



PROCEDURE 176	
Adopted	January 15, 2013
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PARENT INVOLVEMENT COMMITTEE BY-LAWS

1. PURPOSE

The Parent Involvement Committee (PIC) is a parent led committee of the board established in accordance with Ontario Regulation 612/00 of the Education Act, as amended by Ontario Regulation 330/10 of the Education Act, and Board Policy 11-K.

The following by-laws govern the affairs of the Parent Involvement Committee as set out in the Regulation and describe the operational procedures of the committee.

2. MANDATE

The mandate of the Parent Involvement Committee (PIC) is to support, encourage and enhance parent engagement at the board level in order to improve student achievement and well-being.

3. BY-LAW 1: PARENT MEMBERSHIP

3.1 Parent Representation

- a. A parent member must be the parent or legal guardian of a pupil enrolled in a school in Hastings and Prince Edward District School Board.
- b. Parent representation will be comprised of up to 10 parents or guardians representing the families of the 9 regions of the school board. Each representative must be a voting member of school council in the specific region where his/her child is enrolled in the school. The Belleville/Thurlow Region may be represented by 2 members.
- c. Employees of the board may serve as parent members and must inform the PIC of their employment at their first committee meeting.
- d. The majority (half plus one) of the PIC members must be parents or guardians.

3.2 Election Procedures

- a. Elections of parent members shall occur prior to November 15 each school year at the Annual General Meeting (AGM) of the PIC.
- b. To be eligible to stand for a parent member position on the PIC, the parent/guardian must have a child enrolled in a school of the board.

- c. Parents/guardians may nominate themselves or other parent/guardians. Self-nomination must be in writing if the parent/guardian is not present.
- d. If the number of candidates is less than or equal to the number of positions, the candidates shall be acclaimed.
- e. The election proceedings shall be supervised by the director or designate.
- f. Elections shall be conducted by secret ballot.
- g. Each parent member and community member of the current PIC shall be entitled to cast one vote for each position available.
- h. Ballots shall be counted in the presence of at least two attendees who are not election candidates.
- i. If there is a tie, the winner shall be determined by lot.
- j. At the Annual General Meeting (AGM) of the PIC, the school council chair or designate may vote (one vote per school council).

3.3 Filling Vacancies

- a. Should a parent member position become vacant before the next selection process, the PIC shall fill the vacancy by appointment from the pool of candidates from the previous selection process.
- b. If none of these candidates remain interested in becoming a PIC member, the PIC may request that interested parents/guardians of the region submit their names for consideration. The committee shall then appoint one of those who indicate an interest.
- c. When a vacant spot on the committee is filled, the new member's term shall expire at the time the previous member's term would have ended.

4. BY-LAW 2: COMMUNITY REPRESENTATION

4.1 Community Members

Members of the community can bring an important perspective to the work of the PIC.

4.2 Appointment Procedures

- a. The PIC shall include three community members that reside or hold a business within the jurisdiction of the school board.
- b. Community members may not be a member of the Board of Trustees or an employee of the school board.
- c. Community members are voting members.
- d. Community members shall serve on the PIC for a term of one year. An individual may serve a maximum of the three consecutive terms.
- e. A Community member is representing the broader community outside of the school council but may be a parent or guardian.

- f. Up to three community members will be appointed at the PIC AGM. If there are more than three community members who wish to serve on the PIC, an election will be held according to the election procedures in by-law 3.2 of this procedure.
- g. If there are no interested community members at the PIC AGM, community members may be appointed at a subsequent meeting of the PIC.

4.3 Filling Vacancies

Vacant positions for community representatives may be filled by appointment of the PIC for the remaining term of office, from among members of the community who meet the requirements set for the vacant positions.

5.0 BY-LAW 3: OFFICES

5.1 Chair and Co-chair

- a. The PIC will have a chair and a co-chair, each elected by the parent members of the PIC for a two-year term.
- b. Only a parent member who has been a parent member of PIC for one year is eligible to stand for the position of chair or co-chair.
- c. If only one member indicates interest in the position of chair or co-chair, that one member will stand alone for a two-year term as the chair.

