

Directive: Parent Committee

Category: School Management

PREAMBLE

In order to offer parents of students attending CSFY establishments the opportunity to take an active interest in their children's education, this directive wishes to establish parent advisory groups according to the terms prescribed in the *Education Act* (Section 116(p)).

DIRECTIVE STATEMENT

At the request of the parents, the CSFY shall establish a parent advisory group for every school that it operates and make rules for the leadership elections and operations of such groups. French shall be the language of communication for these groups; however, in order to meet the needs of multilingual families, a parent committee can hold two (2) meetings per year in English and offer oral and written services to English-speaking parents, depending on the resources at its disposal.

TERMS AND CONDITIONS

1. The CSFY Executive Director is responsible for implementing this directive and shall furthermore establish the procedure for electing the members of advisory groups and shall determine their duties.
2. The operating rules of the advisory groups shall be determined by the CSFY.

Parent Committee

Translation of the French original revised October 2024.

* This document is a translation of the original in French. In case of a discrepancy, the French original will prevail. *

Operating Rules for a CSFY School Parent Committee

A CSFY School Parent Committee is one that has been created by the CSFY under Section 116(p) of the *Education Act*

1. Members are elected according to the terms outlined below.
2. The school principal or her/his delegate shall attend all parent committee meetings as an ex-officio member (without the right to vote).
3. A parent committee is created to work in a positive manner within the school. The committee cannot receive parent complaints nor lodge complaints about the school or CSFY staff. Parents wishing to lodge a complaint must follow the procedure described in Directive *ADM-03, Dispute Resolution*.
4. A parent committee may invite a member of the CSFY to attend one of its meetings.
5. A CSFY staff member may request to meet with a parent committee to explain a project or program.
6. A parent committee shall keep minutes of its meetings, a copy of which shall be forwarded to the school principal, who shall ensure that they will be made available on the school website.
7. An annual report of parent committee activities shall be filed during the CSFY Annual General Meeting.

Membership elections

The parent committee election process shall unfold during the back-to-school information session organized by CSFY schools.

During the information session, the parent committee president shall make a brief presentation about the group and shall announce the date of their first meeting. Following this presentation, parents interested in being on the parent committee shall express their interest. The names and email addresses of the interested parties shall be recorded.

An invitation to the first meeting shall be sent to the interested parents. During this meeting, elections will take place. There is an unlimited number of seats for members, and the position of president must be filled during the election.

The election process is as follows:

1. Individuals express their interest in the different positions or are nominated;

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2. Individuals who are nominated indicate whether they accept or refuse their nomination;
3. If there is more than one candidate for any one position, an election is held by secret ballot;
4. If there is an election by secret ballot, the individual receiving the highest number of votes is declared the winner;
5. In the event that the vote is tied, a new election by secret ballot is held;
6. The term of office for elected officials shall be one year.

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