:

- 3.1.1 Ad Hoc Committee** – a temporary committee struck to deal with a special issue or circumstance.
- 3.1.2 Annual General Meeting (AGM)** means the meeting required to be held in accordance with Section 3.7.
- 3.1.3 ASCA** means the Alberta School Councils' Association (Link: [www.ahsca.ab.ca](http://www.ahsca.ab.ca)).
- 3.1.4 Certification of Establishment** means the document that certifies the proper establishment of the School Council and confirms the composition and size of the School Council as determined by parents at the Establishment Meeting.
- 3.1.5 Community Representative** means a person appointed by the School Council. A Community Representative shall not have children attending the School and shall not be an employee or official of the Rocky View School Division.
- 3.1.6 Establishment Meeting** refers to the requirements outlined in the School Council Regulation pertaining to formation of a new School Council.
- 3.1.7 FBES** means Friends of Bearspaw Education Society.
- 3.1.8 Parents** mean parents, guardians or legal custodians of a student or students registered at the School.
- 3.1.9 Principal** means principal at Bearspaw School.
- 3.1.10 Regulation** means the School Councils' Regulation, an Alberta Regulation 171/98 (Link: [www.gp.gov.ab.ca/documents/regs/1998\\_171cfm](http://www.gp.gov.ab.ca/documents/regs/1998_171cfm)).
- 3.1.11 Resolution** means a decision made by School Council through a majority vote.
- 3.1.12 Rocky View School Division (RVSD)**, referred to as the Board, means the Board of trustees of the Rocky View School Division.
- 3.1.13 School** means the Bearspaw School.
- 3.1.14 School Act** means the School Act found in the Statutes of Alberta, 1988, as amended in 2007.
- 3.1.15 School Community** means Parents, Teachers, the Principal, Administrator(s), Support Staff, Students and interested persons in the community at large.
- 3.1.16 School Council** means Bearspaw School Council formed at the Establishment Meeting.
- 3.1.17 School Council Meeting** refers to regularly scheduled meetings of the established Council.
- 3.1.18 The Seven Offices of the School Council** consist of Chair, Vice-Chair, Secretary, Treasurer, Volunteer Coordinator, Director of Communications and Past Chair. 'Officers' means the Members who occupy the offices of the Executive.
- 3.1.19 Special Meeting** means a meeting held according to Section 3.2.6.ii of the School Council Bylaws.

- 3.1.20 Special Resolution** means a resolution passed at a School Council Special Meeting by a majority of at least two thirds (2/3) of Members present and entitled to vote at the meeting.
- 3.1.21 Stakeholders** mean Parents, Staff, Students, Teachers and Administrators.
- 3.1.22 Statement of Philosophy** means a statement adopted by School Council which includes a mission, vision, guiding principles and objectives.
- 3.1.23 Students** mean the students enrolled in the School.
- 3.1.24 Support Staff** means persons other than Teachers and Administrators who are employed at the School.
- 3.1.25 Teacher Representative** means a teacher at the School who is appointed by the teachers at the School to serve on School Council.
- 3.1.26 Teachers** mean those persons who are employed to teach Students at the School.

## **3.2 GOVERNANCE**

- 3.2.1** School Council will observe the Simple Rules of Order (see Appendix A) and strive to reach decisions by consensus, but recognizes that a vote of School Council Members may be required. A quorum and a majority are specified in the School Council Bylaws.
- 3.2.2** The School Council acts as a democratic organization which is administered by an elected executive.
- i. The School Council shall ensure that each participant of the School Community has a reasonable opportunity to express views for consideration.
  - ii. Any participant of the School Community wishing to make a request or introduce an issue to Council, must provide the Chair with a written document outlining the request or issue and its applicable solutions or suggestions.
- 3.2.3** Subject to the School Act, the Regulation and the RSVD policy on School Councils, the School Council shall have the power to manage the activities of the School Council and to make and implement policies in the School that the School Council considers necessary to carry out its functions.
- 3.2.4** With reference to Section 17 of the School Act, the School Council, may, at its discretion:
- i. advise the Principal and School Board respecting any matter relating to the School;
  - ii. perform any duty or function delegated to it by the School Board in accordance to Regulations;
  - iii. consult with the Principal so the Principal may ensure the Students have the opportunity to meet the standard of education set by the Minister of Education;
  - iv. consult with the Principal so that the Principal may ensure the fiscal management of the School is in accordance with the requirements of the School Board and the Superintendent; and
  - v. do anything it is authorized under the Regulations to do.

