

NEW HORIZONS SCHOOL COUNCIL OPERATING PROCEDURES

ARTICLE ONE - NAME

The name of this Council shall be the New Horizons School Council (NHSC).

ARTICLE TWO - DEFINITIONS

AGM means Annual General Meeting.

Consensus means a process whereby two (2) or more people cooperatively attempt to arrive at a decision they can support, even though it may not be their first choice.

Council means New Horizons School Council.

ECS means children enrolled in an early childhood services program at the School.

Executive means the elected Officers of Council.

Fundraising Association of New Horizons School (FANHS) refers to the Association that is separate from Council and is charged with the responsibility of fundraising for the School.

Member means any member of Council.

Officer means any Executive member of Council.

Parents means parents or guardians of students attending the School.

Regulation means the School Councils Regulation under the School Act.

School means New Horizons School (NHS).

School Community means persons including parents, guardians and members of the school staff who have an interest in the School.

SGM means Special General Meeting.

Special Resolution means a resolution concerning changing the objectives of the Council, amending the operating procedures or electing a new Council.

ARTICLE THREE - MISSION

1. The mission of New Horizons School Council is to foster communication and cooperation within the School, between staff, parents, guardians, students, the school board and the community at large. It is to inform parents, guardians and students about appropriate means of accessing school decision makers and to provide support for school activities.

ARTICLE FOUR - GOALS AND OBJECTIVES

1. To establish New Horizons School as a place where children are encouraged and assisted to achieve their potential, and where parents, guardians, staff and students work together to accomplish that goal.
2. The New Horizons School Council shall:
 - (a) develop special events which will foster participation and well-being of the school community;
 - (b) provide input to the school administration from the school community in areas relating to our children's education, fundraising, discipline, school maintenance, staffing, organization, programming, etc;
 - (c) communicate information to parents, guardians and the community; and
 - (d) promote pride in the school and the community.

ARTICLE FIVE - MEMBERSHIP

1. The New Horizons School Council shall consist of the following:
 - (a) Voting Members - all parents or guardians of a child who is currently attending the School and a community member as described in Article 5.1 (c).
 - (b) Non-Voting Members - is the Principal or designate (ex officio) or staff members of the School.
 - (c) Community Members - any member from the community at large, who is not a parent or guardian of a student enrolled in the school, has a vested interest in the school, and is elected by the parents in attendance at the AGM or subsequently appointed by the members of Council, upon consideration of submitted names of potential appointees. Community members are optional members of Council. A maximum of two (2) community members may be elected or appointed annually.

ARTICLE SIX - MEMBERS RIGHTS AND PRIVILEGES

1. Any member is entitled to:
 - (a) receive notice of meetings of Council;
 - (b) attend any meeting of Council;
 - (c) speak at any meeting of Council; and
 - (d) exercise other rights and privileges given to members in these operating procedures.
2. A voting member is also entitled to:
 - (a) vote at meetings of Council on all issues including spending decisions.

ARTICLE SEVEN - EXECUTIVE

1. Attending meetings is mandatory for all Officers and absences must be authorized in advance by notification to School Council.
2. It is recognized that some members may serve the school community and support School Council through an executive role but may not be able to attend meetings. These situations will be discussed and approved by a majority of School Council members.
3. Council Executive consists of:

- (a) Chair
- (b) Vice-Chair
- (c) Secretary
- (d) Finance Office
- (e) Communications Officer
- (f) Junior High Liaison
- (g) Officer at Large x 2 positions (to be named as appropriate)

4. Executive positions must be held by voting members. The Chair and Vice-Chair positions must be held by parents.

5. The Officers are elected at the AGM, for a one (1) year term.

6. The term of office shall follow the school year calendar, typically from September 1 - August 31. Where the school year begins prior to September 1, the term will begin on the first instructional day.

7. No Officer shall hold the same Executive position for longer than four (4) consecutive years unless the position remains vacant and members agree to extend the term by majority vote at a future meeting. An Officer may hold the same position for consecutive terms on the Executive, but is neither required to do so, nor guaranteed of being elected to do so.

8. Any Officer absent from three (3) consecutive Council meetings, without appropriate communication, will be considered to have resigned, and Council may then appoint a member to fill the vacant position. The Chair will do this at his/her discretion and may authorize an absence.

9. Any Officer may be removed from the Executive at any time, with cause, by a majority vote of the Executive whenever in its judgment, the best interest of Council will be served.

