



# Twin Oaks Elementary School Parent Participation Organization Operating Rules

## **Scope**

This document provides the Operating Rules for the Twin Oaks Elementary School's PPO and bases itself on Sections 96 to 96.4 of Quebec's Education Act. The PPO is formed each year by resolution at the School General Assembly held in August/September.

## **Name**

The official name of the organization is Twin Oaks Elementary School PPO.

## **Purpose**

As set out in the Education Act, the purpose of a PPO is to encourage the collaboration of parents in developing, implementing and periodically evaluating the school's educational project and their participation in fostering their child's success. (Section 96.2)

This includes, but is not limited to, the organization of school activities and events that both encourage the school's engagement in the community and that foster the value of community in their events.

## **Advisory function**

Under section 96.3 of the Education Act, the PPO may advise the parents' representatives on the Governing Board regarding any matter of concern to parents or any matter concerning which the organization is consulted by the parents' representatives on the Governing Board.

The PPO's role within the school, besides what the Education Act mandates, also involves aiding the Governing Board in providing extracurricular activities for TOES students and fundraising activities in order to improve the school environment.

## **Composition and Membership**

Any parent or legal guardian of a TOES student is eligible to be a member of the PPO. There are no restrictions as to the maximum number of parent members. Members are registered at the School General Assembly or may register anytime throughout the school year by contacting a PPO member.

The PPO may form any number of ad hoc committees or sub-committees for various projects and may enlist any contact whose presence is deemed necessary.

## **Executive**

The PPO shall elect an executive, composed of a Chairperson, Vice-Chairperson, Secretary and Treasurer at the first meeting of the year (after the general assembly of parents in September). Nominations for candidates for each position shall be put forward by a PPO member (who may be the candidate him- or herself) and seconded by another member. If only one member is nominated for a given position, the vote shall be taken by a show of hands. If more than one member is nominated, elections shall be held by secret ballot.

The same member cannot fill two positions. The term of office of Executive members is one year, from the first PPO meeting of the school year to the first meeting of the subsequent year.

## **Chairperson**

The role of the Chairperson is to lead the PPO and to oversee, evaluate and report on its overall effectiveness in the school. The Chairperson's duties include:

- presiding at all PPO meetings
- scheduling and calling PPO meetings
- drafting the agendas for meetings
- ensuring that the other elected members are performing their duties as required
- creating conditions for member participation and a climate in which the members feel comfortable expressing their opinion
- ensuring that the rules governing the conduct of meetings are respected and decides in cases where disputes arise as to procedure, subject to disapproval by the members of the PPO
- seeing to the business arising from PPO decisions
- acting as a liaison between the PPO, the Chairperson of the Governing Board, and the Principal
- in the event of a tie vote on a motion, the Chairperson will be permitted to cast a second, deciding vote

## **Vice-Chairperson**

The role of the Vice-Chairperson is to assist the Chairperson in his or her duties and to act as an advisor to the Chairperson. The Vice-Chairperson shall preside at meetings in the event of the absence of the Chairperson and performing the Chairperson's duties should he or she be unable to do so. The Vice-Chairperson assists with the business arising from the PPO's recommendations. In the event the Chairperson formally resigns during his or her term of office, the Vice-Chairperson will automatically become the Chairperson, and a new Vice-Chairperson will be elected.

## **Secretary**

The role of the Secretary is to manage the official minutes of the PPO's meetings. The Secretary shall assist the Chairperson with the preparation of meeting agendas, update official PPO documents as required and ensure that key documents (minutes from meetings, meeting dates and times, newsletters, etc.) are sent to the school administration for posting on the school Website.

## **Treasurer**

The role of the Treasurer is to keep in touch with the person at the school responsible for the PPO funds, report on the PPO funds at every PPO meeting and, if needed, chair a fundraising sub-committee.

## **Members' Responsibilities**

Every member is expected to regularly attend scheduled meetings and to act as an advocate for each and every parent of children attending the school. Members should make themselves available to listen to parents' questions and concerns and to direct them to the appropriate resources (PPO, Governing Board, administration, etc.) as necessary.

## **Volunteer Coordinator (Optional)**

The role of the Volunteer Coordinator is to update the email list of PPO members, send emails to ask for volunteers, draft detailed lists of volunteer duties required for events, communicate volunteers available and coordinate the volunteers before events.

