

**Mother Margaret Mary High School
School Advisory Council (SAC)
Operating Procedures**

1. DEFINITIONS

In these Operating Procedures:

- A. "School" means Mother Margaret Mary High School;
- B. "Council" means the School Advisory Council for the School;
- C. "Parents" means parent, guardian or primary caregiver of any child enrolled in an educational program at the School;
- D. "Member" means those individuals identified in 5A below;
- E. "Regulation" means the School Council's Regulation as provided through Alberta Provincial Legislation;
- F. "School Community / community" means persons other than Parents (as defined in 1C above) who have, in the opinion of the majority of the members of the School Advisory Council, an interest in the well-being of the students and the School;
- G. "Operating Procedures" means the governing document serving the same purpose as Bylaws referenced in the Regulations.
- H. "School Board" refers to the Regional Authority which in this case is the Edmonton Catholic School Board

2. AUTHORITY

The Council derives its authority to participate in the education of our students through Alberta Provincial Legislation (*Education Act, Section 55*), hereinafter referred to as "legislation."

3. MISSION STATEMENT

Mother Margaret Mary High School's mission is based in the belief that staff and students are committed to building an atmosphere of respect and creating an environment of excellence. The staff endeavors to provide opportunities and choice for each student to develop their spiritual, physical, intellectual, and emotional potential.

The Council will undertake discussions and activities that will enhance student learning and foster the well-being and effectiveness of our School Community.

4. OBJECTIVES

The objectives of the Council, in keeping with the legislation, are to:

- A. Represent the parent perspective by providing advice to and consulting with the Principal and the School Board on matters relating to the School such as: the School philosophy, mission and vision, policies, improvement plans, programs and directions, and budget allocations to meet student needs;
- B. Foster a positive, collaborative environment with a variety of opportunities for meaningful engagement by members of the School Community;
- C. Support special events that will support and enhance student learning, encourage participation and promote the well-being of the School Community;
- D. Develop a communication plan to share information with Parents and the School Community and facilitate communications with all educational stakeholders;
- E. Adhere to Council's Code of Ethics;
- F. Consult with other School Advisory Councils and provincial organizations, as required;
- G. Support an approach to education in which decisions are made collaboratively;
- H. Advise School Boards, Alberta Education or other provincial organizations on broader educational issues;



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- I. In accordance with the Regulation and the local school board, the Council, through the Chair, shall provide the school board with an annual report that summarizes the Council's activities for the previous school year and a list of members of the Council by the date required by our school board, or no later than November 30.

5. GOVERNANCE, MEMBERSHIP and DECISION MAKING

The Council uses a **Town Hall** Model of Governance.

- A. The membership of the Council shall consist of:
 - i. All Parents, as defined in 1c above;
 - ii. The Principal of the School;
 - iii. One or more teachers and staff of the School, elected or appointed by the teachers;
 - iv. One or more students, if required (High School), appointed or elected by the students; and,
 - v. Others as decided by the Council).
- B. The voting Members of the Council shall consist of: all Parents
- C. The non-voting Members of the Council shall consist of: the Principal, teachers and staff;
- D. The parent/other ratio may vary at times, but the number of Parent Members must always exceed the number of administration, staff, students and/or community representatives.
- E. The Principal is the instructional leader who manages the day-to-day operations of the School and is a key member of the Council who promotes cooperation between the School and the community. The Principal implements the policies of Alberta Education and the local school board, ensures instruction is consistent with the Programs of Study, ensures the standards of education are met, evaluates the programs, maintains order and discipline within the School, evaluates and supervises teachers and supervises the evaluation and advancement of students. As a provincially-mandated member of the Council, the Principal:
 - a. Works in collaboration with the Chair to prepare Council agendas
 - b. Supports the Chair in running efficient Council meetings, as per the Council's Model of Governance
 - c. Provides contextual information, as requested by the Council, on matters relating to the School
 - d. Promotes cooperation between the School and the community it serves
 - e. Seeks input from the Council, parents and community on major decisions that affect the school
 - f. Establishes, facilitates, communicates, and encourages opportunities for Council, parent, and community engagement in School matters
 - g. Encourages and supports the formation and continuous improvement of Council
 - h. Interprets and shares results of provincial achievement tests and diploma exams
 - i. Shares information about the School Community
 - j. Provides information on the programs in the School and the needs of the students
 - k. Refers Council to the appropriate resource for information on laws, regulations and policies that affect Council
 - l. Enables the Council to provide input into the school's education plan.

