



Rainy River District School Board

PARENT INVOLVEMENT COMMITTEE (PIC)

BY-LAWS

Revised Date: June 1, 2017

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By-law 1 –Mandate

As per Ontario Regulation 612/00, the Parent Involvement Committee is an advisory body to the Rainy River District School Board. This Committee serves as a direct link between parents/guardians and the Board's Director of Education and its trustees. Where school councils focus on the local school and community, the Parent Involvement Committee participates at the Board level, encouraging and enhancing meaningful parent involvement across the District to support student success.

The Parent Involvement Committee shall achieve its purpose by

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

By-law 2 –Membership**Parents/Guardians**

A parent/guardian member must be the parent of a student 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/guardians. A Parent Member is a voting member of the Committee.

Members will include a minimum of five (5) parents/guardians, to a maximum of fifteen (15) parents/guardians, representing both elementary and secondary schools within the Board. If the maximum number of parents/guardians is reached, schools with more than one representative will have one or more member step down as a voting member.

Terms will be thus staggered so that Parent Member positions become available each year. Terms will be two years in length with each term beginning on November 1, and ending on October 31. Parent Members entering the second year of a two-year appointment will be affirmed. Parent Members may apply for additional terms as long as they are eligible.

Community Members

One (1) Community Member, to a maximum of three (3) Community Members, appointed by the Parent Involvement Committee, will serve on the Committee for a two-year term, for a maximum of two consecutive terms. Terms will be staggered so that Community Member positions become available each year.

A Community Member is a representative from an agency or agencies that work with children. A Community Member may be classified as a Parent /Community Member, fulfilling both roles, if they are a parent of a student enrolled in the Board *and* are appointed to serve as a Community Member, representing an agency that works with children.

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

A Community Member is a voting member of the Committee.

Board Employee Members

One school administrator, a principal/vice principal, appointed by the Director, will serve a two year term, with the opportunity for additional terms.

Up to two teachers, each representing the elementary and the secondary panels, will be invited by the Committee to serve a one or two year term, with the opportunity to serve a maximum of four years. Board employee members are non-voting members of the Committee.

Other Members

The Director of Education/designate and the trustee representative/designate are non-voting members of the Committee.

By-law 3 – Meetings

- The Rainy River District School Board PIC shall meet during the school year.
- A recording secretary shall be provided by the Rainy River District School Board; however, this role is not included in the Committee membership.
- For Committee meetings, the following people must be physically present: a co-chair of the committee and the Director of Education (or designate).
- Meetings will be held in public and no meeting will be held unless the following members are present: a majority of parent and community members, the Director of Education (or designate) and the Board member (or designate).
- A Committee member who participates in a meeting through electronic means shall be deemed to be present at the meeting (Policy 1.42, Trustees Attending Meetings Electronically).
- Committee members not able to attend the PIC meetings must notify the Director of Education.
- The frequency of meetings shall be as the need arises but not fewer than four per year.
- Meetings will be scheduled from 6:30 to 8 p.m. The length of the meeting may be extended with consensus to continue by the majority of voting members.
- Notice of meetings shall occur a minimum of 5 business days before the meeting.
- PIC meeting 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 meeting shall follow Robert's Rules of Order when necessary.

By-law 4 – Roles

The PIC will have **co**-chairs elected by the parent members of the Rainy River District School Board 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 or a Parent/Community 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.

Should a co-chair position become vacant before the next election process, the PIC shall fill the vacancy by election of a Parent or a Parent/Community Member.

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.

Parent members who are Board employees are not eligible to be a co-chair of the Committee.

By-law 5 – Sub-Committees

Recruitment and Selection Sub-Committee

A Recruitment and Selection Sub-Committee comprising of one of the co-chairs and at least three (3) members of the Rainy River District School Board Parent Involvement Committee (PIC) will manage the recruitment and selection of Parent and Community Members. Efforts will be made to represent the diverse communities of the Board.

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.

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

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

Other Sub-Committees

The Parent Involvement Committee may, as it deems necessary, create sub-committees to make recommendations to the Committee. The sub-committees must include at least one (1) Parent Member or Parent/Community Member of the Committee.

By-law 6 – Conflict of Interest

Each member of the Rainy River District School Board PIC shall avoid situations that could result in an actual, potential, or perceived conflict between the overall goals and vision of 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, they shall declare the conflict of interest immediately and shall remove themselves from the meeting for, and decline any participation in, the discussion and resolution of the issue or item.

By-law 7 – Conflict Resolution

- Every Committee member will be given an opportunity to express their concern or opinion about the issue in dispute and how the dispute has affected them.
- 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 designate, to facilitate a resolution to the conflict.

By-law 8 – Attendance at Out of District Workshops/Conferences

- Invitations to attend out of district parent involvement workshops or conferences will be shared with Parent and Parent/Community 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 Parent and Parent/Community 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.
- Parent and Parent/Community Members will respond to the Director of Education 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.
- Reimbursement of expenses will be as per Board Expense Claim Policy #8.22.
- 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.

By-law 9 – Amendments to Bylaws

The bylaws will be reviewed at minimum every 2 years.

These by-laws may be amended a two-thirds affirmative majority, provided that notice of intention to introduce any such amendment and the specific amendment(s) to be introduced have been given in writing at the previous Committee meeting and are referred to in the agenda.

In the process to vote on proposed amendments to the bylaws, an email ballot is allowed in the following manner:

- the ballot is forwarded with Co-Chairs' approval to all voting members by the recording secretary, 5 business days prior to the meeting where the vote will occur;
- the ballots of members unable to attend the meeting are received no later than 12 noon on the day of the meeting where the vote will occur;

This process should not interfere with the Committee's ability to achieve quorum.

Upon coming into force, these bylaws shall supersede all previous bylaws and amendments.