

**2016-2017 PIAC By-laws Working Group  
Draft Revised By-laws**

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## **ARTICLE 1 NAME OF ORGANIZATION**

### **1.1 Parent Involvement Advisory Committee (PIAC)**

1.1.1 The name of the parent involvement committee at the Toronto District School Board is the Parent Involvement Advisory Committee and also known as PIAC.

## **ARTICLE 2 PURPOSE**

~~**Mission Statement** . (Deleted from by-laws and moved to new PIAC Code of Conduct document.)~~

~~**PIAC's purpose is to support, encourage and enhance parent engagement at the Board level in order to improve student achievement and well being.** (Moved with new numbering and with minor revision to wording.) **In working towards this purpose, members of PIAC shall foster open, positive, inclusive and effective communication at all levels of parent involvement, and shall respect the Committee's accountability to its constituent groups and its responsibility to the Board. PIAC will achieve its purpose by following the guidelines set out in Part III of Ontario Regulation 330/10 of the Education Act.** (Deleted from by-laws and moved to new PIAC Code of Conduct document.)~~

### **2.1 Ministry Mandate**

2.1.1 The mandate of PIAC is prescribed by the Education Act, Ontario Regulation 612/00 School Councils and Parent Involvement Committees, Last Amendment O. Reg. 330/10.

2.1.2 The purpose of a parent involvement committee is to support, encourage and enhance parent engagement at the board level in order to improve student achievement and well-being.  
O. Reg. 330/10, s. 6.

### **2.2 PIAC Role & Responsibilities**

2.2.1 PIAC shall achieve its purpose by:

- (a) providing information and advice on parent engagement to the board;
- (b) communicating with and supporting school councils of schools of the board; and
- (c) undertaking activities to help parents of pupils of the board support their children's learning at home and at school.  
O. Reg. 330/10, s. 6

## **ARTICLE 3 MEMBERSHIP**

### **3.1 Voting Members**

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- 3.1.1 PIAC's voting members shall be a parent of a pupil who is enrolled in a school of the TDSB, and includes a guardian as defined in section 1 of the Education Act.
- 3.1.2 Parent members shall constitute a majority of the members of PIAC.
- 3.1.3 PIAC is composed of the following voting members:

**4.1. Voting Member.** (Deleted duplicate wording)

**(e) Members elected under subsections (a) and (b) above may be employees of the TDSB, but must inform PIAC of the employment at the first meeting they attend and may be asked to excuse themselves from a vote if there is deemed to be a conflict of interest**

(Moved text to subsection below) (see section 17); and (inapplicable words deleted)

- (a) 1 Parent Delegate representing each of the 22 TDSB Wards;
- (b) 1 Parent Alternate representing each of the 22 TDSB wards; and
- (c) 1 GLG Parent Delegate representing each of the current TDSB Community Liaison Groups (CLG) to a maximum of 5 TDSB Community Liaison Groups represented on PIAC.

**3.1.4 Members elected under subsections (a) and (b) above may be employees of the TDSB, but must inform PIAC of the employment at the first meeting they attend and may be asked to excuse themselves from a vote if there is deemed to be a conflict of interest.**

3.1.1 Election Process

- (a) Parent Delegates and Parent Alternates shall be elected at Ward level as specified by a PIAC approved election process.
- (b) GLG Parent Delegates shall be elected or appointed at the GLC level in accordance with TDSB policies and procedures.

3.1.2 Role and Responsibilities of Parent Delegates, Parent Alternates and GLG Parent Delegates include the following:

- (a) Each Ward and each CLG shall have 1 vote each on matter being voted by PIAC.
- (b) Parent Delegates, Parent Alternates and GLG Parent Delegates shall attend regular PIAC meetings or send regrets to the Co-Chairs when unable to attend.
- (c) All Parent Delegates, Parent Alternates and GLG Parent Delegates shall participate in at least 1 PIAC Working Group.

**4.1. Voting Members.** (Deleted duplicate wording)

~~1 parent delegate and 1 parent alternate representing each of the 22 Wards, for a total of 22 parent delegates and 22 parent alternates~~ (Moved with new numbering and with minor revision to wording – see (a) and (b) above.)

**4.1. Voting Members.** (Deleted duplicate wording)

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~~...to be elected at Ward level ...~~ (Moved with new numbering and with minor revision to wording)

**3.1.3 Effective Date of Membership**

- (a) The effective date of PIAC membership will be specified in a PIAC approved election process.

**3.1.4 Term of Office**

- (a) Parent Delegates and Parent Alternates shall serve a term of two years.
- (b) GLG Parent Delegates shall serve a term of two years.
- (c) Parent Delegates and Parent Alternates may be re-elected to PIAC for more than one term as specified by a PIAC approved election process.
- (d) GLG Parent Delegates may be reappointed or re-elected to represent their CLG on PIAC for more than one term as specified by a PIAC approved process.

~~**4.1. Voting Members.**~~ (Deleted duplicate wording)

~~...and who shall serve a term of two years. (Moved and renumbers) Each Ward is entitled to cast one vote in any matter voted on by the Committee;~~ (Deleted and wording revised.)

~~**4.3. The term of office shall be as specified in section 4.1. Each PIAC member shall have the option of running for re-election as determined by their respective wards, CLG or community agency.**~~ (Moved, renumbered and reworded.)

