School Advisory Council Composition:

- Voting Council size – 10 to 15 members maximum.
- Quorum is 5 members.
- Members at Large are non-voting members with a view to gain experience of a council position or as a past voting member, advising newer voting members of council.
- Ideally, an odd numbers of council members are to be elected or, in the event of a deadlock, the chair (or one co-chair) has an extra vote
- Qualifications – all parents/guardians of students enrolled in the school are qualified to be members of the SAC.
- Conflict-of-interest rules require any parent/guardian who is a TDSB employee to declare themselves prior to being elected to Council.
- School Principal must attend all SAC meetings, but doesn't vote on SAC issues.
- SAC Roles and responsibilities are outlined in a separate document. These are guidelines only, based on current and potential roles and responsibilities.
- SAC term of office is 1 year.

Meeting Requirements

- Frequency of meetings – minimum 4 per school year (currently every other month)
- Schedule of meetings – currently set for every 3rd Wednesday of every school month (September to June with the exception of December) from 6:30pm – 8:00pm but can be subject to change to accommodate the majority of voting members.
- Location of meetings – School Library
- Babysitting to be provided by council which consists of Grade 7/8 students in school gym. Babysitters are paid $20 for the evening (6:30 – 8:00) and have attained their Babysitting Certificate.
- Meetings are called by SAC Chair/SAC Co Chair.
- Agenda to be shared no less then 48 hrs from the meeting.
- All voting members to make best effort to attend as many meetings as possible.

Election Process

- SAC elections are a ministry requirement.
- SAC elections will be held during the September meeting.
- All parents/guardians of students enrolled in the school are eligible to vote.
- Each parent/guardian may cast 1 vote for each SAC position.
- Voters must be present at the Election and must vote in person.
- Should a council member step down, a replacement council member will be selected from pool of non-elected candidates by vote OR a vacated position can be deemed as not necessary to fill until the next election.

Voting on Motions

- Votes can only proceed if Quorum is met (minimum amount of council members present at meeting)
- Should a voting member of council be unavailable for a vote, the members of that committee can confer and vote as one.

SAC Voting Members:

- As voters are elected they must try to represent the views of all parents/guardians.
- A vote of all parents/guardians present at the meeting can be requested prior to the members vote to get a good feel for the prevailing opinion.
- Votes would pass with majority of SAC membership votes.
- Voting is permitted electronically (via email) if required and must be clearly documented.

Note:

- Bylaws can be amended through a Motion tabled at a SAC meeting.