## **Meetings of the PPO**

The meetings of the PPO are open to all parents and legal guardians of TOES' students. The Principal, teachers, and all parents may participate in the PPO's deliberations; however, only members of PPO are permitted to vote. Subject to the pleasure of the PPO, persons other than parents of TOES' students may be invited to PPO meetings to inform the PPO on matters of interest to it.

Parents are advised of meetings by e-mail or by any other means of communication at least three business days before the date of meetings.

## **Agenda**

The Chairperson is responsible for drawing up the agenda for all meetings. He or she shall distribute a preliminary agenda to members (by e-mail or other means) for comments, modifications and additions, preferably at least three days in advance of the meeting. At the meeting, the Chairperson shall submit the updated agenda, after which any member or the Principal may request the addition of one or several items, the modification of the wording of an item, or the modification of the order of business. The agenda must be accepted by motion.

## **Place of meetings and support services**

As indicated in section 96.4 of the Education Act, the PPO may use the school's administrative support services and facilities free of charge, subject to the conditions determined by the Principal after consulting with the Governing Board. Meetings are held at the location specified in the notice of meeting.

## **First Meeting**

The first PPO meeting of the school year shall be held subsequent to the Governing Board's first meeting. Until a Chairperson is elected, this meeting will be presided over by a provisional chairperson. This provisional chairperson shall be the past Chairperson if he or she is present. If the past Chairperson is not present, then the past Vice-Chairperson shall be the provisional chairperson. If the past Vice-Chairperson is not present, the provisional chairperson shall be the Principal. The first order of business of the first meeting will be the election of the PPO executive.

## **Minutes of Meetings**

The Secretary shall prepare the minutes of PPO meetings. The minutes serve as the record of the proceeding of the PPO. The essentials of the record are as follows: (a) name of the PPO; (b) date of the meeting; (c) names of the members in attendance; (d) whether the minutes of the previous meeting were approved; (e) all the main motions (except such as were withdrawn) and points of order and appeals, whether sustained or lost, and all other motions that were not lost or withdrawn; (f) the hours of meeting and adjournment.

The name of the member who introduces a main motion is generally recorded, but not necessarily the seconder. The overall results of the vote on each motion are recorded (elected, carried, not carried, carried unanimously, carried with abstentions, etc.), although the precise number of votes cast for or against a motion need not be indicated. The minutes are not meant to be a transcript of the meeting, but a record of what was decided. However, since a vital aspect of the PPO is to provide a venue for concerned parents to discuss important issues regarding the school, the minutes should try to reflect the flavour and salient points of discussion. The minutes must record as closely as possible a verbatim transcript of the motions as voted. The Secretary shall draft the minutes and distribute them (by email or other means) to all PPO members for review, preferably at least one week prior to the following meeting. Only members who attended the meeting concerned can move that the minutes be approved, corrected or refused. Upon approval, the final version of the minutes shall be entered into the school record and sent to the school's administration for posting on the TOES Web page.

## **Motions**

A member may submit motions, which can be discussed if seconded. A member may submit a motion to amend, which must also be seconded. The motion is discussed, and a vote is taken before further discussion of the main motion can be continued. The motion to amend is inadmissible if it is not relevant to the subject or if it is a counter proposal.

## **Vote**

Decisions are made by resolution, further to a seconded motion put to a vote and adopted by the majority of the members. The members vote by a show of hands unless at least one member calls for a secret ballot vote. The Chairperson announces the result and ensures that it is entered in the minutes.

## **Email Vote**

On occasion, when decisions must be made due to time-sensitive matters, an email vote may be sent between meetings by the chairperson to current PPO members. The motion must be stated precisely within the body of the email including pertinent amounts and dates. All votes, comments and/or questions must be forwarded to all members of the PPO. Voting results and comments will be presented at the following meeting.

## **Decorum**

Each member should obtain the right to speak before taking the floor. Only one person at a time may take the floor. The request for permission to speak is done by raising a hand.

## **Adjournment**

A meeting may be adjourned at any time if the members move to do so.

## **Annual Report**

The Chairperson of the PPO submits a copy of the annual report to the Principal and the Chairperson of the Governing Board no later than mid-June.