

Great Village Elementary School Advisory Council By-Laws

(Reviewed and revised April 2021)

School council by-laws are intended to guide the structure and operations of the council. All by-laws will comply with legislation.

- Membership** The council for Great Village Elementary will have 7 members including: 2 parents of the children enrolled in the school, 1 teacher and 1 support staff, and 2 community members. Two students may be included in the Council in any given school year if deemed appropriate by the Council. The principal will serve as a permanent non-voting member. Attempts will be made to include council members representing all communities served by the school.
- Elections** Parent and community representatives will be elected at a public meeting, or may be invited to serve on the council. Due notice shall be provided to the community of the time, place and purpose of the meeting. Teachers and support staff will elect their own representatives. All vacancies must be filled by September 30 of each year. All elections shall be conducted by secret ballot. Each member may serve two consecutive two year terms, but then must vacate for a year.
- Conflicts** Membership disputes which cannot be resolved at the local level will be referred to the Centre for Education. The Department of Education will resolve any disputes which the Centre for Education cannot resolve.
- Vacated Positions** The council will refill vacated positions by holding an election for that person or by appointing a person to continue for the remainder of the vacated term. Vacant positions must be refilled by individuals from the same membership group as the person who vacated the position.
- Executive** The executive of the council (chairperson & secretary) shall be annually selected from among the members. This election will occur during the first council meeting. If uncontested, a volunteer will be accepted.
- Meetings** All scheduled monthly meetings will be open to the public. The council must meet at least six times a year. Quorum for council

meetings will be 3 members of the School Advisory membership, or 4 if council make up includes student representation in any given year, with at least one representative from each partner group.

Agenda/Minutes	At the commencement of each school year, the chairperson of the council and Principal will determine who will develop and distribute meeting agendas for the year. The agenda will be distributed at least 2 days prior to the meeting to SAC members. The zoom link to attend (if applicable) will be distributed in the same timeframe to families. The format will allow for open discussion and new business. Minutes will be kept for each regularly scheduled meeting and included in the school's official records. These minutes will be available to the public via timely placement on the school website. See Appendix B for procedures for public presentations.
Support	The Chignecto Central Regional Centre for Education will provide financial resources for approved School Advisory Council operating expenses. The school will provide support services & communication and other reasonable assistance associated with the council's activities.
Annual Report	An annual school report in the form and containing the information determined by the Minister will be produced by the council and the school staff in consultation with appropriate partners. This report will be submitted to the Centre for Education and will be communicated to students, parents, and the community at large (posted to website).
Adopting/Amending	By-laws will be adopted and amended by a consensus decision of council members. If consensus cannot be achieved, the council will use a voting procedure, with a majority in favor.
Decision-making Structure	The decision-making process is outlined in the School Advisory Council Agreement. The members of the council will respect and support any decisions put forth by the council
Committees	When deemed necessary, sub-committees can be formed including voluntary members from outside the council. Any

decision/recommendations of the sub-committees must be discussed and approved by

Appendix B

Public Presentations to School Advisory Councils

Any person wishing to address the SAC via presentation may do so by attending a public meeting to request time on the agenda during the call for new agenda items. At the time of request, the presenter will be invited to provide a brief of the matter being brought forth.

The SAC will decide by consensus to either place the matter on the agenda for the current meeting or add it to the next consecutive meeting agenda. Should the matter be placed on the agenda for the current meeting, the SAC reserves the right to allow for ample discussion time prior to making any decision on new matters brought forth via presentation and may delay a decision until the next consecutive meeting.

The Presentation Process

1. The chairperson facilitates the presentation process.
2. Limit each presentation to a maximum of 20 minutes.
3. Allow time (10-15 minutes) for SAC member to ask questions in order to help clarify the content of the presentation and recommendations.
4. Bring closure by thanking the presenter(s) and provide the following information:
 - a. The SAC will take your presentation and recommendations under advisement, and
 - b. How the presenter(s) will be informed of the council's decision