

**CONSTITUTION & BY-LAWS FOR
DR. G.J. MACGILLIVRAY PUBLIC SCHOOL
September 2002**

Revised October 2004, February and March 2005

Dr. G.J. MacGillivray shall be constituted in accordance with Ontario Regulation 612/00 of the Education Act.

1. Name

The official name of this organization shall be the Dr. G.J. MacGillivray Public School Council.

2. Purpose

In accordance with the provincial regulations, the purpose of the school council is, through the active participation of parents and other community members, to improve pupil achievement and to enhance the accountability of the education system to parents.

3. School Council Composition

3.1 Members of the school council shall be no greater than twenty four (24) members and shall include:

- 3.1.1 no greater than fifteen (15) parent(s)/guardian(s) of students enrolled in the school;
- 3.1.2 no greater than five (5) and no less than one (1) community representatives;
- 3.1.3 a student from the Intermediate Division;
- 3.1.4 the school principal;
- 3.1.5 a member of the teaching staff;
- 3.1.6 a member of the non-teaching staff.

3.2 Membership in the school council shall be determined in the following ways:

- 3.2.1 parent(s)/guardian(s) shall be elected at a general meeting (Annual General Meeting) by parent(s)/guardian(s) of students enrolled in the school;

- 3.2.2 the student representative shall be appointed by the principal;
 - 3.2.3 the teacher representative shall be elected by members of the teaching staff;
 - 3.2.4 the non-teaching staff member shall be elected by members of the non-teaching staff;
 - 3.2.5 the school principal shall be a designated member;
 - 3.2.6 community representatives shall be appointed by the school council, and every effort should be made to reflect the socio-economic diversity, business affiliations, and demographic makeup of the community. In order to ensure that community representatives reflect the diversity of our community, community representatives:
 - a) may not be parents of a child enrolled in the school;
 - b) must be a resident of the community served by the school, or work or belong to a community organization within the school community;
 - c) shall be restricted to only one community representative per household, business affiliation or community organization;
 - d) may not be related to any parent member of council.
- 3.3 A person elected or appointed as a member of the school council holds office from the date of the first meeting of the school council after the elections until the date of the first meeting of the school council in the next school year.
- 3.4 A member of the school council may be re-elected or reappointed for a maximum of five (5) years. Thereafter there must be a gap of one (1) year before a parent can stand for election again.
- 3.5 The election of parent/guardian members shall be by secret ballot or by acclamation if the number of nominees does not exceed the number of parent/guardian openings on the school council and shall take place at the Annual General Meeting (general meeting of parent(s)/guardian(s) of students enrolled in the school.) See clause 8 herein.
- 3.6 A person is not qualified to be a parent/guardian member of the school council if the person is employed at the school. If the person is employed elsewhere by the Board, the person must take reasonable steps to inform voters of that employment before the election.

- 3.7 A Board employee cannot be appointed as a community representative unless the employee is not employed at the school, and the other members of the school council are informed of the person's employment before the appointment.
- 3.8 Trustees and supervisory officers of the Board shall not be school council members, but will serve as a resource to school councils.
- 3.9 No remuneration will be given for serving as a member or officer of the school council.
- 3.10 The student representative shall be in good standing in the school.
- 3.11 Parent(s)/guardian(s) shall form the majority of the school council. It is expected that the membership of the school council will reflect the diversity of the school community. In order to ensure that the council reflects the diversity of our school community, there shall be no more than one parent/guardian of student or sibling group on council.
- 3.12 The principal or designated vice-principal must be in attendance for a school council meeting to take place.
- 3.13 Vacancy in the membership of a school council shall be filled as follows:

If any school council positions become vacant because of resignation, inability of a member to fulfill his or her roles and responsibilities, or other cause, the remaining members shall constitute the school council, unless the parent/guardian majority is not maintained. If the majority of parents on the council is not maintained, the school council shall appoint a parent/guardian from the school community to complete the term of the retiring member. Vacant positions, other than for parent representatives, may be filled by appointment of the council for the remaining term of office, from among members of the school community who meet the requirements set for the vacant position.

4. School Council – Roles and Responsibilities

- 4.1 A school council is a support and an advisory body to the principal to assist with improving learning for students and improving the school environment.
- 4.2 As a support group, school council will provide advice to the school for implementation of program, communication of activities and promotion of the best interests of the school community, in consultation and co-operation with the principal.

