
SCDSB Parent Involvement Committee (PIC) BY-LAWS

Article 1 – Mandate

As per *Ontario Regulation 612*, our Parent Involvement Committee (PIC) will work together in an advisory role to support and enhance parent engagement in support of student achievement and well-being.

Article 2 – Objectives and Goals

Our goals reflect the Simcoe County District School Board's (SCDSB) strategic priorities; Excellence in Teaching and Learning, Equity, Diversity and Inclusion, Well-being and Community.

Article 3 – SCDSB PIC Mission Statement

We will work to increase parent involvement in all schools in the SCDSB, to help our students achieve their fullest potential academically, socially and emotionally.

Article 4 – Membership

Parents/guardians of a student enrolled in a school of the SCDSB are eligible to apply for a position as a parent representative on the PIC committee if they are also a SCDSB school council member. Refer to APM A7200, Section 2 for details and exceptions.

SCDSB PIC will have 12 parent members and may also have up to 3 community members.

Voting positions are held by parent and community members.

In addition, the non-voting membership of the PIC will include: two (2) principal/vice-principal representatives, two (2) trustee representatives, a communication representative and a Superintendent of Education.

From within the current year voting PIC membership, the committee will elect a chair, and a vice-chair.

Article 5 – Voting/Decision-making Procedures

All decisions regarding the work of PIC will be the result of a motion presented by a member. Each member of PIC will have one (1) vote on every motion. A motion is approved if a majority of PIC members present at the meeting vote in favour of the motion.

In the absence of a Quorum (a majority of voting members) at a PIC meeting, no motions may be considered or approved. The PIC may continue the meeting for the purpose of information exchange or discussion.

Refer to *Ministry Guide for School Councils*, Section 8.9 for additional information.

Article 6 – Roles and Responsibilities

PIC members participate in meetings and act as a link between the school board and the school councils. PIC members shall act in accordance with *SCDSB & Ministry Code of Conduct and Standards of Behaviour* and shall abide by board policies and procedures.

The roles and responsibilities for PIC members are similar to those defined for school council members in APM A7200, Appendix A, as per School Council Policy 4310.

PIC members are to maintain a board-wide focus on all issues. PIC meetings are not a forum for discussion about individual parents, students, staff, trustees or other council members.

Article 7 – Term of Office

A person that is successful in their application to be a member of PIC holds office for a two-year term. A member may elect to stay for a maximum of four (4) consecutive years. The Term of Office may be extended for any member for a maximum of one (1) year, if after the completion of the PIC membership application process, the membership compliment twelve (12) parents/guardians, and up to three (3) community members has not been achieved.

A member of PIC can be elected to any executive position for a maximum of two (2) years. A person may continue for a third year in an executive position if no other member of PIC is willing to assume the role.

Achieving quorum at each meeting is vital to the committee's ability to work toward achieving their goals. PIC members must commit to attending all meetings in person, or may participate electronically by notifying the recording secretary at least 24 hours prior to the meeting. If a member is absent from three (3) meetings in one year this will mean they have resigned their voting position.

Article 8 – Election Procedures and Vacancies

Elections for the position of Chair and Vice-chair will take place at the first meeting of each school year. Vacancies on PIC will be filled by an application process as needed.

Article 9 – Operating Procedures

At their final meeting of the year the PIC will establish meeting dates for the following year. Meetings will be held at the SCDSB office in Midhurst from 6 pm to 8:30 pm. No meetings will be held during December, March and June.

Agenda items must be approved by the chair and the Superintendent. All agenda items are due to the chair no later than the last day of the month prior to the PIC meeting.

The PIC recording secretary will be responsible for recording the minutes of every meeting and providing the minutes to the chair no later than the last day of the month prior to the PIC meeting. The minutes will be structured in the same manner as all board committee minutes.

If time does not permit completion of the agenda, item(s) may be moved to the following meeting.

Article 10 – Conflict of Interest

If at any time the PIC committee conducts business with the potential for monetary gain/loss with any person, agency, or company, or a member of the PIC has a vested interest in any way with that particular person, agency, or company, that member shall declare a conflict of interest and shall not discuss, or vote on any such resolution pertaining to the matter.

Article 11 – Conflict Resolution Procedures

All members of the PIC will, in accordance with *Board and Ministry Codes of Conduct and Standards of Behaviour*, demonstrate respect for members of PIC, board staff and guests, in attendance at PIC meetings.

Should a dispute arise, members of the PIC and the Superintendent will make every effort to resolve the dispute by following APM A7200, Section 7.

Article 12 – Code of Conduct

The PIC committee recognizes that all members of the SCDSB community have the right to be safe and to feel safe in their school community. With this right comes the responsibility to contribute to a positive board-wide school climate. Expectations for behaviour are outlined in APM A7630 - Code of Conduct.

Article 13 – Amendments to the by-laws.

All amendments must adhere with *Ontario Regulation 612*; School Council Policy – 4310, Parent Involvement Committee Policy – 4311; APM A7200 and APM A7630.

Article 14 - Administrative Requirements

The PIC must record and maintain records of all financial transactions, PIC meeting minutes, and prepare an annual year-end report each June. These documents will be maintained in the SCDSB school board office in the PIC *Continuity Binder*. These documents will be made available to any member of the SCDSB school community upon request.

References:

[APM 7200 - School Council](#)

[APM 7630 - Code of Conduct](#)

[POLICY 4310 - School Council](#)

[POLICY 4311 - Parent Involvement Committee](#)

[Education Act, Reg. 612/00 : School Councils and Parent Involvement Committee](#)