

Parent Involvement Committee (PIC) Bylaws

Definitions

LDSB – Limestone District School Board, also referred to as “the Board.”

Parent – A parent of a pupil enrolled in a school of the LDSB, including a guardian as defined in section 1 of the Education Act: “a person who has lawful custody of a child, other than the parent of the child.”

Parent Member – A member of the committee who is appointed or elected to the committee in accordance with section 5.3.0 of Administrative Procedure (AP) 114, or who fills a vacancy created by a parent member ceasing to hold office.

PIC – Parent Involvement Committee, as described by LDSB AP 114 (last revised June 2017) and Ontario Regulation 612/00.

Representative – The selected voting member from each school, as defined in these bylaws.

School – Any school funded by the Ontario Ministry of Education through the LDSB.

Quorum – The minimum number of members who must be present at a meeting in order for decisions to be officially made.

1.0 Purpose

The purpose of a parent involvement committee is to support, encourage and enhance parent engagement at the board level in order to improve student achievement and well-being. (O. Reg. 330/10, s. 6.)

- 1.1** A parent involvement committee of a board shall achieve its purpose by,
- (a) providing information and advice on parent engagement to the board;
 - (b) communicating with and supporting school councils of schools of the board;
- and

Limestone District School Board

Limestone District School Board is situated on traditional territories of the Anishinabek and Haudenosaunee.

- (c) undertaking activities to help parents of pupils of the board support their children's learning at home and at school. (O. Reg. 330/10, s. 6.)
- (d) advocating on behalf of the LDSB parent community to the board

1.2 A parent involvement committee of a board shall,

- (a) develop strategies and initiatives that the board and the board's director of education could use to effectively communicate with parents and to effectively engage parents in improving student achievement and well-being;
- (b) advise the board and the board's director of education on ways to use the strategies and initiatives referred to in clause (a);
- (c) communicate information from the Ministry to school councils of schools of the board and to parents of pupils of the board;
- (d) work with school councils of schools of the board and, through the board's director of education, with employees of the board to,
 - (i) share effective practices to help engage parents, especially parents who may find engagement challenging, in their children's learning,
 - (ii) identify and reduce barriers to parent engagement,
 - (iii) help ensure that schools of the board create a welcoming environment for parents of its pupils, and
 - (iv) develop skills and acquire knowledge that will assist the parent involvement committee and school councils of the board with their work;and
- (e) determine, in consultation with the board's director of education and in keeping with the board's policies, how funding, if any, provided under the *Education Act* for parent involvement as described in section 27 and clauses (a) to (d), is to be used. (O. Reg. 330/10, s. 6.)

2.0 Foundational Statement

The Director of Education, together with the staff members and Trustees of Limestone District School Board, believes that relationships between schools and their communities can be enhanced through the establishment of local school councils and the Parent Involvement Committee (PIC). The PIC serves as an ongoing mechanism for effective communication and consultation among system leaders, school communities, the Board, and the Ministry of Education. The purpose of the Parent Involvement Committee is to support, encourage, and enhance parent engagement at the board level to improve student achievement and wellbeing. (LDSB AP 114).

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See Yourself in Limestone

3.0 Composition of Committee

A parent involvement committee shall appoint or elect members to the committee before November 15 of the school year and before the first meeting of the committee in the school year. (O. Reg. 330/10, s. 6.)

3.0.1 Membership

As outlined in AP114,4.2.1, The membership of the PIC shall consist of:

1. One to two representative council members from each LDSB school (one member shall act as the voting member);
2. The Director of Education and one additional Senior Staff member, designated by the Director;
3. One Trustee;
4. Up to three community members;
5. Other staff members as needed for resources.

3.1 Formal Representation

At the start of each school year, each school will designate one formal representative through the Principal and School Advisory Council.

3.1.1 If no representative is selected, PIC communications will be sent to the Principal and School Advisory Council Chair.

3.1.2 If the representative cannot attend a meeting, they will make efforts to designate another parent from their school community to attend in their place, without needing prior notification to the PIC Co-Chairs.

*For full details about the responsibilities of the formal representative, refer to **Appendix A**.*

3.2 Past Chair

The outgoing Chair may serve as an ex-officio Past Chair for one year after their term, at their discretion.

3.2.1 If the Past Chair is a parent of an LDSB student, they are considered a “parent member” and retain voting rights.

3.2.2 If the Past Chair is no longer eligible as a “parent member,” they may vote as a community representative, provided the total number of community representatives does not exceed three.

*For details about the Past Chair's responsibilities, refer to **Appendix B**.*

3.3 Elected Officers

Any LDSB parent may hold the position of Co-Chair or other officer roles established by the committee.

If the parent is employed by LDSB, they must disclose this at least 14 days before the election and declare it at the meeting prior to election or acclamation. In cases of conflict of interest, they may be asked to recuse themselves.

