



C.P.E.C. BY-LAWS	
<i>Administrative Procedure Section</i> CATHOLIC SCHOOL COUNCILS	<i>Policy Number</i> 602
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BY-LAWS

Catholic Parent Engagement Committee

1.0 BY-LAWS

- 1.1 A Catholic Parent Engagement Committee (C.P.E.C continued under Regulation 330/10, subsection 29 (1), will, before October 1, 2011, establish the by-laws required by clause 43(b).
- 1.2 Membership – General (Reg. 330/10, s33)
- (a) The membership of the C.P.E.C. will be comprised of:
- (i) 12 parents who are elected/acclaimed/appointed (two representatives from each of the six Family of Schools,
 - St. Peter Catholic Secondary School and feeder elementary schools,
 - Holy Cross Catholic Secondary School and feeder elementary schools,
 - St. Thomas Aquinas Catholic Secondary School and feeder elementary schools,
 - Holy Trinity Catholic Secondary School and feeder elementary schools,
 - St. Stephen Catholic Secondary School and feeder elementary schools,
 - St. Mary Catholic Secondary School and feeder elementary schools;
 - (ii) the Director of Education, or designate;
 - (iii) one trustee, or designate appointed by the Board;
 - (iv) minimum of one community member;
 - (v) the O.A.P.C.E. Regional Director for P.V.N.C.C.D.S.B. who shall be Roman Catholic;

- (vi) one Administrative Assistant;
- (vii) one principal or vice-principal.
- (b) The C.P.E.C. will appoint or elect members to the Committee before the first meeting of the Committee in the school year.
- (c) The C.P.E.C. will ensure that parent members constitute a majority of the Committee members and that the majority of parents are Roman Catholic.
- (d) The C.P.E.C. will ensure that the majority of Committee members are Roman Catholic.
- (e) The term of office of the trustee appointed to the Committee will be determined by the Board.
- (f) Community representatives appointed to the C.P.E.C. will not be members or employees of the Board.
- (g) The Board will make any appointments before November 15 of the school year and before the first meeting of the C.P.E.C. in the school year.

1.3 Parent Members (Reg. 330/10 s34)

- (a) Parent members will be appointed or elected to the C.P.E.C.
- (b) A person is qualified to be appointed or elected as a parent member of the C.P.E.C. if he or she is a parent.
- (c) A person is qualified to be appointed or elected as a parent member of the C.P.E.C. if he or she is employed by the Board.
- (d) A parent member, who is employed by the Board, will, at his or her first committee meeting, inform the Committee of his or her employment with the Board.

1.4 Election of Parent Members

- (a) The Ad-hoc Election Committee will ensure that two-thirds of the C.P.E.C. members are Roman Catholic.

- (b) The Roman Catholic majority rule will apply as long as the C.S.C.s and C.P.E.C. are advisory in nature. Should the C.S.C.s and C.P.E.C. be given a governance role, all elected parent representatives will be required to hold the same qualifications as trustees, as outlined in the Education Act.
- (c) The C.P.E.C. will establish an Ad-hoc Election Committee composed of the Director of Education, Administrative Assistant, and a parent to oversee the election process. The Administrative Assistant and the parent will not be running for election.

N.B.: The Director will establish the Ad-hoc Election Committee in the absence of an elected C.P.E.C.
- (d) An election of parent members of the C.P.E.C. will be held in May of an election year, on a date that is fixed by the chair or co-chairs of the C.P.E.C., after consulting with the Director or designate.
- (e) The Ad-hoc Election Committee will establish the list of eligible voters for parents.
- (f) The Ad-hoc Election Committee will establish a procedure to receive all nominations. All nomination forms will require the signature of two parents.
- (g) The slate of candidates with brief biographies will be shared with the C.S.C. community along with further electoral process information as determined by the Election Ad-hoc Committee.
- (h) Elections will be conducted by secret ballot. Neither proxy nor absentee voting is permitted. Voters will vote in person during the period(s) of time determined by the Ad-hoc Election Committee as required by the needs of the community.
- (i) All eligible voters will be entitled to cast one vote for up to a total of the number of candidate positions available in their family of schools. Casting more than the maximum number of votes permitted in the category spoils the ballot.
- (j) If there is a tie for the final position for a representative on the C.P.E.C., the winner will be determined by lot.

