



HOW TO RE-ESTABLISH OR DISSOLVE *a Parent Council*

This is a step-by-step guide on how to re-establish or dissolve a parent council.

If parents would like to continue with their parent council, it must be re-established on a yearly basis by October 1st. This is a way for parents to confirm that they would like to continue with their parent council.

If parents choose to no longer have a parent council, this must be decided by September 30th.

Step 1	<p>Calling a meeting to re-establish or dissolve the parent council</p> <ul style="list-style-type: none"> • The chairperson calls a meeting for parents to discuss, deliberate and decide by majority vote if they would like to re-establish or dissolve their parent council. • The chairperson can work with the principal to ensure parents are notified of the meeting and its purpose.
Step 2	<p>Voting on re-establishing or dissolving the parent council</p> <ul style="list-style-type: none"> • A vote of parents is held at the meeting. • A parent council is re-established, if a majority votes for re-establishment. • A parent council is dissolved, if a majority votes for dissolution. • If a parent council is dissolved, the chairperson must notify the principal and parents that the parent council is dissolved and no further action is required.
Step 3	<p>Voting on the chairperson and other members</p> <ul style="list-style-type: none"> • If parents vote to re-establish the parent council, the chairperson should explain to parents the nomination procedure for membership. • Parents determine by a majority vote, the members of the parent council, including the chairperson of the parent council, who must be a parent. • Membership must include: a parent chairperson, two other parents, a teacher or counsellor, a community member and the principal (ex-officio). • The parent council may have additional members, as long as more than half of the total membership is made up of parents.
Step 4	<p>Notification of parent council establishment and membership</p> <ul style="list-style-type: none"> • The chairperson of the parent council should ensure that the parents, principal and Commissioner of Education are notified that a parent council has been established, the name of the chairperson and the other members of the parent council.