

GOVERNANCE AND PAC'S



A PRESENTATION TO DPAC AND LANGLEY SCHOOL DISTRICT
PAC PRESIDENTS

By: Megan Dykeman BPA-GLM, MIR

November 9, 2017

WHAT IS GOVERNANCE?



GOVERNANCE is both a **CONCEPT** and a **PROCESS**.

CONCEPT: Governance encompasses the ideas of 'authority'; 'decision-making' and 'accountability' in relation to the actions of any group of people who have come together to accomplish a purpose.

PROCESS: Governance is the framework within which decisions are to be made, authority is to be exercised and accountability is to be rendered as the organization acts to achieve its purpose.

The elements of this framework are usually found in applicable statutes and the organization's Constitution and By-laws, supplemented with generally applicable Rules of Order.

GOOD GOVERNANCE

- **Good Governance is about developing and adhering to procedures which allow decisions to be made in the best way possible.**
- **Good Governance by itself does not necessarily result in making the best possible decision but it does provide for decisions to be made the best way possible.**
- **PACS and DPAC fulfill an important role in informing their Schools and Board of Education through the provision of advice.**
- **Good Governance is essential to an organization's ability to maintain credibility with both members and stakeholders.**

THE 5 KEY PRINCIPLES:

Good Governance focuses on 5 key areas:

- **Accountability:** This is key! Structures to ensure accountability and transparency are in place to serve those affected.
- **Transparency:** What is your decision making process, how and why, consultation. This should be a clear understandable process.
- **Authority:** Or Rule of Law, you follow and understand, acting in a consistent way with your constitution and bylaws.
- **Responsive:** You serve the needs of your community, you respond and are attentive in a timely way.
- **Fairness:** Ensuring frameworks are in place, so that equity and fairness are achieved in governing. Inclusiveness and openness are essential.
- **Participatory:** Anyone affected or interested should be able and should be encouraged to participate. From providing information, opportunities and input.

WHY DO PAC'S EXIST?

- The School Act
- REVISED STATUTES OF BRITISH COLUMBIA, 1996
- Division 2 - Parents

Parents' advisory council

8 (1) Parents of students of school age attending a school or a Provincial school may apply to the board or to the minister, as the case may be, to establish a parents' advisory council for that school.

(2) On receipt of an application under subsection (1), the board or minister must establish a parents' advisory council for the school or the Provincial school.

(3) There must be only one parents' advisory council for each school or Provincial school.

- (4) A parents' advisory council, through its elected officers, may
- (a) advise the board and the principal and staff of the school or the Provincial school respecting any matter relating to the school or the Provincial school, other than matters assigned to the school planning council, and
 - (b) at the request of the school planning council, assist the school planning council in carrying out its functions under this Act.

- (5) A parents' advisory council, in consultation with the principal, must make bylaws governing its meetings and the business and conduct of its affairs, including bylaws governing
- (a) the dissolution of the parents' advisory council,
 - (b) the election of members to represent the parents' advisory council on the school planning council, and
 - (c) the election of a member to represent the parents' advisory council on the district parents' advisory council.

- (6) Voting at an election referred to in subsection (5) (b) and (c) must be by secret ballot.

[2002-53-5, effective May 30/02]

THE STARTING POINT

CONSTITUTION & BYLAWS

The School Act requirements are very specific. Section 8(5) of the Act states that:

A PAC's bylaws are to be made in consultation with the principal, and must include rules governing the dissolution of the PAC, election of members to represent the PAC on the school planning council, election of members to represent the PAC on the district parent advisory council.

Elections to the school planning council and DPAC must be by secret ballot [School Act, section 8(6)]

THE CONSTITUTION

- The Constitution serves an important role.
- It defines the organizations mandate and purpose.
- It should only be one to two pages, and is separate from the bylaws.
- It requires prior notice to be served, and a 2/3 vote to be amended. (Should state 2/3 of votes cast.)
- It is the "What of the organization".

THE CONSTITUTION

The Constitution should only include:

- (1) Name and object of the PAC.
- (2) Qualification of members.
- (3) Officers and their election.
- (4) Meetings of the society (including only what is essential, leaving details to the by-laws).
- (5) How to amend the constitution.

AMMENDING THE CONSTITUTION

1.The members may, by "a vote of two-thirds of the members present", amend the Council's constitution and bylaws.

2.Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.

3.Where the proposed amendments exceed one page, they need not be given to every member, but must be posted in a conspicuous place in the school or made accessible to all members.

NOTICE OF MEETINGS:

By a simple announcement at a regular meeting.

By posting a notice.

By a fixed rule in the bylaws establishing a regular meeting time and place. For example, "Regular meetings of the Council will be held on the third Wednesday of every month, at noon in the Library."