3.4 Co-Chairs

The parent members appointed by the Board shall elect parent members from their group to serve as Co-Chairs of the Committee. (LDSB AP 114. 4.4.0)

3.4.1 The Co-Chairs of a Parent Involvement Committee must be parent members of the Committee and shall be elected for a two-year term by the parent members of the Committee at the first meeting of the Committee in each school year that there is a vacancy in the office of Co-Chair. (LDSB AP 114. 7.2.0)

3.4.2 An individual may not serve more than two consecutive terms as Chair or Co-Chair of a Parent Involvement Committee unless they are acclaimed into the position(s). (LDSB AP 114. 7.3.0)

3.4.3 An individual who has served one term or two consecutive terms as Chair or Co-Chair of a parent involvement Committee may be re-elected as Chair or Co-Chair of the Committee provided at least one two-year term has elapsed since their last term as Chair or Co-Chair. (LDSB AP 114. 7.4.0)

3.4.4 In the event that no suitable or available parent member is willing or able to serve

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as Co-Chair, the PIC may, through consensus or a majority vote, extend consideration to nominees who have not previously served as parent members. This decision shall only be made after all efforts to secure a parent member candidate have been exhausted.

*For a detailed description of the year one Co-Chair responsibilities, refer to **Appendix C***

*For a detailed description of the year two Co-Chair responsibilities, refer to **Appendix D***

3.5 Administrative Officer

The Administrative Officer shall be elected for a one-year term by the parent members of the Committee at the first meeting of the Committee in each school year that there is an identified need and vacancy.

*For a detailed description of this position's responsibilities, refer to **Appendix E***

3.6 Director of Education and Senior Staff Member

The Director of Education role and responsibilities shall include those as prescribed by O. Reg. 330/10 of the Education Act. The Director of Education may:

- (a) delegate any of their powers or duties as a member of the parent involvement committee to a supervisory officer employed by the board; and
- (b) designate a supervisory officer of the board to attend a meeting of the parent involvement committee in their place.

*For a detailed description of this position's responsibilities, refer to **Appendix F***

3.7 Trustee Member

The Trustee representative role and responsibilities shall include acting as a liaison between the Board of Trustees and PIC, as prescribed in O. Reg. 330/10 of the Education Act.

The Trustee representative may:

- (a) delegate any of their powers or duties as a member of the parent involvement committee to another member of the board; and
- (b) designate a member of the board to attend the meeting of the PIC in their place.

*For a detailed description of this position's responsibilities, refer to **Appendix G***

3.8 Community Representatives

Community representatives may be selected for a one-year term by the parent members of the Committee at the first meeting of the Committee in each school year.

3.8.1 Community representatives appointed to a parent involvement committee shall not be members or employees of the board. (O. Reg. 330/10, s. 6.)

3.8.2 Community members have voting rights on all matters except for the selection of the Co-Chairs.

3.8.3 Additional community representatives may be invited to individual meetings as a resource but would not hold voting privileges.

*For a detailed description of this position's responsibilities, refer to **Appendix H***

4.0 Term of Office

Co-Chairs serve two-year staggered terms beginning their term in each alternating year to ensure continuity.

Community Representatives may serve a one-year term and may be re-elected for a maximum of three consecutive terms. Exceptions may be made if no other community representative is available.

Other Officers serve one-year terms.

5.0 Nominations

Nominations must be submitted to the Director of Education, their designate, or the Director's assistant.

Each nomination should include a brief biography of no more than 250 words.

Submissions can be:

- (a) Mailed or delivered in person to the LDSB Education Centre at 220 Portsmouth Avenue, Kingston, ON K7M 0G2.
- (b) Emailed directly to the Director or their designate.

All submitted biographies will be shared with school representatives at least 10 days prior

to the election meeting.

5.1 Nomination Deadline

All nominations or self-nominations must be received at least 14 days prior to the first meeting of the school year.

5.2 Eligibility

First-Year Co-Chair: Any parent of the LDSB may submit a nomination for the first-year Co-Chair position.

Second-Year Co-Chair

Nominations for the second-year Co-Chair, as identified in section 4 where a vacancy in Co-Chair position occurs, may be submitted by any parent member of the committee.

5.3 Acclamation Process

In the event that no individual is nominated or self-nominates, the incumbent Co-Chair will be acclaimed as the sole elected officer until a first-year Co-Chair can be acclaimed.

6.0 Elections

Elections for the incoming Co-Chair occur annually, with notice given to all members at least 30 days in advance via email and posted on the LDSB website.

6.1 Acclamation to Second-Year Co-Chair

The individual elected as the incoming Co-Chair shall automatically assume the role of second-year Co-Chair in the subsequent term without the need for re-election.

6.2 Election to Replace Co-Chair Vacancy Mid Year

In the event that a Co-Chair steps down between annual elections and during the school year, a new Co-Chair shall be elected or appointed to serve the remainder of the term.

6.3 Election of Co-Chairs in Absence of Incumbent

If the incoming Co-Chair is unable to assume the role of second-year Co-Chair, an election will be held to select two Co-Chairs from the pool of nominees, as outlined in Sections 4

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and 5 (Terms and Nominations).