(e) **Vacancies**

**4.4. Should a position on PIAC become vacant during a representative's term, a new representative will be elected or appointed, as applicable, at the earliest possible opportunity by the appropriate body, to serve the rest of that representative's term. Each position will be re-elected or replaced at the completion of the original term.**

**4.5. Notices of resignation should be submitted to the Central Coordinator, PCIO with 72 hours' notice and to the Co-Chairs with 48 hours' notice.**

**4.7. Vacancies. In the event of a vacancy, PIAC shall notify the Trustee, if it is a ward representative; the respective CLG, if it is a CLG representative; the respective community agency if it is a community agency representative and the Chair of the Board and the Director of Education if it is a trustee.**

**The TDSB shall ensure that vacancies in parent member positions on PIAC are advertised through a variety of methods.**

**Methods of advertising vacancies in parent member positions on PIAC may include:**

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**Advertisements in newsletters of schools or school councils of schools of the TDSB;**

**Advertisements in newspapers with general circulation in the geographic jurisdiction of the TDSB;**

**Advertisements on radio or television stations that broadcast in the geographic jurisdiction of the TDSB;**

**Notices in TDSB schools; and**

**Notices on the TDSB website and on the websites of TDSB schools.**

(f) Enforcement of By-laws

(g) Role and Responsibilities

~~4.1. Voting Members. (Deleted duplicate wording)~~

~~1 additional parent delegate representing any TDSB Community Liaison Group (CLG) that desires to be represented (one parent per CLG). .... (Deleted and reworded for clarity.)~~

(h) Meeting Attendance

(i) Appointment Process

~~4.1. Voting Members. (Deleted duplicate wording)~~

~~...Any such member shall be elected or appointed at CLG level ...~~

(j) Term of Office

~~4.1. Voting Members. (Deleted duplicate wording)~~

**... and shall serve a term of two years. For clarity, CLG delegates must be parents as defined in O.R. 330/01. Each sitting CLG is entitled to cast one vote in any matter voted on by the Committee.**

(k) Vacancies

(l) Role and Responsibilities

(m) Meeting Attendance

(n) Appointment Process

(o) Term of Office

(p) Vacancies

(q) Enforcement of By-laws

**3.2 Non-Voting Members**

3.2.1 PIAC Co-Chairs

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**4. General Composition** (Delete wording.)

...

**Non Voting Members.**

~~The two PIAC Co-Chairs (see sections 5.1(a) and 14.5);~~ (Moved with new numbering and with minor revision to wording.)

- (a) Role and Responsibilities
- (b) Meeting Attendance
- (c) Election Process
- (d) Term of Office

**6. Terms of Office for Co-Chairs**

**6.1. The Co-Chairs shall serve a two year term.**

**6.2. Should either of the Co-Chairs resign before the end of his/her term, an interim Co-Chair shall be elected by the PIAC membership (see section 7, Nomination Working Group) at the next meeting and shall serve the remainder of the two-year term. If an interim Co-Chair desires to serve for a full two-year term, he/she may propose same to the membership. Any such proposal will be voted upon by the parent delegates. If the remainder of the term is less than three months of a school year, it will not be counted towards serving a full term (see section 6.3 below).**

**6.3. A Co-Chair is encouraged to serve only one two-year term and may serve no more than two consecutive terms at the discretion of the membership.**

**6.4. Should a Co-Chair wish to run for re-election following his or her term, the Co-Chair must follow the guidelines established by the Nomination Working Group.**

- (e) Vacancies
- (f) Enforcement of By-laws
- (g) A Co-Chair may be removed from office by a motion that passes with a two-thirds vote, a majority vote when at least two weeks previous notice has been given, or a vote of the majority of the entire voting membership.

**3.2.2 Director of Education**

**4. General Composition**

...

**Non Voting Members.**

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**The Director of Education of the TDSB or his/her designate;**

- (a) Role and Responsibilities
- (b) Meeting Attendance
- (c) Appointment Process
- (d) Term of Office
- (e) Vacancies
- (f) Enforcement of By-laws

3.2.3 Trustee

~~4. General Composition~~ (Delete duplicate words.)

...

~~A member of the Parent and Community Involvement Office (PCIO), who shall have a term of one year; and~~ (Moved and renumbered with minor revision.)

- (a) Role and Responsibilities
- (b) Meeting Attendance
- (c) Appointment Process
- (d) Term of Office
- (e) Vacancies
- (f) Enforcement of By-laws

3.2.4 Parent and Community Engagement Office (PCEO)

- (a) Role and Responsibilities
- (b) Meeting Attendance
- (c) Appointment Process
- (d) Term of Office
- (e) Vacancies
- (f) Enforcement of By-laws

~~4. General Composition~~ (Delete duplicate words.)

...

**A member representing each union and/or professional organization having employees at the TDSB {ETFO (Elementary School Federation of Ontario) OSSTF (Ontario Secondary School Teachers Federation), TSAA (Toronto School Administrators' Association), & CUPE (Canadian Union of Public Employees)}, if such bodies choose to be represented. Any such member shall have a term of one year.**

- (g) Role and Responsibilities
- (h) Meeting Attendance
- (i) Appointment Process

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- (j) Term of Office
- (k) Vacancies
- (l) Enforcement of By-laws

**3.3 Membership Training**

**3.3.1 Mandatory Training**

- (a) PIAC members shall receive mandatory training in accordance with PIAC approved operation procedures.

