NORTH VANCOUVER
PARENT ADVISORY COUNCIL

POLICIES
and
PROCEDURES

Adopted at the Annual General Meeting, 28 May 2014

NVPAC Policy # 101

Guiding Principles

The North Vancouver Parent Advisory Council endeavours to:

a) support public education;
b) facilitate two-way communication and cooperation between the School District and parents of students in the District;
c) facilitate communication amongst Parent Advisory Councils in the District;
d) provide a forum for NVPAC members to discuss ideas, issues and information related to educational matters;
e) exercise leadership in developing and expressing collective parental views to the District and BCCPAC;
f) facilitate parent education;
g) review school district policies and programs dealing with the care and protection of children. Support policies that enable each child to realize his/her potential;
h) interact with community organizations concerned with the education and well-being of children and communicate to parents the resources available to them;
i) encourage the formation of officially recognized PACs for each school in School District # 44
j) recognize the official protocols as set out in District Policy and inform parents about this policy.

NVPAC Policy # 102

Code of Ethics

On election or appointment, every Executive member must sign and agree to abide by a code of ethics acceptable to the membership

This Code of Ethics states general rules for maintaining high standards of conduct for all member representatives of NVPAC, its Executive, and Committee Appointees.

A parent who is elected or appointed as an NVPAC Executive or Committee Appointee:

a) upholds the Constitution and By-Laws, policies and procedures of the NVPAC;
b) works to ensure that the well-being of students is the primary focus of all decisions;
c) performs duties with honesty and integrity and meets agreed upon deadlines on projects;
d) respects the rights of all individuals;
e) consults with and takes direction from their PAC, ensuring that representation processes are in place;
f) encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking concerns forward;
g) works to ensure that issues are resolved through the appropriate process;
h) strives to be informed and only passes on information that is reliable and correct;
i) respects all confidential information;
j) refrains from supporting, endorsing or recommending any commercial or political service, product, or person.

In addition, a parent who is elected or appointed as an NVPAC Executive member:

a) is to work cooperatively to fulfil the goals of NVPAC;
b) seeks to represent the parent perspective to all the groups in education, working to ensure that the well-being of students is the primary focus of all decisions;
c) is a part of a team that is effective only when it acts as a unit. The Executive member is committed to the team and is open and honest with other Executive members.
d) supports Executive decisions in spite of personal concerns or reservations. Resolutions of the Executive are the most authoritative decisions of the Council between General meetings. They represent the collective decision making of the team.
e) expresses concerns about proposed actions while they are under consideration, so that these may be taken into account before a decision is made. (The different perspective of a single person may help the Executive realize that a resolution may have undesirable consequences that had not been anticipated).

f) volunteers for or is appointed to committees based on his/her abilities to best serve the needs of NVPAC;
g) speaks and acts towards other members with respect and dignity, mindful of other members' rights and sensibilities;
h) is willing to review his/her work with other Executive members and the general membership;
i) directs any criticism of the action of other Executive members to that member first, and then if necessary, after informing that Executive member, may direct the criticism in confidence to the Chair;
j) shares all information relevant to NVPAC business at the Executive table;
k) is in a privileged position and when approached by a parent with a concern, should treat such discussion with discretion, respecting the confidentiality of the people involved.
l) ensures that all emails adhere to the NVPAC Code of Ethics, and treats all emails in confidence as if they were occurring around the Executive table, and will not forward emails outside of the NVPAC Executive.

Statement of Understanding:

I, the undersigned, in accepting the position of _____ of North Vancouver Parent Advisory Council have read, understood, and agreed to abide by this Code of Ethics. I also agree to participate in the dispute resolution process that has been agreed to by the electing body, should there be any concerns about my work.

_____
(Name of Executive Member, Committee Member, or Representative)

_____
(Signature)

_____
(Date)

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NVPAC POLICY # 103

Conflict of Interest and Perceived Bias

RATIONALE:

NVPAC expresses the views of parents regarding education in School District # 44. Parents bring a special expertise to the education forum that develops from their intimate experiences with children as they grow and develop and form a lifelong commitment to their children.

DEFINITIONS:

Conflict of Interest refers to a situation in which an individual or his/her immediate family could benefit monetarily from a decision of NVPAC that this individual can influence or vote upon.

