



March 15, 2024

Dear Future Executive Member,

I hope that you have been considering submitting your name for a position on the DPAC43 Executive. To help you understand what our executive roles require, I am sending you this email with more detailed information and encouraging you to submit your nomination.

I am writing on behalf of the 2024 Nominating Committee whose task is to seek out and encourage nominations for positions on the DPAC43 Executive. We are looking for people who understand and appreciate the purposes and vision of our organization. We are looking for parents who have had experience in leadership roles and who are ready to bring their passion, energy and skills to the district level to support parent involvement in the education of all students.

The enclosed information details Board Members' duties and nomination procedures along with other background information that will help you understand the expectations and support for the important job of DPAC43 Board Member. Please note that each elected member will be required to join at least one committee, attend the meetings and report back to the DPAC. The bylaws, if changed, will come into effect immediately.

- Nomination Form
- Outline of Position Descriptions

It is very satisfying to know that you can make a difference and improve the public education experience of students in School District 43 (Coquitlam) through support and service to the District 43 Parent Advisory Council. I encourage you to join us so that parents have a stronger voice in our district for the benefit of all our children.

Please email the DPAC Office [office@dpac43.ca](mailto:office@dpac43.ca) for any further information or assistance.

On behalf of the Nominations Committee

Amber Little  
DPAC43 Administrative Assistant

**The following information has been pulled from District 43 Parent Advisory Council's Constitution & Bylaws.**

**ARTICLE III            ELECTION OF EXECUTIVE OFFICERS**

**Section 1.      Eligibility**

1. The Executive officers shall be elected from the School District 43 parents at the Annual General Meeting. No current employee of School District 43 Coquitlam shall hold an Executive position.

**Section 2.      Nominations**

1. Two months before each Annual General Meeting, the general members shall appoint a Nominating Committee Chairperson and at least one more committee member. The President may not be a member of this committee.
2. The Chair of the Nominating Committee shall not be eligible for election.
3. This committee shall send nomination and disclosure forms (as per Policy #106) to each member; from these forms, which shall be returned at least two (2) weeks before the Annual General Meeting, the committee shall prepare a list of candidates who have signified their willingness, in writing, to stand for election.
4. Nominations shall be called for and may be made from the floor at the Annual General Meeting provided the candidate submits to the Secretary, written intent and completed nomination and disclosure forms (as per Policy #106).

**Section 3.      Procedure of Elections**

1. The Executive officers shall be elected by the voting membership at the Annual General Meeting
2. The Chairperson of the Nominating Committee shall conduct elections.
3. Each candidate shall disclose to the membership, before election, the particulars required by Policy #106 regarding experience, qualifications, and educational affiliations.
4. In the event that only one candidate is standing for election to an office, the rule of the secret ballot shall continue to apply.
5. Newly elected members shall be installed at the end of the fiscal year.

**ARTICLE IV            EXECUTIVE OFFICERS**

Composition of the Executive shall be:

- a) President
- b) Vice President
- c) Secretary
- d) Treasurer

And as many other Executive positions as required as listed below:

- a) Newsletter Editor
- b) Parent Education Coordinator
- c) Health and Safety Coordinator
- d) Parent Advisory Council (PAC) Communications Liaison
- e) Member(s)-at-Large (maximum of four)
- f) Immediate Past President

## **ARTICLE V                    DUTIES OF THE EXECUTIVE OFFICERS**

1. The affairs of the Council shall be managed by a board of elected officers and the immediate Past President (who has served a full term during the immediately preceding year as President).
2. The elected Executive shall consult with, take direction from, and represent all PACs in the District. The Executive shall work as a team to ensure DPAC purposes are achieved.
3. All officers are expected to attend all Executive, General, and Special meetings; to be familiar with the Constitution, Bylaws, Policies and Procedures of the Council; to carry out their duties as described; and to follow the DPAC Code of Ethics (Bylaw Article XII).
4. If an Executive member is unable to attend, they should inform the Administrative Assistant prior to the meeting.
5. All officers are expected to maintain & update their portfolio binders.