6.4 Election Procedures

6.4.1 Multiple Nominations: If multiple nominations are received for a position, an election will be held by secret ballot.

6.4.2 Single Nomination: If only one nomination is received, the nominee will be acclaimed and appointed without the need for a vote.

6.4.3 Candidate Address: Each nominated candidate shall be allotted two minutes to address the other representatives prior to the vote.

6.4.4 Voting Supervision: Election voting will be supervised by the Director or designate and two formal representatives who are not running in the election.

6.4.5 Ballot Confidentiality: Results, beyond the elected individuals who will hold office, will not be shared. All ballots and tallies will be destroyed upon completion of any round of voting.

6.5 Election Timing Flexibility

The PIC membership may, through the standard voting process, decide to proceed with an election or extend the advertisement period for Co-Chair candidates by an additional two weeks, after which an election will be held.

7.0 Vacancies

The Director, Board designate, or Co-chairs will promptly notify PIC members when a position becomes vacant.

In the event of a vacancy, nominations will be accepted, and an election or appointment may take place to fill the position for the remainder of the term as outlined in Sections 4, 5, and 6.

A vacancy in the membership of formal representatives on the Parent Involvement Committee does not prevent the Committee from carrying out its responsibilities, as long

as formal representatives still make up the majority of the Committee members, in accordance with O. Reg. 330/10, s. 6.

8.0 Meetings

8.0.1 Frequency of Meetings

The Parent Involvement Committee (PIC) shall meet a minimum of four times per school year, as outlined in LDSB AP 114.s.9.0.

8.1 Additional Meetings

Additional meetings may be scheduled as necessary to:

- (a) Address urgent or time-sensitive matters;
- (b) Support ongoing committee initiatives or working groups;
- (c) Facilitate discussions on Board policies, strategic planning, or other emerging priorities.

8.1.1 Requesting Additional Meetings

Requests for additional meetings can be categorized as "special" or "informational" and may be made by:

- (a) The Co-Chairs;
- (b) The Director of Education or their designate;
- (c) Any eight or more PIC members

8.2 Meeting Accessibility

Meetings of the PIC are open to the public and shall be held at an accessible location. These meetings may take place in person, via electronic or telephonic means, or both. (O. Reg. 674/20, s. 6.)

The Board shall make available to its Parent Involvement Committee the facilities that the Board considers necessary for the proper functioning of the Committee, and shall make reasonable efforts to enable members to participate fully in meetings of the Committee by electronic means.(LDSB AP 114.s.9.3)

8.2.1 Electronic Participation

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A member of a parent involvement committee who participates in a meeting through electronic means shall be deemed to be present at the meeting. (O. Reg. 330/10, s. 6.)

8.3 Meeting Notification

The chair or co-chairs of a Parent Involvement Committee shall ensure that notice of each meeting is provided to all members of the committee at least five days before the meeting by,

- (a) delivering a notice to each member by e-mail or regular mail; and
- (b) posting a notice on the board's website. (O. Reg. 330/10, s. 6.)
- (c) Notification of meetings will be sent to all school Principals and School Councils

8.3.1 Notification of Special or Informational Meetings

For special or informational meetings that address urgent matters, the notice period may be shortened to a minimum of two days. In these cases, the purpose and agenda will be included in the notice, and every effort will be made to inform members as quickly as possible using available communication channels.

8.4 Meeting Requirements

A meeting of a Parent Involvement Committee cannot be held unless,

- (a) a majority of the members present at the meeting are parent members;
- (b) the Director of Education, and/or the Senior Staff person designated by the Director, is present; and
- (c) the member of the Board (Trustee or Trustee alternate) who sits on the Committee is present. (LDSB AP 114.s.9.2)

8.5 Meeting Behaviour Expectations

All members and attendees of the PIC are expected to conduct themselves in a manner that is respectful, professional, and aligned with the guiding principles of constructive dialogue and mutual respect.

8.5.1 Conduct Guidelines

In accordance with LDSB Policy No. 14 (Meeting Conduct), the following behaviour is expected at all PIC meetings:

- (a) **Respectful Dialogue:** all participants shall engage in respectful discourse, listening actively and allowing members to speak without interruption.
- (b) **Adherence to Agenda:** Participants are expected to stay on topic, following the approved agenda, and support efficient and productive meetings.
- (c) **Conduct and Civility:** Disruptive behaviour, personal attacks, discriminatory language, or conduct that creates unsafe or hostile environments will not be tolerated.
- (d) **Compliance with Policy:** Members and attendees are required to adhere to LDSB Policy No.14, which governs meeting decorum for all board-related committees. (cite appropriate appendix containing the policy)
- (e) **Chair Authority:** The Co-Chairs are responsible for maintaining order and decorum during meetings. They may call individuals to order, and if necessary the Chair may expel the person for the balance of the meeting, or choose to adjourn the meeting.

