



THE WINNIPEG SCHOOL DIVISION

GUIDELINES FOR

BOARD ADVISORY COMMITTEES

GUIDELINES FOR BOARD ADVISORY COMMITTEES

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THE FOLLOWING GUIDELINES HAVE BEEN DEVELOPED TO ASSIST ADVISORY COMMITTEES IN THEIR DELIBERATIONS AND TO PROVIDE FOR CONSISTENCY IN MEETING AND REPORTING PROCEDURES.

BOARD POLICY ON COMMUNITY INVOLVEMENT

As stated in Board Policy KMA - Community Involvement in Education, *"The Winnipeg School Board endorses the concept that community input on the operation of the Division is essential if the school division and the community are to maintain mutual confidence and respect and work together to improve the quality of education for all students.*

All reasonable efforts should be exerted to identify the needs of the community and to be responsive, through the actions of the Board, to those needs."

ESTABLISHMENT OF ADVISORY COMMITTEES

The Board of Trustees has established the following Advisory Committees to enhance communication between the Board (Trustees) and Parent Councils within each district:

- Central Advisory Committee
- Inner City Advisory Committee
- North Advisory Committee
- South Advisory Committee

A French Immersion Advisory Committee has been established to make recommendations for the French Immersion Programs in the Division.

A Student Advisory Committee has been established to encourage student voice by allowing students to provide input on initiatives and policy changes of the Winnipeg School Division, and to provide a networking opportunity for students from high schools across the Division.

Schools represented on each Advisory Committee are identified in Appendix "A".

PURPOSE

The general purpose of Advisory Committees is to provide a line of communication between the Board of Trustees and School Parent/Student Councils and the community.

TERM OF ADVISORY COMMITTEES

In accordance with the Board's Procedural By-law No. 1203, all Board Committees including Advisory Committees, are subject to reconstitution at the First Regular Meeting of the Board of Trustees in each school year. According to the Public Schools Act, this will be the first meeting of November in those years when there is a general election for school trustees (ie. every four years) and the first meeting in September in the other years.

Parent Councils, Student Councils and employee groups will be requested to name their representative to the respective Advisory Committee at their first meeting in each school year.

STATUS

Advisory Committees are committees of the Board of Trustees of The Winnipeg School Division.

- Advisory Committees may make recommendations to the Board of Trustees. In order to make recommendations a quorum must be in attendance at the meeting and a majority of the voting members who are present (▣ +1) at the meeting must agree on the recommendation.
- Advisory Committees should not take action or make representations to outside groups in the name of the Advisory Committee without the endorsement of the Board of Trustees.
- Advisory Committees may request information from the Division or administration. If the information requested is not readily available and/or will require substantial administrative or clerical time to compile, a Committee recommendation to the Board is required to request the information.
- Advisory Committees should not receive delegations from the public. Delegations are received by the Board at special meetings.
- Advisory Committees should not discuss personnel matters or individual student concerns. These issues should be referred to the school principal or District Superintendent.

COMPOSITION OF ADVISORY COMMITTEES

Voting Members

- Advisory Committees - One parent representative selected by the parent council of each school in the respective area.
- Advisory Committees may also have one student representative selected by the student council of each high school in the district as a voting member.
- Advisory Committees may also have up to 2 community members as voting members if agreed to by the majority of voting members.
- The Student Advisory Committee - Includes two student representatives from each high school in the Division.

Non-Voting Members (Resource/Advisory Capacity)

- 1 Trustee representative and 1 Trustee alternate named to each Advisory Committee by the Board at the First Regular Board meeting in each school year. The Trustee representative is responsible for representing the Board and communicating the Board's position on matters under discussion.
- One representative of the Superintendent's Department for each District Advisory Committee.
- Approximately 3 school administrators for each Advisory Committee selected by the District Administrators' Council. *(All school principals in the area will be provided with agendas and summaries of discussion for all meetings and are welcome to attend.)*
- The W.T.A., W.A.N.T.E., and C.U.P.E. may each appoint 1 non-voting representative to each Advisory Committee.