### **Section 1.            President**

Shall:

- a) preside at all General and Executive meetings of the Council and of the Executive and shall ensure that an agenda is prepared and presented;
- b) be a member, ex officio, of all committees except the Nominating Committee;
- c) be a signing authority on behalf of the Council;
- d) present a report, approved by the Executive, of the year's proceedings, at the Annual General Meeting;
- e) be the only Executive member to approach and respond to the media and issue press releases on behalf of DPAC. She/he may appoint a designate when necessary, but will be accountable to the Executive on opinions expressed on behalf of the organization;
- f) be responsible for the hiring and supervision of office staff, if required;
- g) facilitate an orientation/retreat once a year for all continuing and new Executive members.

### **Section 2.            Vice President**

Shall:

- a) assume the responsibilities of the President, as per Bylaw Article V Section 1, in the President's absence or upon request;
- b) assist the President in the performance of his/her duties;
- c) may be a signing authority on behalf of the Council;

- d) ensure that a Nominating Committee is struck annually as per Bylaw Article III Section 2;
- e) organize volunteers on internal and external committees;

**Section 3. Secretary**

Shall:

- a) in the event the secretary position remains vacant all these duties, with the exception of having signing authority, shall be fulfilled by the administrative assistant;
- b) keep full and accurate minutes of all meetings of the Council and of the Executive and provide same to the Executive and membership on a timely basis;
- c) may be a signing authority on behalf of the Council;
- d) keep an accurate and up-to-date copy of the Constitution, Bylaws, Policies & Procedures and DPAC Code of Ethics, and distribute these documents to all external and internal committee members as well as have copies available for any member PAC upon request;
- e) issue and receive correspondence on behalf of the organization;
- f) safely keep all records of the Council;
- g) be responsible for notification of members regarding a proposed expulsion;
- h) shall complete and file any Society Act forms or documents as required.

**Section 4. Treasurer**

Shall:

- a) receive, collect, and deposit in a bank or financial establishment, registered under the Bank Act and approved by the Executive, all funds of the Council;
- b) keep an accurate, up-to-date, record of all receipts and expenditures and report regularly at Executive and General meetings;
- c) prepare and present financial statements for General meetings;
- d) ensure another financial signing officer has access to the books in case of her/ his absence;
- e) pay, by cheque, all bills and accounts which have been approved by the Council or Executive;
- f) be a signing authority on behalf of the Council;
- g) make all arrangements for the year-end financial statements review;
- h) present a reviewed annual report and budget for the ensuing year at the first General meeting of the fiscal year.

**Section 5. Newsletter Editor**

Shall:

- a) prepare and distribute newsletters/bulletins to PACs as directed by the Executive.

**Section 6. Parent Advisory Council (PAC) Communications Liaison**

Shall:

- a) be responsible for maintaining the lines of communication between PACs and DPAC;
- b) be responsible for: greeting and signing-in PACs at the door of General meetings; monthly communication regarding meetings, speakers, and zone-

specific information; any other communication required as approved by the President;

- c) assist in updating & maintaining the PAC contact lists
- d) be responsible for any communication required, with help when needed, as approved by the President.

**Section 7. Parent Education Coordinator**

Shall:

- a) co-ordinate speakers for DPAC meetings and arrange information sessions/workshops for parent education activities;
- b) inform members at General meetings of any speakers, workshops, or conferences which may be of interest to PACs or parents;
- c) maintain a complete record of speakers, their topics, handouts and associated costs.

**Section 8. Health and Safety Coordinator**

Shall:

- a) monitor PAC concerns and student safety issues such as traffic, emergency preparedness, first aid coverage, and field trip safety within District 43;
- b) establish and co-ordinate activities of parent safety committees for safety or health enhancement projects within the District;
- c) liaise with municipal governments, local police, ICBC, and the Fraser Health Authority, as necessary;
- d) liaise with District staff and/or partner groups as required and participate in any relevant District committees;
- e) support PAC initiatives, as required, in the areas of health and safety.

**Section 9. Member(s)-at-Large**

No more than four members-at-large shall serve on the Executive during one term.

Shall:

- a) be responsible for duties assigned by the Executive.

