



## Roy Bickell Public School

10410 Royal Oaks Drive Grande Prairie, AB T8V 8L5

780.830.3286

[roy.bickell@gppsd.ab.ca](mailto:roy.bickell@gppsd.ab.ca)

[www.gppsd.ab.ca/school/roybickell](http://www.gppsd.ab.ca/school/roybickell)

# School Council By-laws (2024-2025)

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## Name

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The name of the School Council shall be the **Roy Bickell Public School Council** of Grande Prairie, Alberta.

## Mission

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Our School Council is a collective association of parents, teachers, and the Principal who work together to support and enhance student learning.

## Objectives

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- To provide advice to the staff and Principal of the school and the school board regarding any matter relating to the school.
- To provide communication between parents and school officials and improve understanding of the school and its work within the larger community.
- To stimulate continuous improvement in meaningful involvement by all members of the school community.
- To support an approach to schooling in which decisions are made collaboratively, and wherever possible, at the school and classroom level.
- To foster cooperation among parents, students, teachers, and school administrators toward the enhancement of the educational experiences available in the school and to represent the views of parents/guardians at council meetings.
- To promote the welfare and education of students through direct support of the school.
- To support the school in time and school resources on the essential tasks of teaching and learning.
- To keep the school board informed, in cooperation with the Principal, of the needs of the school.
- To assume responsibility for the actions of the council and any funds in its care.
- To provide input regarding any fundraising activities in the school.
- Adhere to School Council Code of Ethics/Confidentiality.

## Membership

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### Committee Positions

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The membership of the School Council shall consist of the following:

- chairperson, vice-chairperson, secretary, and treasurer (must be held by individuals in different families)
- any parents of students enrolled in Roy Bickell Public School
- the Principal of the school
- Two (2) teacher representatives of Roy Bickell Public School
- One (1) school board trustee

### Establishment of Committee Positions

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- Every parent member of the council is eligible to volunteer or to be elected as an officer of the Council (see above for exceptions).
- The terms of office shall run from the first regular meeting to the last meeting of the school year.
- An officer may withdraw by notice in writing to the chair and the Principal and if the withdrawing member is the chair, by notice in writing to the Principal.

### Duties of the Executive

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- Chair:** The chair shall be responsible for regularly meeting with the Principal, planning and distributing the agenda for meetings, facilitating the meetings, acting as spokesperson for the council, and generally supervising the council. The chair serves as the Alberta Schools Councils' representative. The chair ensures the school board receives an annual report from School Council.
- Vice-Chair:** The vice-chair shall assist the chair with duties as assigned and in the absence of the chair, assume the duties of the chair. The vice-chair is encouraged to consider election as chair the following term if possible.
- Secretary:** The secretary shall be responsible for keeping accurate minutes and records of the meetings and placing a copy of each in the parent council binder kept at the school, taking care of all correspondence and communication, and keeping an accurate list of names and addresses of the council members.
- Treasurer:** The treasurer shall be responsible for keeping all financial transactions of the council, presenting an account of the funds to the members and preparing the accounts for annual auditing.

### Vacancies

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With the exception of the Principal, the School Council may appoint qualified persons to fill vacancies until the vacancies can be filled by the appropriate constituents elected at the next Annual General Meeting. For vacant officer positions, new officers shall be selected from the members of council at the next council meeting.

# Meetings

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## Regular School Council Meetings

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- a. The first meeting of the School Council shall be held immediately following the Annual General Meeting.
- b. Regular School Council meetings shall be held.
- c. Meetings will be held at the school.
- d. Regular School Council meetings are open to all parents of students attending the school; all who are present at the meeting can participate in the meeting discussion and are eligible to vote.
- e. Special meetings of the School Council may be called by the Council Executive or School Principal.

## Voting Procedures

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- a. An individual must be recognized by the chair before obtaining the floor to make a motion
  - Member raises their hand to signify they would like to speak
  - Chairperson recognizes member (saying name or nodding)
- b. Motion
  - Once an individual has the floor, he or she may introduce a topic for discussion by beginning with a statement like 'I would like to discuss...'. From this point until the topic has been voted on, all discussion focuses on the question.
  - The chairperson asks for discussion. Each participant may speak to the issue twice. Once discussion is complete, the chair puts the motion.
  - An individual must officially make a formal proposal or motion, beginning with the statement, "I move..."
  - Another individual must second the motion by saying, "I second the motion." This indicates that he or she agrees, in principle, and that the proposal should be discussed.
  - Once a motion is made and seconded, the chair states the motion, so everyone is clear on what is being proposed. The chairperson then conducts the vote by asking for those in favour and those opposed. The vote is conducted by a show of hands
  - A majority is needed to pass the motion.

## Meeting Norms

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RBPS students and staff are guided by the principle of BE YOUR BEST in all areas of respect, responsibility, and safety. The following norms are intended to ensure everyone has an opportunity to develop a clear understanding of discussion topics. These rules ensure that the traditional principles of equality, harmony and efficiency are kept. Meeting participants and leaders commit to:

- **Treat everyone with respect.** We will express our opinions responsibly, focusing on the issues and not on personal differences, and speak both honestly and kindly. The rest of the norms are related to this one.
- **Not interrupt each other.** We recognize that we all interrupt at times by mistake or to build on other statements. However, we will strive to allow each person the space to finish his or her thoughts.
- **Engage each other's thoughts, ideas and opinions.** We recognize the value and richness of a meeting when everyone has a chance to participate. This norm also includes gracious acceptance of opinions different from our own. Every member has rights equal to every other member.
- **Stay focused on the topic under discussion.** We will stay focused on the agreed upon topics. Only one topic will be considered a time. Child or classroom specific discussions will occur upon booking an appointment with school administration.

## Annual Report

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- a. In accordance with the School Council Regulations, the School Council, through the chair, must prepare and provide the school board with an annual report, which includes:
  - a summary of council's activities for the year
  - a financial statement
  - copies of the minutes of each meeting
- b. The School Council Annual Report shall be available to all concerned members of the school community by contacting administration.

## Amendments to the Bylaws

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- a. The bylaws remain in force from year to year unless amended.
- b. The bylaws of the School Council may be amended by a two-thirds majority at an Annual General Meeting of the Special General Meeting called for that purpose.
- c. Notice of proposed bylaw amendments must be circulated with the notice of meeting at least twenty-one (21) days in advance of the meeting.

# Code of Ethics

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All School Council members shall:

- abide by the legislation that governs them
- be guided by the mission statement of the school and School Council
- endeavor to be familiar with school policies and operating practices and act in accordance with them
- practice the highest standards of honesty, accuracy, integrity and truth
- recognize and respect the personal integrity of each member of the school community
- declare any conflict of interest
- encourage a positive atmosphere in which individual contributions are encouraged and valued
- consider the best interests of all students
- respect the confidential nature of some school business and respect limitations this may place on the operation of the School Council
- not disclose confidential information
- limit discussions at School Council meetings to matters of concern to the school community as a whole
- use the appropriate communication channels when questions or concerns arise
- promote high standards of ethical practice within the school community
- accept accountability for decisions
- not accept payment for School Council activities

These Bylaws have been accepted by a majority of the members entitled to vote at a meeting of the School Council. Signed this \_\_\_\_\_ of 2024 at Grande Prairie, Alberta.

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Chairperson's name

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Chairperson's signature

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Secretary's name

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Secretary's signature

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Principal's name

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Principal's signature