- 3.2.5** With respect to Fiscal issues, the School Council shall:
- i.** coordinate School Council fundraising activities;
  - ii.** direct all monies raised by School Council to the School Council bank account;
  - iii.** maintain a reasonable portion to the School Council account for the management of School Council activities;
  - iv.** ensure School Council monies are administered in a responsible manner;
  - v.** work together with the Principal and FBES to identify and recommend deserving projects and programs for funding support (see Section 3.3.6); and
  - vi.** review and advise FBES on their Annual Budget and Annual Fundraising Plan for Bears paw School initiatives, programs and projects.

**3.2.6** Voting

- i.** At Regular School Council Meetings voting shall occur as follows:
  - a.** the Chair shall not vote except in case of a tie;
  - b.** all other elected and appointed Members in attendance shall have one (1) vote;
  - c.** an elected or appointed Member may vote by proxy, at the discretion of the Chair;
  - d.** Members appointed after the AGM must have attended a prior meeting in order to gain voting privileges;
  - e.** to vote, a motion must have been made and seconded;
  - f.** a simple majority vote of those Members present and entitled to vote will be conclusive;
  - g.** only elected and appointed Members, as well as the Principal, are entitled to vote; parent Members shall constitute a voting majority.
- ii.** At Special School Council Meetings voting shall occur as follows:
  - a.** the Chair shall not vote except in the case of a tie;
  - b.** all other Members in attendance shall have one (1) vote;
  - c.** an elected and appointed Member may vote by proxy, at the discretion of the Chair;
  - d.** to vote, a motion must have been made and seconded;
  - e.** Special Resolutions shall be passed by a 2/3 majority of those Members present and entitled to vote and shall be conclusive; parent Members shall constitute a voting majority.

**3.2.7** Quorum

- i.** The quorum for any Special Meeting shall be ten (10) members present in person.
- ii.** A quorum for regular meetings of the School Council shall be seven (7) members of the School Council, of which at least two (2) must be Officers of School Council and one (1) must be the Principal (or his/her designate).

### **3.3 MEMBERS**

#### **3.3.1 Membership**

All School Council positions, excluding those that are appointed, shall be elected by the parents of students enrolled in the school at the Annual General Meeting. All elected positions shall be decided by a majority vote.

The Members of School Council shall consist of the following:

- i.** the Executive Officers which include the Chair, Vice Chair, Secretary, Treasurer, Volunteer Coordinator, Director of Communications and Past Chair;
- ii.** a parent representative for each grade;
- iii.** a parent representative for Kindergarten;
- iv.** the Principal of the school;
- v.** up to two (2) teacher representatives of the school, selected by the school staff;
- vi.** a Community Representative;
- vii.** a representative of FBES;
- viii.** Members at large.

**3.3.2** It shall be the duty of each Member of School Council to act in a manner consistent with the statement of philosophy and the best interests of the school, the students, and according to these bylaws.

**3.3.3** Members of the School Council shall abide by the School Based Decision Making model as outlined in the Rocky View School Division Policy 1.8.2.

**3.3.4** A School Council Member's term shall commence upon election or appointment and continue for a one (1) year term or if an officer of the School Council, for a two (2) year term (see Section 5.1). Terms of office shall run from Annual General Meeting to Annual General Meeting.

