

École Porter Street  
Elementary School  
PAC Constitution  
And Bylaws

PARENT ADVISORY COUNCIL

APRIL  
2016

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To advocate for excellence in education, the safety and wellbeing of our students,  
and for the effective and meaningful involvement of parents as partners.

**CONSTITUTION and BYLAWS of the  
ÉCOLE PORTER STREET ELEMENTARY SCHOOL  
PARENT ADVISORY COUNCIL**

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## CONSTITUTION OF THE ÉCOLE PORTER STREET ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL

### NAME

The name of the Association shall be the ÉCOLE PORTER STREET ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL, School District 43 (Coquitlam), from now on referred to as the PAC.

The PAC will operate as a non-profit organization with no personal financial benefit and shall conduct business without bias toward race, religion, gender, or politics.

The PAC has been established with the authority granted in Bill 67 - 1989 School Act, Part 2, Section 7 and 8 and Bill 34, the School Amendment Act - 2002.

### MISSION STATEMENT

École Porter Street Elementary School PAC mission is to advocate for excellence in education, the safety and well-being of our students, and for the effective and meaningful involvement of parents as partners.

## BYLAWS OF THE ÉCOLE PORTER STREET ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL

### SECTION I OBJECTIVES OF THE PAC

The objectives of the PAC are:

1. To support, encourage, and improve the quality of education and the well-being of students in École Porter Street Elementary School.
2. To provide a forum and the opportunity for the membership to openly review and discuss any matter related to the school (e.g. programs, policies, plans and activities) as stipulated in the School Act and to advise the Principal, staff, or other associated organizations of any recommendations.
3. To promote effective communication and cooperation between the home and school in providing for the education of children.
4. To provide parents with information on how to effectively communicate within the education system and to advocate on behalf of their children at both the School and District levels.
5. To initiate fundraising activities when there is a need to provide funds for children to receive an enhanced quality of education in a safe, healthy environment and to generate funds to cover all PAC expenses.
6. To affiliate with the District 43 Parent Advisory Council (DPAC) and the British Columbia Confederation of Parent Advisory Councils (BCCPAC).
7. To organize PAC activities and events.

### SECTION II MEMBERSHIP

1. All parents and guardians of students in attendance at École Porter Street Elementary School have the right to participate at PAC meetings as voting members, recognizing that there is one vote per family (see Voting, Section VIII). Regular attendance at meetings is encouraged to ensure an informed opinion and to aid the expediency of meetings.
2. Administration, staff (teaching and non-teaching), and students of École Porter Street Elementary School may be invited to PAC meetings as non-voting attendees. However, a staff member with a child as a student at this school will be allowed to be a voting member at general meetings of the PAC.
3. The school will make available to the Chair a list of names of parents / guardians of students and staff if / when it is necessary to decide if a member is eligible to vote.

### **SECTION III EXECUTIVE OFFICIALS AND COMMITTEE MEMBERS**

1. The affairs of the PAC shall be managed by the Executive members.
2. The positions of Chair, Treasurer, Secretary, and District Parent Advisory Council Representative are essential to the operation of the PAC and must be filled before any nominations will be accepted for other Executive positions.
3. The Executive will be as follows:
  - A. Chair (required)
  - B. Treasurer (required)
  - C. Secretary (required)
  - D. District Parent Advisory Council (DPAC) Representative (required)
  - E. Vice-Chair (optional)
  - F. Past Chair (optional)
4. Non-Executive Positions may be as follows (Coordinators/Committees may be formed and struck as deemed necessary)
  - A. Communications Coordinator
  - B. Fundraising Coordinator
  - C. Health and Safety Coordinator
  - D. Hot Lunch Coordinator
  - E. Afterschool Programs Coordinator
  - F. Parent Education Coordinator
  - G. Traffic Coordinator
  - H. Volunteer Coordinator

\*Coordinators are welcome to attend and participate at Executive meetings as non-voting members.
5. A Conflict and Bias Committee may be formed if the situation arises. The rules contained in the most recent edition of "Robert's Rules of Order Newly Revised" shall be used to resolve such situation. DPAC may be contacted for clarification and advice.