6. DECISION MAKING

Decisions at Council meetings will be made by consensus as much as possible.

- A. A decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting.
- B. If a decision is made by a vote, the motion must be moved, seconded, and passed by the majority of Council voting members present at the meeting at which the vote was taken.



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- C. There will be no voting by proxy.

7. QUORUM

- A. Four (4) Members in good standing, including a minimum of one (1) Member of the Executive, shall constitute a quorum for the transaction of business at any meeting of the Council.
- B. In the absence of a quorum:
 - i. If the Parents and Council Members present agree to proceed in the absence of a quorum, the Council may continue for the purposes of discussion of issues;
 - ii. No motions shall be considered or approved; and,
 - iii. No decisions by consensus shall be reached.

8. EXECUTIVE and TERMS OF OFFICE

An Executive Committee will be formed at the Annual General Meeting for the purpose of carrying out the day-to-day operation of the Council.

- A. The positions of the Executive Committee shall consist of:
 - a. Chair
 - b. Vice-Chair
 - c. Secretary
- B. All Executive positions must be filled by Parents as defined in 1C above;
- C. Every Parent is eligible to be elected to an Executive position on the Council;
- D. The terms of office are from the close of the Annual General Meeting to the close of the following Annual General Meeting. Any elected Member may serve up to three (3) consecutive terms in the same position. In the event that there is no new candidate for the pending position, the Executive member may be elected for an additional one (1) year term in acting role until a replacement is found
- E. The Executive of the Council will be elected by Parents attending the Annual General Meeting or in the event of vacancies after the Annual General Meeting, elected by the voting Members present at a subsequent School Council meeting;
- F. Any Executive member may resign his/her position by providing written notice to the Chair and Principal;
- G. Any Executive member 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 the School Council will be served;
- H. Unless authorized at any meeting and after notice for same shall have been given, no Member of Council shall receive any remuneration for his/her services.
- I. The Executive will carry out the day-to-day operation of the Council.

9. DUTIES OF THE EXECUTIVE MEMBERS

A. Chair

It is expected that the Council Chair will be a parent of a student enrolled in the School. Unless otherwise delegated, the Chair of the School Council will:

- i. Chair all meetings of the Council;
- ii. Coordinate with the Principal to co-create meeting agendas;
- iii. Communicate with the Principal on a regular basis;
- iv. Decide all matters relating to Rules of Order at the meetings;
- v. Ensure that Council Operating Procedures are current and followed;
- vi. Be the official spokesperson of the Council;
- vii. Ensure that there is regular communication with the whole School community;



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- viii. Review any communication to the School community prior to distribution and include the Principal in same;
- ix. Stay informed about School Board policy that impacts Council;
- x. Comply with the School Councils Regulation by providing the School Board with an annual report that summarizes the School Council's activities for the previous School year, no later than November 30th;
- xi. Have general responsibility for all activities of the Council.
- xii. Shall be ex officio a member of all committees formed by the Council.

B. Vice-Chair

Unless otherwise delegated, the Vice-Chair of the Council will:

- i. Fulfill the Chair's responsibilities (while remaining in the Vice-Chair position) in of the event that the Chair is unable to fulfill their responsibilities (i.e., resignation, incapacity or leave of absence of the Chair;
- ii. In the absence of the Chair, supervise the affairs and preside at any meetings of the Council;
- iii. Work with and support the Chair in agenda preparation;
- iv. Ensure the appropriate management, in compliance with the Personal Information Protection Act (PIPA), of any personal information collected on behalf of the Council;
- v. Assume responsibility, in consultation with the Council, for communicating with the Fundraising Association or other parent groups within the School;
- vi. Promote teamwork and assist the Chair in the smooth running of the meetings;
- vii. Keep informed of relevant School and School Board policies;
- viii. Willingness to assume the position of Chair in the future;
- ix. Assist the Chair and undertake tasks assigned by the Chair.