#### **3.3.5 Vacancies**

- i.** In the event of a permanent vacancy of an officer, the Vice-Chair shall fill the office on an interim basis until School Council can fill the office through an election held at a regular meeting. If the vacant office is the office of the Chair, the Vice-Chair shall fill the office until the next Annual General Meeting.
- ii.** For all other permanent vacancies, School Council may appoint a person(s) to fill that position until an election can be held at a regular meeting.
- iii.** For permanent vacancies of the Teacher Representative, the School Staff constituency shall appoint a replacement.
- iv.** A School Council Member may withdraw by providing the Chair and the Principal written notice. If the School Council Member withdrawing is the Chair, the notice in writing is given to the Vice-Chair and the Principal.
- v.** Lack of attendance, which is defined as missing more than two (2) consecutive meetings, is cause for removal from School Council.

**3.3.6** School Council shall be a member of the Alberta School Councils' Association (ASCA), and membership is to be renewed as per the ASCA request. Membership in the ASCA is all inclusive as well as individual. Members are automatically members of the Provincial and National Association through School Council membership. Monies allocated to School Council by RVSD shall be used to purchase this membership.

### **3.4 RESPONSIBILITIES AND DUTIES OF SCHOOL COUNCIL MEMBERS**

**3.4.1** School Council Members are responsible for creating a culture of respect and collaboration, especially with respect to the roles of staff and volunteers. Each School Council must decide how to fulfill this responsibility in the school community through activities, such as:

- i.** seeking the views of the school community through questionnaires, informal discussions and topic-specific meetings. Also, through consulting as widely as possible with parents, teachers, students and community before making major decisions or providing conclusive advice to the principal or board;
- ii.** informing the school community of things, such as meetings, committee work, news and surveys (e.g. through newsletters, bulletin boards, e-mails);
- iii.** involving the school community (e.g. by inviting, supporting, including);
- iv.** encouraging and promoting parental involvement and support (e.g. by publicizing opportunities for ways to get involved, not just School Council Meetings);
- v.** becoming well informed (e.g. by asking questions, reading, critically examining what is presented);
- vi.** focusing on the best interests of all students (e.g. by considering a wide variety of students families when making decisions and formulating advice);
- vii.** becoming familiar with the policies of the local school board and understanding how they impact the school community;
- viii.** maintaining high ethical standards and setting ground rules of respect for meetings (e.g. adopting a code of ethics for School Council Members).

#### **3.4.2 Officers and Duties of Officers**

The Officers of School Council shall consist of a Chair, Vice-Chair, Secretary, Treasurer, Volunteer Coordinator, Director of Communications and Past Chair.

- i.** Every Member of School Council is eligible to be elected as an Officer of the Council.
- ii.** Officers will be elected by School Council Members for a suggested two year term. The Chair and Treasurer will serve a two (2) year term together. The Vice-Chair and Secretary will also serve a two (2) year term together that is staggered by one (1) year from that of the Chair and Treasurer. This will ensure continuity from year to year.

The duties of the Officers are:

- a.** The Office of the Chair shall:
- promote a collaborative approach to decision making;
  - preside and participate in all meetings of School Council;
  - be the official spokesperson for the School Council;
  - have general supervision of all School Council activities;
  - prepare a draft agenda and a reminder of the upcoming meeting seven days in advance;
  - act as a joint signing authority on the School Council's bank account(s);
  - ensure an annual report is submitted to RVSD as required;
  - ensure timely communication of all School Council actions and events;
  - ensure all Members are aware of their duties and expectations;
  - direct the Vice-Chair to maintain an on-going interest in Special Committees as agreed upon by the School Council;
  - participate in regular communication with Council Counterparts in the Bearspaw Community and RVSD as appropriate;
  - review the Bylaws with School Council Members at the first meeting of the newly elected Council.
- b.** The Office of the Vice-Chair shall:
- preside and participate in all meetings of School Council in the absence of the Chair;
  - assume all duties and responsibilities of the Chair if he or she is unable to do so;
  - be apprised of current School Council business;
  - assist the Chair and the School Council;
  - actively recruit new School Council Members thirty days before the AGM (e.g. posters, flyers, etc.);
  - act as a joint signing authority on the School Council bank account(s) if needed;
  - in the Secretary's absence, take, distribute and post minutes; and
  - assume a leadership role in relation to Special Committees as agreed upon by School Council.
- c.** The Office of the Secretary shall:
- keep accurate minutes of all School Council Meetings and proceedings;
  - ensure copies of the minutes of each meeting are maintained in school files, the library parent resources, and posted monthly on the school website;
  - as needed, provide timely copies of the minutes to:
    - attendees of meetings;
    - the Principal;