### **SECTION IV EXECUTIVE TERMS OF OFFICE**

1. The term of office for an Executive officer shall be one year (commence on July 1 and end on June 30 the following year) or until their successor is elected. The new Executive shall attend the June Executive meeting to allow for transition between exiting and incoming officers.
2. Any elected member of the PAC may serve on the Executive for as many years as he or she is elected, but may not hold any one position for more than two consecutive years if another member is interested in running for the position. The Executive positions may be audited at the request of any voting member.
3. The past-Chair may hold that office for only one year.
4. The following are grounds for termination of the office of any Executive member:
  - absence from three consecutive meetings of the Executive or PAC without reason acceptable to the Executive
  - conviction of a criminal or other serious offence
  - failure to observe the Constitution and Bylaws, purposes, and policies of the PAC
  - failure to abide by the PAC Code of Conduct

## **SECTION V      ELECTION OF EXECUTIVE OFFICERS**

1. The Executive officers shall be elected from the voting members at the Annual General Meeting.
2. Nominations for the offices of the Executive shall be submitted in writing prior to, or shall be taken from the floor at the Annual General Meeting. Any voting member may nominate a voting member for these positions. (Refer Section II Membership.)
3. An absent member can be nominated at the meeting when elections are held if there are justifiable circumstances for the absence. They must however, send written acceptance of nomination for a position to the Chair for reference during the meeting.
4. In the event a mandatory position on the Executive is vacated during the year, election of a new officer will take place at the next general meeting.
5. No person shall hold more than one position on the Executive. If a volunteer does not come forward for a vacant Executive position, no other officer shall assume the duties of that position.
6. Any Executive position may be co-chaired or shared with the agreement of the two (2) parties and with the requirement that the two people share one (1) consensus vote at Executive Meetings.
7. Prior to the Annual General meeting the Chair shall appoint an Elections Chairperson to chair the elections.
8. The election of contested Executive positions shall be done by secret ballot. Election of DPAC Representative must always be by secret ballot. The Elections Chairperson shall tally the votes and announce the decision. All election duties must be carried out in full view of the meeting assembly.
9. For a secret ballot vote, one blank ballot will be given to each eligible voting member. The name(s) of the candidate(s) will be clearly visible to all voters. To place a vote, the voter must clearly indicate the candidate's name on the ballot. A blank ballot indicates an abstention and is therefore not counted.
10. A vote shall be taken to destroy any written ballots.

## **SECTION VI      MEETINGS**

1. GENERAL MEETINGS
  - A. General meetings shall be held as often as necessary, but with a minimum of five meetings during the academic year. Dates for these general meetings are tentatively set at the beginning of the school year and will attempt to accommodate as many parent schedules as possible.
  - B. Additional general meetings may be called by the Executive with a minimum of 7 days notice.
  - C. General meetings are for the purpose of conducting PAC business and discussion of issues as outlined in the Objectives of the PAC, Section I. A PAC meeting will not be a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
  - D. All policy and spending decisions, other than operational needs, shall be made at general meetings where all parents, not only the Executive officers, can participate.
  - E. The Chair will prepare agendas after accepting input from other PAC members and the Administration. A meeting is duly called when the agenda has been posted around the school and on the PAC website preferably seven days, but no later than five days, prior to a general meeting.

- F. Any member wishing to place an item on the agenda of a general meeting shall contact the Chair or Vice Chair, if position is filled. The member or their designate is then required to attend the general meeting to present the rationale of that issue. "New Business" can be added to the agenda to be discussed, if time permits, or be tabled to the next meeting.
- G. Each member entering a meeting shall sign the attendance record so that quorum and their eligibility to vote may be determined and recorded for any audits of PAC records.
- H. Meetings will be conducted efficiently with fairness to all members. Open discussion is encouraged, but orderly conduct and respect for other points of view is mandatory. Members acting inappropriately will be asked to leave the meeting by the Chair. If they fail to comply, the meeting shall be adjourned.
- I. The Principal and staff members of the school are encouraged to attend and report at general meetings as requested by the PAC. The Principal's role is as consultant on school policies and as a liaison between staff, parents and the PAC, and shall yield to the autonomy of the PAC, its Chair and its members at all meetings.
- J. Guests may be invited to any meeting at the discretion of the Executive to provide information or address agenda items. The guests' speaking time should be limited to 15 minutes so not to dominate the meeting. Any guest requiring more time should be invited to a special meeting.
- K. Consideration should be given to inviting parent education speakers to separate sessions so their talks will not be hurried and parent questions and other PAC agenda items will not be minimized.
- L. The rules contained in the most recent edition of "Robert's Rules of Order Newly Revised" shall be used by the PAC to resolve any procedural situation, unless they are in conflict with the rules in this Constitution and Bylaws. DPAC may be contacted for clarification and advice.
- M. Minutes of General meetings will be made available to members on the PAC website and on the Parent Information bulletin board once they have been approved by the Executive.