Alternate Parent Representatives

- Parent Councils may wish to appoint an alternate member to represent the council in the absence of the designated representative.
- Alternate representatives will be provided with agendas and summaries of discussions for all meetings and may attend any or all meetings of the committee.

- Alternate representatives may participate in the discussion.
- Alternate representatives may only vote in the absence of the designated representative.

ROLE OF COMMITTEE MEMBERS

- Advisory Committee members have been designated by their respective parent council/organization to represent the views of their organization and to provide a communication link between the Advisory Committee and their organization.
- Members should report regularly to their organization on discussions held by the Advisory Committee. Members should advise the Committee when they are expressing a personal opinion rather than the position of their organization.
- The trustee representative is responsible for representing the Board and communicating the Board's position on matters under discussion.

MEETINGS

- Official meetings of Advisory Committees may be held up to 4 times during the school year based on need - once during the fall term, twice during budget discussions, and once during the spring term.
- Administrative support will be provided for official meetings of Advisory Committees and reports will be provided to the Board.
- All meetings of Advisory Committees are public.
- Members of the public may attend and observe the meeting.

QUORUM

- A majority of voting members (one half of the total number plus 1) constitutes a quorum.
- At the beginning of the meeting the Committee Chairperson determines if there is a quorum of voting members present and calls the meeting to order.

- If the Committee does not have a quorum, no motions may be adopted for recommendation to the Board, however, the Committee may hold informal discussions on agenda items, provided the majority of members in attendance are voting members.

INFORMAL MEETINGS

Advisory Committees may hold informal meetings at other times if the majority of voting members agree. Trustee representatives, administration, and resource members are not required to attend these meetings.

NOTICE OF MEETINGS

The Notice and Agenda for Advisory Committees will be distributed by the Board Office approximately one week prior to the meeting.

AGENDA

Following is the standard format for Advisory Committee meetings:

- (a) Approval of the Agenda *(Additions or changes to the order of business may be made at this point if the majority of the members agree.)*
- (b) Business Referred by the Board
- (c) New Business from Committee Members as approved at the beginning of the meeting.
- (d) Enquiries, Announcements, School Reports
(Committees may wish to establish a timeline for these items.)
- (e) For Information Matters
- (f) Confirmation of next meeting - date, time, location, agenda items
- (g) Adjournment
(Committees may wish to establish a required adjournment time such as 9:30 to be exceeded only by a majority vote of the members present.)

MOTIONS

- **Motions** presented to Advisory Committees **should be moved and seconded** before being discussed to ensure that more than one person is interested in the topic. The Chair should confirm the name of the mover and the seconder for the Committee.
- **Motions Requesting Board of Trustees to Consider Matters**

Any recommendations on matters which the Committee wishes Board action, must be considered by the Committee as a formal motion, agreed to by the majority of voting members on the Committee who are present at the meeting, and submitted to the Board as a recommendation from the Committee. A recommendation should be able to be read and understood on its own merit, without explanation.

All formal motions for Board action should be reviewed by the representative's parent council/organizations prior to the vote being taken at a committee meeting. A representative's vote should reflect the position of their parent council/organization.

To assist the Committee in developing motions for consideration by the Board, the following wording format is suggested:

"That the Board of Trustees be requested to approve the following:
_____"

- **Motions re Information Requested by Board**

Motions in response to requests for information or feedback to the Board on policy position papers etc. should be phrased as follows:

"In response to the request for feedback on (topic) , the Board of Trustees be advised of the following position of the (name of committee) Advisory Committee:"

This feedback will be compiled with all responses received from all Advisory Committees and presented to the Board for consideration.

- **Internal Committee Motions**

Committees may also consider motions internal to the Committee which do not require Board action such as inviting someone to a future meeting or discuss a certain topic.

- **Amendments**

Amendments to a motion must be voted on before the main motion and in the order reverse to that in which they are moved. Every amendment must be voted on or withdrawn before the main motion is voted on.

An amendment must be directly relevant to the main motion, and propose some change in form or substance in the main motion or principal amendment. Only one amendment to an amendment is permitted.