- the Teacher Representative;
  - the Community Representative;
  - the local School Trustee; and
  - all elected and appointed Members of School Council.
- assist the Chair and the School Council;
  - ensure the annual calendar of School Council meetings is posted on the school website;
  - inform the school community of any changes to time or place of School Council Meetings;
  - work in cooperation with the Director of Communications to ensure relevant School Council information, such as the annual calendar, monthly agendas and meeting minutes are posted and updated on the school website;
  - carry out all written and electronic communication as directed by the School Council;
  - act a joint signing authority on cheques if needed; and
  - coordinate all School Council Meetings and event bookings.
- d.** The Office of the Treasurer shall:
- properly account for School Council funds and keep such books as may be directed;
  - monitor and control all financial transactions of School Council;
  - receive and deposit all monies raised through School Council;
  - ensure all cash and cheques are deposited without delay;
  - act as a primary signing authority, with one other authorized member, for the School Council's bank account(s). All cheques must be signed by the Treasurer and one other authorized member.
  - submit a Treasurer's Report at Regular School Council Meetings;
  - submit an Annual Financial Statement at the AGM;
  - assist the Chair and the School Council; and
  - prepare a detailed account of receipts and disbursements to be made available whenever directed to do so by the Chair.
- e.** The Office of the Volunteer Coordinator shall:
- organize and distribute, as necessary, a school-wide class/task/event specific volunteer list;
  - work with Grade Representatives, the School Principal, Committees and others as requested on school events and projects;
  - assist the Chair and the School Council;
  - identify and/or coordinate event coordinators and/or volunteers for special events as needed; and
  - compile and distribute a Volunteer Handbook.

- f. The Office of the Director of Communications shall:
  - inform the school community of activities and decisions of School Council;
  - announce upcoming School Council Meetings;
  - generally implement strategies which facilitate two-way communication between School Council and the School Community;
  - be responsible for School Council's portion of the school newsletter;
  - be responsible for maintaining School Council's portion of the school website;
  - ensure the monthly agenda is posted to the school website;
  - promote the school and its activities with the local media as required;
  - inform parents regarding their School Council members, specifically Grade Representatives; and
  - assist the Chair and the School Council.
- g. The Office of the Past Chair shall:
  - have previously served as Chair on the Bearspaw School Council;
  - act as an advisor to the current Chair and the School Council; and
  - provide a historical perspective to aid School Council with decision making.

### 3.4.3 Members and Duties of Members

- i. The Grade Representatives shall:
  - a. act as a liaison between School Council and their respective grade levels through Room Representatives, Teachers, Administration and Parents;
  - b. support the Volunteer Coordinator in recruiting volunteers for school events; and
  - c. assist the Chair and School Council.
- ii. The Community Representative shall:
  - a. act as a liaison with the wider School Community; and
  - b. provide feedback and advise in regards to school issues affecting the community.
- iii. The Teacher Representative shall:
  - a. be appointed by teachers at the School;
  - b. actively seek to understand the views of staff;
  - c. communicate the views of the Teachers to the School Council; and
  - d. communicate the views and the activities of the School Council to the Teachers.
- iv. The Members at Large shall:
  - a. advise and assist School Council and its Committees; and
  - b. attend meetings regularly.