## 2. SPECIAL MEETINGS

- A. A special meeting is a separate session held at a time different from that of any regular general meeting, and may be convened to consider only one or two items of urgent business. Maximum possible written notice of the meeting date and the agenda item will be provided to parents.

## 3. EXECUTIVE MEETINGS

- A. Executive meetings shall be held as often as needed during the school year to conduct operational business and provide input for general meeting agendas.
- B. Minutes of Executive meetings will be made available to members on the PAC website and on the Parent Information bulletin board.
- C. Each member entering a meeting shall sign the attendance record so that quorum and their eligibility to vote may be determined and recorded for any audits of PAC records.
- D. Any motions passed at an Executive Meeting must also be voted on at the next General Meeting.

## 4. ANNUAL GENERAL MEETING

- A. One general meeting will be named the Annual General Meeting (AGM) and be held in May for the election of PAC officers for the next year. If vacancies remain, a supplementary election should be held in September.

## SECTION VII ELECTIONS, VOTING and QUORUM

- 1. Quorum must be achieved for the conducting of any business or decision-making. In the absence of quorum, any business transacted will be null and void.

2. At any duly called general or special meeting the number of voting members present shall be a quorum, as long as they outnumber the non-voting members.
3. If the agenda has been provided with less than five days notice when calling a general or special meeting, a quorum shall be a minimum of 50% of elected Executive officers plus the voting members present, as long as it totals a minimum of seven members.
4. For the purposes of Executive meetings and resolutions of the Executive, the quorum shall be a minimum of fifty percent of the voting positions filled on the Executive.
5. At the discretion of the Chair or at the request of any voting member, non-voting members and visitors may be asked to leave the meeting room, for closed discussion and voting on any issue. This is essential to the free expression of the voting membership.
6. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority of eligible members actually voting. That is, when votes are tallied there are more votes for (yes) than against (no), with blanks or abstentions not contributing to the total of votes cast. Abstentions do not contribute to a vote as it indicates the member has no opinion.
7. The Chair protects his or her impartial position by not voting unless it will determine the outcome of a motion or when the vote is by secret ballot.
8. Voting by members on all matters must be given in person; i.e. voting by proxy shall not be permitted.
9. Each family is allowed one consensus vote at PAC meetings excepting in circumstances of “conflict of interest”. (See “Code of Conduct” Section IX.2). In case of dispute for the family vote, that right shall go to the person legally entitled to custody of the student. In instances of joint legal custody, the person who usually has care and control of the child is entitled to vote.
10. Voting shall be done by the show of hands except when a secret ballot is ruled by the Executive or requested by any member at a general meeting.
11. When a secret ballot is requested, one blank ballot will be given to each eligible voting member. The Chair can vote by ballot. The issue or name(s) of the candidate(s) will be clearly visible to all voters. To place a vote, the voter must clearly indicate by “yes”, “no”, or the candidate’s name. A blank ballot indicates an abstention and is therefore not counted.

## **SECTION VIII      CODE OF CONDUCT**

1. The École Porter Street Elementary School Parent Advisory Council is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community. Open discussion is encouraged, but orderly conduct and respect for alternate points of view is mandatory for all members.
2. ALL members must refrain from discussing, influencing and voting upon any matter before the PAC in which they or their families have a pecuniary (financial) interest and are therefore in a conflict of interest. A concern raised by any member regarding a conflict of interest or a perceived bias of another member(s) shall be referred to a Conflict and Bias Committee for a ruling should the member in question not voluntarily step aside.
3. An Executive member who is approached with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.