By mailing (Newsletter) written notice of the time and place of the meeting a reasonable time in advance.

Email is not enough!

THE BYLAWS

Bylaws are the operating rules - they are the "how".

Bylaws should:

- (1) Define the roles of the membership and executive;
- (2) Establish authority and direction;
- (3) Provide the mechanisms through which decisions are to be made; actions taken; and accountability rendered.
- (4) Incorporate by reference the Rules of Order

Bylaws should include all the rules that are of such importance that they should be changed in any way without prior Notice to the organizations Members.

Bylaws amendments require prior notice to be served and a 2/3 vote to be amended. (Should state 2/3 of votes cast.)

THE EXECUTIVE:



WHO DOES WHAT AND WHY?

WHAT IS THE EXECUTIVES ROLE?

The executive's roles are:

- Provide leadership
- To promote, facilitate and foster the purpose of the PAC
- To carry on the council's day to day business.
- Be a source of institutional memory of the council.

The executive's authority comes from two sources:

- The council's constitution and bylaws
- Direction of the membership.

EXECUTIVE OFFICERS AND THEIR ROLES:

PRESIDENT

- Chair of the PAC and “spokesperson”
- Presides at membership and executive meetings
- Ensures that an agenda is prepared
- Appoints committees where authorized by the membership or executive
- Ensure that council activities are aimed at achieving the purposes set out in the constitution
- May be a signing officer
- submits an annual report at the AGM



EXECUTIVE OFFICERS AND THEIR ROLES:

VICE PRESIDENT

- Support's the president and assists the president in the performance of his or her duties
- Assumes the duties of the President in the President's absence or upon request
- They may be a signing officer
- Also submits an annual report at the AGM

EXECUTIVE OFFICERS AND THEIR ROLES:

SECRETARY

- Ensures that members are notified of meetings
- Records and files the minutes of all meetings and ensure safekeeping of all records of the council
- Keeps an accurate copy of the constitution and bylaws, and makes copies available to members upon request
- Prepares and maintains other documentation, as requested by the membership or executive, including issue and receive correspondence on behalf of the council
- May be a signing officer
- Also submits an annual report at the AGM

EXECUTIVE OFFICERS AND ROLES:

TREASURER:

- Is a signing officer
- Ensure all funds of the council are properly accounted for and disburses funds as authorized by the membership or executive
- Ensures that proper financial records and books of account are maintained
- Reports on all receipts and disbursements at general and executive meetings
- Makes financial records and books of account available to members upon request, and prepares the financial records and books of account for inspection or audit annually.
- With the assistance of the executive, drafts an annual budget
- Ensures that another signing officer has access to the financial records and books of account in the Treasurer's absence
- Submits an annual financial statement at the Annual General Meeting.

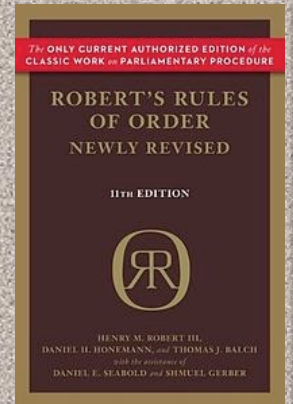
MEMBERS AT LARGE:

- **Serve in a capacity to be determined by the council at the time of election, and at other times as the council requires**
- **Submit an annual report at the AGM**

IMMEDIATE PAST PRESIDENT

- Advise and support the membership and executive
- Provide information about resources, contacts, and other matters
- Submit an annual report

MEETING PROCEDURE



Roberts Rules of Order

The procedure which your PAC intends to follow at General and Special Meetings, e.g. Roberts Rules of Order, should be stated in the Bylaws.

A sample clause for this would be:

"The rules of order in the current edition of Robert's Rules of Order shall govern the conduct of all meetings of the XYZ PAC"

THE AGENDA:

Meeting Agenda:

- 1. Chit Chat**
- 2. Back Chat**
- 3. Catty Chat**



THE AGENDA:

- Sets the Orders Of The Day
- Is the Memberships.
- Is NOT the Agenda until it is adopted
- Anyone can vary the Agenda when considering it.
- The Agenda can be varied by anyone by Motion after the Meeting is started.

ROBERTS RULES OF ORDER



- Roberts Rules of Order is about facilitating debate not restricting it.
- Is about balancing power not restricting or concentrating it.
- All voices should have equal ability to be heard.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for ...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

*Credit: Robert's Rules of Order Motions Chart
Based on Robert's Rules of Order Newly Revised
(10th Edition)*

WHEN THINGS GO WRONG:



- Standing Rules
- Roberts Rules of Order
- Motions
- Communication

Questions?



Thank you, if you have further questions feel free to email me at director@strategicscanada.com