

# Rainy River District Principals' Council CONSTITUTION

Revised: March 2021

## Article 1 Names

"Council" or "OPC-RRDSB" means the Rainy River District Principals' Council.

"Executive" mean the Executive Committee of the Rainy River District Principal's Council.

"OPC" means the Ontario Principals' Council.

"RRDSB" or "Board" means the Rainy River District School Board.

"Member" means a Principal or Vice-Principal employed by the Board.

## Article 2 Objectives

2-1 To enable all learners to realize their full potential by providing:

2.1.1 Input to the Rainy River District Board on all matters affecting education.

2.1.2 Liaison with community groups and organizations.

2.1.3 Provide opportunities for members to meet with the senior administration to discuss matters that affect the system.

2.1.4 Provide opportunities for members to meet with other principals and vice principals to discuss matters which affect the system.

2.1.5 Provide council committees to assist the senior administration in meeting system needs

2.1.6 To provide professional development for members to address concerns and needs identified by the council.

2.1.7 To serve as an OPC District as described in the Constitution of the OPC, to communicate with

the OPC regularly and to facilitate communication between the OPC and its Members in the District, and to cooperate with the OPC in advancing the interests of principals and vice-principals locally and in the province of Ontario.

2.1.8 To unite the principals and vice-principals who are employed by the Board and who are Members

of the OPC in a voluntary professional association and to provide a supportive peer network.

2.1.9 To serve as the representative body for principals and vice-principal employed by the Board in

all negotiations pertaining to the Terms and Conditions of employment for principals and vice-principals in the Board.

## Article 3 Membership

3.1 Employees of the Rainy River District School Board who are members in good standing of the Ontario Principals' Council are automatically members of the OPC-RRDSB.

3.2 Associate members of OPC are automatically members of OPC-RRDSB Principals' Council. Associate members are non-voting members and are eligible to participate in professional development activities conducted by the organization. The Executive will establish guidelines for the participation of Associate Members in other activities of the organization.

#### Article 4 Dues/Budget/Levies

- 4.1 Any dues/levies shall be paid on an annual basis (amount to be determined by the council) to be paid before October 31 of the current school year.
- 4.2 The Provincial OPC rebate will form the basis of the operating budget for the organization.
- 4.3 The fiscal year will be from January 1st to December 31st.

#### Article 5 Executive

- 5.1 The Executive shall consist of:
  - Past President,
  - President,
  - Secretary-Treasurer,
  - Equity representative,
  - 2 OPC Provincial Councillors (appointed, 1 from each panel),
  - and 2 Terms and Conditions Committee representatives (appointed, 1 from each panel)
- 5.2 TERM OF OFFICE- Executive shall be in office for not less than 2 years
- 5.3 Associate members are not eligible to hold executive position.
- 5.4 The signing officers shall be two or more of:
  - President
  - Past President
  - Secretary-Treasurer
  - Or another member of the executive

#### Article 6 Elections and Appointments

- 6.1 Elections to the Executive Committee shall take place at the Annual General Meeting.
- 6.2 Appointments to the Executive Committee shall take place at the Annual General Meeting.
- 6.3 Only OPC members in good standing are eligible to run office and to vote in the election. An associate member does not have voting privileges. An associate member may not hold office.
- 6.4 All Executive Committee positions representing either the Elementary or Secondary panel shall be available to both Principals and Vice-Principals from within that panel.
- 6.5 Should more than one person be nominated for one position, voting shall be by secret ballot. To be elected to a position, the candidate must receive a majority of the votes cast.
- 6.6 The President shall conduct elections according to procedures approved by Council.
- 6.7 In the situation of a position remaining vacant after elections have completed or a position becoming vacant prior to the next election, the Executive may make an interim appointment from the membership at large.

#### Article 7 Duties

- 7.1 President
  - 7.1.1 Shall preside at all meetings of association and executive.
  - 7.1.2 Shall be an ex-officio member of all committees.

- 7.1.3 Shall maintain order and decorum, decide questions of order and procedure, submit motions of other proposals to the final decision of the meeting.
- 7.1.4 Shall cast the deciding vote in the case of a tie.
- 7.1.5 Shall be responsible for Council correspondence.
- 7.1.6 Shall communicate regularly with the executive and membership.
- 7.1.7 Shall, with the advice of the executive, appoint members to newly formed ad-hoc committees
- 7.1.8 Shall monitor Board meetings and agenda.
  
- 7.2 Past President:
  - 7.2.1 Shall assume the duties of president whenever the president is unable to do so.
  - 7.2.2 Shall advise the president on all matters concerning the association.
  
- 7.3 Secretary-Treasurer:
  - 7.3.1 Shall record all proceedings and prepare copies of the minutes of each meeting for each member.
  - 7.3.2 Shall receive correspondence and conduct correspondence as directed by the president.
  - 7.3.3 Shall receive all moneys, issue cheques and sign cheques for payment of authorized expenditures.
  - 7.3.4 Shall submit a financial statement at the Annual General Meeting.
  