4. A parent or guardian who accepts a position as a PAC Executive Member or a Committee Member:
  - a) upholds the Constitution and Bylaws, policies and procedures of the PAC
  - b) performs duties with honesty and integrity and meets agreed upon deadlines on projects
  - c) works to ensure that the well-being of students is the primary focus of all decisions
  - d) respects the rights of all individuals
  - e) takes direction from the members, ensuring that representation processes are in place
  - f) encourages, supports, and provides information to parents and students with individual concerns on how to advocate on their own behalf
  - g) works to ensure that issues are resolved through the appropriate process
  - h) strives to be informed and only passes on information that is reliable and correct
  - i) respects all confidential information
  - j) supports public education
  - k) will work to fulfil the duties of their job (as provided to them). If an amendment to the duties is required a vote for amendment will be undertaken by the Executive.
  - l) shall inform the Secretary or Chair prior to the meeting if unable to attend.
5. Standing and ad hoc committees shall be formed as struck as deemed necessary.
6. If there is no elected Vice Chair, the Chair shall appoint a "Chair Designate" from the Executive officers when needed.
7. Each Executive member shall have access to files where all material pertaining to the position is to be maintained in a current and orderly fashion. These official materials must be made available to their successors or the Chair by the beginning of the next school year.
8. Breaching the Code of Conduct (Section XIII, Part 4) may be cause for removal of a member in a leadership position. This would be done as a motion to **rescind** their election and it may be carried out by:
  - a two-thirds vote of the voting members at a special meeting (excluding the executive member in question). The Executive member in question shall receive 7 days written notice of the motion prior to the meeting.  
OR
  - a majority vote of voting members at a duly called general meeting, where the notice of the intent of the motion has been presented in the agenda.

## SECTION IX FINANCES

1. A proposed budget should be drawn up by the Chair/ Executive and be modified and approved by the membership at the final general meeting of the year. A new budget must be approved before the old one expires.
2. All funds of the organization will be on deposit in a bank or financial establishment registered under the Bank Act in appropriate account(s) for École Porter Street Elementary School Parent Advisory Council.
3. The Treasurer is authorized to collect and disperse monies as directed by the members as expressed at executive and general meetings. Monies submitted shall be requested in the form of cheques made out to École Porter Street Elementary School PAC. Two members (one shall be Executive) must verify and account for monies collected from events or fundraising. ALL monies raised by the PAC must be deposited promptly in a PAC account before being dispersed so that proper records are maintained. Bank deposits will be made by a member of the PAC executive.
4. There shall be three signing officers for banking and legal documents. This shall be the PAC Chair, the Treasurer and one other Executive officer as decided by the Executive. The bank statements and related cheques may be independently reviewed.

5. All money paid out from the PAC will be as a cheque on receipt of a detailed invoice or receipt. Signing officers must never sign a cheque where the “payee” or amount is left blank. All issued cheques must bear the signatures of two of the three authorized signatories.
6. The general membership must approve all expenditures by Executive or Committee Members over their budget. Preferably this should occur at a general meeting if one is held prior to that expenditure being made. If this is not possible, the Executive can approve an expense up to 10% of the budgeted amount or \$40 dollars, whichever is less. The PAC is not obligated to reimburse individuals who exceed these guidelines without prior approval.
7. All proposed expenditures outside the budget will be first presented to the Executive, and then must be approved by a majority at a general meeting.
8. The Treasurer will submit a written financial report as detailed in Appendix A, (Treasurer), at each general meeting. The Treasurer will submit a complete annual statement at the first general meeting after the end of the PAC’s fiscal year (June 30).
9. A review or audit of the accounts must be done at the end of each fiscal year. A review or audit is also mandatory at the change of Treasurer. Audit for this purpose refers to an independent review and verification of all records during the period under review, i.e. budget year.
10. All financial records are the legal property of the PAC and must be kept for a minimum period of seven years and turned over to the Executive on demand. Any member who makes such arrangements with the Treasurer can view financial records at the school.
11. A contingency fund shall be set up and maintained for the administration of PAC activities. The amount shall be \$2,000 dollars. This amount must be carried forward to each new term.
12. Current regulations for use of gaming funds must be met.

## **SECTION X      FUNDRAISING**

1. Fundraising ideas must be presented and approved by the executive. The Executive can create and amend fundraising policies and procedures as deemed necessary.
2. It shall be stated to the membership how the proceeds of any fundraiser will be directed.
3. Fundraising by the PAC will be undertaken in consultation with school administration and the approval of the membership.
4. Fundraising must be sensitive to the fundraising of other groups within the community and resources of their own parent community.

**SECTION XI      CONSTITUTION AND BYLAW AMENDMENTS**

1. Amendments to the Constitution and Bylaws of École Porter Street Elementary School Parent Advisory Council may be made at any general or special meeting of the PAC with a proper quorum, notification, and voting majority.
2. Written notice of proposed amendments must be given to members of the Executive at least fourteen (14) days prior to presentation at a meeting.
3. Written notice of proposed amendments must be given to members of the PAC at least ten (10) days prior to presentation at a meeting.
4. A two-thirds (2/3) majority vote by eligible voting members is required to amend the Bylaws.
5. A three-quarters (3/4) majority by eligible voting members is required to amend any part of the Constitution.