VOTING

- Prior to the vote being taken, the Chair should have the motion read to the Committee.
- The Chair should call the vote:
 - *"All those in favour"*
 - *"All those opposed"*
- The Chair is entitled to vote.
- The Chair should declare the results of all votes, ie. Carried, Defeated.
- Any motion on which there is a tie, is considered lost.

ROLE OF THE CHAIR

- At the first meeting of the Advisory Committee each year, the voting members of the Committee should elect or appoint a Chair to preside at Committee meetings during the year, or they may choose to appoint a Chair to preside at each meeting.
- The Chair of the Committee must be a voting representative. (ie. parent, student or community representative)
- The Chair of the Committee is responsible for the following:
 - To call the meeting to order on time or as soon as a quorum is present. If no quorum is present within 1/2 hour of the stated meeting time, the meeting will be cancelled or informal discussions held.
 - To maintain order, proper conduct and decorum during the meeting.
 - To announce each item of business as it arises and call on the proper person to speak.
 - To ensure that a motion is stated clearly before allowing discussion.
 - To authorize members to speak during discussion.
 - To call for a vote on motions for final decision by the Committee.

In order to expedite the conduct of business and provide opportunity for all members to participate, the Chair should:

- keep a speaking list and announce the list periodically
- ensure efficient and orderly progression through the agenda
- ensure the debate is on topic
- ensure all members have the opportunity to participate, and that no one or more members dominates the proceedings
- clearly state the motion or topic of consideration and ensure members are ready for the vote or that consensus has been reached, then move on to another topic.
- In the absence of the Chair, the voting committee members in attendance should name an Acting Chair for the meeting.

REPORTS

If a quorum is present, a report of the meeting will be prepared by the recording secretary as soon as possible following the meeting. The report will be a summary of the facts and conclusions on matters discussed by the Committee. The report will include recommendations approved by the majority of the Committee for consideration by the Board. Reports are not minutes and do not include discussion or individual comments or opinions.

The report will be reviewed by the Trustee representative who will also present the report and any recommendations at the next possible Board meeting.

Following consideration by the Board, a copy of the Advisory Committee Report will be provided to all Committee members for information.

SUMMARIES OF DISCUSSION

A Summary of Discussion will be prepared for each meeting including a brief outline of the discussion on matters considered by the Committee, the disposition of motions considered by the Committee, attendance at the meeting, and the date and location of the next meeting. The Summary of Discussion will be reviewed by the appropriate Superintendent/Director and then distributed to all Committee members, all trustees, senior administrative staff, and the schools represented on the Committee.

APPENDIX A

BOARD ADVISORY COMMITTEE REPRESENTATION

CENTRAL DISTRICT

Cecil Rhodes School
Clifton School
Daniel McIntyre Collegiate Institute
Elmwood High School
École George V School
Glenelm School
Greenway School
Isaac Brock School
Kent Road School
École Laura Secord School
Lord Selkirk School
Principal Sparling School
River Elm School
École Sacré-Coeur
Sargent Park School
Technical Vocational High School
Weston School
Wolseley School
W.A.E.C.

NORTH DISTRICT

Andrew Mynarski School
Champlain School
Faraday School
École Garden Grove School
Inkster School
Isaac Newton School
École Lansdowne
Lord Nelson School
Luxton School
Meadows West School
Prairie Rose School
Ralph Brown School
Robertson School
St. John's High School
Shaughnessy Park School
Sisler High School
École Stanley Knowles School
Tyndall Park School

SOUTH DISTRICT

Brock Corydon School
Carpathia School
Churchill High School
Collège Churchill
Earl Grey School
Gladstone School
Grant Park High School
Grosvenor School
Harrow School
École J.B. Mitchell School
École secondaire Kelvin High School
École LaVérendrye
Lord Roberts School
Montrose School
Queenston School
École River Heights School
École Riverview School
École Robert H. Smith School
Rockwood School

INNER CITY DISTRICT

Argyle Alternative High School
Children of the Earth
David Livingstone School
Dufferin School
Fort Rouge School
General Wolfe School
Gordon Bell School
Hugh John Macdonald School
John M. King School
King Edward School
Machray School
Mulvey School
Niji Mahkwa School
Norquay School
Pinkham School
R.B. Russell Vocational High School
Sister MacNamara School
Strathcona School
École Victoria-Albert School
Wellington School
William Whyte School

