

Jennie Emery Elementary School Council

OPERATING PROCEDURES

REVISED: June 2025

1. **NAME:** The name of the school council will be Jennie Emery Elementary School Council.

2. **DEFINITIONS:**

"Parents" means parents, guardians, or legal custodians of a student or students registered at Jennie Emery Elementary School, or of a child or children registered in the Early Learning Program (E.L.P.) at the school.

"School Community" means students enrolled in Jennie Emery School and their parents, children enrolled in the E.L.P. program and their parents, the school staff, and other persons who have an interest in the school.

"School Council" means the chairperson and those persons who have been elected or appointed to fill the positions.

3. **MISSION:** The mission of the Jennie Emery Elementary School Council is to be a partnership of students, parents, staff, and community striving to educate, motivate, and challenge all students to attain their potential in a changing world.

4. **VISION:** Meeting the needs of tomorrow through a quality education and experiences today.

5. **GOALS:**

a) To collaboratively ensure that all students in Jennie Emery Elementary School have quality instruction, and that high expectations for achievement at all levels are established, communicated, and maintained.

b) To provide a means for parents and community members to give meaningful input into school policies and procedures.

c) To come together to ensure that all parties in the School Community are held to the education systems and accountable.

6. **MEMBERSHIP:** The membership of the school council shall consist of the following: a) Any parent or guardian of a student(s) attending Jennie Emery Elementary School who are over the age of 18. The majority of the school council must be parents or guardians. b) The principal of the school (non-voting, advisory role). c) At least one teacher from the

school, selected by the teaching staff. d) One member of the support staff, selected by the support staff. e) One trustee from the School Board. Meetings may be held if quorum is not met however, voting will be postponed until met.

7. **OFFICERS:** The Officers of the school council shall consist of a Chairperson, Vice-Chairperson, and a Secretary.

8. **DUTIES OF THE OFFICERS:**

a) **CHAIRPERSON:** The Chairperson is responsible for planning meeting agendas, facilitating meetings, acting as the spokesperson, supervising the school council, and preparing and providing the annual report to the Alberta Council of School Councils. The Chairperson is also responsible for ensuring that meeting notices are sent out via email.

b) **VICE-CHAIRPERSON:** The Vice-Chairperson assists the Chairperson and assumes their duties in their absence.

c) **SECRETARY:** The Secretary keeps accurate minutes, manages communication and correspondence, maintains a list of school council members, their contact details, and any other duties as requested by council.

9. **TERM OF OFFICE:** a) Members serve two-year terms, with staggered elections each year at the Annual General Meeting (AGM). If both the Chairperson and Vice-Chairperson are elected in the same year, the Chairperson will serve a two-year term and the Vice-Chairperson a one-year term. b) Vacant positions may be temporarily filled by appointment until a formal vote can occur. c) Notice of any vacancy must be provided at least 14 days before a meeting.

10. **COMMITTEES:** a) Standing or sub-committee may be formed and must include at least one council member and others from the school community will be deemed volunteers of that committee. b) Committees must submit written reports as requested by the school council. c) These reports may be prepared by any member of the sub-committee but must be submitted by a council member on the committee.

11. **MEETINGS:**

a) **ANNUAL MEETING** i) Must occur within 30 days of the first instructional day. ii) Must be advertised at least eight days in advance. iii) School community representatives are elected. iv) Business includes reviewing procedures, bylaws, annual reports, goals for the year, and review the yearly report from The Friends of Jennie Emery Society.

b) **SCHOOL COUNCIL MEETINGS:** i) First meeting held within 14 days of the AGM. At least five meetings must be held annually, this can include the AGM. Quorum is four eligible voting members. ii) Agenda items from the public must be submitted in writing at least eight days prior or at the discrepancy of the Chairperson.

c) **SPECIAL MEETINGS:** i) May be called by the Chairperson or upon a written request of at least five school community members. ii) If these requirements are met a meeting must be held within 14 school days.

d) **DIGITAL COMMUNICATION:** Meetings and communication may be conducted via digital platforms (e.g., email, video conferencing) as needed.

12. **RECORDS:** Council and committee meeting minutes, resolutions, and correspondence must be maintained and made available to any school community member upon written request.

13. **VOTING PROCEDURES:** a) Decisions are made by consensus when possible, and recorded in minutes. If consensus is not met decisions require a motion, a second, and a majority vote. b) All elections and formal decisions at annual/general/special meetings require majority vote. c) Elections may be conducted by secret ballot when requested. d) Proxy voting is not permitted. e) Advance voting may be used only for major issues when approved by the Chairperson. d) Electronic voting is permitted and will follow the same standards as in-person voting.

14. **ANNUAL REPORT:** a) The Chairperson must prepare an annual report for the Alberta Council of School Councils including a summary of activities, a financial report, and minutes. This is due by September 30th of each year. b) The report must be made available to the school community. c) Meeting minutes must be kept for at least seven years either digitally or physically.

15. **REVIEW OF OPERATING PROCEDURES:** a) Operating procedures are to be reviewed annually prior to the AGM by members of School Council b) Proposed amendments must be sent out at least 21 days in advance for members to review before voting. c) Voting of these changes can happen at any regular meeting.

16. **CONFLICT RESOLUTION:** Members will first seek resolution through dialogue led by the Chairperson. Unresolved issues will follow local school board conflict procedures.

17. **CODE OF ETHICS:** School council members shall: a) Abide by governing legislation. b) Be guided by the school's and council's mission. c) Be familiar with policies and procedures. d) Demonstrate honesty, integrity, and professionalism. e) Respect each member's personal integrity. f) Declare conflicts of interest. g) Foster positive, inclusive engagement. h) Promote democratic principles. i) Prioritize student welfare. j) Maintain confidentiality. k) Discuss only school-wide matters at meetings. l) Use proper channels for concerns. m) Encourage ethical practices. n) Take responsibility for decisions. o) Refrain from accepting payment for participation.