**15. Membership Training**

**15.1. PIAC members shall be trained in PIAC Guiding Principles and Procedures, as well as Reg. 330 at the start of each term. This training will be facilitated by the relevant Working Group in consultation with the PCIO. This training shall take place at either a PIAC meeting or a special meeting called for training purposes.**

**3.3.2 Additional Training**

**15.2. Additional training shall be made available through the PCIO PCEO at the discretion of the PIAC membership.**

**3.3.3 Enforcement of By-Laws consequences of not attending mandatory training, timelines for completion of training**

**ARTICLE 4 MEETINGS**

**4.1 Meeting Norms**

**4.1.1 PIAC meeting norms shall adhere to the policies and procedures stipulated in the PIAC Code of Conduct.**

**11. Meeting Norms**

~~11.1. At a Committee meeting, all PIAC members shall:~~

~~Adhere to the established process;~~

~~Listen to each other with an open mind and without interruption, in order to gain better understanding and clarity of the issues at hand;~~

~~Remain civil and respectful of each other;~~

~~Refrain from making any negative or disparaging statement against another member;  
and~~

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~~State opinions and respond to others within the agreed upon time limit for a topic.  
(Deleted from by-laws and moved to new PIAC Code of Conduct document.)~~

**4.2 Regular Meetings**

4.2.1 All regular PIAC meetings shall be open to the public as observers and shall be held at a location that is accessible to the public.

~~4.2. Any TDSB parents/guardians/community partners may participate as observers at PIAC business meetings and as working members on PIAC Working Groups. (Delete and reword.)~~

**10. Meetings**

...

10.2. One of the Co-Chairs shall preside over all of the PIAC meetings. The Co-Chair not leading the meeting shall take the gavel whenever the Co-Chair leading the meeting wishes to participate in a discussion during a meeting.

10.3. If a Co-Chair is not present, it shall be the first order of business for the meeting to selecting an acting Co-Chair according to the procedure described for establishing quorum.

10.4. All meetings shall be open to the public observers and shall be held at a location that is accessible to the public. Observers shall not participate in a meeting but may forward their comments to individual members, Co-Chairs and/or trustees. Acknowledgement of receipt of such comments will be provided along with feedback as to how or if the matter is being handled, including an estimated timeline, if applicable.

10.5. Items affecting the overall operation of PIAC and educational issues of broad community interest shall be deliberated at regular PIAC business meetings, unless otherwise specified by the committee.

**4.3 Executive Committee Meetings**

**4.4 Annual Planning Meetings**

**4.5 Special Meetings**

**10. Meetings**



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**10.6. A special meeting of PIAC may be called for PIAC to consider an emergent or time-sensitive matter. The special meeting may be called by the Co-Chairs. A special meeting may also be requested by a majority of Committee members (i.e., at least 50% +1 of the total membership), with such a request made in writing, signed by the majority of members, presented to the Co-Chairs, and copied to the PCIO. A request for a special meeting that meets these criteria shall be binding upon the Co-Chairs. A request for a special meeting shall include the purpose for the meeting.**

**10.7. The Co-Chairs shall notify all members of PIAC, by email and if possible by a posting on the PIAC website, of a special meeting of the Committee at least 24 hours in advance of the meeting, and shall include the agenda for the meeting with the notice.**

**10.8. The agenda for a special meeting of PIAC shall include all the matters that are to be considered by the Committee at the meeting.**

**10.9. A matter that is not included in the agenda may be considered at a special meeting of PIAC only if all members of the Committee are present at the meeting, and all members of the Committee agree to consider the matter.**

**4.6 Meeting Agenda and Schedules**

**4.6.1 PIAC shall hold a minimum of six (6) meetings annually.**

**4.6.2 The agenda for a meeting of PIAC shall be ordered by the Co-Chairs and set by the Executive and may include items from individual members.**

**~~9. Creating Agendas and Setting a Meeting Schedule (Moved, renumbered and reworded.)~~**

**~~9.1. PIAC shall adopt a meeting schedule in keeping with the availability of Board facilities in consultation with the PCIO. Where possible and appropriate, the Committee meeting schedule will align with the meeting schedule for Board subcommittees that PIAC reports to.~~**

**~~9.2. PIAC shall hold a minimum of six (6) meetings annually.~~**

**~~9.3. The agenda for a meeting of PIAC shall be ordered by the Co-Chairs and set by the Executive and may include items from individual members. Agenda items submitted by members will, where such structures exist, be endorsed by the ward council or group that the member represents. Where such structures do not exist, the member will make a good and reasonable effort to ascertain that these items represent topics of broad general to the parents of his or her ward.~~**

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~~9.4. Specific requests for advice from the Committee coming from the Board or from individual trustees must be sent to the Co-Chairs within the time constraints set out by the Co-Chairs for the setting of the agenda. The Executive will decide on appropriate inclusion in the agenda. (Delete from by-laws and move to PIAC operational procedures.)~~

~~9.5. PIAC members are encouraged to provide input to the process of agenda-setting. It is, however, the responsibility of the Co-Chairs in conjunction with the Executive to prioritize specific items that may appear on the agenda. (Deleted from the By-laws and moved to PIAC operational procedures document.)~~

...

9.7. Review of the agenda shall be the first order of business in the PIAC meeting.

9.8. New items for consideration at a meeting should be sent to the Co-Chairs 48 hours prior to the meeting, if possible, and need to be endorsed for consideration by three PIAC members. However, during the meeting, emergency items may be added to the agenda if a majority of the members present agree by vote.