- 4.3 As an advisory group, school council may provide advice to the school principal and to the Board on any matter. This includes but is not restricted to, the following:
- 4.3.1 school code of conduct;
 - 4.3.2 curriculum and program goals and priorities;
 - 4.3.3 the responses of the school or Board to Provincial and Board assessments;
 - 4.3.4 school dress code;
 - 4.3.5 fundraising activities;
 - 4.3.6 preparation of the school profile;
 - 4.3.7 the process and criteria applicable to the selection and placement of principals and vice-principals;
 - 4.3.8 school budget priorities, including local capital-improvement plans;
 - 4.3.9 school-community communications strategies;
 - 4.3.10 methods of reporting to parent(s)/guardian(s) and the community;
 - 4.3.11 extra-curricular activities;
 - 4.3.12 school-based services and community partnerships related to social, health, recreational, and nutritional programs;
 - 4.3.13 community use of school facilities;
 - 4.3.14 local co-ordination of services for children and youth; and
 - 4.3.15 development, implementation, and review of Board policies at the local level.
- 4.4 School council shall focus on programs, policies and procedures – not individual student or staff issues.

- 4.5 School council shall keep minutes of all its meetings and records of all of its financial records. The minutes and records shall be kept on file at the school for four (4) years and made available, upon request, by any person, free-of-charge.
- 4.6 The school council shall not be incorporated.
- 4.7 The school council shall:
 - 4.7.1 establish goals, priorities, procedures, and terms of membership (i.e., attendance required at meetings);
 - 4.7.2 organize information and training sessions as required, to enable members of the school council to develop skills as school council members;
 - 4.7.3 hold a minimum of four (4) meetings per year (all meetings shall be open and accessible to the public);
 - 4.7.4 communicate regularly with parent(s)/guardian(s) and other members of the community to seek views and preferences with regard to matters being addressed by the school council, and to report on the activities of the school council to the school community. However, when presenting matters which are in discussion before school council, members must present the facts fairly and without bias to the school community;
 - 4.7.5 encourage parent(s)/guardian(s) to take an active role as partners, with schools, in their child(ren)'s education;
 - 4.7.6 all school council agendas and minutes shall be posted at the school in a place that is accessible to parent(s)/guardian(s) and electronically (where available) on the school web site, and parent(s)/guardian(s) should be made aware of this practice through the school newsletter at the beginning of each year;
 - 4.7.7 promote the best interests of the school community;
 - 4.7.8 produce an annual report on its activities, including any fundraising activities, and submit it to the principal, and to the Board through the appropriate administrative officer; and
 - 4.7.9 act in good faith.

5. School Council – Individual Members’ Roles and Responsibilities

5.1 Positions

The school council shall have the following officers to be elected or appointed by the members immediately following the conclusion of the Annual General Meeting:

- (a) chair;
- (b) vice-chair;
- (c) secretary;
- (d) treasurer; and
- (e) such other officers as the members may feel appropriate.

5.2 Number

No person may hold more than one (1) office at any one time unless it is determined by a majority vote that is in the best interest of the council.

5.3 Term

Each officer shall hold office for one (1) year. Any officer may stand for re-election for 1 additional term.

5.4 Officer’s Duties

Unless otherwise determined by the school council the officers shall have the following duties.

5.4.1 The chair of the school council, who shall be a parent/guardian member of the school council and elected by the school council, shall:

- a) call school council meetings;
- b) prepare the agenda for school council meetings in collaboration with the principal;
- c) chair school council meetings;
- d) ensure that minutes of school council meetings and financial records are recorded and maintained;

- e) participate in information and training programs;
- f) maintain on-going communication with the school principal and local school trustee(s);
- g) consult with parent(s)/guardian(s) about matters under consideration by school council by posting information for input in a school location accessible to parent(s)/guardian(s);
- h) follow Board policies and administrative regulations;
- i) encourage community representation;
- j) ensure representation at regional school council meetings; and
- k) act in good faith.

5.4.2 The vice-chair of the school council, who shall be a parent/guardian member of the school council and elected by the school council, shall:

- a) record the minutes in the secretary's absence;
- b) provide support for the chair as required;
- c) act as chair in the absence of the chair;
- d) assume the chair's responsibilities in the event of the chair's resignation.

5.4.3 The secretary shall:

- a) cause accurate minutes of all school council meetings and proceedings to be kept;
- b) have charge of all correspondence and official records of the school council;
- c) maintain a date record of all members of the school council and their addresses; and

- d) cause notice of school council meetings and proceedings to be given to every parent of a student who, on the date the notice is given, is enrolled in the school.

