



Lambton Kent
District School Board
Student Achievement ✓ *Community Success*

PARENT INVOLVEMENT COMMITTEE

(PIC)

BY-LAWS

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Development of By-laws

Regulation Governing PICs

PICs are not required to develop constitutions, as their roles and responsibilities are outlined in Ontario Regulation 612/00.

PICs are, however, required to create by-laws that govern their affairs, as set out in Ontario Regulation 612/00, as amended. The creation of by-laws allows each PIC to establish operational procedures that reflect the needs of its local communities.

The regulation requires that, at a minimum, PICs develop by-laws that specify:

- the number of parent members on the PIC;
- the number of community representatives (up to three) on the PIC;
- procedures for the election or appointment of parent members, for the appointment of community members (up to three), and for the filling of vacancies in these positions;
- the number of optional members (representatives from the board's employee groups) the board may appoint;
- the election of members to office;
- the length of members' terms;
- the rules for conflict of interest;
- a conflict resolution process for internal disputes.

PICs may develop additional by-laws or terms of reference to provide members with direction to guide their operations and help them work effectively. These may include by-laws or terms of reference concerning:

- general guidelines regarding meetings;
- the number and types of subcommittees that may be established;
- timelines and processes for submitting agenda items;
- the process for placing emergency items on the agenda;
- the process for calling special meetings to deal with time-sensitive matters;
- a code of ethics.

Additional by-laws or terms of reference may include a process for making supplemental appointments to address diversity.

By-law 1 – Parent Members

Parent members:

A parent member must be the parent of a pupil enrolled in a school of the Board. Employees of the Board may serve as parent members and must inform the Committee of their employment at their first Committee meeting.

The majority of PIC members must be parents.

Members will include 10-15 parents representing both elementary and secondary schools within the geographic regions of the Board (City of Sarnia, Rural Lambton, City of Chatham and Rural Chatham-Kent) and the specialized program areas within the Board (First Nations, French Immersion and Special Education).

Selection of new parent members:

A selection subcommittee comprising of one of the co-chairs and at least three parent members of the LKDSB Parent Involvement Committee (PIC) will determine the selection process for committee approval and will manage the recruitment and selection of parent members. Efforts will be made to represent the diverse communities of the Board.

Supplemental appointments:

The diversity of the parent population, and all regions of the Board, should be represented. Up to three supplemental appointments, drawn from school council representatives of the schools of the Board, may be made by consensus of the LKDSB PIC in order to help ensure that the membership of the PIC represents the parent population of the Board.

Appointment procedures:

1. When there is a vacancy at the beginning of a school year, each school within the area in need of representation will be asked to name a parent representative as a member of the PIC. The term of the PIC parent member will be one or two years.
2. Parent members entering the second year of a two-year appointment will be affirmed.

Filling vacancies:

If any PIC parent member position becomes vacant before the next selection process, the PIC shall invite the school councils in the region of the member being replaced to select an alternate member to fill the vacancy. PIC shall appoint the individual to the vacant parent member position for the remainder of the term held by the member vacating the position.

By-law 2 – Community Members

Appointment procedures:

The LKDSB PIC shall include two (2) community members, one representing Chatham-Kent and one representing Sarnia Lambton where possible.

Community members may not be a member of the Board of Trustees or an employee of the Board.

Community members are voting members of the Committee.

Community members shall serve on the PIC for a term of one year. An individual may serve a maximum of three consecutive terms.

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.

By-law 3 – Offices

Co-chairs:

The PIC will have co-chairs, each elected by the parent members of the LKDSB PIC for a two-year term. To promote continuity, terms shall be staggered such that one of the two positions is open at the beginning of each school year. Only a parent member who is beginning a two-year term is eligible to stand for the position of co-chair. An individual cannot serve more than two consecutive terms in this office.

Treasurer:

At the first meeting of alternate school years, or earlier if a vacancy arises, parent members of the PIC shall elect a parent member to serve as treasurer. The term of office shall be two years. An individual cannot serve more than two consecutive terms in this office.

Vacancies:

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

By-law 4 – Parent Members – Term of Membership

Parent members – term of membership:

Terms of membership for parent members of the Committee are for one or two years. Terms will be staggered so that parent positions become available each year. Terms will begin October 1 and end September 30. Upon application, candidates will indicate whether they would like to serve on the LKDSB PIC for one or two years. Committee members may apply for additional terms as long as they are eligible.

By-law 5 – Board Employee Group Members

The LKDSB PIC is not recommending the appointment of any Board employee group members to the committee at this time.

By-law 6.0 – Community Members – Term of Membership

Community members:

Two community members appointed by the PIC will serve on the Committee for one or two years. Terms will be staggered so that community positions become available each year.

By-law 7 – Conflict of Interest

Each member of the LKDSB 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 economic interest of that PIC member.

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 remove himself/herself from the meeting for, and decline any participation in, the discussion and resolution of the issue or item.

By-law 8 – Conflict Resolution

- 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.
- Speakers to an issue will maintain a calm and respectful tone at all time.
- Speakers will be allowed to speak without interruption.
- The responsibility of the co-chairs 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.
- If no common ground can be identified, the co-chairs will seek to clarify preferences among all members before proceeding further.

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

By-law 9 – Meetings

- The LKDSB PIC shall meet between the months of September and June of each school year, alternating between the Sarnia Education Centre and the Chatham Regional Office where possible or via video conference from the Sarnia and Chatham offices.
- Frequency of meetings shall be as the need arises but not fewer than four per year. Meeting dates shall be established at the start of the year where possible.
- Meetings will be held in public and no meeting will be held unless the following members are present: a majority of parent members, the director of education (or his/her designate) and the Board member (or his/her designate)
- Notification of a special meeting date shall occur at least one week prior to the meeting where possible.
- PIC meeting agendas, minutes and reports will be distributed to School Council Chairs through the School Principal and will be posted on the Board's website for public information.
- PIC meetings shall follow Robert's Rules of Order when necessary.

By-law 10 - Attendance at Out of District Workshops/Conferences

- Invitations to attend out of district parent involvement workshops or conferences will be shared with PIC members unless specifically addressed to the PIC Co-Chairs only. In the event that one or both of the Co-chairs are unable to attend information will be shared with PIC members in order that an alternate(s) can be identified.
- The merit of attending a particular event, based on the content focus and number of participants will be discussed by the Committee where timelines permit.
- PIC members will respond to the Director or Secretary in writing to confirm their interest.
- In the event that interest exceeds the number of participants requested, or agreed upon, consideration will be given to those who have not had an opportunity to represent the Board or to those who would best represent PIC for a particular event focus.
- Participants will be encouraged to "car pool". The driver will receive the current Board mileage rate. Others attendees not travelling in the car pool will receive the Board's flat rate allowance. Other expenses require the preapproval of the Director.
- Expenses incurred such as mileage, meals, parking and hotel accommodations (if deemed appropriate) will be submitted on the Board approved expense form for approval by the Director of Education.