

Chapter 3

School Community Council Membership

3.1 – Representative Members (legislation)

1. The following persons are eligible to seek election as Representative Members:
 - a. Parents of students enrolled in the school.⁷
 - b. Electors residing within the school attendance area.⁸
2. The number of members range from five to nine persons, where the majority must be parents of students enrolled in the school. The exact number of members eligible for a seat on council will be defined in the constitution of each council.

3.2 – Secondary Student Representative Members (legislation)

1. Councils will, through their constitution, determine the number of secondary student representative members (one or two), and the method of their selection for schools offering a secondary program.
2. Additional student representation from students who do not fall into Grade 10, 11 or 12 levels may be facilitated by council appointment after elections have occurred.

3.3 – First Nations Representative Members (legislation)

1. Notwithstanding Section 3.3 (2), each council will, through their constitution, outline processes for electing First Nation Representative Members.
2. Each First Nation with a significant percentage of students who live on reserve who are attending a school within the School Division will be requested to select a Representative Member to council. (legislation)

3.4 – Permanent Members

1. Legislation requires that the following Permanent Members are appointed to council:
 - a. The school principal.
 - b. A teacher in the school.⁹

⁷ This includes parents living outside of the school attendance area who have children enrolled in the school.

⁸ Legislative provisions do not limit or restrict election or voting privileges for parents of students who may be employed by the School Division and work in the particular school.

⁹ The constitution for each council will describe the selection procedure for teacher members.

3.5 – Other Representative Members

1. The constitution shall outline criteria for Other Representative Members as suggested by council and approved by the Board.
2. Other Representative Members may include groups of students or community members not otherwise represented among elected members of council.
3. Other Representative Members may include, but will not be restricted to:
 - a. A Chamber of Commerce representative.
 - b. A local business person.
 - c. Aboriginal representation (in addition to First Nation representation).
 - d. A member of a visible minority.
 - e. A community organization representative.
 - f. A representative from the Town or RM Council.
 - g. A member of the clergy.
 - h. A senior citizens' representative.
 - i. A representative from a Recreation Board.
 - j. A community advocate who is not a parent.
 - k. Service providers.¹⁰
4. If, following the initial election of a council, the Board notices some councils are not representative of the student population and council is unable to address representation from various groups, the Board may appoint Other Representative Members to that council for a two-year term.

3.6 – Selection of Officers (legislation)

1. The Council Chair, Vice-Chair and Secretary shall be selected from among the following groups:
 - a. Elected Parent Representatives
 - b. Elected Community Members.
 - c. Student Representatives.
 - d. First Nation Representatives.
2. Permanent members are not eligible to hold an officer position.

¹⁰ Examples of service providers include persons from health regions, social services agencies or police agencies.

3.7 – Roles and Responsibilities of Council Members

Council Chair

The Council Chair will:

- Oversee council operations.
- Conduct council meetings.
- Ensure that all members have input into discussion and decisions.
- Act as spokesperson for council.
- Prepare council meeting agendas in consultation with the principal and other designated council members.

Council Vice-Chair

The Council Vice-Chair will:

- Support the Council Chair.
- Perform responsibilities assigned by the Council Chair.
- Maintain the intention of standing for election as Council Chair when that term expires.
- Conduct council meetings in the absence of the Council Chair.

Council Secretary

The Council Secretary will:

- Record and prepare council meeting minutes.
- Receive and send correspondence on behalf of council.
- Take charge of official records of council.
- Ensure that appropriate notice is given for all council meetings.

Council Treasurer

The Council Treasurer will:

- Manage council finances using procedures outlined in Chapter 6: Administration of School Community Council Funds, Board policy and Administrative Procedures.

3.8 – Disqualification of Council Members (legislation)

As per section 140.4 of *The Education Act*:

1. A School Community Council member shall vacate his or her office as a member of the School Community Council if the member:
 - a. Is convicted of an indictable offence
 - b. Is absent from three or more consecutive meetings of the School Community Council without authorization of the School Community Council, or
 - c. Ceases to be eligible for election as a member pursuant to the regulations or the policies of the School Community Council's Board of Education.
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