FRENCH IMMERSION ADVISORY COMMITTEE

Collège Churchill
École Garden Grove School
École George V School
École J.B. Mitchell School
École secondaire Kelvin High School
École Lansdowne
École Laura Secord School
École LaVérendrye
École River Heights School
École Riverview School
École Robert H. Smith School
École Sacré-Coeur
Sisler High School
École Stanley Knowles School
École Victoria-Albert School

STUDENT ADVISORY COMMITTEE

Argyle Alternative High School
Children of the Earth
Churchill School
Collège Churchill School
Daniel McIntyre Collegiate Institute
Elmwood High School
Gordon Bell High School
Grant Park High School
École secondaire Kelvin High School
R.B. Russell Vocational High School
St. John's High School
Sisler High School
Technical Vocational High School
W.A.E.C.

APPENDIX B

BOARD ADVISORY COMMITTEES SUMMARY OF PROCEDURES

The general purpose of Advisory Committees is to provide a line of communication between the Board of Trustees and School Parent/Student Councils and the community.

Advisory Committees do not take action or make representations to outside groups in the name of the Advisory Committee without the endorsement of the Board of Trustees.

Advisory Committees may request information from the Division or administration. If the information requested is not readily available and/or will require substantial administrative or clerical time to compile, a Committee recommendation to the Board is required to request the information.

Advisory Committees do not receive delegations from the public. Delegations are received by the Board at special meetings.

Advisory Committees do not discuss personnel matters or individual student concerns

Voting members include a parent representative from each school, student representatives and 1 or 2 community representatives as previously agreed on by the Committee. In order to make a recommendation to the Board, a quorum must be in attendance at the meeting and a majority of the voting members who are present ($\frac{1}{2} + 1$) at the meeting must agree on the recommendation.

At the first meeting of the Advisory Committee each year, the voting members of the Committee should elect or appoint a Chair to preside at Committee meetings during the year, or they may choose to appoint a Chair to preside at each meeting.

Alternate representatives may participate in the discussion and may only vote in the absence of the designated representative.

Advisory Committee members represent the views of their school/council, should speak on behalf of their school/council, and should report regularly to their parent council.

To ensure discussion topics are of relevance and interest to the majority of Committee members, items may be placed on the agenda by majority vote at the beginning of the meeting for consideration under New Business or for consideration at a future meeting.

The trustee representative is responsible for representing the Board and communicating the Board's position on matters under discussion.

All meetings of Advisory Committees are public. Members of the public may attend and observe the meeting.

Motions presented to Advisory Committees should be moved and seconded before being discussed to ensure that more than one person is interested in the topic. The Chair should confirm the name of the mover and the seconder for the Committee.

Prior to the vote being taken, the Chair should have the motion read to the Committee.

- The Chair should call the vote
 - "All those in favor"
 - "All those opposed"
- The Chair is entitled to vote.
- The Chair should declare the results of all votes, ie. Carried, Defeated.
- Any motion on which there is a tie, is considered lost.

APPENDIX C

GUIDELINES FOR ADVISORY COMMITTEE CHAIRPERSON

The role of the Advisory Committee Chair is to preside at Committee meetings and assist the Committee in getting through the Agenda, while at the same time ensuring that everyone who wishes to speak to an item has the opportunity to do so, without monopolizing the Committee's time or digressing from the topic.

It is best to sit where you have the best view of everyone at the table, and that they are able to see you.

Call to Order

- Call meeting to order at the appointed time or as soon as a quorum is present.
- A quorum is a majority of the members of the Committee. The Committee Secretary will have this information available. If a majority is present at 7:00 p.m., the meeting should be called to order at that time, or as soon as a quorum arrives. Those who arrived on time should not be kept waiting for late-comers if a quorum is present. Call the meeting to order by simply knocking on the table and/or stating loudly enough for everyone to hear *"I would like to call the meeting to order"*.
- If there is no quorum within one-half hour of the meeting time, no valid business such as recommendations can take place, however there can be informal discussion on the agenda items provided the majority of those in attendance are voting members and agree to the informal discussion.