Perceived Bias refers to a situation that may exist if an individual, who represents NVPAC to an external organization or to the general public, is also an employee or elected official of School District # 44 or the Ministry of Education. There may be a perception that he or she is not speaking solely in the interest of parents and this may diminish the power of what is said.

POLICY:

1. Conflict of Interest

That individuals refrain from discussing, influencing and voting upon any matter before NVPAC in which they or their families have a pecuniary interest.

2. Perceived Bias

That the voice of NVPAC must clearly be, and must be perceived to be, that of the parents of School District # 44.
Those individuals who may be in a situation of "perceived bias" by virtue of another role they hold in School District # 44 or the Ministry of Education avoid functions within NVPAC that involve representation to external organizations, members and the general public.

3. Concerns

Those members who have concerns regarding conflict of interest or perceived bias refer those concerns to the Committee.

PROCEDURES:

1. Concerns regarding conflict of interest and perceived bias will be referred to the Conflict of Interest Committee promptly.
2. The Conflict of Interest Committee will deal with questions of conflict of interest and perceived bias, and will be composed of the Chair, the Secretary, and one Member – at – Large. In the event that one of these individuals is the subject of the Conflict of Interest inquiry, then the Vice-Chair will instead serve on the Conflict of Interest Committee.

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3. The Conflict of Interest Committee will review any concerns that an individual is in a conflict of interest situation, and make recommendations as to how the situation may be addressed.
4. The Committee will review any concerns that a perception of bias exists. If the committee determines that a perception of bias does exist, this will be brought to the individual's attention with a suggestion that the individual request a reassignment to another committee or position as appropriate.
5. If the committee does not resolve the matter with the individual, the Committee will report to the NVPAC Executive.
6. The Nominations Committee will refer to the Conflict of Interest Committee for review, the situation of any candidate for an Executive position who provides compensated services to a School District or the Ministry of Education. The Conflict of Interest Committee will decide on the eligibility of such a person for an Executive position.

NVPAC POLICY # 104

Communications Policy

Email and other electronic communications:

Email and other electronic communications may be used to facilitate ongoing operations, and as a forum for discussion.

All emails will be treated in confidence as if they were occurring around the Executive table, and are to adhere to the NVPAC Code of Ethics. Emails may not be forwarded outside of the NVPAC Executive.

There will be occasions when it will be necessary given time constraints to extract decisions from our general membership, or to obtain feedback from them for purposes of expressing a collective voice. Email will be utilized for these purposes, as it is the most effective and efficient means of transferring information to and from our membership.

All members are expected to utilize common sense when emailing with one another and external parties. Emails should address District issues only, keeping in mind the well-being of all students. To ensure privacy for all, email will be sent via "bcc:"

Media Communications:

All Executive members are expected to understand that personal contact with the media regarding education matters is not recommended. There is a perception that the name of an Executive member is easily recognized in the public domain, and therefore any views expressed by a member could be perceived as being those of the organization. In view of this, policy dictates that any Executive member considering communicating to or through the media, first informs the NVPAC Executive to ensure the communiqué aligns with the NVPAC Code of Ethics. Otherwise a disclaimer to the effect of "this viewpoint does not represent that of the NVPAC organization or its Executive" shall be included.

As per NVPAC By-laws, the only Executive member authorized to speak to the media on behalf of the organization is the Chair.

Committee Reports:

NVPAC representatives sitting on external District committees or on Executive internal committees are expected to report to the membership regularly. An annual report for each Committee is to be filed in writing for the Annual General Meeting. It is expected that NVPAC Committee members will report out factually, responsibly and in context. They will otherwise be considered in contravention of the Code of Ethics.

It is the responsibility of the Committee member to provide copies of any significant documents such as minutes, handouts etc., to the Vice-Chair.

Adopted at the Annual General Meeting, 28 May 2014

Fundraising or Community Interest Groups:

NVPAC will not endorse or act as the central distribution channel for any fundraisers or Community Interest Groups.

However, if the Chair believes there may be a benefit from a collective NVPAC involvement, he or she may refer the matter to the NVPAC Executive for further direction.

NVPAC Policy # 105

In-Camera Meetings

The Executive believes that the trust of its NVPAC membership is preserved through the conduct of its meetings, which are normally open to observers.