**SECTION XII      DISSOLUTION**

1. In the event of the dissolution of the PAC, the PAC shall pay all outstanding debts and any costs of dissolution. The PAC shall then transfer any remaining funds and assets to another Parent Advisory Council(s) or DPAC within School District 43, Coquitlam, or a charitable organization(s) within British Columbia registered under the provisions of the Income Tax Act (Canada). This shall be determined by the membership at the final general meeting of the PAC.
2. In the event of the dissolution of the PAC, all records of the organization shall be placed under the jurisdiction of the District Parent Advisory Council, School District 43, Coquitlam.

Adopted by the Membership at the General Meeting held Thursday, May 26, 2016.

\_\_\_\_\_  
PAC Chair  
Name:

\_\_\_\_\_  
PAC Executive – Position:  
Name:

Date \_\_\_\_\_

**APPENDIX A                    DUTIES OF EXECUTIVE OFFICIALS**

**A. CHAIR**

- shall convene and preside at all executive, general and special meetings or notify the Chair Designate to assume this duty as necessary
- shall be familiar with and follow the Constitution and Bylaws
- shall ensure that an agenda is prepared and distributed following the Bylaws
- shall ensure a quorum is present before calling a meeting to order
- shall appoint committees where authorized to do so by the Executive or membership and be an ex-officio member to all committees except the Nominating Committee
- shall be the official spokesperson and representative for the PAC, always acting on behalf of the majority of members and not personally
- shall be a signing officer
- shall submit a written annual report to the membership

**B. TREASURER**

- shall have a demonstrated ability and/or understanding of bookkeeping procedures
- shall keep an accurate and current record of all receipts and expenditures of the PAC. Bank statements must be reconciled monthly and made available for review as requested
- shall assess all financial undertakings to ensure they are within the annual budget
- shall ensure expenditures have the proper authorization and are backed by detailed receipts and invoices
- shall prepare a written financial report for presentation at each PAC meeting; this shall include the total balance on hand in all accounts at the beginning of the period covered by the report and all credits to and disbursements from the accounts, balance of funds on hand and outstanding accounts receivable and payable, and the net surplus or deficit
- shall be responsible for issuing receipts and the prompt deposit of all monies paid to the PAC. Also refer to Finances (Section X)
- shall be a signing officer
- shall ensure all bills are paid promptly
- shall draft an annual budget with the assistance of the Chair
- shall maintain all financial records in an orderly fashion as stipulated by BCCPAC

**C. SECRETARY**

- shall record the minutes of all executive, general and special meetings
- shall prepare within two weeks of any meeting, complete minutes and ensure their distribution
- shall file the original copy of the minutes in the official PAC record binder
- shall issue and receive correspondence on behalf of the PAC
- shall keep a current copy of the Constitution and Bylaws and submit updated copies to the DPAC office for safe keeping and reference
- shall ensure safe keeping of all records of the PAC
- shall keep a complete and current inventory, including location, of all PAC assets
- shall ensure the binders are collected at the end of the term and appropriately redistributed in September

**D. DISTRICT PARENT ADVISORY COUNCIL REPRESENTATIVE**

- shall attend DPAC meetings or designate another elected officer of the PAC who attends on their behalf
- shall report to the PAC regarding issues discussed
- shall seek input from the PAC for presentation at DPAC meetings
- shall vote the PAC's wishes at DPAC meetings
- shall maintain the PAC's information binders with DPAC meeting minutes and materials provided from DPAC, BCCPAC, and Ministry of Education, and make them readily available to the general membership.
- shall submit a final report

**E. VICE-CHAIR**

- shall assume the responsibilities of the Chair in their absence.
- shall accept extra duties as required

**APPENDIX B                      SUMMARY OF CHANGES**

May 10, 2016.