- (k) No individual campaign literature for C.P.E.C. elections may be distributed or posted in the schools. The exception to this ruling will be made for the candidate forum/information session should one be called by the Ad-hoc Election Committee.
- (l) School resources, both human and material, may not be used to support particular candidates or groups of candidates.
- (m) The election proceedings will be supervised by the Ad-hoc Election Committee.
- (n) Appeals related to the C.P.E.C. election will be resolved by the Election Ad-hoc Committee. If the situation is not resolved to the satisfaction of the complainant, the Director of Education or designate will make a ruling.
- (o) The C.P.E.C. will meet within the first 35 days of the school year, after the elections on a date fixed by the Director of Education or designate.
- (p) The Director of Education or designate will, at least 14 days before the date of the election of parent members, on behalf of the C.P.E.C., give written notice of the date, time, and location of the election to every parent of a pupil who, on the date the notice is given, is enrolled in P.V.N.C. schools. The notice required will be advertised in a variety of methods. (Refer to 1.6 - Vacancies).
- (q) In the event parents are acclaimed, brief biographies of C.P.E.C. members will be shared.
- (r) The Municipal Freedom of Information and Protection of Privacy legislation does not allow sharing of names, addresses, etc. of the parents of enrolled students with other parents, members of the community, etc., unless they obtain written consent from each individual.

1.5 Alternate Members

- (a) The C.P.E.C. may appoint by motion one alternate to replace parents when an absence is unavoidable. An alternate member will be a parent and hold the qualifications to be a trustee.
- (b) An alternate representative will advise the chair of his or her status at the beginning of any meeting in order to have voting privileges.

- (c) The Director may delegate another supervisory officer to serve as his or her alternate when an absence is unavoidable.
- (d) The trustee may delegate another trustee to serve as his or her alternate when an absence is unavoidable.

1.6 Vacancies (Reg. 330/10, s35)

- (a) The Board will ensure that vacancies in parent member positions on the C.P.E.C. are advertised through a variety of methods:
 - (i) advertisements in newsletters of schools and Catholic School Councils;
 - (ii) advertisements in newspapers with general circulation in the geographic jurisdiction of the Board;
 - (iii) advertisements on radio or television stations that broadcast in the geographic jurisdiction of the Board;
 - (iv) notices in schools;
 - (v) notices on the Board's website and school websites.
- (b) If there are vacancies, the C.P.E.C. may, by motion, fill them by appointment for the remainder of the term.
- (c) A vacancy in the membership of the C.P.E.C. does not prevent the Committee from exercising its authority. (Reg. 330/10, s36)

1.7 Officers (Reg. 330/10, s38)

- (a) The C.P.E.C. will have a chair or co-chairs.
- (b) The chair or co-chairs of the C.P.E.C. must be parent members of the Committee and will be selected for a two-year term by the parent members of the Committee at the first meeting of the Committee in each school year that there is a vacancy in the office of chair or co-chairs.
- (c) Only parent members with a two-year term are eligible to be elected to the position of chair or co-chair.
- (d) An individual may not serve more than two consecutive terms as chair or co-chair of the C.P.E.C.

- (e) An individual who has served one term or two consecutive terms as chair or co-chair of the C.P.E.C. may be re-elected as chair or co-chair of the Committee provided at least one two-year has elapsed since his or her last term as chair or co-chair.
- (f) The chair or co-chairs of the C.P.E.C. will act as spokespersons for the Committee in communicating with the Director of Education and the Board.
- (g) The C.P.E.C. may add officers as required.
- (h) A vacancy in the office of chair, co-chair, or any office provided for in the by-laws of the C.P.E.C., will be filled by motion for the remainder of the term.