*For review of LDSB Policy 14 Meeting Conduct refer to **Appendix I***

8.6 Meeting Attendance Identification

To maintain accurate and transparent attendance records for all PIC meetings, parent attendees are required to declare their presence at the meeting their first and last name, school, and affiliation (e.g. representative, proxy, or guest), and non parent member attendees are required to share their first and last name, guest or member status, and the name of the affiliated organization where applicable.

8.7 Speaker Identification During Meetings

To promote transparency and ensure clarity during PIC meetings, all speakers must clearly identify themselves before speaking. This includes stating:

- (a) **First and last name**
- (b) **Affiliation**, which must include one of the following:
 - (i) **Formal Representative**, along with the school they represent
 - (ii) **Proxy Representative**, along with the school they represent
 - (iii) **Community Representative**, along with their affiliated organization where applicable/
 - (iv) **Guest** (non-voting participant or observer)

8.8 Introduction of New Matters and Participation by Guests

To ensure efficacy, focus and alignment with the responsibilities and mandate of PIC only appointed members of the Parent Involvement Committee may bring forward new matters for discussion or consideration during meetings.

Guest attendees are welcome to observe and may ask questions related only to matters that have already been discussed on the meeting agenda. Guests may not introduce new topics, motions, or items of business.

8.8.1 Submission of Agenda Items

Prior to each meeting, the Co-Chairs will issue a request for agenda items by email to all PIC members. Members must submit proposed agenda items in writing to the Co-Chairs no later than the identified deadline referenced in the email.

The Co-Chairs will review all submissions, determine their alignment with the committee's mandate, and finalize the agenda.

The finalized agenda will be shared with members along with the meeting notice.

8.8.2 Agenda Adjustments at Commencement of Meeting

At the commencement of each meeting, the Co-Chairs shall present the proposed agenda for approval and call for any additional items from members.

Additional items may be introduced by members at this time and will be considered for inclusion on the agenda at the discretion of the Co-Chairs, subject to:

- (a) consensus from the Committee,
- (b) time availability within the meeting, and
- (c) alignment with the mandate and objectives of the Parent Involvement Committee (PIC).

If an item is determined not to align with the mandate and objectives of the PIC, the Co-Chairs will follow up with the individual after the meeting to provide guidance and support as appropriate. If an item is deemed appropriate but cannot be accommodated within the current meeting, the Co-Chairs shall advise the Committee and may defer the matter to a future agenda.

9.0 Quorum

A quorum shall be constituted by either fifteen percent (15%) of the total number of formal representatives or a minimum of eight representatives.

9.0.1 If quorum is not met, an informational meeting may still be held, but no decisions or formal actions will be taken.

9.0.2 No official business may be conducted at any meeting unless the required quorum is present at the start of the meeting.

10.0 Voting

In accordance with O. Reg. 330/10, s. 6, only the following members are entitled to vote:

- (a) Parent members
- (b) Community representative members

10.1 Decision Making Process

The PIC membership may make decisions through consensus, arriving at a collective agreement on a resolution. When determined appropriate or upon request, such decisions may be formalized through the introduction of a motion and/or vote.

10.2 Voting Procedures

All votes shall be conducted in a manner that allows for the clear identification of formal representatives and ensures one vote per school represented:

- (i) **In person attendees:** vote by show of hands or designated voting cards
- (ii) **Virtual attendees:** vote by show of hands or another agreed-upon equivalent method.

10.3 Majority Requirements

A motion shall be considered carried if it receives more than half of the votes cast by members present at the meeting, provided quorum has been established at the

beginning of the meeting.

The number of votes required for a majority shall be based on the total number of eligible voting members in attendance, whether participating in person or virtually.

10.4 Electronic Voting

Electronic voting outside of a scheduled meeting is permitted under the following conditions:

- (a) The matter is time sensitive in nature or
- (b) There is majority agreement among PIC members to proceed electronically as established during a scheduled PIC meeting.

10.4.1 For the purpose of electronic voting quorum shall be defined as fifteen percent of the total PIC membership or a minimum of eight members.

10.5 Voting Notification Requirements

Agenda items requiring a vote shall be:

- (a) Communicated at least five business days prior to the meeting, or
With two business days notice in the case of urgent matters, where time is of the essence.

10.6 Unforeseen Voting Items

Items requiring a vote that arise unexpectedly during a meeting may be:

- (a) Tabled to a future meeting, or Voted on at the discretion of the Co-Chairs and the Board designate

10.7 Tie-Breaking Procedure

In the event of a voting deadlock, where a joint decision is required between the Co-Chairs and Board designate, the matter shall be resolved by a majority vote among these three individuals

11.0 Conflict Resolution

Conflicts should be resolved promptly, respectfully, and informally whenever possible. If unresolved, conflicts are referred to the Co-Chairs, who may facilitate mediation or involve a neutral third party. If necessary, matters may be referred to the Director or designate.