**Section 10. Immediate Past President**

Shall:

- a) be an ex-officio member of the Executive, entitled to receive notice of, attend and speak at, but not vote at, Executive meetings;
- b) help smooth the transition between Presidents;
- c) assist, advise and support the Council;
- d) provide information about resources, contacts, and other essential information to the Council;
- e) act as a consultant to the President.

**ARTICLE VI EXECUTIVE TERMS OF OFFICE**

**Section 1. Terms of Office**

1. The Executive shall be elected each year at the Annual General Meeting.

2. All terms of office for members of the Executive, with the exception of the President, shall be one (1) year or until a successor is elected; the term covers the twelve (12) month period from July 1<sup>st</sup> to June 30<sup>th</sup>.
3. The term of office for the position of President is for two (2) years.
4. The term of office for the position of Immediate Past President is for one (1) year to aid in transition.

**Section 2. Limitations**

1. No member of the Executive shall be elected to more than one office at any one time, unless their nomination is approved by a majority vote of the membership present at a General meeting, attended by at least 20% of the membership.
  2. In the event that DPAC cannot fill all Executive positions, a position may be appended to another position after discussion and agreement by the majority of the membership.
  3. Any position may be co-chaired or shared with the agreement of the two (2) parties and with the understanding that the two people share one (1) vote.
  4. No person may hold the same office for more than two (2) consecutive terms without a 75% vote at a General meeting attended by at least 20% of the membership. For the purposes of determining eligibility to continue in office, an officer who has served more than half a term since elected is considered to have served a full term in the position.
  5. Every position must come up for election at the end of its term.
  6. A member may be permitted to stand for re-election to a position beyond the designated period allowable, by a 75% vote at a General meeting attended by at least 20% of the membership. This stands for all positions, except for the President, who is only up for re-election after 2 years with a maximum of 2 terms served (4 years). Should the vote not meet the required percentage and no new candidate steps forward; then the position is left vacant.
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## **Some additional information on approximate time commitments and more specific information on the duties for some of the positions:**

Approximate time requirements for DPAC Executive members (some positions will have additional time spent in preparation for meetings):

- Monthly - 2.5 hours – General Meeting, 2.5 hours – Executive Meeting;
- Special Meetings – includes DPAC Orientation (approx. 4 hours), maybe parent education sessions/workshops (usually only 1.5 – 2.5 hours), etc
- Occasional School Board Meeting – 2.5 hours on chosen months;
- District Committees – required to join at least one committee and attend meeting - varies by committee
- An important duty with any of the positions is checking & responding to emails in a timely manner, between DPAC executive members & the DPAC Office

Additional time requirement information for Newsletter Editor:

- approximate time commitment required to put a newsletter together:
  - gathering of information takes about 2 hours over a two-week period (it's basically getting on various web sites gathering information, condensing it & putting it all together in a short point format
  - about 1 hour spent typing it up (depends on how fast you type)

Treasurer - additional information:

- should have some booking/accounting background
- helpful if you're familiar with Quick Books

Health & Safety Coordinator - additional information:

- Co-ordinate safety events between schools
- Organize Health & Safety events
- Inform parents of Emergency Preparedness or Personal Safety events within the tri-cities
- Advise schools of relevant changes from the District

Member(s)-at-Large - additional information:

- Take on various tasks/duties to help out where necessary & able to (might include such things as organizing food & beverages for meetings, assisting other executive members when required).

## DPAC POLICY #102

# Conflict of Interest and Perceived Bias

### **RATIONALE:**

DPAC expresses the views of parents regarding education in School District #43. 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 DPAC that this individual can influence or vote upon.

*Perception of Bias* refers to a situation that may exist if an individual who represents DPAC to an external organization or to the general public, is also an employee or elected official of a school district 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:**

#### **A. Conflict of Interest**

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

#### **B. Perceived Bias**

That the voice of DPAC must clearly be, and must be perceived to be, that of the parents of School District #43.

Those individuals who may be in a situation of "*perceived bias*" by virtue of another role they hold in the education system avoid functions within DPAC that involve representation to external organizations and the general public.

#### **C. 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 be composed of the President and two (2) other Executive members, and will deal with questions of conflict of interest and perceived bias.

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 DPAC 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.