5.4.4 The treasurer shall:

- a) be responsible for the deposit of all monies paid to the school council in whatever bank, trust company, credit union, or treasury branch the school may order at the direction of the Kawartha Pineridge District School Board.
- b) properly account for funds of the school council and keep such books as may be directed; and
- c) present a fully detailed account of receipts and disbursements to the school council whenever requested and prepare the financial statements for the Annual General Meeting.
- d) Ensure correct banking procedures are followed pursuant to clause 9.3 herein.

5.4.5 The principal's duties are specified in Appendix "A":

The principal of the school may delegate any of the principal's powers or duties as a member of the school council to a vice-principal of the school.

5.4.6 The student representative(s) shall:

- a) contribute to the discussions of the school council;
- b) solicit the views of other students to share with the school council;
- c) participate, if requested by school council, on any committees established by the school council;
- d) communicate information from the council to other students;

5.4.7 The school staff representative(s) (one each from the teaching and non-teaching staff) shall:

- a) contribute to the discussions of the school council;
- b) solicit views from their staff groups to share with the school council;
- c) participate, if requested by school council, on any committees established by the school council;
- d) communicate information back to their staff groups;

5.4.8 The community representative(s) shall:

- a) contribute to the discussions of the school council;
- b) represent the community's perspective;
- c) participate, if requested by school council, on any committees established by the school council;
- d) build partnerships and links between the school and community;

5.5 **Members' Responsibilities and Duties**

The members of the school council shall:

- a) attend and participate in school council meetings;
- b) participate in information and training programs as needed;
- c) act as a link between the school council and the community;
- d) welcome the participation of parent(s)/guardian(s) from all groups and of other people within the community;
- e) follow Board policies and procedures and comply with applicable legislation;
- f) act in good faith;
- g) observe the council's code of ethics set out in Appendix "B" and the established by-laws; and

- h) be diligent in ensuring that any views presented in the capacity of council member represent the position of the council.

6. School Council Committees

- 6.1 The school council may establish committees to make recommendations to the council.
- 6.2 Every committee of the school council must include at least one (1) parent/guardian member of the council who shall report to the school council on the committee's activities on a regular basis.
- 6.3 A committee of the school council may include persons who are not members of the council.
- 6.4 All discussion and deliberations carried on by a committee created by the school council shall, where such discussions or deliberations in any way relate to or may affect a particular individual or individuals, be confidential and, subject to the making of a report to the school council, shall not be discussed outside of such committee.

7. Meetings of School Council

7.1 Calling and Place of Meetings

- 7.1.1 Meetings of the school council shall be held from time to time and no less than four (4) times annually at such place and at such time and on such date as the chair may specify. Meetings of the school council shall ordinarily be held on the school premises. The school council may appoint a day or days in any month or months for regular meetings and no further notice shall be required for members. The first meeting must take place within thirty-five (35) days of the first day of the school year.
- 7.1.2 Upon written request signed by at least twenty-five percent (25%) of the school council, the chair must ensure that a meeting of the school council is held within fourteen (14) days of the date of the signed request if delivered to the chair.
- 7.1.3 Notice of any meeting called in accordance with this section shall be given to each member not less than forty-eight (48) hours (excluding a Sunday or holiday) before the time when the meeting is to be held, except that no notice of a meeting shall be necessary if

all the members are present or if those absent have waived notice of or otherwise signified their consent to the holding of such meeting.

7.2 Quorum

A meeting of the school council cannot be held unless,

- a) a majority of the current members of the council are present at the meeting; and
- b) a majority of the members of the council who are present at the meeting are parent members.

7.3 Meeting Agenda

The agenda for any meeting of the school council shall be set by the chair, provided that no meeting shall be invalid by reason only that no agenda has been provided to the members.

7.4 New Business

Any member wishing to have a matter placed on the agenda for a meeting of the school council shall deliver to the chair a summary of the matter that the member wishes to be placed on the agenda for the next meeting at least seven (7) days prior to the date of the meeting at which the member wishes the matter raised. A meeting of the school council may consider any matter as new business at a meeting of the school council whether or not notice of the matter has been given, provided however, that if no notice has been given such matter may be tabled to next meeting of school council if the chair believes more time is required to consider the matter.

7.5 Rules of Order

All members of school council must have regard to the rules of order contained in Appendix "C".