11.1 Role of the Co-Chairs

The Co-Chairs are responsible for clarifying statements made by members, identifying shared viewpoints, and highlighting the common interests of all parties involved.

*For a detailed description of Conflict Resolution process, refer to **Appendix J***

12.0 Conflict of Interest

Representatives and meeting participants must disclose actual, potential, or perceived conflicts of interest and recuse themselves from related discussions or decisions.

13.0 Online Communication and Behaviour Expectations

Failure to comply with behaviour expectations may result in referral to the Co-Chairs for follow-up, and if necessary, to the Director of Education or designate in accordance with Board policy.

13.1 Access to Member Emails

- (a) PIC communications to representatives and members will be sent openly, with member email addresses visible, to enable collaboration and connection.
- (b) Members shall not use access to email addresses for purposes unrelated to the mandate and objectives of the PIC.
- (c) All communications shall reflect respect, professionalism, and collaboration, consistent with Section 8.5 (Meeting Behaviour Expectations) and LDSB Policy 14 (Meeting Conduct).

13.2 Social Media Interactions

- (a) PIC members are encouraged to join the designated closed Facebook group as an additional forum for collaboration.
 - (b) Members shall not send unsolicited direct messages to other members regarding matters unrelated to the PIC.
 - (c) All interactions on social media platforms must align with the PIC's mandate, objectives, and Board policies on respectful conduct.
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14.0 Bylaw Review

Bylaws will be reviewed annually, before or during the last scheduled meeting of the school year, to ensure compliance with provincial laws and board policies.

15.0 Minutes and Financial Records

Minutes and financial records must be maintained in compliance with LDSB retention policies.

15.1 Minutes Review and Approval Process

Following each meeting, draft minutes shall be submitted to the Co-Chairs for review within 14 days of the meeting. Upon review and approval by the Co-Chairs, the minutes will be shared with the PIC members for approval at the following meeting.

15.2 Posting and Distribution of Minutes

The minutes of a parent involvement committee of a board shall be,

- (a) posted on the website of the board that established the committee; and
- (b) sent electronically to the chair or co-chairs of the school council of each school of the board that established the committee. (O. Reg. 330/10, s. 6.)

The minutes of a committee's meetings and the records of its financial transactions shall be available for examination at the board's office by any person without charge for four years. (O. Reg. 330/10, s. 6.)

Minutes posted on the website of the board shall remain on the website for four years. (O. Reg. 330/10, s. 6.)

16.0 Meeting and Presentation Recordings

To support inclusive access to Parent Involvement Committee (PIC) meetings and to promote transparency of information discussed, the Board will record meetings on behalf of the PIC. These recordings will be shared publicly through the Board's website by means of the Board's YouTube platform.

16.1 Recordings will ordinarily be made available following each meeting as a supplement to the official minutes.

16.2 In the event that a meeting recording contains:

- (a) disclosure of sensitive or confidential information;
- (b) behaviour that does not comply with Section 8.5 (Meeting Behaviour Expectations) or LDSB Policy 14 (Meeting Conduct); or
- (c) personal attacks, accusations, or commentary that may compromise the privacy or dignity of an individual the recording will not be posted publicly.

16.3 The Co-Chairs, in consultation with the Board designate, shall determine when a recording is not appropriate for public posting. In such cases, the official minutes will remain the authoritative public record of the meeting.

17.0 Subcommittees

A parent involvement committee may establish subcommittees to make recommendations to the parent involvement committee. (O. Reg. 330/10, s. 6.)

The parent involvement committee shall extend invitations of subcommittee participation to school councils and school communities.

17.1 A subcommittee of a parent involvement committee must include at least one parent member of the parent involvement committee. (O. Reg. 330/10, s. 6; O. Reg. 281/22, s. 5.)

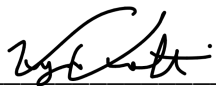
17.2 A subcommittee of a parent involvement committee may include persons who are not members of the parent involvement committee. (O. Reg. 330/10, s. 6.)

18.0 Remuneration

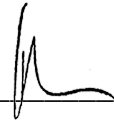
A person shall not receive any remuneration for serving as a member of a parent involvement committee. (O. Reg. 330/10, s. 6.)

The board shall establish policies respecting the reimbursement of members of its parent involvement committee for expenses incurred as members of the committee. (O. Reg. 330/10, s. 6.)

CONFIRMED AND PASSED by the LDSB PIC Representatives on the 6th day
of November in the year 2025.



Co-Chair



Director or Director designate

Co-Chair

19.0 Appendices

Appendix A: Roles and Responsibilities of the Formal Representatives

Overview / Purpose

Formal Representatives play a vital role in ensuring effective communication and meaningful engagement between their school communities and the Parent Involvement Committee (PIC). They act as the primary link between PIC and their school(s), helping to bring forward perspectives, questions, and concerns, while sharing information and updates back to their school community.

Ideal Characteristics

An effective Formal Representative should:

- Be an active and engaged parent in their school community.
- Possess strong communication and collaboration skills.
- Demonstrate reliability in attending meetings and fulfilling responsibilities.
- Have the ability to listen, represent diverse perspectives, and share information fairly.