Approval of the Agenda

- The first item of business on the Agenda is its approval. You can call for a motion that the Agenda be approved as presented. All motions should have a mover and a seconder.
- Once you have the motion on the floor, ask *"Are there any amendments to the Agenda?"* At this point, any Committee member may make a motion that something be added to the Agenda, that the order of business be changed, or that something be deferred to the next meeting. This amendment is voted on and must be approved by the majority of the members present in order for the Agenda to change.
- Keep in mind that no motions can be made on any new items added to the Agenda as the representatives would not have had an opportunity to discuss the item with their parent/student council. However, discussion may take place on new items to provide information for representatives to take back to their parent/student councils for discussion and report to the next Advisory Committee.
- When taking the vote on motions,

ASK: *"Is there any discussion?"*
 "Is there any further discussion?"

STATE: *All call for the question now.*
 All those in favour please raise your hands.
 All those opposed, please raise your hands.

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GUIDELINES FOR ADVISORY COMMITTEE CHAIRPERSON

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- In advisory committees some things may be agreed to by consensus. In this case, please say *"That the Item (such as the Agenda) has been approved by consensus"* so that all members in attendance are aware of the status of the item.

Items of Business

- As you go through the Agenda, announce each item of business and summarize its present status or why it is on the Agenda. If the item is an administrative or Board item, you may wish to ask the Superintendent or trustee representative if he/she wishes to speak to the item before you call for discussion from the Committee members.

Speakers

- Make note of people's names as they indicate they wish to speak on a matter. Ask the people to speak in the order that you have taken down their names. Before proceeding to the next speaker, you may wish to ask the person who has been speaking if they are through.
- In some cases, particularly when discussing feedback, you may wish to call on the representatives alphabetically by school to ensure everyone has an opportunity to provide their feedback before open discussion takes place.
- If two or more members of the Committee appear to be debating an item back and forth amongst themselves, and interrupting one another, you can remind them to speak through the Chair. This means they are to let you know that they wish to speak, and may speak when you recognize them by calling their name. This helps to keep the discussion focused.
- If someone has already spoken, and wishes to speak again, you can indicate that you will call on them once those who haven't yet spoken have had an opportunity to speak.
- If one individual has spoken several times, and wishes to speak again, you can remind them that they have had several opportunities to speak and that unless they have any new information, you would like to move on to concluding the discussion.
- If the speaker keeps digressing and going off topic, you can remind them to keep to the topic. If they appear to be insistent on discussing the new topic (which led to their digressing) you can remind them that there are procedures to have items placed on the Agenda and they may wish to have this included as an item on a future Agenda.
- If members of the Committee are carrying on a private discussion which makes it difficult for others to hear or concentrate on the Committee's business, you can rap gently on the desk and say *"Order, please"* and look toward the people you are calling to order.
- To keep the meeting moving, you may have to refer to the time or the number of other items on the Agenda, and ask the Committee *"What is their wish - Do you wish to continue discussing this matter, defer it to another meeting, or do you feel we have sufficient information to take a vote now"*.

APPENDIX C

GUIDELINES FOR ADVISORY COMMITTEE CHAIRPERSON

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Motions

- When a motion is presented, please state the name of the person who made the motion and the seconder, and ensure that the recording secretary was able to take the motion down. Once there is a motion on the floor, the discussion should relate specifically to the motion, and you may have to remind people to speak to the motion in order to keep the discussion focussed. Once you feel that everyone who wishes to has had an opportunity to speak, or the discussion seems to come to an end or get repetitive, you can say that *“unless there is any further discussion, I will call for the question on the motion”*.
- If there are amendments to a motion, they are dealt with in the same way as the motion. The wording of the amendment must pertain to the wording in the actual motion - that is, you can amend a motion by adding words at the end, inserting words, deleting words, and/or substituting other words in their place.
- Prior to a motion or amendment being voted on, you may wish to have the motion read by the recording secretary.
- The amendment is voted on and then the motion (as amended) (or not amended) is voted on.
- Remembering to state a mover’s name, to have the motion read to the Committee, and declaring the result of the vote as Carried or Lost, or that the Committee has agreed by Consensus, ensures that the recording secretary and all Committee members are aware of what is going on.