The Executive recognizes, however, that occasions may arise from time to time where it is in the best interest to discuss sensitive matters in closed or in-camera meetings.

Guidelines:

The NVPAC Executive may decide at any time, by majority vote of those present and voting, that a whole meeting or any part of a meeting be held in-camera to discuss matters of a sensitive nature, including, but not necessarily restricted to:

- Personnel
- Litigation brought by or against NVPAC
- Investigation of, and or expulsion of, an Executive member or PAC under Bylaw Part III Section 18.

The Executive may convene an in-camera meeting by motion only. Such motions shall be recorded in the minutes of the Executive.

The Executive shall, during the in-camera meeting, adopt only such motions as are required to reconvene the Executive in an open, public meeting.

Executive members and other persons attending the in-camera meetings are honour-bound not to disclose the details of the discussion. All documents presented during the in-camera session may be declared a “document confidential”, in which case the document shall be made available only to members of the Executive and discussed only in-camera.

All decisions of the Executive shall be made in open meetings of the Executive

NVPAC POLICY # 106

Policy on Payment of Expenses

Background:

This policy is to ensure clarity and equity for reimbursement of expenses for NVPAC Executive or NVPAC Advocates, when on approved business on behalf of the North Vancouver Parent Advisory Council. The budget amount for these expenditures is established on an annual basis, and presented to the general membership for approval.

Criteria:

1. Expense Reports are to be submitted for authorization by either the Chair or Treasurer. The Expense Report will provide a breakdown and detail of the expenses, with receipts to support.
2. Expense Reports for the Chair and/or Treasurer need to be authorized by the other authorizing executive officer (or their designate), that is, they cannot approve their own expenses.
3. Mileage will be paid at the quarterly Kilometric rate for British Columbia as specified by the Treasury Board of Canada Secretariat – National Joint Council. A log explaining the purpose of each trip must be provided.
4. No expense will be reimbursed without a receipt, unless it has received the prior approval of the Chair or Vice Chair.
5. Expense claims should be submitted in a timely manner for reimbursement. The Treasurer shall reimburse claims in a timely manner.
6. No expenses will be paid outside the total annual budget, without obtaining the approval of the general membership.
7. Child care remuneration may be available, at the discretion of the Executive, to support parents undertaking NVPAC business.

NVPAC POLICY # 107

Policy on Electronic Meetings and Electronic Voting

The NVPAC Executive may place one or more administrative issues or matters before the membership for consideration via email and decision by electronic vote under the terms and conditions contained in this Policy.

No issue or matter required to be presented to or considered by the Members at the Annual General Meeting may be presented or considered by electronic means.

No matter requiring debate of the members may be presented or considered by the Members by electronic means, except that the vote on that matter may be held by electronic means in which case the NVPAC Executive may direct that electronic balloting be open for a period of time after the meeting ends.

The NVPAC Executive must make full disclosure to the Members – through an information circular – of all considerations and reasons they are seeking support for the matter by electronic ballot.

Notice, including the information circular and electronic balloting instructions must be provided to Members at least fifteen days in advance of electronic balloting.

Any electronic balloting system utilized by the NVPAC must be able to guarantee that:

a) The identity of the Individual Member voting can be verified as a Member entitled to vote;
b) An Individual Member may only cast one ballot;
c) The secrecy of a person's ballot is maintained

NVPAC POLICY # 108

Payment of Grants

Background:

This policy defines the rules under which the North Vancouver Parent Advisory Council will provide grants to member Parent Advisory Councils (PACs).

The NVPAC may from time to time have funds available to offer as grants to the member PACs to assist those organizations to enhance the services they provide. All grants are available on a "first-come, first-served" basis. The types of grants and criteria for each are listed the table below. As the needs of the school PACs change or the availability of funds changes, grants may be added or removed from the list by a vote of a simple majority of the NVPAC Executive. Similarly, the dollar value of each type of grant may be altered by a vote of a simple majority of the NVPAC Executive. In addition, the NVPAC Executive will determine how many types of grants school PACs may receive in a given school year. There are a limited number of grants available each year.

Grant Amounts and Approval:

For each grant type there is a standard guideline amount and a maximum number of grants per school, per year. These are listed in the table below. A notice stating the name of the PAC receiving the grant will be issued to the General Membership at the next General Meeting.