## DPAC POLICY #106

# Executive Nominations

### **Rationale:**

Except where prohibited by the Bylaws, a parent or guardian of a student attending a School District #43 school may stand for election. However, in the interest of honesty, transparency, and open communication, the prospective candidate must declare and disclose any association with the Ministry of Education, School District #43 or any other school district within the province of BC.

### **Definitions:**

*Conflict of Interest and Perceived Bias* refers to DPAC Policy #102.

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

*Perception of Bias* refers to a situation that may exist if an individual who represents DPAC to an external organization or to the general public, is also an employee or elected official of a school district 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.

*Disclosure* means to reveal and inform.

### **POLICY:**

Any person standing for election as an executive officer must complete a written form that includes biographical data and discloses their association with the educational system in BC.

To ensure the membership has a clear understanding of the prospective candidate's convictions and capabilities, the disclosure shall include such data as recent work history, educational background, other volunteer work and affiliations

### **Procedures:**

1. Obtain both Disclosure and Nomination forms from the DPAC office. Submit the completed forms to DPAC at least two weeks prior to the AGM elections. Candidates nominated from the floor at the AGM must complete and submit the Disclosure and Nomination forms before election.
2. If a candidate is elected, these forms will remain the property of DPAC. If the candidate is not elected, the forms will be returned to the candidate.

### **Disclosure Procedure at Time of the Election:**

1. It is the expectation that before the election is held, each candidate shall speak to the membership disclosing their biographical data, including work and educational history, hobbies, interests, volunteer work, and affiliations.
2. The current Executive and general membership will be provided with the opportunity to question each candidate with respect to their suitability for their prospective role as an Executive member.
3. A prospective candidate is not required to answer questions regarding their age, sexual preference, place of origin (birthplace), ethnicity, disability, political affiliation, or any question that

is discriminatory as defined by the Canadian Charter of Rights and Freedoms.

**Statement of Expectations:**

- An Executive member’s first and foremost interests are those of students and parents of SD #43.
- An Executive member will strive to work collaboratively with partner groups while keeping the interests of parents and students as their primary and guiding working principle.
- An Executive member will act in a manner that is free from political influence.
- An Executive member will follow the DPAC Code of Ethics and remain accountable to the Executive and the membership.

**DPAC Disclosure Form**

**Name of Candidate:** \_\_\_\_\_

**Schools that Children attend:** \_\_\_\_\_

**Biographical Data:** Please provide a short summary concerning work and educational history.

**Personal Background:** Please provide information regarding hobbies and/or interests.

**Volunteer Work and Affiliations:** Please disclose your involvement as a volunteer with any agency or organization.

I hereby certify that the above information is true and correct.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## DPAC Nomination Form

Individuals running for a position on the DPAC Executive must be nominated by a PAC member. In order for your nomination to be circulated to members prior to the AGM on May 29, 2024, your nomination form should be received by DPAC no later than May 15, 2024. **You can return the completed nomination form by scanning and emailing the DPAC Office [office@dpac43.ca](mailto:office@dpac43.ca)**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**Nominated to the position of:**      **1.** \_\_\_\_\_

**2.** \_\_\_\_\_

**3.** \_\_\_\_\_

**(Note that it is possible to run for a different position if the first choice is taken)**

**SCHOOL AFFILIATION:** \_\_\_\_\_

**PAC NOMINATING SIGNATURES:**

**1.** \_\_\_\_\_ **2.** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

### TO THE NOMINEE:

- I have read and agree to the qualifications for members of the DPAC Executive contained in DPAC's Constitution, Bylaws, and Policies & Procedures.
- I have attached my signed Disclosure Form (as per Policy #106).
- At the AGM, prior to the DPAC Executive election, I am:
  - prepared to speak to the membership disclosing my biographical data, including work and educational history, hobbies, interests, volunteer work, and affiliations
  - prepared to answer questions from the current Executive and general membership with respect to my suitability for my prospective role as an Executive member.

**NOMINEE'S SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTE:** If nominations have not been submitted prior to the AGM, they can be made from the floor. A reference from a PAC should be provided at the time of nomination. Any member of a PAC may provide the reference.