9.9. The order of the items on the agenda may be changed by a majority of the members present agreeing by vote.

#### 4.7 Notice of Meetings

4.7.1 Notice of each meeting shall be provided to members at least five (5) business days before the meeting by email and by posting a notice on the TDSB and PIAC website.

~~...9.6. Notice of each meeting with an agenda shall be provided to members at least five (5) business days before the meeting by email and/or by posting a notice on the TDSB and PIAC websites....~~

#### 4.8 Quorum

4.8.1

### 10. Meetings

10.1. Quorum must be achieved for the meeting to be properly constituted (see section 12).

### 12. Quorum

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**12.1. A quorum shall be 40% + 1 of sitting members (rounded down if necessary). The Co-Chair should convene the meeting as soon as quorum of the members is present, but not before the scheduled start time. If quorum is not present within 15 minutes of the scheduled start time, the meeting is cancelled. If quorum is present, and neither Co-Chair is present, the first item of business is to select an acting Co-Chair from among the voting representatives. Exceptions to this rule are in times of civil unrest, natural disasters and war.**

**12.2. A PIAC meeting cannot take place unless:**

**A majority of the members present at the meeting are parent members;**

**The Director of Education, or the Director's designate, is present; and**

**The Trustee representative is present (the Trustee may delegate any of his or her powers or duties to another member of the Board, and may designate a member of the Board to attend the meetings in his/her place).**

**12.3. A member who participates in a meeting through electronic means (e.g. Teleconference) shall be deemed to be present at the meeting.**

**4.9 Meeting Attendance**

**4.9.1 Enforcement of By-laws**

**4.6. It is the responsibility of members who will be absent from a meeting to notify the Co-Chairs in a timely fashion. If a member has been absent for three consecutive meetings, notification will be given by the Co-Chairs to the relevant trustee, CLG or community agency concerning the absence. Members who are absent for three consecutive meetings without cause shall be declared to have vacated their position, unless it is agreed by their constituency group that representation will be provided by the elected alternate, and notification of same is brought forward by the relevant trustee or CLG to the Co-Chairs. Refer to section 19.**

**19. Attendance and Missed Committee Meetings**

19.1. Any member who is unable to attend at a Committee meeting shall provide the Co-Chairs and the Secretary with a minimum of 24 hours' written notice, where possible, of regrets or apologies for absence, via electronic mail, with a copy to the Central Coordinator, PCIO. The Minutes of each Meeting shall include a notation of those members absent and those advising of apologies for absence. Any Member who misses either (a) three (3) or more consecutive Committee Meetings without advising apologies for absence, or (b) total of four (4) Committee Meetings in any fiscal year, may be removed from their seat. The Secretary may move for the removal of any Member with the matter requiring a simple majority to pass.

## ARTICLE 5 MAKING DECISIONS

### 5.1 Consensus

#### 13. Process of Consensus

13.1. PIAC will strive for consensus in its decision-making; when consensus is not possible, PIAC will follow the procedures for voting herein (see section 14).

~~13.2. Any member of PIAC can bring forward a matter or a point of view for discussion. During the course of discussion, a voting member may articulate this as a motion for the Committee's consideration. It may be amended and modified through more discussion, or withdrawn if it has insufficient support to go forward. During this discussion period it is important to articulate positions clearly. It is the responsibility of those who are having trouble with a motion to call for clarification, outline their objection to the motion, or put forth an alternative suggestion for the motion. The fundamental right of consensus is for all people to be able to express themselves in their own words and of their own will. The fundamental responsibility of consensus is to assure others of their right to speak and be heard. As long as members are discussing the motion in good faith and considering modifications to their positions, consensus shall be deemed a possibility. When a motion appears to be well understood by everyone, and there are no new changes asked for, the Co-Chairs can ask if there are any objections or reservations to it. If there are no objections, there can be a call for consensus. If there are still no objections, then after a moment of silence it can be concluded that consensus has been achieved.~~

~~13.3. It will be at the discretion of the Co-Chairs to decide at any time either to set a motion aside or put it to a vote. The Co-Chairs must then consider challenges to their decision from the floor. If the decision of the Co-Chairs is challenged, the Co-Chairs must hear arguments and then call a vote to determine whether their procedural decision is supported by a majority of voting members present. Following the vote, the procedural decision of the majority shall be binding upon the Co-Chairs. All voting will be in accordance with the procedures outlined in the Board's bylaws.~~

#### 14. Voting if Consensus Cannot Be Reached

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~~14.1. A voting member of PIAC who is present at the meeting shall be entitled to vote once on each motion considered by the Committee, unless otherwise disqualified from voting on the motion. "Present" also includes those individuals that are on the conference line for the entire process in relation to what is being vote upon.~~

~~14.2. Alternates shall vote when representatives are absent. (Delete from by-laws and move to PIAC operational procedures.)~~

14.3. A motion shall be considered to have passed when approved by a simple majority (50% + 1) of voting members present.

14.4. A voting member of PIAC who is present and who fails to vote on a motion shall be deemed to have abstained. For clarity, an abstention is neither counted for nor against a motion.

14.5. Notwithstanding any provisions to the contrary herein, in the event of a tie vote the Co-Chair leading the meeting shall cast the deciding vote.