Grant Disbursement Process:

Only member school PACs, as defined in NVPAC's Constitution and Bylaws, may apply for grants. Grant cheques will be made payable to school PACs only.

Step 1 Application and approval:

The applicant, preferably the PAC Chair or Treasurer, should contact the NVPAC Treasurer in writing to apply for the grant. Requests made in person or by telephone must be confirmed in writing. The request should include the expected date and other details of the proposed purchase, event or speaker.

If the applicant requires the funds prior to the event, the reason why must be submitted in writing with the application. The NVPAC Executive will consider the application and will direct the NVPAC Treasurer to provide a written response to the applicant advising that pre-approval has been granted or not. Should the NVPAC Executive deny the application, the applicant may modify the proposal and resubmit it for consideration.

Once the funds in a given grant category have been spoken for, the NVPAC Treasurer will maintain a waiting list on a "first-come, first-served" basis in the event that approved grants do not materialize.

Step 2 Event Occurrence:

The purchase is made or the event occurs and is paid for by the applicant. The applicant should obtain a proper invoice and/or proof of payment from the vendor or speaker. In the case of classes or training, a certificate indicating successful completion of the course should be obtained.

Approved grants not claimed by April 1st of each school year will be returned to the grant pool for access by other applicants. An exception will be made for approved grants scheduled for April 1 – June 30 of each school year.

Step 3 Reimbursement:

The applicant should submit a copy (not original) of the invoice, proof of payment or certificate to the NVPAC Treasurer. A cheque will be issued for either the approved grant amount or the actual invoice amount, whichever is less. The cheque will be written to the school PAC indicated on the proof of payment only. Acknowledgement of NVPAC's support of the training, event or purchase should be made in the next PAC or School Newsletter.

A record will be kept by the NVPAC Treasurer for each fiscal year indicating what grants have been issued and to whom.

NVPAC Policies and Procedures – Revised May 2014

Standard Grant Guidelines

Grant Type	Guideline Amount	Maximum # Per School Per Year	# of Grants For [School Year]	Mandate
FOODSAFE				When school PACs distribute food to students, at least one individual having FOODSAFE certification must be present from the time the food arrives at school until it is distributed. The grant is offered to subsidize the fees for the required training
Family of Schools				The grant is offered to school PACs to support hosting of event(s) which serve to improve the communication and interaction between the schools in the family
Speaker Grant				The grant is offered to assist school PACs in paying for high-quality speakers for PAC events
School Safety				The grant is offered to assist school PACs in improving the safety of the students while at school.
Conferences Grant				This grant is offered to assist PACs in sending a representative to an education-related conference. Eligible costs include: conference/AGM fees, at the "early bird" rate.

The Guideline amount will be determined annually by the NVPAC Executive, and posted to the NVPAC Website.

There are a limited number of grants available each year. All grants are available on a "first-come, first-served" basis. The NVPAC Treasurer will maintain a waiting list on a "first-come, first-served" basis in the event that approved grants do not materialize.

Prior to April 1st, a PAC is eligible to receive a maximum of two grants per year. (For example, one FOODSAFE Grant and one Conference Grant, or two FOODSAFE grants.)

Acknowledgement of NVPAC's support of the training, event or purchase should be made in the next PAC or School Newsletter.

PAC representatives receiving NVPAC support to attend an education-related conference are required to present a report at the next NVPAC General Meeting, or submit a written report for publication on the NVPAC Blog.

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NVPAC POLICY # 109

Tenure

Background:

This policy defines the length of time that individuals may serve in various roles on behalf of the North Vancouver Parent Advisory Council.

The NVPAC Constitution and Bylaws states:

> "No executive position shall be held by the same individual for more than two consecutive years, with the exception of the position of Member at Large, where there is no term limit."

From time to time, NVPAC may appoint individuals who are not members of the NVPAC Executive to serve as the official NVPAC representative to School District Committees. The maximum length of time an individual may represent NVPAC on a particular School District Committee is three years.

If a committee position will otherwise become vacant, an individual's tenure as NVPAC's representative to a particular School District committee may be extended for a further one-year period, subject to an annual review by the NVPAC Executive.