

# Gaetz Brook Junior High School Advisory Council Bylaws

## Membership

Gaetz Brook Junior High School Advisory Council will have twelve voting members, which shall include:

- three parents/guardians
- two teachers;
- one support staff member
- three students
- three community members
- the principal

The principal (or designate) is a permanent, non-voting member.

## Eligibility for membership

### *Parents/guardians*

- Must have a child at Gaetz Brook Junior High and cannot be a Halifax Regional Centre for Education (HRCE) employee on staff at Gaetz Brook Junior High

### *Students*

- Must include grade 7-9 student elected through an in-school election

### *Teachers*

- Must be a teacher on staff at Gaetz Brook Junior High

### *School Support staff*

- Must be a support staff member on staff at Gaetz Brook Junior High

### *Community members*

- Must not be an employee of Gaetz Brook Junior High
- Must not have a child registered at Gaetz Brook Junior High
- Must reside in the geographical area served by Gaetz Brook Junior High or provide a service to or within the geographical area served by Gaetz Brook Junior High.

## Elections and appointments

Elections will be held in September and are usually by secret ballot. Appointments of community members will occur at the first meeting of the elected SAC members.

## Parents/guardians

A call for nominations may be made during the first two weeks of September through the school website, newsletters sent home with students, and/or the Home and School Association, with a day designated for voting in late September. Nominations will close one week prior to a duly advertised voting day. Nominations will be received by the school principal and forwarded to the SAC co-chairs. Election will be by a simple majority vote of eligible parents/guardians on a designated voting day. Those unable to vote on that day can contact the school to make arrangement to vote prior to the voting day. The principal will appoint three individuals to act as scrutineers to count the vote. In the event of a tie, a run-off election will be organized.

## Teachers and support staff

Teachers and support staff will elect/choose their own representatives in September by a method of their choice.

## Students

The three student representative will be a student from grades 7-9 elected through an in-school process from among the grade 7-9 student body.

## Community members

Community members will be appointed by the SAC members at the first meeting of the elected representatives so that the executive can be selected. The community member positions will be advertised on the school website. All applicants may be asked to submit, in writing, a brief resume and a letter which explains why the applicant is interested in being on the SAC.

## Terms of service

Terms of service for each representative group are as follows:

- Parents/guardians are elected for a term of three years.

Parents/guardians or appointed to fill a vacancy are elected or appointed for the remainder of the term.

- Student representatives are elected/chosen for a term of one year.
- Teachers and support staff are elected/chosen for a term of three years.

Teachers and support staff elected or appointed to fill a vacancy are elected or appointed for the remainder of the term.

- Community members are appointed for a term of two years. Community members appointed to fill a vacancy are appointed for the remainder of the term.
- All members can re-offer for election or appointment to the SAC at the end of their term
- The principal position is permanent.

- A council member elected to an executive position may serve in that position for a maximum of two consecutive one-year terms.

## Vacancies

Should a vacancy arise, it will be addressed as follows:

- Vacancies on the SAC will be filled from the relevant membership group.
- Vacancies of less than six months may be filled by SAC appointment.
- Vacancies of longer than six months will be filled according to the bylaws governing the election or appointment of the appropriate membership group to fill the remainder of the vacated term.

## Executive

The executive will consist of two co-chairs, a secretary, and the principal. The selection of the co-chairs, and secretary will be done annually at the first meeting of the elected and appointed members. The co-chairs and secretary will be selected from those SAC members other than the principal and will serve no more than two consecutive one-year terms as co-chair or secretary. The executive will remain in place until a new executive is selected at the next annual organizational meeting. Agenda and meeting summary. The co-chairs will draw up the meeting agenda in consultation with the principal a minimum of five days prior to each meeting. Copies of the agenda will be distributed to each member by email, along with any other information that is relevant to the agenda items. Agendas from each meeting will be kept in Gaetz Brook Junior High records, in either print or electronic format. Agendas will be made available to the public upon request and posted on the school website.

The secretary will prepare a meeting summary for each SAC meeting which will include highlights of key decisions and actions. Once approved at the subsequent meeting, the meeting summary will be provided to the principal of Gaetz Brook Junior High to be included in the school record in either print or electronic format. Meeting summaries will be made available to the public upon request and posted on the school website.

## Meetings

Meetings will be conducted according to the following guidelines:

- A regular meeting schedule will be determined at the initial meeting of the school year with a minimum of six meetings annually. Additional meetings may be scheduled as determined by the Gaetz Brook Junior High School SAC. Meetings will be a maximum of 90 minutes in length unless the SAC agrees by consensus to go longer.
- All meetings are open to the public. Members of the public who wish to address the SAC are asked to inform the SAC through a co-chair or the school principal in writing at least one week prior to the SAC meeting. They may address the meeting at the discretion of the co-chairs.
- Agendas will provide a ten-minute period for input on the agenda items from any members of the public in attendance at the council meeting.

- Members who are not able to attend a meeting will notify the SAC secretary or an SAC co-chair by noon of the meeting date.
- Any member absent without cause for three consecutive meetings will be considered to have vacated their position. Vacancies will be filled as per these bylaws.

### Quorum

A quorum will be established when the meeting is called to order. A quorum will consist of a minimum of half plus one of the SAC voting members present and shall include a minimum of one representative from each representative group. Representative groups consist of parents/guardians, students, staff, and community members.

In addition, the principal or the designate (vice principal) must be present and is non-voting.

### Decision-making process

The following principles and procedures will be used in making decisions.

#### Principles

- All council members are responsible for making decisions that ensure the best education possible for students at Gaetz Brook Junior High.
- All council members will have the opportunity to participate in decision-making.
- Council decisions will be by consensus whenever possible.

#### Procedures

- Agenda items will be discussed in a structured way prior to a decision.
- When background information is required for an agenda item, the principal or other relevant person will provide this information to council members a minimum of 2 days prior to the meeting date.
- Whenever possible, decisions will be made by consensus.
- If consensus cannot be reached, the decision can be delayed until the following meeting, which must occur within 30 days. If at that time consensus cannot be reached, a majority vote will be required of those members present.
- Decisions and recommendations will be recorded in the minutes of meetings. School improvement plan and annual report The school improvement plan (i.e. student success plan) for Gaetz Brook Junior High will be developed by the principal and staff of the school and shared with the SAC. The SAC will work in collaboration with the principal and participate in efforts to improve student achievement and student and community wellbeing by regularly receiving information on the school improvement plan and monitoring progress and improvements under the plan. The school improvement plan of Gaetz Brook Junior High will be a standing agenda item at each SAC meeting.

In addition, in accordance with the terms of the SAC agreement, the SAC will determine priorities for spending the funds allocated to support the mandate of the SAC including student achievement and