

**Hamilton-Wentworth Catholic District School Board Catholic Parent Involvement Committee
(HWCDSCPIC)
BY-LAWS**

By-Law 1: Parent Members

Parent Members:

A Parent member must be the parent of a pupil enrolled in a school of the board that established the Catholic Parent Involvement Committee (CPIC). Employees of the board may serve as parent members and must inform the committee of their employment at their first committee meeting.

The parent must be a Catholic School ratepayer and should have experience as a member of a Catholic School Council.

The majority of the CPIC members must be parents.

Membership of the CPIC will include up to 6 parents.

Selection of new parent members:

The HWCDSCPIC will advertise through a variety of means, example website, for vacancies on the committee. Interested candidates will complete an application form. The HWCDSCPIC will select the new member(s).

Appointment Procedures:

1. When there is a vacancy at the beginning of a school year, a request for applications will be made. The term of a CPIC parent member will be one or two years.
2. Current Parent members entering the second year of a two-year appointment may be re-appointed.

Selection Procedures:

1. Selection of parent members shall occur prior to November 15 of each year, and prior to the first meeting of the HWCDSCPIC of the school year.
2. Each parent seeking a position must complete the application form.
3. The selection subcommittee (2 co-chairs and Superintendent) shall:
 - Advertise when there is a vacancy;
 - Provide application forms;
 - Collect and tabulate a slate of applicants;
 - Make recommendations to the HWCDSCPIC

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4. Only the names of the successful candidates shall be made public. A list of recommended candidates will be kept on file by the CPIC for use in the event of a future vacancy on the CPIC in the same school year. In this event, one of the individuals on the list will be invited to fill the vacancy.
5. The names of new members shall be posted on the board website within 30 days of the appointment.

By-Law 2: Community Members

Appointment Procedures:

Members of the community can bring an important perspective to the work of the CPIC.

The HWCDSCPIC shall include two community members:

- A representative of the Special Education Advisory Committee (SEAC), recommended by SEAC;
and
- A representative of the diocese.

Community members may not be a member of the board of trustees or an employee of the board.

Community members are voting members.

Filling Vacancies:

Should a vacancy occur, the (SEAC or the diocese) will be invited to name another representative to serve the remainder of the term.

By-Law 3: Offices

Co-chairs:

The CPIC will select two co-chairs, each elected by the parent members of the HWCDSCPIC. The term of co-chairs shall be two-years. To promote continuity, terms shall be staggered such that one of the two positions is vacant at the beginning of each school year. Only a parent member who is beginning a two-year term is eligible to stand for the position of co-chair. An individual cannot serve more than two consecutive terms in this position.

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Vacancies:

1. Should an officer position become vacant before the next election process, the parent members of the CPIC shall elect another co-chair. Only parent members of the CPIC vote in an election to fill an officer position.
2. When a vacant position on the CPIC is filled, the new officer's term will expire at the time the previous officer's term would have ended.

By-Law 4: Parent Members – Term of Membership

Parent members – term of membership:

Terms of membership for parent members of the committee are for two years. Terms will be staggered so that parent positions become available each year. Terms will begin October 1 and end September 30. Committee members may apply for additional terms as long as they are eligible.

By-Law 5: Board Employee Group Members

Board employee group members:

To bring the perspectives of board employee groups from both elementary and secondary schools, one representative of each of the following board staff groups will be invited as needed to attend meetings.

- One elementary school principal
- One secondary school principal
- One elementary teacher, other than a principal or vice-principal
- One secondary teacher, other than a principal or vice-principal
- One board employee, other than a principal, vice-principal, or teacher

As per O. Reg. 612/00, the board will be responsible for these appointments. These members are non-voting. The term for these members shall be one year, and may be renewed for one additional term.

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**By-Law 6: Community Members and Board Employees
Group Members – Term of Membership**

Community members:

Community members shall serve on the CPIC for a term of two years. An individual may serve a maximum of three consecutive terms.

Principal, teacher, and staff members:

Representatives from the Board Employee Group Members (refer to By-law 5) will be invited to attend meetings as needed.

By-Law 7: Conflict of Interest

Conflict of Interest:

1. A conflict of interest may be actual, potential, or perceived.
2. A member of the HWCDSCPIC shall declare a conflict of interest in matters where he or she, friends, members of his or her family, or business entities in which he or she may have an interest, could possibly benefit (either directly or indirectly) from decisions of the CPIC.
3. A member shall exclude himself or herself from discussions in which:
 - The member's ability to carry out his or her duties and responsibilities as a member of the CPIC may be jeopardized, or seen to be jeopardized, due to his or her personal or pecuniary interest;
 - The member, his or her relatives or friends, 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 CPIC or the board in response to information or advice that the CPIC provides to the board;
 - The member, his or her relatives or friends, or a business entity in which the member may have an interest, may gain or benefit (either directly or indirectly) as a result of confidential information that becomes known to the CPIC member in the course of carrying out his or her CPIC responsibilities;
 - A conflict of interest is likely to result.

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4. A member shall not accept favours or economic benefits from any individuals, organizations, or entities known to be seeking business contracts with the board.

By-Law 8: Conflict Resolution

(Note: Must be consistent with any conflict resolution policies of the board.)

Conflict Resolution:

- Every CPIC member will be given an opportunity to express his or her concern or opinion about the issue in dispute and how the dispute has affected him or her.
- Speakers to an issue will maintain a calm and respectful tone at all times.
- Speakers will be allowed to speak without interruption.
- The responsibility of the co-chairs 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 interest of all members.
- If no common ground can be identified, the co-chairs will seek to clarify preferences among all members before proceeding further.
- If all attempts at resolving the conflict have been exhausted without success, co-chairs shall request the intervention of a Board representative to facilitate a resolution to the conflict.