This version of the Constitution and Bylaws reflects changes approved by the PAC as follows:

**UPDATED:**

**SECTION III, Part 4:** *Replaced Point E (Member at Large) with Afterschool Programs Coordinator.*

**SECTION V, Part 8:** *Removed reference to PAC-SPC Rep. as position no longer exists:*

8. *The election of contested Executive positions shall be done by secret ballot. Election of DPAC Representative and School Planning Council Representatives must always be by secret ballot. The Elections Chairperson shall tally the votes and announce the decision. All election duties must be carried out in full view of the meeting assembly.*

**REMOVED:**

**SECTION VI (2011)            PAC REPRESENTATION to the SCHOOL PLANNING COUNCIL (PAC-SPC Rep.)**

***Elections:***

1. *Three parent representatives, who are not employees of any school district, shall be elected annually to the School Planning Council from parents or legal guardians of students enrolled in the school.*
2. *One of the representatives must be an elected officer of the École Porter Street Elementary School Parent Advisory Council.*
3. *The election of representatives to the School Planning Council is mandated to always be by secret ballot, even if only one candidate is running.*
4. *A secret ballot is intended to ensure fairness and allow members to exercise their choice privately and without the influence or judgement of others.*
5. *Nominations for PAC representatives to the School Planning Council will be taken from the floor. Members accepting nomination will have previously reviewed the expected duties and conduct of the position.*
6. *An absent member can be nominated at the meeting when PAC-SPC Rep elections are held if there are justifiable circumstances for the absence. They must however, send written acceptance of nomination for a position to the Chair for reference during the meeting. The absent member should submit a short resume detailing their skills, interests, or prior PAC involvement for members who may not know the nominee.*
7. *The PAC will appoint two members, called “tellers” to distribute, collect, count the ballots and report the vote to the Chair. Tellers should be chosen for accuracy and dependability and have the confidence of the membership.*
8. *The election will require at least two ballots.*
9. *It is possible that a ballot may not elect any candidates, and further balloting is required.*
10. *The first ballot will include only the name(s) of Executive officers who have accepted nomination.*
11. *When the PAC Executive SPC representative has been elected, nominations for the other two representatives will be taken. Unsuccessful candidates from the PAC Executive SPC election can stand again.*
12. *When all balloting is completed, a motion will be made to destroy the ballots.*

**Voting:**

1. When a secret ballot is requested, one blank ballot will be given to each eligible voting member. The Chair can vote by ballot and nominated members can vote for themselves.
2. The name(s) of the candidate(s) will be clearly visible to all voters. To place a vote, the voter must clearly write the candidate's name. If a name is incorrectly written, it should still be counted if the voter's intention is clear.
3. A blank ballot indicates an abstention and is therefore not counted.
4. Only one name can be recorded on the ballot for PAC Executive SPC representative. More than one name will make the ballot void.
5. On the ballot for the other two PAC-SPC representatives, only two names can be written on any ballot, more than two names will make that ballot void.
6. A simple majority of members actually voting is required for elections. That is, when votes are tallied there are more votes for (yes) than against (no), with blanks or abstentions not contributing to the total of votes cast.
7. A majority vote is required for election and as a minimum will be 50% plus one of legal ballots cast.
8. If there is no majority of "yes" votes over "no" votes for any candidate, then the election has failed and the Chair announces "no election". New nominations are taken and another secret ballot held.
9. The Tellers' report should follow this form:

<i>Tellers' Report</i>	
Number of votes cast .....	17
Necessary for election (majority) .....	9
Candidate A received .....	12
Candidate B received .....	11
Candidate C received .....	6, etc.
Illegal Votes .....	1

10. When balloting for the PAC Executive SPC representative, the highest majority number will be elected; for the ballot of the two other PAC-SPC reps, the two highest majority numbers will be elected.

**Terms of Office:**

The term of office for PAC School Planning Council representatives shall be for one year or until their successor is elected.

**Duties:**

The PAC School Planning Council representatives shall:

1. strive to be informed about issues facing school planning councils.
2. take direction from the general PAC membership and act in the best interests of parents and students
3. attend all SPC meetings to represent and speak on behalf of the PAC .
4. report back to the PAC at general meetings, but not disclose information designated as confidential
5. communicate only reliable information.
6. conduct SPC business in a collaborative and respectful manner and abide by the rulings of the Chair.
7. work to ensure that issues are resolved by due process
8. be bound by the PAC Code of Conduct

**REMOVED:**

**APPENDIX A, Section E (2011):**

**E. SCHOOL PLANNING COUNCIL REPRESENTATIVE**

- shall strive to be informed about issues facing school planning councils
- shall take direction from the general PAC membership and act in the best interests of parents and students
- shall attend all SPC meetings to represent and speak on behalf of the PAC
- shall report back to the PAC at general meetings, but not disclose information designated as confidential
- shall communicate only reliable information
- shall conduct SPC business in a collaborative and respectful manner and abide by the rulings of the Chair
- shall work to ensure that issues are resolved by due process
- shall be bound by the PAC Code of Conduct (Section IX)