- v. The FBES shall:
  - a. work together with School Council to develop the Annual Fundraising Plan;
  - b. provide regular reports at School Council Meetings and seek advice from School Council on the subsequent year's Annual Budget and Annual Funding Plan;
  - c. as a body separate from the School Council, be responsible for raising any funds necessary to achieve the goals of the Annual Fundraising Plan; and
  - d. implement and/or oversee fundraising events.
  
- vi. The Principal shall:
  - a. promote cooperation between the school and the community it serves;
  - b. seek input from parents and community on major decisions that affect the school;
  - c. establish, facilitate, communicate and encourage opportunities for parents and community involvement in school matters;
  - d. encourage and support the formation and continuous improvement of School Council;
  - e. interpret and share results of provincial achievement tests and diploma exams;
  - f. share information about the school community;
  - g. provide information on the programs in the school and the needs of the students;
  - h. refer School Council to the appropriate resource for information on laws, regulations and policies that affect School Council;
  - i. provide an opportunity for the School Council to provide input into the school's education plan;
  - j. positively promote the activities of the School Council;
  - k. decide on programs/activities and fundraising requirements for the school and seek advice from School Council and fundraising from FBES for programs/activities; and
  - l. present a Principal's report at all regular School Council Meetings.

### **3.5 SCHOOL COUNCIL COMMITTEE GUIDELINES**

From time to time Members of the school community may come forward with a suggestion to form a committee to take action on an event or project. School Council may establish a committee with the following guidelines:

- 3.5.1** School Council will be responsible for approving the formation of committees to carry out programs, event planning, needs assessments, or volunteer work, as deemed necessary by a majority vote of Council Members at a Council Meeting;
- 3.5.2** School Council will establish committee mandates, parameters and limitations;
- 3.5.3** School Council will assist committees in determining the person/persons of authority/responsibility for the group and their membership structure;

- 3.5.4** Committee membership shall be open to all the parents of the school community;
- 3.5.5** Committees will report directly to School Council;
- 3.5.6** Once formed, a committee will designate a volunteer to be responsible for reporting to School Council at each regular monthly meeting;
- 3.5.7** Committees will seek approval from School Council prior to taking on any fundraising endeavors or planning any events within the school community;
- 3.5.8** If a committee will be handling cash or cheque transactions, a designated member will provide a statement of their cash flow at each months meeting;
- 3.5.9** School Council may collapse a committee at any time by a majority vote of Council Members.

### **3.6 MEETINGS**

- 3.6.1** The first meeting of School Council shall be held within 30 days from the Annual General Meeting.
- 3.6.2** The first meeting of the new school year must take place within 20 days from the first day of school.
- 3.6.3** School Council shall meet at least eight (8) times during the year.
- 3.6.4** Meetings will be held on a regular basis at a time set annually, or as deemed necessary by Council. If circumstances require that a meeting be changed or cancelled, the Chair, in consultation with the Principal, may do so.
- 3.6.5** Meetings will take place at the school.
- 3.6.6** Special Meetings of School Council may be called by the Executive or at the written request of ten (10) parents of the school community.
- 3.6.7** A quorum for regular meetings of the School Council shall be seven (7) members of the School Council, of which at least two (2) must be Officers of School Council and one (1) must be the Principal (or his/her designate).

### **3.7 ANNUAL GENERAL MEETING**

- 3.7.1** The Annual General Meeting of School Council shall be held in May or June of the school year.
- 3.7.2** The meeting will be advertised through the school and the community at least 30 days in advance.
- 3.7.3** The business of the Annual General Meeting shall include:
  - i.** a report from the Principal for the current year as well as the School Plan and the School Budget for the upcoming year;
  - ii.** the Treasurer's Report which shall include a financial statement for the previous year and shall be included in the Annual Report;
  - iii.** summaries from Standing Committees;
  - iv.** proposed bylaw changes;
  - v.** election of School Council Representatives for the next school year.