C. Secretary

Unless otherwise delegated, the Secretary of the Council will:

- i. Act as a recorder at each meeting and ensure that the minutes are prepared accurately to reflect the directions agreed to at the meeting;
- ii. Keep minutes, correspondence, records and other Council documents, and ensure that all relevant documents (as per legislation) are available to the public in an accessible location in the School, for a period of 7 years;
- iii. Maintain a dated record of all the Members of the Council who have knowingly provided their contact information, in compliance with PIPA;
- iv. Distribute, as determined by the Council, agendas, minutes, notices of meetings and notices of other events.

In the absence of the Secretary, the Council shall choose a recording Secretary for the meeting.

D. Members at Large (minimum of one (1))

These Members will:

- i. Share their professional knowledge, expertise and life experience;
- ii. Attend Council meetings;
- iii. Encourage feedback and participation from community groups and individuals;
- iv. Communicate information of interest to the Council and the School community;



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- v. Share information from Council meetings with the community;
- vi. Have a clear understanding of the Council's objectives;
- vii. Identify possible topics for agendas;
- viii. Serve as a liaison between the Council and their organization or area of responsibility.

10. VACANCIES

With the exception of the Council positions filled by the Principal and teacher representative, any vacancy of the Council will be advertised to the parent community. Elections for a vacant position will be held at subsequent meetings of the Council until the vacancy is filled.

11. MEETINGS

Council meetings may be held in-person or using a virtual or online platform suitable for conducting Council business, or a combination of the two. The Executive, in collaboration with the principal, will determine the format of the meetings. Virtual meetings may include electronic voting which will be determined by the executive (i.e., Raise Hand feature, chat window, mic, ballots via private messaging).

A. Annual General Meetings

Where the Council has not been operational the year prior, an Establishment Meeting will be held in accordance with legislation; otherwise, an Annual General Meeting of the Council will take place once each School year:

- i. The Annual General Meeting of the Council will be held in the month of November or at an appropriate time during the School year as determined by the Council. The meeting will be advertised throughout the School and the community no less than 21 days beforehand and will state the business to take place at the Annual General Meeting;
- ii. All Parents as defined in 1C above are eligible for election;
- iii. All Parents as defined in 1C above are eligible to vote at the Annual General Meeting as long as they are present at the meeting;
- iv. The business of the Annual General Meeting shall include:
 - a. The election of Executive Members;
 - b. Any proposed amendments to the Operating Procedures;
 - c. Presentation of the Annual Report of the previous year;
- v. And may also include:
 - a. Plans for the upcoming year;
 - b. Discussion of any major issue in which all Parents should have input such as changes to the Vision or Mission of the School or School Board, School policy or other major changes in the School program or focus;
 - c. An evaluation of the School.

B. Special General Meetings

The Council Executive may at any time give notice of a Special General Meeting of the Council. Notice will be given at least 5 days before the meeting. The notice will state the time, date and place of the meeting, and describe the matters to be dealt with. At any Special General Meeting, all Parents in attendance shall have the right to vote.

C. Regular Meetings

A minimum of five (5) Regular Council meetings will be held per School year or as called by the Executive. It will be decided when these meetings will take place at the Annual General Meeting. The meetings will take place at the School, unless otherwise advertised.



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Any Council member may be suspended or expelled for the duration of the School year from attendance at any Council meetings, if, upon a majority vote of voting Members present at Special General Meeting called for that purpose, it is determined to be in the best interests of the Council to do so.

12. MEETING AGENDAS

The Chair will work in partnership with the Principal to co-create the agendas for all meetings. Agenda item requests must be made through the Chair at least five (5) days prior to the meeting, who will, if necessary, consult with the Executive and Principal as to the appropriateness of the item requested.

13. COMMITTEES

The School Council may appoint ad hoc committees that consist of Council Members and/or School community members. Committees meet outside of Council meetings to complete their assigned tasks as per the direction of the Council and present a report of their activities at Council meetings.

14. POLICIES

Subject to any provincially or School Board-mandated policies and/or regulations, the Council may make and implement policies that it considers necessary to carry out its functions.