Membership and Voting Status

- Each LDSB school is invited to designate one Formal Representative annually through the Principal and School Council.
- Formal Representatives are voting members of PIC, with one (1) vote per school they represent.
- Representatives responsible for more than one school retain one vote per school.
- A proxy may attend on their behalf if they cannot attend a meeting, although not required notification to the Co-Chairs in advance should be considered.
- Term of service is 1 year and may be renewed annually.

Duties and Responsibilities

Meeting Participation

- Attend the majority of scheduled PIC meetings.
- Declare attendance at the start of each meeting (name and school(s) represented).
- Provide advance notice of absence (regrets) to the Co-Chairs.

- Review any meeting recordings, and/or meeting summaries available after absence from a meeting.

Proxy Representation

- When unable to attend a PIC meeting, a Formal Representative is expected to make every reasonable effort to designate a proxy parent from their school community to attend in their place.
- The designated proxy should participate fully in the meeting, including voting on behalf of the school if required.
- The designated proxy should ensure the Formal Representative is briefed on all discussions following the meeting.

Communication and Information Sharing

- Receive and review PIC communications, responding as requested.
- Share updates and relevant information from PIC with their school community.

Voting and Representation

- Ensure eligibility to vote by following the designated voting procedure (e.g., show of hands, cards, or electronic platform).
- Vote on behalf of the school(s) they represent in accordance with PIC bylaws.

School Community Engagement

- Collaborate with PIC members and working groups to bring forward the voices, questions, and concerns of their school community. Submit feedback, correspondence, or recommendations to PIC as needed.

Liaison Role

- Support communication between parents across school communities, Trustees, and their PIC Representatives.
- Help foster meaningful connections to strengthen parent engagement district-wide.

Collaboration and Accountability

Formal Representatives are accountable to both the Parent Involvement Committee and their school community. They are expected to uphold the principles of transparency, respectful dialogue, and collaboration in all interactions.

Appendix B: Roles and Responsibilities of the Past Chair

Overview/Purpose

The Past Chair is an optional, non-elected executive role designed to provide continuity, mentorship, and historical perspective to PIC leadership following their term as Chair or Co-Chair.

Ideal Characteristics

A Past Chair should:

- Have served effectively in a leadership role on PIC.
- Possess strong knowledge of PIC bylaws, practices, and history.
- Be approachable and supportive in guiding new leaders.

Membership and Voting Status

- May serve for one year following their term as Chair or Co-Chair.
- May attend PIC meetings as a Formal Representative or solely in the capacity of Past Chair.
- Holds voting rights as a Parent Member if still eligible (with a child in LDSB) or as a Community Member (if space allows within the three-member cap).

Duties and Responsibilities

Advisory Role

- Provide historical context and guidance to Co-Chairs and the Committee
- Offer mentorship and continuity during leadership transitions.

Support to Co-Chairs

- Carry out tasks delegated by Co-Chairs.
- Represent PIC or Co-Chairs at subcommittees, working groups, or external events as requested.

Meeting Leadership

- Act as interim Chair if both Co-Chairs are absent, ensuring meetings follow PIC bylaws.

Collaboration and Accountability

The Past Chair collaborates closely with current Co-Chairs and is accountable for supporting smooth leadership transition without overshadowing or duplicating the authority of current leaders.

Appendix C: Roles and Responsibilities of the First-Year Co-Chair

Overview/Purpose

The First-Year Co-Chair is one of two elected parent leaders who jointly guide the Committee. This role emphasizes learning, preparation, and support, with the expectation of transitioning into the Second-Year (Incumbent) Co-Chair position in the following year.

Ideal Characteristics

An ideal First-Year Co-Chair should:

- Be an active and engaged parent in both PIC and their school community.
- Be willing to learn PIC policies and procedures.
- Demonstrate leadership potential and collaboration skills.

Membership and Voting Status

- The Co-Chair role is non-voting, unless the individual also serves as a Formal Representative for a LDSB school.
- Elected for a two-year term: one as First-Year Co-Chair, followed by one as Second-Year Co-Chair.

Duties and Responsibilities

Support and Leadership

- Assist the Second-Year Co-Chair in fulfilling their responsibilities.
- Step in to perform Co-Chair duties when delegated or in cases of absence.

Preparation for Incumbent Role

- Learn committee procedures and leadership practices under the mentorship of the Second-Year Co-Chair.
- Develop the knowledge and confidence to lead in the following year.

Knowledge and Policy Familiarity

- Acquire a working knowledge of PIC Bylaws, LDSB Administrative Procedure 114, and Ontario Regulation 612/00.
- Acquire working knowledge of LDSB board policies, programs, working groups, the roles and responsibilities of Trustees, and the roles of board staff and members.

Relationship-Building

- Foster positive, collaborative relationships with members, Trustees, and staff.