1.8 Sub-committees (Reg. 330/10, s40, s41)

- (a) The C.P.E.C. may establish sub-committees to make recommendations to the C.P.E.C.
- (b) A sub-committee of the C.P.E.C. will include at least one parent member of the C.P.E.C.
- (c) A sub-committee of the C.P.E.C. may include persons who are not members of the C.P.E.C.
- (d) The Board will make available to a sub-committee of the C.P.E.C. the facilities that the Board consider necessary for the proper functioning of the committee, and will make reasonable efforts to enable members to participate fully in meetings of the sub-committee by electronic means.
- (e) The chair or co-chairs of the sub-committee of the C.P.E.C. will ensure that notice of each meeting is provided to all members of the sub-committee at least five days before the meeting by:
 - (i) delivering a notice to each member by email or regular mail,
 - (ii) notice by regular mail is provided five days before the meeting if it is mailed five days before the meeting,
 - (iii) posting a notice on the Board's website.

1.9 Term of Office (Reg. 330/10, s37)

- (a) A person elected or appointed as a member of the C.P.E.C. holds office from the later of the date he or she is elected or appointed, and the date of the first meeting of the C.P.E.C. after the elections held in the next school year for a period of two years.
- (b) A member of the C.P.E.C. may be re-elected or reappointed.

1.10 Meetings (Reg. 330/10, s40)

- (a) The C.P.E.C. will meet at least four times in each school year, plus two General Assembly meetings and one Regional meeting.
- (b) A meeting of the C.P.E.C. cannot be held unless:
 - (i) A majority of the members present at the meeting are parent members,
 - (ii) The Director of Education or designate is present,
 - (iii) The trustee or designate is present.
- (c) The Board will make available to the C.P.E.C. the facilities that the Board considers necessary for the proper functioning of the Committee, and will make reasonable efforts to enable members to participate fully in meetings of the Committee by electronic means.
- (d) A member of the C.P.E.C. who participates in a meeting through electronic means will be deemed to be present at the meeting.
- (e) The chair or co-chairs of the C.P.E.C. will ensure that notice of each meeting is provided to all members of the sub-committee at least five days before the meeting by:
 - (i) delivering a notice to each member by email or regular mail,
 - (ii) notice by regular mail is provided five days before the meeting if it is mailed five days before the meeting,
 - (iii) posting a notice on the Board's website.

- (f) All C.P.E.C. meetings will be open to the public. Members of the general public, if recognized by the chair or assigned time on the agenda, may take part in the discussion.
- (g) All meetings of the C.P.E.C. will be held at a location that is accessible to the public.

1.11 Voting (Reg. 330/10, s42)

- (a) When the C.P.E.C. votes on a matter, only parent members and community representative members are entitled to vote.

1.12 Dispute Resolution

- (a) C.P.E.C. members are encouraged to review concerns regarding procedures, etc. with the Director of Education or designate in resolving disagreements.

1.13 Conflict of Interest

A conflict of interest for a C.P.E.C. representative is any situation in which the individual's private interests may be incompatible or in conflict with his or her C.P.E.C. responsibilities.

- (a) A conflict may be actual, perceived, or potential.
 - (i) *Actual*: when a C.P.E.C. member has a private interest that is sufficiently connected to his or her duties and responsibilities as a C.P.E.C. member that it influences the exercise of these duties and responsibilities.
 - (ii) *Perceived*: when reasonably well-informed persons could reasonably believe that a C.P.E.C. member has a conflict of interest, even where, in fact, there is no real conflict of interest. The Director of Education is to raise the question if a conflict is perceived but not declared.
 - (iii) *Potential*: when a C.P.E.C. member has a private interest that could affect his or her decision about the matter proposed for discussion.
- (b) Members of the C.P.E.C. will declare a conflict of interest in matters that they, members of their families, or business entities in which they may have an interest, stand to benefit either directly or indirectly by decisions of the C.P.E.C.

