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**Simcoe County District School Board (SCDSB)  
Parent Involvement Committee (PIC) BY-LAWS**

**Article 1 – Mandate**

As per [Ontario Regulation 612](#), the PIC will work together in an advisory role to support and enhance parent/guardian engagement in support of student achievement and well-being.

**Article 2 – Objectives and Goals**

The PIC's goals reflect the SCDSB Strategic Priorities; Excellence in Teaching and Learning, Equity, Diversity and Inclusion, Well-being and Community.

**Article 3 – SCDSB PIC Mission Statement**

The PIC will work to increase parent/guardian involvement in all schools in the SCDSB, to help students achieve their fullest potential academically, socially and emotionally.

**Article 4 – Membership**

Parents/guardians of a student enrolled in a school of the SCDSB are eligible to apply for a position as a parent/guardian representative on the PIC, provided they are also a SCDSB school council member. Refer to [Administrative Procedures Memorandum \(APM\) A7200 – School Council](#), Section 1 for details and exceptions.

The PIC will have 12 parent/guardian members and may also have up to three community members.

Vacancies on the PIC will be filled by an application process, as needed.

In addition, the non-voting membership of the PIC will include: two principal/vice-principal representatives, two trustee representatives, a communication representative and a superintendent of education.

**Article 5 – Term of Office**

A parent/guardian that is successful in their application to be a member of the PIC holds office for a two-year term. If a vacancy is filled mid-year, the term of office shall align with the end of a school year to provide a consistent connection to school council chairs.

A member may elect to stay for a maximum of four consecutive years. The term of office may be extended for any member for a maximum of one year, if after the completion of the PIC membership application process, the membership complement of 12 parents/guardians, and up to three community members, has not been achieved.

### **Article 6 – Election of Chairperson and Vice-chairperson**

From within the current year voting PIC membership, the committee will elect a chairperson and a vice-chairperson. Elections for the position of chairperson and vice-chairperson will take place at the first meeting of each school year.

A member of the PIC may be elected to any executive position for a maximum of two years. A member may continue for a third year in an executive position if no other member of the PIC is willing to assume the role.

### **Article 7 – Voting/Decision-making Procedures**

Voting positions are held by parent/guardian and community members.

All decisions regarding the work of the PIC will be the result of a motion presented by a member. Each member of the PIC will have one vote on every motion. A motion is approved if a majority of the PIC members present at the meeting vote in favour of the motion.

In the absence of a quorum (a majority of voting members) at a PIC meeting, no motions may be considered or approved. The PIC may continue the meeting for the purpose of information exchange or discussion.

Refer to [Ministry Guide for School Councils](#), Section 8.9 for additional information.

### **Article 8 – Roles and Responsibilities**

PIC members participate in meetings and act as a link between the school board and school councils. PIC members shall act in accordance with [APM A7630 – Code of Conduct](#) and shall abide by SCDSB policies and procedures.

Achieving quorum at each meeting is vital to the committee's ability to work toward achieving their goals. PIC members must commit to attending all meetings in person, or may participate electronically by notifying the recording secretary at least 24 hours prior to the meeting. If a committee member is absent for three consecutive meetings they have forfeited their membership unless their absence is justifiable.

The roles and responsibilities for PIC members are similar to those defined for school council members in [APM A7200 – School Council](#), APPENDIX A, as per [School Council Policy – 4310](#).

PIC members are to maintain a board-wide focus on all issues. PIC meetings are not a forum for discussion about individual parents/guardians, students, staff, trustees or other council members.

## **Article 9 – Operating Procedures**

The PIC will meet a minimum of four times per year at the SCDSB Education Centre in Midhurst from 6 to 8:30 p.m. Meetings may be held virtually due to emergencies or other extenuating circumstances. Meetings that are held virtually will be recorded and made available for public access. Meeting dates for the following year will be established at the final meeting of the year. No meetings will be held during December or June.

Agenda items must be approved by the chair and the superintendent. All agenda items are due to the chair no later than the last day of the month prior to the PIC meeting.

The PIC recording secretary will be responsible for recording the minutes of every meeting. The minutes will be structured in the same manner as all Board committee meeting minutes, and will be available for the chair to review as part of each meeting's planning process.

If time does not permit completion of the agenda, item(s) may be moved to the following meeting.

## **Article 10 – Conflict of Interest**

If at any time the PIC conducts business with the potential for monetary gain/loss with any person, agency, or company, or a member of the PIC has a vested interest in any way with that particular person, agency, or company, that member shall declare a conflict of interest and shall not discuss or vote on any such resolution pertaining to the matter.

## **Article 11 – Code of Conduct and Conflict Resolution Procedures**

The PIC recognizes that all members of the SCDSB community have the right to be safe and to feel safe in their school community. With this right comes the responsibility to contribute to a positive board-wide school climate. All members of the PIC will, in accordance with expectations for behaviour outlined in [APM A7630 – Code of Conduct](#), demonstrate respect for members of the PIC, board staff and guests in attendance at PIC meetings.

Should a dispute arise, members of the PIC and the superintendent will make every effort to resolve the dispute by following [APM A7200 – School Council](#), Section 7.

## **Article 12 – Amendments to the By-laws.**

All amendments must adhere with [Ontario Regulation 612](#); [School Council Policy – 4310](#), [Parent Involvement Committee Policy – 4311](#); [APM A7200 – School Council](#) and [APM A7630 – Code of Conduct](#).

## **Article 13 - Administrative Requirements**

The PIC must record and maintain records of all financial transactions and PIC meeting minutes, and prepare an annual year-end report each June. These documents will be maintained in the PIC *Continuity Binder*, located at the SCDSB Education Centre. These documents will be made available to any member of the SCDSB school community upon request.