Collaboration and Accountability

The First-Year Co-Chair works in partnership with the Second-Year Co-Chair and is accountable to the PIC membership for providing support, leadership, and preparation for future leadership.

Appendix D: Roles and Responsibilities of the Second-Year (Incumbent) Co-Chair

Overview/Purpose

The Second-Year (Incumbent) Co-Chair is the senior elected leader of PIC, responsible for ensuring effective governance, communication, and representation of the Committee.

Ideal Characteristics

An effective Second-Year Co-Chair should:

- Have strong leadership and organizational skills.
- Be confident in representing PIC to internal and external stakeholders.
- Commit to mentorship of the First-Year Co-Chair.

Membership and Voting Status

- The Co-Chair role is non-voting, unless the individual also serves as a Formal Representative for a LDSB school.
- Serves the second year of a two-year elected term.

Duties and Responsibilities

Communications and Representation

- Act as official spokesperson with Trustees, LDSB staff, Ministry of Education, and external groups.
- Communicate regularly with representatives, proxies, members, Trustees, Director (or designate), and other relevant organizations or external groups.

Orientation and Leadership Transition

- Mentor and prepare the First-Year Co-Chair.
- Provide training and orientation to new PIC members.

Meetings and Events

- Lead and facilitate PIC meetings to support constructive, respectful, and efficient dialogue.
- Participate and provide support to any PIC subcommittees and/or working groups.

- Attend or delegate participation in Board committees, education events, and Ministry gatherings.

Agenda and Issue Management

- Set the agenda in collaboration with the Director of Education (or designate) and ensure it is circulated in advance of each meeting.
- Ensure agendas reflect PIC priorities and allow for parent-driven topics.
- Oversee PIC email and respond in a timely, appropriate manner.

Record-Keeping and Website Oversight

- Ensure minutes are recorded, approved, and posted in accordance with regulations and bylaws.
- Maintain PIC social media presence with timely and relevant updates.

Reporting and Accountability

- Submit an annual written report to the Board Chair and Director of Education, including financial use of parent involvement funds.

Collaboration and Accountability

The Incumbent Co-Chair provides strategic leadership and is accountable for ensuring PIC operates transparently, inclusively, and in alignment with bylaws.

Appendix E: Roles and Responsibilities of the Administrative Officer

Overview/Purpose

The Administrative Officer is an optional elected officer role designed to strengthen PIC's communications, records, and organizational transparency.

Ideal Characteristics

An Administrative Officer should:

- Have strong organizational and digital communication skills.
- Be comfortable with record-keeping and tracking documents.
- Be collaborative and detail-oriented.

Membership and Voting Status

- Must be a Formal Representative of a school within LDSB.
- Holds voting rights as a Formal Representative.
- Elected for a one-year renewable term.

Duties and Responsibilities

Digital Communication Support

- Provide collaborative support to the PIC Co-Chair to maintain and update PIC's social media platforms.

Meeting Minutes Oversight

- Support Co-Chairs in ensuring accuracy and transparency of minutes.

Initiative Tracking

- Maintain the PIC Initiative Tracking Document with updates, timelines, and responsible parties.

Collaboration

- Work with Co-Chairs and executive members to strengthen communication and accountability.

Collaboration and Accountability

The Administrative Officer is accountable to PIC for maintaining accurate records and communication tools that ensure transparency and engagement.

Appendix F: Roles and Responsibilities of the Director of Education and Senior Staff Member

Overview/Purpose

The Director of Education and their designate serve as official non-voting members of PIC, ensuring alignment between PIC and LDSB policies, legislation, and strategic goals.

Ideal Characteristics

This role is statutory; ideal attributes include openness to collaboration, clarity in communication, and support for parent engagement.

Membership and Voting Status

- Non-voting members of PIC.
- May break voting ties only in the exceptional case outlined in Section 10.8 of the bylaws.
- The Director may delegate responsibilities to a Senior Staff Member.

Duties and Responsibilities

Liaison Role

- Serve as the official link between PIC and LDSB.
- Provide updates on Board initiatives and ensure alignment with strategic goals.

Advisory and Procedural Support

- Ensure PIC operates in compliance with Ontario Regulation 612/00 and LDSB AP 114.
- Provide guidance on governance, procedures, and policy interpretation.

Delegation

- Assign a Senior Staff Member to attend and participate in PIC meetings as needed.

Operational Support

- Provide logistical and administrative support for meetings, communications, and records.

Collaboration and Accountability

The Director and Senior Staff Member collaborate with Co-Chairs and Trustees, ensuring PIC's advice informs Board planning and decision-making.

Appendix G: Roles and Responsibilities of the Trustee Representative

Overview/Purpose

The Trustee Representative connects the Parent Involvement Committee to the elected governance body of LDSB, fostering communication and alignment between parents and Trustees.

Ideal Characteristics

Trustees should:

- Be committed to listening to parent perspectives.
- Be familiar with Board priorities and governance processes.
- Support transparent, two-way communication.