## 5.2 **Composition of Executive Committee**

5.2.1 The Executive shall be comprised of:

- (a) Two (2) Co-Chairs who shall be elected by and from among the parent delegates. Co-Chairs relinquish their right to serve and vote as Ward representatives, and a replacement Ward representative will be elected or acclaimed for the duration of the term for each Co-Chair;
- (b) All members who serve as Lead or Co-lead of a Working Group;
- (c) The Trustee Member;
- (d) The Director of Education or his/her designate; and
- (e) The member of the TDSB Parent and Community Engagement Office..

## 5. Composition of Executive (Officers)

5.1. The Executive shall be comprised of:

(a) Two (2) Co-Chairs who shall be elected by and from among the parent delegates. Co-Chairs relinquish their right to serve and vote as Ward representatives, and a replacement Ward representative will be elected or acclaimed for the duration of the term for each Co-Chair;

(b) All members who serve as Lead or Co-lead of a Working Group;

(c) The Trustee Member;

(d) The Director of Education or his/her designate; and

(e) The member of the PCIO. (Moved and renumbered with minor revision to wording.)

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5.3 **Roles and Responsibility of Executive Committee**

**ARTICLE 6 WORKING GROUPS**

6.1 **Creating Working Groups**

- (a) PIAC may establish subcommittees referred to as working groups to make recommendations to PIAC.
- (b) A working group of PIAC must include at least (1) one parent member of PIAC.

**4.2. Any TDSB parents/guardians/community partners may participate as observers at PIAC business meetings and as working members on PIAC Working Groups.**

**8. Composition of Working Groups**

**8.1. Working Group members are not elected but identified by PIAC as to their positions. Working Group members should in a timely fashion notify Working Group Leaders and PIAC Co-Chairs of their request to join or intention to leave a Working Group.**

**8.2. A Working Group Lead, and Co-Lead, if any, must be a parent member of PIAC.**

**8.3. Not all members of a particular Working Group have to be PIAC members. Any parent volunteers may serve on a Working Group.**

**8.4. Working Groups must report to the PIAC membership and must adhere to these By-laws when making decisions (see sections 11 and 13). It is understood that the Working Group, in situations where timelines for replies are stringent, may act without membership approval in compliance with the overall views expressed by the membership.**

**8.5. Notices of resignation from a Working Group should be submitted to the Co-Chairs of PIAC.**

6.2 **Working Group Reports**

**Enforcement of by-laws - consequences of not committing to at least 1 WG, consequences of not doing the work, once signed up, participation requirement re time , removal of a WG lead (same process as becoming one, same as removal of a co-chair)**

~~7. Nomination Working Group~~ (Moved and renumbered to the subsection below.)

~~7.1. The Nomination Working Group shall be a permanent Working Group of PIAC. The membership shall be drawn from PIAC members and any interested member of a PIAC Working Group. Membership is open to renewal each year.~~

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~~7.2. It is the duty of the Nomination Working Group to seek out candidates for the position of Co-Chair. Qualifications and duties will be decided by the Working Group in the months prior to election and approved by the PIAC membership.~~

~~7.3. PIAC members interested in standing for the position of Co-Chair may be nominated or self-nominate.~~

~~7.4. A list of candidates will be made available to PIAC prior to the election. Any member who is not on the list may also stand for election.~~

~~7.5. Election procedure will be determined by the Nomination Working Group, in keeping with PIAC's Guiding Principles and Ontario Regulation 330 governing School Councils and Parent Involvement Committees.~~

~~7.6. To be elected, a Co-Chair candidate must have the approval of a majority (50% + 1) of the parent membership present at a meeting where Co-Chairs are elected. The Nomination Working Group will select a method of voting under which both successful candidates attain majority approval (such as a ranked ballot system).~~

~~7.7. Members of the Nomination Working Group may not seek election as Co-Chairs.~~

**6.3 Nominations Working Group**

**6.3.1** The Nomination Working Group shall be a permanent Working Group of PIAC. The membership shall be drawn from PIAC members and any interested member of a PIAC Working Group. Membership is open to renewal each year.

**6.3.2** It is the duty of the Nomination Working Group to seek out candidates for the position of Co-Chair. Qualifications and duties will be decided by the Working Group in the months prior to election and approved by the PIAC membership.

**6.3.3** PIAC members interested in standing for the position of Co-Chair may be nominated or self-nominate.

**6.3.4** A list of candidates will be made available to PIAC prior to the election. Any member who is not on the list may also stand for election.

**6.3.5** Election procedure will be determined by the Nomination Working Group, in keeping with PIAC's Guiding Principles and Ontario Regulation 330 governing School Councils and Parent Involvement Committees.

**6.3.6** To be elected, a Co-Chair candidate must have the approval of a majority (50% + 1) of the parent membership present at a meeting where Co-Chairs are elected. The Nomination Working Group will select a method of voting under which both successful candidates attain majority approval (such as a ranked ballot system).

**6.3.7** Members of the Nomination Working Group may not seek election as Co-Chairs.

**ARTICLE 7 ACCOUNTABILITY AND TRANSPARENCY**

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**7.1 Annual Report**

- 7.1.1 PIAC shall annually submit a written summary of the committee's activities to the chair of the board and to the director of education of TDSB.
- 7.1.2 The summary of activities shall include a report on how funding, if any, provided under the Education Act for parent involvement was spent.
- 7.1.3 The director of education shall:
  - (a) provide the summary of PIAC's activities to the school councils of the schools of TDSB; and
  - (b) post the summary of PIAC's activities on the TDSB website.

