

■ Addendum A – Annual General Assembly of Parents ■

Notice for the Meeting

The notice should include a brief description of the role and functions of the governing board, the Sector Parent Committee, and the Parent Participation Organization as these three items must be dealt with at the meeting ([Addendum B](#)).

To simplify the process, in the event that there are more candidates than seats, consider including a tear-off portion for parents to return to the school so they may declare their interest in being a member of the governing board or Parent Participation Organization.

A list of candidates can be prepared ahead of time from the returned tear-offs with spaces provided for any additional nominations made at the meeting. With the provision of a column beside the names, this list can then be used as a ballot if a vote is needed (see [Addendum C](#)).

It is also advisable to indicate in the notice that, if there are more candidates than seats, each candidate will be asked to speak briefly on his/her motivation and interest in becoming a member of the governing board.

Calling the Meeting to Order

The chairperson of the governing board, or principal, if there is no chairperson, calls the meeting to order. A brief overview of the responsibilities of the governing board should be presented. The chairperson should also present the annual report of the governing board's activities during the previous year.

The election chairperson is then introduced. In most instances, the principal will assume this role or ask a parent who is not standing for election to do so. A secretary is also needed to record nominations and the results of the vote.

Requests for absentee candidacy must be submitted in writing to the outgoing governing board chair or to the principal.

Prior to the election parents should be made aware of the many areas in which the governing board is expected to make decisions and that these decisions must be made in the best interests of the students.

Emphasis should be placed on the commitment expected of governing board members and [section 71](#) of the [Education Act](#) referring to the conduct of members.

Election of Governing Board Members

The composition of the governing board will have been determined for each school by the School Board after consultation.

If names have been submitted ahead of time, each parent present receives a copy of the list. The chairperson then asks if there are additional nominations. Parents may nominate themselves. Seconders are not required unless the general assembly decides otherwise.

If no names have been submitted, the election chairperson asks for nominations. Nominations are recorded as received. When no further nominations are forthcoming, a motion is made to close nominations. If a ballot was distributed, those present should add the new names to their copy of the list.

If more than the required number of names is placed in nomination, an election is declared. If a list has been distributed, it can become the ballot and each parent can check the names of the required number of Parent Members for whom he/she wishes to vote.

Prior to the vote, the general assembly may request that the candidates present themselves.

The ballots are collected and counted, by three people not on the ballot. The election chairperson announces the results by reading the names of those elected but not the number of votes for each. A motion to destroy the ballots may be called for by the election chairperson.

The first meeting of the governing board will be held at a later date. The governing board may have an established day each month that they meet, or the principal should consult with the parent and staff representatives elected to the governing board and set a date agreeable to all parties. Any established schedule should be ratified at the first meeting of the governing board.

If fewer than the required number of parents are elected, a governing board cannot be formed. Elections to the governing board can take place no later than September 30th. The parent community can therefore be mobilized to attend another general assembly on another occasion within the remaining timeframe from the date of the AGA to elect parents to any vacant seats. Failing this, all duties and functions will be assumed by the principal.

Election of the Representative and Alternate to the Sector Parents' Committee

The parents attending the meeting elect a representative to the Sector Parents' Committee from among the governing board parent members. They also elect a substitute to attend and vote at meetings of the Sector Parents' Committee when the elected representative is unable to attend. Both the representative and the substitute **must** be chosen by the general assembly ([s. 47](#)).

Establishment of a Parent Participation Organization ([S. 96](#))

The parents in attendance at the general assembly decide whether or not to form a Parent Participation Organization, which is composed of parents of students attending the school.

If the general assembly chooses to form a PPO, it determines the name, the composition and the operating rules and elects the members.

A brief description of the Parent Participation Organization is included in [Addendum B](#).

Sample Agenda for the Annual General Assembly of Parents

1. Opening and Welcome
2. Naming of Secretary
3. Approval of Agenda
4. Approval of Minutes of last year's General Assembly of Parents
5. Role and Function of Governing Board, Parents' Committee, and PPO
6. Word from the Principal
7. Adoption of the Election Procedure
8. Governing Board
 - 8.1 Presentation of Annual Report
 - 8.2 Introduction of current members
 - 8.3 Election of new members
9. Parents' Committee
 - 9.1 Report from outgoing Parent Representative

- 9.2 Election of Parent Representative
- 9.3 Election of Alternate
- 10. Parent Participation Organization
 - 10.1 Presentation of Annual Report
 - 10.2 Formation of PPO
 - 10.3 Naming of the PPO
 - 10.4 Internal Rules of Procedure
 - 10.5 Election of new members
- 11. Adjournment