Membership and Voting Status

- Required member of PIC under Ontario Regulation 330/10 and must be in attendance for all official PIC meetings.
- Non-voting status.
- Must attend or appoint an alternate Trustee for meetings to proceed.

Duties and Responsibilities

Liaison Role

- Share Board updates, priorities, and motions relevant to PIC.
- Report PIC feedback and parent concerns back to the Board of Trustees.

Attendance and Delegation

- Attend all PIC meetings or arrange for an alternate Trustee.

Advisory Function

- Provide context on Board policy, budget, and governance discussions.

Supportive Engagement

- Encourage dialogue and help connect parents with Trustees.

Collaboration and Accountability

The Trustee Representative is accountable to the Board of Trustees and PIC for ensuring meaningful communication and representation of parent voices.

Appendix H: Roles and Responsibilities of the Community Representatives

Overview/Purpose

Community Representatives strengthen PIC by bringing broader perspectives from community groups and organizations to support parent and student engagement.

Ideal Characteristics

Community Representatives should:

- Represent a community organization or group relevant to LDSB families.
- Be committed to equity, inclusion, and parent engagement.
- Have the ability to share information between PIC and their organization.

Membership and Voting Status

- Voting members of PIC.
- Appointed for one-year terms, renewable for up to three consecutive terms.
- Appointment requires PIC approval and invitation from Co-Chairs and/or Board designate.

Duties and Responsibilities

Community Representation

- Provide insights and perspectives from their affiliated organization or sector.

Active Participation

- Attend PIC meetings, engage in discussions, and offer feedback.

Communication and Liaison

- Share relevant updates and programs from their organization.
- Maintain two-way communication to ensure accurate representation.

Collaboration and Advisory Support

- Collaborate with PIC members on initiatives that promote equity and parent engagement.
- Serve in an advisory capacity to strengthen community connections.

Collaboration and Accountability

Community Representatives are accountable to PIC and their affiliated organizations, ensuring accurate representation and fostering inclusive engagement.

Appendix I: LDSB Policy No.14 Meeting Conduct



MEETING CONDUCT

1.0.0 Meeting Conduct

Members of the public addressing the Board through a delegation, are expected to speak and act in a respectful manner at all times. Members of the public attending, must not:

- i. use or display offensive words or gestures;
- ii. interrupt a member, staff member or member of the public, who is addressing the Board;
- iii. debate with a member or staff member;
- iv. make derogatory or disparaging comments to or about Board members or staff members; or
- v. disobey the Rules of Order, a ruling by the Chair, or a decision of the Board.

- 1.1.0 If any behaviour is deemed inappropriate, the Chair may:
- i. ask the person in breach of the rules to stop the behavior;
 - ii. ask the person to withdraw what was said;
 - iii. ask the person to apologize; or
 - iv. if previous attempts to call the person to order have failed, the Chair may expel the person for the balance of the Board meeting, or choose to adjourn the meeting.

1.2.0 Signs, Banners. Etc.

Signs, banners, posters, emblems, flags and other paraphernalia are prohibited in the Boardroom (or alternate location functioning as the Boardroom) except by invitation of the Chair.

1.3.0 Recording Equipment

Recording devices may not be used in such a way as to obstruct the proceedings of a meeting.

Revised: July 2021

Appendix J: Conflict Resolution Process

Overview/Purpose

This appendix outlines the procedures for resolving conflicts among Parent Involvement Committee (PIC) members to ensure a respectful, inclusive, and collaborative environment.

Guiding Principles

Conflicts shall be addressed in the following manner:

- Promptly and respectfully
- With an emphasis on open dialogue and mutual understanding
- In alignment with the committee's values of cooperation, equity, and integrity

Informal Resolution

Whenever possible, conflicts should be resolved informally through direct communication between the involved parties. Members are encouraged to actively listen, clarify misunderstandings, and seek common ground.

Identifying Common Ground

If no common ground can be found, the Co-Chairs will help clarify each member's preferences before moving forward.

Role of the Co-Chairs

The Co-Chairs are responsible for clarifying statements made by members, identifying shared viewpoints, and highlighting the common interests of all parties involved.

Formal Resolution Process

If informal efforts are unsuccessful or not suitable, the following steps will be taken:

- **Notification:** The issue must be presented in writing to the Co-Chairs, including a brief description of the conflict and the steps taken to resolve it informally.
- **Mediation:** The Co-Chairs may facilitate a mediation session or designate a neutral third party to help resolve the conflict through consensus or compromise.
- **Referral to the Board:** If mediation is unsuccessful, the matter will be referred to the Director or a designate for further review and recommendations, following relevant board policies.

Parent Involvement Committee Bylaws

Protection Against Retaliation

No PIC member shall face retaliation for participating in the conflict resolution process.

Confidentiality

All parties involved in conflict resolution must maintain confidentiality and handle all information with discretion, except where disclosure is required by law or board policy.

Appendixes may be amended or added without requiring a formal amendment to these Bylaws.