APPENDIX D

ROLE OF PARTICIPANTS IN THE CONSULTATION PROCESS USED BY THE BOARD OF TRUSTEES

The Winnipeg School Division has a long-established practice of consulting with the local school community on policy issues and the annual budget. Whenever possible, Board Advisory Committees will be used to facilitate the consultation process.

The following information is provided to clarify the steps to be taken in the consultation process.

1. The Board of Trustees adopts a formal motion to distribute a specific document for feedback (ie, a proposed policy, position paper, or budget consultation paper) including a deadline date for feedback.
2. The Board's motion will state the groups that feedback is to be requested from depending on the relevance of the subject (ie, schools, parent councils, student councils, Board advisory committees, employee groups).
3. The material is distributed to the groups named in the motion with a covering explanatory memorandum from the Board Chair and/or Chief Superintendent.
4. Whenever possible, the deadline date for feedback will allow sufficient time for the process to include initial discussion of the topic at a Board Advisory Committee meeting, followed by discussion at individual parent/student council meetings, and report back to a subsequent meeting of the Board Advisory Committee for possible recommendation(s) to the Board.
5. There may be some instances where due to time constraints or if the nature of the subject matter requires feedback from individual schools, staff, students and/or parent councils, the item will not be referred to the Board Advisory Committees, but rather directly to the schools for response.
6. The District Superintendents will discuss the item at a meeting with the school administrators to provide clarification and respond to questions from school administrators so that they may assist the parent/student councils in considering the matter. These meetings are usually the regularly scheduled District Council meetings which are held monthly.
7. Where Board Advisory Committees are included in the feedback process, the topic will be included as an agenda item in order for the trustees and senior administration to provide clarification and respond to questions to assist committee members in reporting to and discussing the matter at meetings of their respective parent/student councils. No positions or votes are to be taken by the advisory committee at this stage.
8. The item should be included on the agenda of the next parent and/or student council meeting for consideration. At this meeting, the parent/student representative from the Advisory Committee should provide the council with an overview of the discussion held at the Board Advisory Committee and respond to questions. The school administrator should provide information from the individual school's perspective and respond to any questions in this regard. The position of the council is based on the majority vote/consensus taken at an official parent/student council meeting.

APPENDIX D

ROLE OF PARTICIPANTS IN THE CONSULTATION PROCESS USED BY THE BOARD OF TRUSTEES

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9. The parent/student council may choose to submit its feedback directly to the Board Office or through the Board Advisory Committee.
10. Feedback from employee groups is to be based on the position determined by a vote taken at an official meeting of the Executive of the employee group.
11. When the item is considered at the next Board Advisory Committee meeting, the committee representative provides the official position of their parent/student council and must vote on the basis of this position. Employee group representatives are to provide the official position of their employee group and not their own personal opinion.
12. In cases where schools are requested to provide feedback, the principal will consult staff, parents, and students through the local school decision-making process and provide feedback directly to the Division office as requested.
13. All feedback received will be compiled and summarized for presentation to the Board of Trustees.
14. The Board will consider the feedback received together with recommendations from the administration and other information available on the matter, in making decisions based on the best needs of the Division as a whole. It is the responsibility of the Board of Trustees to make decisions.

There may also be occasions where parent or student councils want the Board to consider certain matters that affect other schools or communities throughout the Division. Following approval by the majority of those in attendance at a properly called meeting of the parent/student council, the issue may be brought to the attention of the Board either directly or through the respective Board Advisory Committee. In cases where support of a Board Advisory Committee is solicited, the process should include initial discussion by the Advisory Committee, followed by discussion at individual parent/student council meetings, and report back to the Board Advisory Committee for possible recommendation to the Board.

*(Referred to in Policy/Program Committee Report No. 2-03
adopted by the Board on February 3, 2003)*