

West Meadow Elementary School Council Operational Bylaws

Updated September 2024

1. Mission:

The West Meadow Elementary School Council (WMES Council) strives to support every child and enrich the school experience for our families and staff through connection, discussion, and engagement.

2. Objectives:

The objectives of the WMES Council, in accordance with the Education Act section 55 and LRSD Administrative Procedure 110, are to:

- a) Advise the Principal and the Board respecting any matter relating to the school;
- b) Consult with the Principal concerning the students' opportunities to meet educational standards;
- c) Ensure that the fiscal management of the school is in accordance with the requirements of the Board and the Superintendent;
- d) Develop a common vision for the school and working to implement that vision by facilitating communication and planning regarding priorities and programs that are needed to meet the expectations of the local school community;
- e) Assist in creating a positive school experience for the school students, families and staff;
- f) Encourage and facilitate parent and guardian involvement in the school;
- g) Communicate openly with all members of the school community; and
- h) Make decisions based on the needs of all members of the school community.

3. Membership:

- a) The membership of the WMES Council shall consist of the following:
 - i. Every parent and guardian of a student enrolled in West Meadow Elementary School by default are members;
 - ii. The principal of the school;
 - iii. A teacher from the school, elected or appointed by the school staff and teachers (where possible), and
 - iv. A community member selected by the WMES Council (where possible).

4. Officers:

The officers of the WMES Council shall consist of a chair, a vice-chair, and a secretary.

1. Every parent or guardian member of the council is eligible to be elected as an officer of the WMES Council .
2. Officers will be elected for a one-year term at the annual meeting.

5. Duties of Officers:

Chairperson:

1. With the principal, plan WMES Council meeting agendas,
2. Facilitate WMES Council meetings,
3. Acts as a spokesperson for the WMES Council,
4. Serves as WMES Council's representative and attends regional meetings where possible, or delegates a representative to attend regional meetings on their behalf,
5. Develops and presents the annual report to the LRSD Board, in consultation with the Principal

Vice-Chair:

1. Shall assist the chairperson with duties assigned,
2. In the absence of the chairperson, assumes the duties of the chairperson both at local meetings and/or regional meetings where possible.

Secretary:

1. Keep accurate minutes and records of the meetings,
2. Provide a copy of meeting minutes and related documents to the school to be published to the school community.

6. Vacancies:

The WMES Council chairperson may appoint members to fill any officer vacancies created until the next annual meeting.

7. Voting Powers:

All parents and guardians will have one vote. The principal and teachers will be non voting members.

8. Fundraising Society

1. All financial matters (with the exception of the Alberta School Council Engagement (ASCE) Grant and fundraising will be the responsibility of the Fundraising Society.
2. The WMES Council will request to the Fundraising Society for any activities or events requiring financial assistance.
3. The WMES Council will reach out to the Fundraising society each year to gain an overview of the financial intentions of the society for the year.

9. Committees:

The WMES Council may appoint committees that consist of school council members and/or other school community members. Committees generally report on their activities at school council meetings and have a specific mandate given to them by the WMES Council.

10. Annual Meeting:

- a) The annual meeting of the WMES Council will be held not later than 30 days after the first instructional day of the school year.
- b) The meeting will be advertised throughout the school community at least 14 days in advance.
- c) The business of the annual meeting shall include:
 - i. Presentation of the annual report
 - ii. Proposed amendments to the Operational Bylaws
 - iii. Discussion of direction for the school council in the upcoming year
 - iv. Election of officers

11. Annual Report:

In accordance with *School Councils Regulation*, the WMES Council chairperson prepares and

provides the school board with an annual report that includes:

- a) Summary of the WMES Council's activities for the year;
- b) Financial statement;
- c) Copies of the minutes of each meeting;

The report should be provided by May 31 of each year unless the Board requires it at a later date. The WMES Council will make the report available to any members of the school community.

12. Meetings:

The WMES Council shall meet at least five times during the school year. Meetings can occur at the school, online or a hybrid of physical and online attendance.

Special meetings of the WMES Council may be called by any of the elected officers or at the written request of 10 parents and or guardians of the school community.

The quorum for meetings of the WMES Council shall be a minimum of four representatives.

Minutes from the meetings will be made available to all members of the school community by way of the school website. The WMES Council will endeavor that pending ratification minutes are clearly labeled when posted.

13. Voting Procedures:

Decisions at WMES Council meetings will be made by consensus as much as possible. The decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting.

If a vote is taken, the motion must be moved and seconded and passed by 51 percent majority.

14. Amendments:

The operational bylaws remain in force from year to year unless amended at the annual meeting. Operational bylaws are reviewed annually at the May WMES Council meeting. Notice of proposed amendments will be published in the May minutes and voted on at the annual meeting.

The operational bylaws may be amended by a two-thirds majority at the annual meeting.

15. Conflict Resolution:

In accordance with the School Act, the WMES Council will abide by the conflict resolution procedures outlined by the Livingstone Range School Division #68 Administrative Procedure 152 as amended from time to time.

Further, in the case of conflict between a school council and the Principal, respecting disputes on policies proposed or adopted by the school, the Principal or the school council may appeal in writing to the Superintendent of Schools for assistance in resolving the dispute. The Superintendent shall inform the Board when an appeal from a Principal or school council has been received. If the Superintendent cannot resolve the dispute, the Superintendent shall refer the matter to the Board of Trustees, who may appoint an ad-hoc committee to investigate and bring back to the Board recommendations for resolving the dispute.

16. Removal of School Council Members:

Officers may be removed from the WMES Council should they:

- a) Miss three consecutive meetings without notice,
- b) Violate any of the objectives of the WMES Council.

Removal must be supported by a two-thirds majority vote of the WMES Council and reported promptly to the Livingstone Range School Division.