7.6 Voting

At all meetings of the school council every question shall be decided by a majority of votes cast on the question by the members present at the meeting unless a ballot thereon be required by the chair or be demanded by a majority of the members present and entitled to vote at the meeting.

7.7 School Council Voting

Each member of the school council (excluding the principal) is entitled to one (1) vote in votes taken by the council or a committee of the school council.

7.8 Signed Resolutions

A resolution in writing signed by all of the members entitled to vote is as valid as if it had been passed at a meeting of the school council.

7.9 Records of School Council Meetings

Records containing the minutes of all meetings, resolutions and correspondence of the school council and of any committee of the school council shall be maintained and be available to any one who requests them. The local trustee(s) and the local superintendent of schools shall receive a paper copy or electronic copy (where available) of the agenda, in advance, of all school council meetings and shall receive a paper copy or electronic copy (where available) of the minutes of such school council meetings.

7.10 Persons Entitled to be Present at School Council Meetings

All parents, students, staff, teachers, trustees, or any other individuals from the school community may be present at the meetings of the school council.

8. Annual General Meeting

8.1 Calling of Meeting

Every year within the first thirty (30) days of the school year, the school council shall hold an Annual General Meeting of parents, students, teachers and staff which shall be open to all interested and concerned persons within the greater community serviced by the school for the purposes of:

- a. receiving the reports of the officers and any committees of the school council;
- b. receiving financial statements for the previous year;

- c. receiving from the principal a report for the previous year and the plan and budget for the upcoming year; and
- d. electing members to the school council for the upcoming year.

8.2 Notice of Annual General Meeting

A notice of the Annual General Meeting shall be widely distributed within the community at least fourteen (14) days in advance of the date set for the Annual General Meeting. Such distribution to be by way of notices sent out with students, published in local newspapers or such other method as the school council may establish.

8.3 Election Procedure

1. Elections shall occur within the first thirty days of the start of each school year.
2. Each parent/guardian seeking election must be nominated or self-nominated in writing, must have a child registered at the school, and must declare if he or she is employed by the school board.
3. Each parent/guardian of a student enrolled in the school shall be entitled to one vote for each vacant parent/guardian membership position on the council.
4. An election committee shall be struck by the school council in May to help plan the election process, the gathering of nominations and the running of the election.
5. The election committee shall:
 - a) provide nomination forms;
 - b) ensure that the school community is notified of election procedures and election date(s), location and time at least fourteen days in advance of the election;
 - c) request a profile from all candidates and make these available to the electorate;
 - d) conduct the elections by secret ballot;
 - e) count the ballots;
 - f) help the principal notify all candidates of the results;
 - g) keep all results and related information confidential.
6. Only the names of the successful candidates shall be made public. A list of candidates and the vote results will be kept on file by the council for use in the event that a vacancy on the council occurs.
7. The school council shall help the principal ensure that the names of new members are publicized to the school community within thirty days of the election.

8.4 Nomination from the Floor

Nominations for parent representatives to the school council will be accepted from the floor at the Annual General Meeting provided:

- a) the person nominated is present and agrees to accept;
- b) the candidate is nominated and seconded by parents in attendance; and
- c) the person nominated meets the requirements to be a parent member of the school council.

8.5 Right to Vote

Each parent in attendance shall be entitled to vote for members of school council and any other matters raised at the Annual General Meeting. No proxies shall be permitted.

8.6 Voting

All questions posed for the consideration of the Annual General Meeting and elections of members shall be decided by a majority of the votes cast thereof. Voting for members to the school council shall be conducted by ballot and all ballots are to be secret and shall be destroyed immediately following voting. In the event of a tie the question being voted shall be deemed to have failed and, in the case of a tie in the election of a member or members to school council, fresh ballots will be cast for those candidates and the process will continue until the member or members are elected.

8.7 Election of Non-Parent Members

Election of members from the teachers, students and staff shall be conducted prior to the Annual General Meeting under the direction of the Principal. Community representatives shall be appointed annually by the newly elected school council.

9. General

9.1 Notices

Any notice, communication or other document to be given to the school council shall be sufficiently given if delivered personally to the chair or if mailed to the chair at the chair's recorded address by prepared ordinary mail with a copy addressed to the school to the attention of the principal. Any notice

communication or other document to be given to a member shall be sufficiently given if delivered to such member or if mailed to such member at the member's recorded address by prepaid ordinary mail. A notice delivered personally shall be deemed to have been given when it is personally delivered, or if mailed, shall be deemed to have been given on the fifth (5th) day (excluding a Sunday or holiday) after mailing.