10. An Officer may resign his/her position by written notice to the Chair. If the resigning Officer is the Chair, by written notice to the Vice-Chair and Principal.

ARTICLE EIGHT - EXECUTIVE RESPONSIBILITIES

1. CHAIR.

The Chair shall:

- (a) preside when present and participate in all meetings of Council;
- (b) have general supervision and knowledge of all activities of Council;
- (c) review all communication or correspondence prior to distribution;
- (d) be ex-officio member of all committees;
- (e) be the official spokesperson of Council;
- (f) inform all other members of Council of the roles and responsibilities associated with their respective positions;
- (g) carry out other duties assigned by Council; and
- (h) in accordance with Regulation, prepare and provide an annual report to the School Board and all concerned members which includes a summary of Council activities and spending for the year.

2. VICE-CHAIR.

The Vice-Chair shall:

- (a) aid the Chair and undertake tasks assigned by the Chair;

- (b) in the absence of the Chair, supervise the affairs and preside at any meetings of Council; and
- (c) in the event of resignation, incapacity or leave of absence of the Chair fulfill the Chair's responsibilities.

3. SECRETARY.

The Secretary shall:

- (a) keep accurate minutes of all Council meetings and proceedings;
- (b) provide draft meeting minutes to the Communications Officer for distribution to the Executive;
- (c) keep minute binder, located at the school office. This record contains all minutes of Council meetings; and
- (d) forward approved meeting minutes to the Communications Officer for distribution to members and to post on school website.

4. FINANCE OFFICER.

The Finance Officer shall:

- (a) create and update a financial summary based on funding and goal allocation provided by FANHS;
- (b) track all spending decisions of Council and advise FANHS Treasurer and school office of said decisions; and
- (c) make sure that a detailed summary of Council's financial status is prepared and presented at all Council meetings.

5. COMMUNICATIONS OFFICER.

The Communications Officer shall:

- (a) provide notices of Council and FANHS meetings;
- (b) maintain member's e-mail database;
- (c) distribute Council and FANHS agendas and approved minutes;
- (d) post approved minutes and Council and FANHS newsletter to school website;
- (e) distribute Council and FANHS communication to parents; and
- (f) create and maintain class contact phone list for distribution to members.

6. Junior High Liaison

The Junior High Liaison shall:

- (a) foster inclusive engagement of junior high parents and students.

7. Officer at Large – up to two positions with titles and duties to be assigned as appropriate.

ARTICLE NINE - VACANCIES

1. If there is a vacancy on Council the remaining Officers will appoint a member to fill a vacancy for the remainder of the term.

ARTICLE TEN - COMMITTEES

1. Committees will be determined by Council and will make decisions or recommendations according to the mandate Council gives them as deemed necessary from school year to school year.

- (a) Committee members shall consist of volunteers from the school community.
- (b) Standing and ad hoc committees will be formed and operate as necessary on an ongoing basis with specified lengths of terms for members.

ARTICLE ELEVEN - TYPES OF MEETINGS

11.1. REGULAR MEETINGS

- (a) A minimum of five (5) regular Council meetings will be held per school year. The meetings will take place at New Horizons School whenever possible.
- (b) The first regularly scheduled meeting of Council shall be held no later than thirty (30) calendar days after the first instructional day of the school year.
- (c) The dates, times and location of all regularly scheduled meetings shall be set by Council, with a minimum seven (7) days notice to members.
- (d) Any voting member may bring forth a motion for discussion and voting
- (e) Any member may add a proposed item to the agenda of a Council meeting by providing written notice to the Chair at least seven (7) days in advance of the meeting.

11.2. SPECIAL MEETINGS

- (a) May be called in addition to regular meetings, as business necessitates, and shall include all members. At such a meeting, expenditures may not exceed two hundred (200) dollars.
- (b) The Chair calls special meetings at his/her discretion, or at least three (3) Officers or ten (10) parents make a request in writing and state the business for the meeting.
- (c) There must be at least three (3) days notice to members.
- (d) At least four (4) Officers must be present in order to achieve quorum. In the absence of quorum, the Chair adjourns the meeting and reschedules it to a date not more than eight (8) days later. Officers present at this later meeting will constitute quorum.