**7.2 Remuneration**

- 7.2.1 **A person shall not receive any remuneration for serving as a member of PIAC.**
- 7.2.2 **Subsection 7.2.1 does not preclude payment of an honorarium under section 191 of the Education Act that takes into account the attendance of a Board member at a parent involvement committee meeting.**
- 7.2.3 **Reimbursement to members for expenses incurred as members of PIAC shall be reimbursed pursuant to TDSB policies.**

**16. Remuneration**

**16.1. A person shall not receive any remuneration for serving as a member of PIAC.**

**16.2. Subsection 16.1 does not preclude payment of an honorarium under section 191 of the Education Act that takes into account the attendance of a Board member at a parent involvement committee meeting.**

**16.3. Reimbursement to members for expenses incurred as members of PIAC shall be reimbursed pursuant to TDSB policies.** (Moved and renumbered with minor revisions.)

**7.3 Incorporation**

- 7.3.1 PIAC shall not be incorporated.

**ARTICLE 8 ENFORCEMENT OF BY-LAWS**

**8.1 Authority to Suspend or Expel**

- 8.1.1 PIAC shall have the authority to suspend or expel from PIAC any Member for contravening these PIAC By-Laws, the PIAC Code of Conduct, or the TDSB Code of Conduct, or for cause, subject to the provisions of Ontario Regulation 330/10 and the Ontario Human Rights Code.



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**20. Discipline**

~~20.1. The Committee shall have the authority to suspend or expel from the Committee any Member for contravening a provision of these PIAC By-Laws or that of TDSB, or for cause, subject to the provisions of Ontario Regulation 330/10 and the Ontario Human Rights Code. (Deleted and wording revised.)~~

**2. Guiding Principles**

~~2.1 In addition to following PIAC's mission statement, all members shall:~~

- ~~(a) Work together in a manner that fosters co-operation;~~
- ~~(b) Demonstrate respect for the opinions, concerns, and ideas of others;~~
- ~~(c) Strive to understand each other's values and perspectives without pre-judgment or biases;~~
- ~~(d) Value the principles and practices of equity and inclusion in PIAC's operations and deliberations;~~
- ~~(e) Promote the spirit and practice of compromise, tolerance and openness seeking to achieve genuine consensus in all of the group's deliberations and decisions;~~
- ~~(f) Maintain a high standard of honesty, accuracy, and integrity;~~
- ~~(g) Endeavour to be familiar with Board policies and operating practices and act in accordance with them;~~
- ~~(h) Practice open and timely communication with our respective school communities and organizations, recognizing such communication as the cornerstone of our accountability to those we represent;~~
- ~~(i) Use the appropriate communication channels when questions or concerns arise;~~
- ~~(j) Refrain from discussing private information about students, staff or families; and~~
- ~~(k) Encourage a passion for life-long learning within PIAC.~~

**3. Procedures**

~~3.1 PIAC is committed to maintaining an open, respectful, inclusive and collaborative working environment for all its members. The following operating procedures are intended to guide all PIAC members in this commitment. ....(Deleted from the By-Laws and moved and edited in separate PIAC Policies & Procedures document called Code of Conduct.)~~

**ARTICLE 9    CONFLICTS OF INTEREST**

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**9.1 Rules Respecting Conflicts of Interest**

9.1.1 In accordance with R. 330/10 S.43 (b) (vii), this section establishes rules respecting issues of conflicts of interest.

9.1.2 A conflict of interest may be actual, perceived or potential. Members of PIAC shall declare any conflict of interest in matters that they, members of their families, or business entities in which they may have an interest, stand to benefit either directly or indirectly by decisions of PIAC.

9.1.3 A Member shall exclude herself/himself from discussions which:

- (a) a conflict of interest is likely to result.
- (b) the PIAC Member's ability to carry out his/her duties and responsibilities as a Member of PIAC may be jeopardized.
- (c) the PIAC Member, his/her relatives, or a business entity in which the Member may have an interest, may gain or benefit either directly or indirectly as a result of actions that may be taken by the TDSB in response to advice that PIAC provides to the TDSB.

9.1.4 **Generally, a Member shall not accept favors, opportunities, economic benefits or payment from any individual, organization, or entity known to be seeking business with the PIAC or benefit financially through Committee involvement. Additionally, a Member must stringently avoid even the appearance of conflict of interest. Conflicts of interest are not necessarily limited to conflicts of financial or economic nature and may arise where allegiances to another organization may prevent the Member from carrying out their duties to the Committee faithfully and honestly. Members holding positions in organizations with a similar mandate to the Committee must ensure they are able to fulfill their responsibilities to PIAC.**

9.1.5 **The purpose of these Conflict of Interest provisions is to ensure that deliberations and decisions of the Committee are made in the interests of the PIAC as a whole, and to protect the interests of PIAC when it is contemplating entering into a transaction, contract, or arrangement that might benefit the private interest of an interested PIAC Member or Working Group Member.**

9.1.6 **An interested PIAC Member or Working Group Member may not use his or her position with respect to PIAC, or confidential insider information obtained by him or her relating to PIAC, in order to achieve a financial benefit or any gain for himself or herself or for third party.**

9.1.7 **A PIAC Member or Working Group Member has a duty to inform the membership in writing of any actual, potential or perceived conflict of interest, including those in the past.**

9.1.8 **Violations of these Conflict of Interest provisions may result in removal.**

