



GREATER ESSEX COUNTY Parent Involvement Committee

By-Laws

1. **Purpose:** The purpose of the Greater Essex County Parent Involvement Committee is to support, encourage and enhance parent engagement at the Board level in order to improve student achievement and well-being.

The Greater Essex County Parent Involvement Committee shall achieve its purpose by:

- Providing information and advice on parent engagement to the Board;
- Communicating with and supporting school councils of schools of the Board; and
- Undertaking activities to help parents of pupils of the Board support their children's learning at home and at school.

2. **Official Name:** Greater Essex County Parent Involvement Committee

3. **Composition:** Each school council should select a representative for the Greater Essex County Parent Involvement Committee. This is often the Chair or Vice-Chair of the school council. However, it may also be a member of the school council or a parent of a pupil at the school who has been selected by the school council to represent them on the Greater Essex County Parent Involvement Committee.

The Greater Essex County Parent Involvement Committee shall be composed of:

- One parent representative of each school council (Parent members must constitute a majority of the members of the Greater Essex County Parent Involvement Committee);
- The Director of Education;
- One member of the Board, appointed by the Board;
- One Principal representative;
- One Vice-Principal representative; and
- One community representative, as determined by the Director, in consultation with the GEGPIC Executive.

Wherever possible, the Greater Essex County Parent Involvement Committee should reflect the diversity of the school communities it represents.

4. **Election of Executive Members:** The Greater Essex County Parent Involvement Committee members shall elect an executive at its October meeting. The term of office of executive members is two years and the executive is charged with providing leadership to the Greater Essex County Parent Involvement Committee. Only parent members and the community representative are entitled to vote for executive members.

- Voting shall occur by secret ballot in October;

- The Director of Education shall coordinate the elections;
 - Ballots shall be destroyed at the direction of the Greater Essex County Parent Involvement Committee;
 - Newly elected executive shall appoint elected executive to executive positions; and
 - Executive positions shall be communicated to members of the Greater Essex County Parent Involvement Committee.
5. **Chairperson:** The Chair of the Greater Essex County Parent Involvement Committee must be held by a parent. The term of office of the Chairperson is two years and is not to exceed two consecutive terms.
6. **Executive Positions:** All executive positions must be held by parent members. The executive of the Greater Essex County Parent Involvement Committee shall consist of:
- Chair;
 - Vice-Chair;
 - Secretary;
 - Conference Moderator;
 - Workshop Coordinator; and
 - Member at Large (2 positions).
7. **Term of Office for General Members:** A Greater Essex County Parent Involvement Committee member may be re-elected or re-appointed.
- Parent members – 1 year term;
 - Board member – term to be determined by the Board; and
 - Community Representative and other members appointed by the Director, in consultation with the GECPIC Executive, for a one year term.
8. **Vacancies Left by General Members:** Vacancies that may occur during the school year may be filled by the school council through a previously determined alternate, or by nomination.
9. **Meetings:** The Greater Essex County Parent Involvement Committee meet on the fourth Tuesday of October, November, January, February, April and May. There will also be an annual workshop in November. Meetings are to be held in public. No meeting may be held unless parents form a majority of those present and the following members are present: the Director of Education or designate, and the Board member or designate.

Meetings begin at 7:00 p.m. and usually conclude at 9:00 p.m.

Meeting dates and members of the executive are listed on all agendas and the minutes from each meeting shall be provided electronically. Meetings are open to members of all school councils, but only the Greater Essex County Parent Involvement Committee representative or alternate, in the absence of the representative, is permitted to vote. In the case where the Greater Essex County Parent Involvement Committee representative is not able to attend, they are encouraged to send an alternate.

Every effort shall be made by the Greater Essex County Parent Involvement Committee to make decisions by consensus. In the event that a vote is required, every member (one per school), and the Community representative will be provided with one ballot with the exception of the Director of Education and the Board representative. The Chair shall have the deciding vote in the case of a tie.

10. **Minutes/Records:** Meeting minutes of the Greater Essex County Parent Involvement Committee must be kept and posted for a period of four years on the Board's website and sent electronically to all school councils. Records of all financial transactions must also be kept. The Greater Essex County Parent Involvement Committee must annually submit a written summary of their activities to the Chairperson of the Board and the Director of Education. The Director of Education shall provide this summary to the school councils and post it on the Board website.
11. **Remuneration:** A person shall not receive any remuneration for serving as a member of the Greater Essex County Parent Involvement Committee.
12. **Conflict of Interest:** Members of the Greater Essex County Parent Involvement Committee shall declare a conflict of interest at the beginning of each meeting in the case where an agenda item presents a conflict of interest. The Chair will note the conflict of interest and ensure that the member does not participate in the discussion or vote of said agenda item.
13. **Resolving Conflicts:** Conflict resolution shall be the responsibility of the Director of Education.
14. **Annual Report:** The Greater Essex County Parent Involvement Committee shall provide an annual written report summarizing its activities. The report shall be submitted to the Director of Education for presentation to the Board and will be available to the public on the Board's website.