## **3.8 ELECTIONS**

- 3.8.1** Any School Council Member is eligible to be nominated to the Offices of the Executive.
- 3.8.2** Parents must constitute a majority of the Executive.
- 3.8.3** All elections shall be held at the AGM.
- 3.8.4** Voting will occur by ballot except where the Office or Position is filled by acclamation.
- 3.8.5** A majority vote of eligible voters shall be conclusive.
- 3.8.6** A member may not vote by proxy.
- 3.8.7** Term of Office shall be one year (with the exception of the Chair, Vice Chair, Secretary and Treasurer – see Section 3.4.2.ii).
- 3.8.8** Outgoing Officers will assist in the transition of newly-elected Officers to their position.

## **3.9 ANNUAL REPORT**

- 3.9.1** In accordance with School Council Regulation, School Council, through the Chair, must prepare and provide the School Board with an annual report which includes:
  - i.** a summary of School Council's activities for the year;
  - ii.** a financial statement, prepared by the Treasurer;
  - iii.** upon request, a copy of the minutes of each meeting.
- 3.9.2** School Council shall retain a copy of the report at the school and make it available to the school community.

## **3.10 BYLAWS AMENDMENTS AND REVIEWS**

- 3.10.1** School Council Bylaws shall be reviewed from year to year.
- 3.10.2** The bylaws remain in force from year to year unless amended at the Annual General Meeting.
- 3.10.3** The Bylaws of School Council may be amended by a two-thirds (2/3) majority at an Annual General Meeting of the School Council.
- 3.10.4** Notice of proposed bylaw amendments must be circulated with the notice of the AGM.

## **3.11 CONFLICT RESOLUTION**

If during a regular open meeting:

- 3.11.1** the membership is seriously divided on an issue, that issue may be led or referred to the Executive who will further deliberate on the matter;
- 3.11.2** any Member of School Council feels the vote did not represent the wishes of the School Community, they may approach the Executive to call a Special Meeting;
- 3.11.3** an issue arises between a parent and a Member of School Council, a Special Meeting will be called based on a written request from the parent. The Special Meeting will consist only of voting Members of the School Council and the parties involved. Members of School Council will deliberate and vote on the issue.

### **3.12 GENERAL**

#### **3.12.1 Fiscal Year**

The fiscal year of the Council shall be from September 1 to August 31.

#### **3.12.2 Records**

Subject to the provisions of the School Act and policy of the School Board, School Council shall maintain records of its minutes and proceedings and make them available for inspection by participants of the school community, upon request.

#### **3.12.3 Effective Date**

These bylaws or amendments to these Bylaws shall come into force when approved by a majority of Parents of Students enrolled in the School who vote at an AGM.

These Bylaws are certified to be in force effective the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Bearspaw School Council

Chair

Secretary



## **4.0 APPENDIX A**

### **4.1 SIMPLE RULES OF ORDER**

- 4.1.1** An individual must be recognized by the Chair before obtaining the floor to make a motion.
- 4.1.2** Once an individual has the floor, he or she may make a formal proposal or motion, beginning with the statement, "I move..."
- 4.1.3** Another individual must second the motion by saying, "I second the motion." This indicates that he or she agrees, in principle, and that the proposal should be discussed.
- 4.1.4** Once a motion is made and seconded, the Chair states the motion so everyone is clear on what is being proposed. From this point until the motion has been voted on, all discussion focuses on the question.
- 4.1.5** After stating the motion, the Chair asks if the assembly is ready for the motion or ready to vote on the proposal.
- 4.1.6** If no one indicates a desire to speak to the issue, the Chair puts the motion or conducts the vote by asking for those in favour and those opposed. The vote may be conducted by a show of hands, by standing or by ballot.
- 4.1.7** If members of the group wish to discuss the motion, the Chair opens debate. Each participant may speak to the motion twice. Once debate is complete, the Chair puts the motion.
- 4.1.8** The majority needed to pass the motion should be stated in the School Council operational procedures; e.g., 51%. In case of a tie, the motion is lost.