**17. Conflicts of Interest (Delete duplicate words.)**

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**17.1. In accordance with R. 330/10 S.43 (b) (vii), this section establishes rules respecting issues of Conflict of Interest. Generally, a Member shall not accept favors, opportunities, economic benefits or payment from any individual, organization, or entity known to be seeking business with the PIAC or benefit financially through Committee involvement. Additionally, a Member must stringently avoid even the appearance of conflict of interest. Conflicts of interest are not necessarily limited to conflicts of financial or economic nature and may arise where allegiances to another organization may prevent the Member from carrying out their duties to the Committee faithfully and honestly. Members holding positions in organizations with a similar mandate to the Committee must ensure they are able to fulfill their responsibilities to PIAC.**

**17.2. Purpose. The purpose of these Conflict of Interest provisions is to ensure that deliberations and decisions of the Committee are made in the interests of the Committee as a whole, and to protect the interests of the Committee when it is contemplating entering into a transaction, contract, or arrangement that might benefit the private interest of an interested PIAC Member or Working Group Member. An interested PIAC Member or Working Group Member may not use his or her position with respect to the Committee, or confidential insider information obtained by him or her relating to the Committee, in order to achieve a financial benefit or any gain for himself or herself or for third party.**

**17.3. Duty to Disclose. A PIAC member or Working Group Member has a duty to inform the membership in writing of any actual, potential or perceived conflict of interest, including those in the past. Violations of these Conflict of Interest provisions may result in removal.** (Moved and renumbered.)

## **ARTICLE 10 CONFLICT RESOLUTION**

### **10.1 Conflict Resolution Process**

- 10.1.1** In accordance with R.330/10 S.43 (b) (viii), this section establishes a conflict resolution process, consistent with TDSB policy, for disputes between and among PIAC Members. PIAC recognizes that conflict is not always negative. It is PIAC's intention to resolve disputes collaboratively, amicably and respectfully.
- 10.1.2** Successful dispute resolution relies upon:
- (a)** the ability of the Co-Chair to objectively facilitate the discussion so that all Members have an opportunity to have their concerns addressed in a constructive manner, and
  - (b)** the Members' readiness to participate to seek resolution to the issue.
- 10.1.3** Each PIAC Member shall be given an opportunity to express his or her concern or opinion regarding the issue in dispute and how the dispute has affected the Member.

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- 10.1.4 Speakers to an issue shall maintain a calm and respectful tone at all times.**
- 10.1.5 Speakers shall be allowed to speak without interruption and provide allowances for feedback.**
- 10.1.6 The Co-Chair’s responsibility is to clarify the statements made by all speakers, to identify common ground among the points of view raised and to set out the joint interests of all Members. If no common ground can be identified, the Co-Chair shall seek to clarify preferences among all Members before proceeding further. Under the guidance of the Co-Chair, the PIAC shall:**
- (a) acknowledge the issue or problem;**
  - (b) commit to finding a solution;**
  - (c) develop a strategy to resolve the conflict;  
listen to each person’s point views without judgment;**
  - (d) assail the problem and not the person – avoid labeling the individual;**
  - (e) allow each Committee Member with even cadence to communicate their views;**
  - (f) consult others involved as to their needs and concerns;**
  - (g) use active listening strategies;**
  - (h) share needs and concerns with the entire group;**
  - (i) invite others to suggest ways to resolve the conflict;**
  - (j) agree on a solution; and**
  - (k) follow-up to ensure the agreed-upon solution is implemented.**
- 10.1.7 If all attempts at resolving the dispute have been exhausted without success, the Co-Chair may request the intervention of an independent third party, a superintendent, other senior administrator or TDSB official, or another neutral individual mutually agreed upon by the parties involved in the dispute, to facilitate and assist in achieving a resolution to the conflict or dispute.**
- 10.1.8 Where the Co-Chair has requested or has been requested to remove himself, herself, a Member or Members from a Meeting as a result of a dispute or conflict during a Meeting, the Co-Chair or the Members shall request that disputing Members of PIAC participate in a special meeting, the purpose of which is to arrive at mutually acceptable solution to the dispute. The meeting may take place in private and not be construed as a regular Meeting of PIAC. Any solution reached at the meeting to resolve the dispute will be documented in writing, signed and respected in full by all parties to the dispute.**
- 10.1.9 Disputes or concerns between members that are being dealt with in private forum cannot be taken elsewhere for resolution without the consent of the membership.**
- 10.1.10 Lack of compliance with the PIAC Conflict Resolution Process could result in removal from the Membership.**

**~~18. Conflict Resolution~~ (Deleted and revised with minor ewording.)**

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**18.1. In accordance with R.330/10 S.43 (b) (viii), this section establishes resolution process, consistent with TDSB policy, for disputes between and among Committee Members. The Committee recognizes that conflict is not always negative. It is the Committee's intention to resolve disputes collaboratively, amicably and respectfully. Successful dispute resolution relies upon: (a) the ability of the Co-Chair to objectively facilitate the discussion so that all Members have an opportunity to have their concerns addressed in a constructive manner, and (b) the Members' readiness to participate to seek resolution to the issue.**

**18.2. Each Committee Member shall be given an opportunity to express his or her concern or opinion regarding the issue in dispute and how the dispute has affected the Member.**

**18.3. Speakers to an issue shall maintain a calm and respectful tone at all times. Speakers shall be allowed to speak without interruption and provide allowances for feedback.**

**18.4. The Co-Chair's responsibility is to clarify the statements made by all speakers, to identify common ground among the points of view raised and to set out the joint interests of all Members. If no common ground can be identified, the Co-Chair shall seek to clarify preferences among all Members before proceeding further. Under the guidance of the Co-Chair, the Committee shall:**

