

# DURHAM CATHOLIC DISTRICT SCHOOL BOARD

“The Board”

**ADMINISTRATIVE PROCEDURE AP211-2**

**Catholic School Council Committees**

**ADMINISTRATIVE AREA: Governance**

**POLICY REFERENCE: Catholic School Council (PO211)**

**APPROVED: October 23, 2006**

**REVISIONS APPROVED:**

## **1.0 PURPOSE**

The purpose of this administrative procedure is to provide a framework for establishing committees under the jurisdiction of a Catholic School Board.

## **2.0 DEFINITIONS**

- 2.1 A ***Catholic School Council*** refers to the body of duly elected members as defined in O. Reg. 612/00 who, in their advisory role, assist the principals in managing and setting priorities for the school.
- 2.2 A ***Constitution*** is a document which includes the basic principles of an organization, including operational framework and the power and duties of the officers and members.
- 2.3 A ***By-Law*** is any rule or procedure adapted by an organization for the purpose of regulating its' affairs.
- 2.4 A ***Catholic School Council Committee*** is any committee established and mandated by a Catholic School Council.

## **3.0 PROCEDURES**

- 3.1 Committees may be established in accordance with the constitutional requirements of the Catholic School and applicable legislation.
- 3.2 Every committee established under 3.1 shall have its' mandate approved by the Catholic School Council.

3.3 Catholic School Council Constitution will address as a minimum, the following areas:

- 3.3.1 Committee Name
- 3.3.2 Purpose
- 3.3.3 Mandate
- 3.3.4 Membership
- 3.3.5 Membership Selection Process
- 3.3.6 Committee Chair
- 3.3.7 Resource to the Committee
- 3.3.8 Timelines
- 3.3.9 Role of the Council

3.4 Every mandate approved by a Catholic School Council shall be passed as a by-law of the Council dated and signed by the Council Chair and Recording Secretary.

3.5 Every committee mandate will be entered into the minutes of the meeting where it is passed.

#### **4.0 SOURCES**

- 4.1 *Catholic School Council Policy (PO211)*
- 4.2 *Education Act, R.S.O. 1990, c. E.2 – Section 170 (1) 17.1, Section 170 (3)*
- 4.3 *School Councils – O. Reg. 612/00*
- 4.4 *Operation of Schools General – O. Reg. 298*
- 4.5 *Fund Raising Policy (PO416)*
- 4.6 *Ministry of Education and Training, The School Council Handbook*
- 4.7 *Education Improvement Commission, School Improvement Planning, A Handbook*

#### **5.0 REFERENCES**

- 5.1 *Appendix A – Template of a Sample Committee Mandate*

#### **6.0 RELATED FORMS**

**SAMPLE**

[ ]

Catholic School Council  
"Council"

Committee Mandate

Committee Name	Constitution Committee
Purpose	The purpose of this committee shall be to develop a draft Constitution for the [ ] Catholic School Council.
Mandate	<ol style="list-style-type: none"> <li>1. To develop the draft constitution;</li> <li>2. To recommend to the Council that the draft be approved in principle and made available for school community input;</li> <li>3. To review community input and make any amendments as appropriate;</li> <li>4. To recommend to the Council final approval of the draft document.</li> </ol>
Membership	<p>The Membership of the Committee shall include:</p> <ul style="list-style-type: none"> <li>• the Chair of the Council or designate</li> <li>• two parents (not Council members)</li> <li>• one parent (Council member)</li> <li>• staff member</li> </ul>
Member Selection Process	Staff and parents wishing to participate will submit their intention for membership to Chair of Council. In the event that there is a response greater than the number of positions the parents and staff will be selected by way of lottery by the Principal in the presence of 2 council members. If a full roster of members cannot be selected due to lack of response, the Chair reserves the right to appoint members to the committee in order to achieve the full complement.
Committee Chair	The Committee Chair shall be elected by the members of the Committee by way of secret ballot. All members are eligible for the position of Chair.
Resource to the Committee	<ul style="list-style-type: none"> <li>• Principal</li> <li>• Vice Principal</li> </ul> <p>Those resources to the Committee are not voting members. They may attend meetings to provide advice and assist with the process.</p>
Timelines	<ol style="list-style-type: none"> <li>1. Committee established by _____</li> <li>2. Initial Draft to Council by _____</li> <li>3. Community Input to Committee by _____</li> <li>4. Final Council approval by _____</li> </ol>
Role of Council	Council may approve recommendations in whole or in part and may make amendments as appropriate before final approval of the Constitution.

Approved by Council, this \_\_\_\_ day of \_\_\_\_ 20\_\_.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Recording Secretary