9.2 **Banking**

The Principal, plus any designated school council member and or the treasurer, shall be authorized to sign cheques drawn on the school bank account. These designates shall only be second signing authority for school council related expenditures. The school council account shall exist within the 3000 series of the School designated bank account.

9.3 **Conflict of Interest**

Any time the school council does business with the potential for monetary gain/loss with any person, agency, or company, and a member of the school council 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 relating to the matter.

9.4 **Conflict Resolution**

- a) Every school council member will be given an opportunity to express his or her concern or opinion about the issue at dispute and how the dispute has affected him or her.
- b) Speakers to an issue will maintain a calm and respectful tone at all times.
- c) Speakers will be allowed to speak without interruption.
- d) The 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.
- e) If no common ground can be identified, the chair will seek to clarify preferences among all members before proceeding further.
- f) If all attempts at resolving the conflict have been exhausted without success, the chair shall request the intervention of a superintendent or other senior administrator to facilitate a resolution to the conflict.

9.5 **Disqualification and Removal for Non Attendance**

A member is disqualified if that person no longer meets the qualifications required to be a member pursuant to the School Constitution, and these by-laws. Members who are absent from three consecutive meetings of school council shall be considered to have resigned from council. In exceptional circumstances, as determined by the council, a leave of absence may be granted beyond three meetings. In exceptional circumstances, as determined by the council, a leave of absence may be granted beyond three meetings.

9.6 **Withdrawal**

A member may withdraw by notice in writing to the chair.

9.7 **Removal**

9.7.1 The school council may, by special resolution, remove any member provided that such member has been given notice at least twenty-one (21) days in advance of the meeting at which the vote for removal will take place, such notification to contain a summary of the reasons for the proposed removal and provided the member is permitted an opportunity to speak to the meeting with respect to reasons for removal. A special resolution means a decision of the school council passed at a school council meeting by a majority of at least two-thirds (2/3) of the members.

9.7.2 Any member who has been removed from council by special resolution may not return as a council member for a period of three years.

9.7.3 Any person found to have misrepresented him/herself or falsified information on a nomination application will automatically lose their position on council once the council is made aware of this action.

9.8 **Amendments**

This document may be amended by the school council to add, change or remove any provision thereof by special resolution, provided that notice of the proposed amendment has been given to each member at least twenty-one (21) days in advance of the meeting at which the amendment is to be voted upon.

APPENDIX A

ROLES AND RESPONSIBILITIES OF THE PRINCIPAL

The principal is recognized as the Board's representative at the school and is responsible for decisions for the school under the Education Act and Regulations, Board policy and administrative regulations.

The principal of the school shall

1. attend all school council meetings unless unable to do so by reason of illness or other cause beyond the principal's control;
2. facilitate the establishment of the school council and assist in its operation;
3. support and promote the school council's activities;
4. provide for the prompt distribution to each member of school council of any materials sent by the Ministry of Education for distribution to the school council, and post the material in the school in a location that is accessible by parent(s)/guardian(s);
5. consider each recommendation made by school council and advise the council of the action taken in response to the recommendation;
6. seek input from school council on the establishment or amendment of school policies and guidelines that relate to pupil achievement or to the accountability of the education system to parent(s)/guardian(s);
7. seek input from school council on the development of implementation plans for new education initiatives that relate to pupil achievement or to the accountability of the education system to parent(s)/guardian(s);
8. seek input from school council on school action plans for improvement, based on Provincial assessment reports and the communication of those plans to the public;
9. act as a resource on laws, regulations, Board policies, and collective agreements (i.e. Education Act, and Freedom of Information and Protection of Privacy Act);

10. obtain and provide, where reasonable, information as required by school council to enable it to make informed suggestions and advice;
11. maintain on-going communication with the chair of school council;
12. at least 14 days before the date of the election of parent/guardian members, give written notice of the date, time and location of the election to every parent/guardian of a pupil;
13. ensure that copies of the minutes and financial activities of a school council are kept at the school and made accessible to the public;
14. assist school council in communicating with the school community;
15. encourage the participation of trustees, parent(s)/guardian(s) from all groups, and of other people within the community;
16. ensure that the school council is kept informed about the need to follow Board policies and procedures;
17. monitor that Board policies and administrative regulations are followed by school council;
18. post a copy of the school council's annual report in a school location that is accessible to parents; and
19. act in good faith

The principal of the school may delegate any of the principal's powers or duties as a member of the school council to a vice-principal of the school.