5.2 Duties And Responsibilities Of Chair and Co-chair

Duties and responsibilities of the chair and co-chair shall include, but are not limited to, the following.

- a. In consultation with the director or designate and other committee members, schedule dates, times and location for meetings;
- b. Ensure meetings are called and held in accordance with the PIC's mandate and by-laws;
- c. In consultation with the director or designate and other committee members, establish and confirm an agenda for each meeting;
- d. Ensure the meeting agenda and relevant documents are circulated to the members of the committee 5 days in advance of the meeting;
- e. Officiate and conduct meetings;
- f. Provide leadership and ensure committee members are aware of their obligations and that the committee complies with its responsibilities;
- g. Ensure there is sufficient time during the meeting to fully discuss agenda items;
- h. Ensure that discussion on agenda items is on topic, productive, and professional;
- i. Ensure that minutes are complete and accurate, retained, included, and reviewed at the next meeting.

6.0 VACANCIES

6.1 Should an officer position become vacant before the next election process, the PIC shall fill the vacancy by election of a parent member. Only parent members of the PIC may vote in an election to fill an officer position.

6.2 When a vacant spot on the PIC is filled, the new officer's term will expire at the time the previous officer's term would have ended.

7.0 BY-LAW 4: PARENT MEMBERS – TERMS OF MEMBERSHIP

The term of membership for parent members of the committee is for two years. Vacant parent member positions become available each year at the Annual General Meeting.

8.0 BY-LAW 5: ADDITIONAL PIC MEMBERSHIP

8.1 The director of education will be a member of the PIC. The director may delegate any of his or her powers or duties as a member of the PIC to a supervisory officer of the board and may designate a supervisory officer to attend a PIC meeting in his or her place. The director or designate is a non-voting member.

8.2 One Trustee will be a member of the PIC. The trustee may delegate any of his or her powers or duties as a member of the PIC to another member of the board and may designate a fellow trustee to attend a PIC meeting in his or her place. The trustee is a non-voting member.

8.3 The PIC has the option of including some or all of the following board staff, as per Ontario Regulation 612/00 as amended by Ontario Regulation 330/10, who will be non-voting members, appointed by the board for an annual term:

- One elementary school principal;
- One secondary school principal;
- One secondary teacher, other than a principal or vice-principal;
- One elementary teacher, other than a principal or vice-principal;
- One board employee, other than a principal, vice-principal, or teacher.

9.0 BY-LAW 6: COMMUNITY MEMBERS – TERMS OF MEMBERSHIP

Up to three community members appointed by the PIC will serve on the committee for one year with the option of each serving for a maximum of three consecutive terms.

10. BY-LAW 7: CONFLICT OF INTEREST

10.1 Each member of the PIC shall avoid situations that could result in an actual, potential, or perceived conflict between the overall goals and vision of the PIC and a personal or pecuniary interest of the PIC member.

10.2 Should an issue or agenda item arise during a PIC meeting where a PIC member is in a conflict of interest situation, he or she shall declare the conflict of interest immediately and shall absent himself or herself from the meeting for, and decline any participation in, discussion and resolution of the issue or item.

11. BY-LAW 8: CONFLICT RESOLUTION

11.1 Every PIC member will be given an opportunity to express his or her concern or opinion about the issue in dispute and how the dispute has affected him or her.

11.2 Speakers to an issue will maintain a calm and respectful tone at all times.

11.3 Speakers will be allowed to speak without interruption.

11.4 The responsibility of the chair and co-chair is to clarify the statements made by all speakers, to identify common ground among the points of view raised and to set out the joint interests of all members.

11.5 If no common ground can be identified, the chair and co-chair will seek to clarify preferences among all members before proceeding further.

11.6 If all attempts at resolving the conflict have been exhausted without success, the chair and co-chair shall request the intervention of the director, or other senior administrator, to facilitate a resolution to the conflict.

Legal References:

- Ontario Regulation 612/00, *Education Act* as amended by Ontario Regulation 330/10, *Education Act*
- Making a Difference, A Practical Handbook for Parent Involvement Committee Members, 2012

District References:

- Board Policy 11-K - Parent Involvement Committee
- Administrative Procedure 175 - School Councils