- (c) A member will exclude himself or herself from discussions in which:
 - (i) a conflict of interest is likely to result,
 - (ii) the member's ability to carry out his or her duties and responsibilities as a member of the C.P.E.C. may be jeopardized.
- (d) the C.P.E.C. member, his or her relatives, or a business entity in which the member may have an interest, may gain or benefit either directly or indirectly as a result of actions that may be taken by the Director or Board in response to advice that the C.P.E.C. provides to the Director or to the Board.
- (e) A member will not accept favours or economic benefits from any individuals, organizations, or entities known to be seeking business contracts with the Board.

2.0 TERMS AND DEFINITIONS

2.1 CATHOLIC SCHOOL COUNCIL (C.S.C.)

A Catholic School Council is a legally constituted advisory group of elected parents, staff, students, parish representatives, and appointed community members dedicated to fostering effective Catholic schools, promoting Catholic education, and enhancing student achievement.

2.2 CATHOLIC PARENT ENGAGEMENT COMMITTEE

The Catholic Parent Engagement Committee is a system umbrella group of elected parents established to support, encourage, and enhance parent engagement at the Board level in order to improve student achievement and well-being.

2.3 ONTARIO ASSOCIATION OF PARENTS IN CATHOLIC EDUCATION (O.A.P.C.E.)

The Ontario Association of Parents in Catholic Education is an association of parents established to provide an awareness of the role of the student, parent, teacher, and clergy in providing the best possible Catholic education. O.A.P.C.E. wishes to work in co-operation with Catholic School Councils to provide support at the local level and as an additional voice at the provincial level.

2.4 ADVISORY ROLE

Advisory role is the task of representing and communicating the views of the various school communities and providing advice to the Board, where appropriate.

2.5 SCHOOL COMMUNITY

A school community is parents and guardians of children who are enrolled in the school, parish representatives, and other ratepayers who live or work within the school's attendance area. Catholic School Councils may appoint representatives to ensure that the diversity of the school community is reflected in the membership.

2.6 PARENT (Reg. 330/10, s1)

In respect of a school council, a parent of a pupil who is enrolled in the school, and includes a guardian as defined in section 1 of the Education Act.

In respect of a Parent Engagement Committee of a Board, a parent of a pupil who is enrolled in a school of the Board, and includes a guardian as defined in section 1 of the Education Act.

2.7 PARENT MAJORITY

Parent majority is a sufficient number of parents elected to the C.P.E.C. to form a majority. The majority of parents will be Roman Catholic.

2.8 MEETING (Reg. 330/10, s1)

In respect of a school council or a Parent Engagement Committee, "meeting" does not include a training session or other event where the council or the committee does not discuss or decide matters that it has authority to decide.

2.9 QUALIFICATIONS OF TRUSTEES

- (a) will be a Canadian citizen,
- (b) will be 18 years of age or older,
- (c) will reside within the jurisdiction of the Board,

(d) will qualify as a separate school elector (Catholic).

3.0 REFERENCES/RELATED DOCUMENTS

Education Act
Regulation 303
Regulation 612
Regulation 613
School Councils: A Guide for Members, Revised 2002, Ministry of Education
Parents in Partnership: A Parent Engagement Policy for Ontario Schools,
Ministry of Education

4.0 RELATED POLICIES AND ADMINISTRATIVE PROCEDURES

Policy 201/AP-FIN-201, Fund-raising in Schools
Policy 208/AP-FIN-208, Reimbursement for Expenses Incurred on Board
Business
Policy 601/AP-CSC-601, Catholic School Councils
Policy 707/AP-PRC-707, Volunteers in Our Schools

5.0 EFFECTIVE DATE

June 28, 2011