11.3. ANNUAL GENERAL MEETING

- (a) The AGM shall be held by June 30 each year.
- (b) Notice must be provided to members at least twenty-one (21) days before the AGM. The place, date, and time of the AGM are stated in this notice as well as any business requiring a special resolution.
- (c) All members are eligible to vote at the AGM.
- (d) The business of the AGM may include any or all of the following:
 - minutes of last AGM;
 - election of Council Executives;
 - any proposed changes or amendments to the operating procedures;

 - financial statement of the current year;
 - plans and budget for the upcoming year;
 - any formal evaluation of Council;
 - any items deemed necessary by the outgoing Executive;
- (e) A Special Resolution may be passed at an AGM of Council, and requires a two-third (2/3) majority vote of those members in attendance.
- (f) Only the matter(s) set out in the notice for the AGM are considered at the AGM.
- (g) In the absence of quorum no motions or elections may be held. A new meeting date will be determined by the Executive to be held within ten (10) days. The new meeting date shall be communicated to the members. Officers present at this later meeting will constitute quorum.

11.4. SPECIAL GENERAL MEETING

- (a) A SGM may be called at anytime with appropriate notice to members:
 - by a majority of the Executive to that effect; or

- on the written request of at least ten (10) voting members. The request must state the reason for the SGM and the motions(s) intended to be submitted at such SGM.
- (b) Notice is provided to members at least twenty-one (21) days before the SGM. The notice states the place, date, time, and purpose of the SGM as well as any business requiring a special resolution.
- (c) Only the matter(s) set out in the notice for the SGM are considered at the SGM.
- (d) A Special Resolution may be passed at an SGM of Council, and requires a majority vote of two-thirds (2/3) of members in attendance.

ARTICLE TWELVE - INTERPRETATION OF THE OPERATING PROCEDURES

1. Any question regarding the proper application and interpretation of these operating procedures shall be determined by the chair of any Council meeting. The chair's decision may be appealed by a member and can be overturned by a two-third (2/3) majority vote at a SGM or AGM called in accordance with these operating procedures.

ARTICLE THIRTEEN - QUORUM

1. Quorum shall be over fifty (50) percent of the number of elected members. Unless stated differently in these operating procedures.
2. In the absence of quorum:
 - (a) no motions may be considered or approved; and
 - (b) if a majority of members wish the meeting to proceed in the absence of quorum, Council will continue the meeting for the purposes of discussion, but Article 13.2 (a) will continue to apply.

ARTICLE FOURTEEN - VOTING PROCEDURES

1. Most decisions at Council meetings will be made by consensus. The decision must be clearly stated and recorded as such in the minutes of the meeting.
2. If a vote is taken, the motion must be moved and seconded and passed by a fifty one percent (51%) majority. All decisions involving spending require a motion and vote.
3. Each voting member has one (1) vote per motion. A show of hands decides every vote at a meeting. A ballot is to be used upon request by any voting member.
4. Members must be present in order to vote. A voting member may not vote by proxy.
5. The Chair does not have a second or casting vote in the case of a tie vote. If there is a tie vote, the motion is defeated.
6. Any member or Officer having a pecuniary interest in any matter being discussed by Council is required to declare such interest and absent himself/herself from any discussion or vote on such matter.
7. In the event of an extraordinary circumstance, where it is not appropriate, feasible or possible to wait until such time that a meeting can be held, then members may vote in a method deemed appropriate by

Council. Expenditures may not exceed two hundred (200) dollars and require a minimum of ten (10) votes including all Officers.

8. Irregularities or errors done in good faith do not invalidate acts done by any meeting of Council.

9. No action taken at a meeting is invalid due to:

- (a) accidental omission to give notice to any member;
- (b) any member not receiving any notice; or
- (c) any error in any notice that does not affect the meaning.

10. If an Officer chooses to contest the validity of the meeting based on improper notice, the motions passed at such a meeting are considered invalid and must be revisited at a duly constituted meeting.

ARTICLE FIFTEEN - AMENDMENTS TO THE OPERATING PROCEDURES

1. The operating procedures remain in force from year to year unless amended by a Special Resolution at the AGM or SGM.

2. The operating procedures of Council may be amended by a two-thirds (2/3) majority vote of members in attendance at the AGM or SGM.

3. Notice of proposed operating procedures amendments must be circulated with the notice of meeting at least twenty-one (21) days in advance of the meeting.

ARTICLE SIXTEEN- CONFLICT RESOLUTION PROCEDURES

1. Every effort shall be made to resolve issues at Council level. Should a significant source of conflict involving two (2) or more Officers remain unresolved, the Chair will ask the Principal to appoint a third party neutral mediator. In the event that a resolution still cannot be reached; it may be taken to the next highest level for consideration, i.e. School Board and if necessary, Alberta Education.