- A.
- B. Topics on which Council may wish to develop guiding policies include, but are not limited to:
 - i. Elections
 - ii. Communication (Internal and External)
 - iii. Record Keeping
 - iv. Privacy
 - v. Location of Meetings
 - vi. Official Correspondence Address
 - vii. New Member Orientation
 - viii. Council Evaluation
 - ix. Social Media

15. MOTHER MARGARET MARY FUNDRAISING SOCIETY RELATIONSHIP

- A. Council will communicate regularly with the Mother Margaret Mary Fundraising Society to support their activities and to solicit support for Council activities.
- B. Council can develop policy to promote a productive, open and transparent relationship with the Mother Margaret Mary Fundraising Society.

16. MOTHER MARGARET MARY FUNDRAISING SOCIETY and OTHER GROUPS OF PARENTS

The Council recognizes and appreciates the efforts of other groups of Parents striving to support and enhance the educational opportunities in the School.

- A. The Council will communicate regularly with the Mother Margaret Mary Fundraising Society and/or other groups of Parents to support their activities and to solicit support for Council activities;
- B. The Council may develop policies to promote a productive, open and transparent relationship with the Mother Margaret Mary Fundraising Society and/or other groups of Parents.



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17. CODE OF ETHICS

All School Council Members shall:

- A. Abide by the legislation that governs them;
- B. Be guided by the mission statements of the School and Council;
- C. Endeavour to be familiar with the School's policies and operating practices and act in accordance with them;
- D. Practice the highest standards of honesty, accuracy, integrity, inclusion and truth;
- E. Recognize and respect the personal integrity of each member of the School community;
- F. Declare any conflict of interest;
- G. Encourage a positive atmosphere in which individual contributions are encouraged and valued;
- H. Apply democratic principles;
- I. Consider the best interests of all students;
- J. Respect the confidential nature of some School business and respect limitations this may place on the operation of the Council;
- K. Not disclose confidential information;
- L. Limit discussions at Council meetings to matters of concern to the School community as a whole;
- M. Use the appropriate communication channels when questions or concerns arise;
- N. Promote high standards of ethical practice within the School community;
- O. Accept accountability for decisions;
- P. Not accept payment for Council activities.

18. CONFLICT RESOLUTION

- A. The Council shall abide by the Conflict Resolution Procedures outlined in the School Board's policies and regulations to address disputes between the Principal and the Council with respect to policies proposed or adopted for a school.
- B. The Council shall apply every effort to resolve internal conflicts using the steps outlined in these Operating Procedures. If at any time, ten (10) Parents, or five (5) Parents and 50 percent of the Executive Members of the Council are of the opinion that the Council is in a state of conflict such that its operation is significantly impaired, they may deliver a signed written letter to all Executive Members and the Principal requesting a Special General Meeting, and the following will apply:
 - i. The Chair will call a Special General Meeting of the Council;
 - ii. The Secretary will provide a minimum of five (5) days' written notice to all Parents and Council Members of the date, time, place and purpose of the Special General Meeting;
 - iii. At the Special General Meeting, all Parents and Council Members present will have an opportunity to hear and discuss the issues causing conflict;
 - iv. On motion, a vote shall be taken respecting a proposed resolution to the conflict;
 - v. If the majority of voting Members present vote in favour of the resolution proposed, the Council will immediately act upon it.

19. PRIVACY

The Council shall adhere to the Personal Information Protection Act (PIPA) and shall not use or share personal information for purposes other than those of Council business.



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20. DISSOLUTION

As per Alberta Provincial Legislation, only the Minister of Education has the authority to dissolve a School Council. If the Council is dissolved, the Principal may choose to establish an advisory committee to perform some or all of the duties of the Council until the next School year. The Principal will perform the duties as outlined in Alberta Provincial Legislation with respect to the re-establishment of the Council within forty (40) School days after the start of the next School year.

21. REVIEWS and AMENDMENTS

Subject to any provincially or School Board-mandated policies and/or regulations, the Council may make any changes to these Operating Procedures deemed necessary to carry out its functions.

- A. The Operating Procedures will be reviewed for their relevance and effectiveness annually by the Council Executive or by a committee established expressly for that purpose;
- B. The Operating Procedures of the Council may be amended by a majority vote of the voting Members present at any scheduled meeting of the Council;
- C. Notice of proposed amendments to the Operating Procedures will be provided to the School community no less than five (5) days before a meeting.

These Operating Procedures have been accepted by a majority of the Members entitled to vote at a General meeting of the School Council.

Chair	Print Name	Date
Secretary		Date
Principal		Date