**(a) Acknowledge the issue or problem;**

**(b) Commit to finding a solution;**

**(c) Develop a strategy to resolve the conflict;**

**(d) Listen to each person's point views without judgment;**

**(e) Assail the problem and not the person – avoid labeling the individual;**

**(f) Allow each Committee Member with even cadence to communicate their views;**

**(g) Consult others involved as to their needs and concerns;**

**(h) Use active listening strategies;**

**(i) Share needs and concerns with the entire group;**

**(j) Invite others to suggest ways to resolve the conflict;**

**(j) Agree on a solution; and**

**(l) Follow-up to ensure the agreed-upon solution is implemented.**

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**18.5. If all attempts at resolving the dispute have been exhausted without success, the Co-Chair may request the intervention of an independent third party, a superintendent, other senior administrator or TDSB official, or another neutral individual mutually agreed upon by the parties involved in the dispute, to facilitate and assist in achieving a resolution to the conflict or dispute.**

**18.6. Where the Co-Chair has requested or has been requested to remove himself, herself, a Member or Members from a Meeting as a result of a dispute or conflict during a Meeting, the Co-Chair or the Members shall request that disputing Members of the Committee participate in a special meeting, the purpose of which is to arrive at mutually acceptable solution to the dispute. The meeting may take place in private and not be construed as a regular Meeting of the Committee. Any solution reached at the meeting to resolve the dispute will be documented in writing, signed and respected in full by all parties to the dispute.**

**18.7. Disputes or concerns between members that are being dealt with in private forum cannot be taken else where for resolve without the consent of the membership. Lack of compliance could result in removal from the Membership.** (Moved and renumbered – PIAC replaces the word Committee.)

## **ARTICLE 11 AMENDMENTS**

### **11.1 Amendments with Notice**

~~Procedures~~ (Deleted duplicate wording)

**3.1 ...The content of this document may be modified or changed in accordance with the evolving practices and experiences of the Committee, subject to the policies and procedures of the Toronto District School Board (TDSB) and the Ontario Ministry of Education.** (Moved with new numbering – see below.)

**11.1.1** The content of this document may be modified or changed in accordance with the evolving practices and experiences of the Committee, subject to the policies and procedures of the Toronto District School Board (TDSB) and the Ontario Ministry of Education.

**11.1.2** These By-laws may be amended at any time, with the approval of 66% of the voting members present at a PIAC meeting where a motion to amend the By-laws is tabled.

## **22. Transitioning and Grandfathering**

**22.1. Notwithstanding any other provisions herein:**

~~between the Effective Date and the next Committee meeting of the 2011/2012 school year, the then-current parent Co-Chair and Vice-Chairs will retain their positions;~~

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~~the Committee will elect two Co-Chairs at its second meeting of the 2011/2012 school year;~~

~~if a parent Co-Chair or Vice-Chair as of the Effective Date is elected as a Co-Chair at the second meeting of the 2011/2012 school year, such parent's term shall be counted as his or her first term as Co-Chair;~~

~~the Ward Representatives and Alternates in office as of the Effective Date shall be deemed to be appointed as Parent Member Ward Representatives as of the Effective Date and shall hold office as provided herein; and~~

~~the first general elections for Parent Member Ward Representatives subsequent to the Effective Date will take place in or around October 2012. (Deleted from by-laws as this is no longer applicable.)~~

### **23. Amendments**

**23.1. These By-laws may be amended at any time, with the approval of 66% of the voting members present at a Committee meeting where a motion to amend the By-laws is tabled.** (Moved with new numbering and with minor revision to wording.)

## **ARTICLE 12 EFFECTIVE DATE AND REVISION HISTORY**

### **12.1 Effective Date**

**21.1. These By-laws are effective and come into force as of September 13, 2001 (the "Effective Date").** (Moved with new numbering.)

**12.1.1 These By-laws are effective and come into force as of September 13, 2001 (the "Effective Date").**

### **12.2 Revision History**

**12.2.1 Revised May 1, 2007**

**12.2.2 Revised Septembers 13, 2011**

**12.2.3 Revised May 16, 2017**

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NOTE (This is not part of the By-laws): The following is a reminder of what must be in the PIAC By-laws to comply with O.Reg 612

43. A parent involvement committee,

(a) may make by-laws governing the conduct of the committee's affairs; and

(b) shall make by-laws,

- (i) specifying the number of parent members to be appointed or elected to the committee, governing the process of appointment or election of parent members and governing the filling of vacancies in parent membership,
- (ii) specifying the number of community representatives, up to three, to be appointed to the committee, governing the process of appointment of community representatives and governing the filling of vacancies in community representative membership,
- (iii) governing the election of members of the committee to the offices of chair or co-chair, and any offices provided for in the By-laws, and governing the filling of vacancies in the offices of the committee,
- (iv) specifying the number of parent members of the parent involvement committee that will hold office for one year and the number of parent members that will hold office for two years,
- (v) specifying how many, if any, of the persons listed in subsection 33 (2) may be appointed by the board to the parent involvement committee,
- (vi) specifying the length of the term of office for the community representative members of the parent involvement committee and the members appointed by the board, if any, under subsection 33 (2),
- (vii) establishing rules respecting conflicts of interest of the members of the parent involvement committee, and
- (viii) establishing a process for resolving conflicts internal to the committee, consistent with any conflict resolution policies of the board.