APPENDIX B – CODE OF ETHICS

1. A member shall consider the best interests of all students.
2. A member shall be guided by the school's and the school board's mission statements.
3. A member shall act within the limits of the roles and responsibilities of a school council, as identified by the school's operating guidelines, the school board and the Ontario Ministry of Education.
4. A member shall become familiar with the school's policies and operating practices and act in accordance with them.
5. A member shall maintain the highest standards of integrity.
6. A member shall recognize and respect the personal integrity of each member of the school community.
7. A member shall treat all other members with respect and allow for diverse opinions to be shared without interruption.
8. A member shall encourage a positive environment in which individual contributions are encouraged and valued.
9. A member shall acknowledge democratic principles and accept the consensus of the council.
10. A member shall respect the confidential nature of some school business and respect limitations this may place on the operation of the school council.
11. A member shall not disclose confidential information.
12. A member shall limit discussions at school council meetings to matters of concern to the school community as a whole.
13. A member shall use established communication channels when questions or concerns arise.
14. A member shall promote high standards of ethical practice within the school community.
15. A member shall declare any conflict of interest.
16. A member shall not accept any payment or benefit financially through school council involvement.

APPENDIX C – RULES OF ORDER

The following Rules of Order have been established to create an orderly and democratic method for decisions to be made by consensus. All members should have an equal opportunity to express their views and opinions in an appropriate manner.

I. General Rules:

1. An individual must be recognized by the chair before obtaining the floor to make a motion.
2. Once an individual has been recognized by the chair, he or she may make a formal proposal or motion beginning with the statement “I move...”
3. Before the motion can be considered another individual must second the motion by saying “I second the motion”. This need not mean that he or she agrees with the proposal only that it should be discussed.
4. The chair shall restate the motion (states the question) that has been made and seconded. From this point, until the motion is voted on, all discussion must focus on the question.
5. The chair shall ensure that the question as stated clearly reflects the motion as made and seconded. From this point, until the motion is voted on, all discussion must focus on the question.
6. If individuals wish to discuss the motion, the chair opens a debate and each participant may speak to the question twice but no one may speak a second time until everyone has had chance to speak once.
7. The chair may establish a length of time which any one individual may speak to the question, such time limit shall not be less than three (3) minutes or greater than twenty (20) minutes.
8. If no individual indicates a desire to speak further to the question, the chair shall ask the meeting if it is ready for the question (ready to vote on the proposal). The chair then repeats the motion and conducts the vote by asking for those in favour and those opposed.
9. The voting may be conducted by a show of hands or by secret ballot.
10. The majority needed to pass a motion at an Annual General Meeting and the majority needed to pass a motion of the school council is as provided in the by-laws of the school council.

II. Amending a Motion:

1. Until the chair states the question (repeats the motion) for a final vote the individual making the motion may change it although the seconder may withdraw and the changed motion may need another seconder.
2. Once the chair has stated the question the motion can only be amended formally in one of the following ways:
 - (a) the individual making a motion may propose to change it and the chair will ask if anyone objects. If no one objects the wording of the motion is changed and debate continues on the motion as amended.
 - (b) if there is an objection the question whether to change the motion shall be put to a vote. If the meeting consents to the change debate can continue on the motion, as amended; or
 - (c) another individual may move to amend the motion by saying "I move to amend the motion by...".
3. Once a motion has been made to amend the original motion, the motion to amend must be seconded, restated by the chair and the only discussion then is with respect to the amendment to the original motion which must then be voted on and if passed the original motion is so amended.
4. An amendment to the amendment may also be proposed but a third amendment is out of order.
5. After any amendment has been dealt with, the discussion returns to the original motion either as amended or as originally proposed.

III. Withdrawing of Motion

1. At any time before a vote is taken on a proposed motion, the individual making the proposed motion may ask to withdraw it. Motion to withdraw does not require a seconder and once the question is withdrawn it is as if it never existed.
2. If the request to withdraw is made after the chair has stated the question, the chair asks if there is any objection if the motion is withdrawn and if there is no objection the motion is withdrawn. If someone objects, the request to withdraw the motion is put to a vote.

IV. Tabling of Motion

1. A motion to table a motion takes precedence over the motion being discussed.
2. A motion to table a motion must be seconded and there can be no debate on a motion to table.
3. Any motion that is contrary to provincial laws and regulations, local policy or school council by-laws is out of order and invalid even if it was voted on and passed by the school council.