- 7.4 OPC Provincial Councillors:
  - 7.4.1 Shall perform the duties of a Provincial Councillor as defined by the OPC in the OPC Constitution, OPC Policies and the Provincial Councillor Handbook.
  - 7.4.2 Shall serve as liaison between the OPC and the Council and shall bring forward any District resolutions, issues or concerns to the notice of OPC as they may be authorized and directed to do by the membership of the Council.
  
- 7.5 Terms and Conditions Representatives
  - 7.5.1 Shall co-chair the Terms and Conditions Committee and shall report to the Executive Committee at each of its meetings on the activities of the Terms and Conditions Committee.
  - 7.5.2 Shall be responsible for ensuring members are adequately consult on their priorities for negotiations.
  - 7.5.3 Shall consult with OPC on matters of Provincial interest and shall communicate OPC policies and information to the local OPC members as recommended by OPC.
  - 7.5.6 Shall attend any OPC meeting to which Terms and Conditions representatives are expressly invited.
  
- 7.6 *Equity Representative*
  - 7.6.1 Shall attend OPC equity meetings to which the representative is expressly invited and communicate any information back to the district.

## Article 8 Committees

- 8.1 There shall be a Terms and Conditions Committee, co-chaired by the two Terms and Conditions Representatives, with equal representation of OPC members from each panel. The composition of the Terms and Conditions Committee shall be subject to the approval of the Executive Committee. The Terms and Conditions Committee shall take steps to ascertain the priorities and concerns of the membership as they relate to the terms and conditions of employment and shall represent their interests and negotiate on their behalf with the Board. The Terms and Conditions Committee shall receive the advice, direction and support of the OPC about contract language to improve the terms and conditions of employment for principals and vice-principals in the Board, and in the province, so long as any direction provided by the OPC is pursuant to a provincial strategy approved by OPC Provincial Council.
- 8.2 The Executive may establish other Standing, Special and/or Ad Hoc committees to serve the interests of the Council.
- 8.3 The Executive may appoint and set the terms and duration of any Standing, Special Committee or Sub-Committee that it deems necessary.

### 8.4 Ad Hoc Committees

Shall carry out tasks as directed by the Executive.  
Shall meet as necessary.  
Shall report to the Executive and the Council  
Shall be created as needed

## Article 9 Meetings

### General

- 9.1.1 Meetings of the general membership shall be held at least twice yearly or at the call of the Executive. The fall meeting will be designated as the Annual General Meeting.
- 9.1.2 A quorum shall consist of 5 members present. All members will be advised of a meeting at least 2 weeks in advance.
- 9.1.3 A simple majority of the members voting will be sufficient to pass ordinary motions, committee reports and recommendations.
- 9.1.5. All OPC members shall be entitled to vote on decisions affecting OPC members in OPC-RRDSB.
- 9.1.6. A failure to pay a local levy shall not prevent any OPC member from attending meetings of OPC-RRDSB or from voting on any decisions affecting OPC members in OPC-RRDSB.
- 9.1.7. Any meeting, event, or professional development opportunity or other opportunity funded by the OPC fee rebate shall be open to all OPC members. Non-OPC members shall not attend, unless they pay their proportionate cost.
- 9.1.8. In no instance shall non-OPC members be present at a meeting where the matters being discussed are confidential to OPC members.

### Executive

- 9.2 The Executive Committee shall meet monthly to conduct the business of the Council.

## Article 10 Review of Constitution

- 10.1 The constitution shall be reviewed at the Annual Spring General Meeting and any amendments will be voted on at the Fall General Meeting.
- 10.2 Any member may move to amend the Constitution.
- 10.3 A two-thirds majority of the members in attendance at the Annual General Meeting shall be necessary to amend the Constitution.
- 10.4 OPC-RRDSB shall consult with OPC before adopting any changes to the Constitution.

## Appendix 1

### Robert's Rules of Order Cheat Sheet for Nonprofits

Written by [Nick Price](#)

#### Types of Motions:

1. **Main Motion:** Introduce a new item
2. **Subsidiary Motion:** Change or affect how to handle a main motion (vote on this before main motion)
3. **Privileged Motion:** Urgent or important matter unrelated to pending business
4. **Incidental Motion:** Questions procedure of other motions (must consider before the other motion)
5. **Motion to Table:** Kills a motion
6. **Motion to Postpone:** Delays a vote (can reopen debate on the main motion)

#### Every Motion Has 6 Steps:

1. **Motion:** A member rises or raises a hand to signal the chairperson.
2. **Second:** Another member seconds the motion.
3. **Restate motion:** The chairperson restates the motion.
4. **Debate:** The members debate the motion.
5. **Vote:** The chairperson restates the motion, and then first asks for affirmative votes, and then negative votes.
6. **Announce the vote:** The chairperson announces the result of the vote and any instructions.

**TIP!** If the board is in obvious agreement, the chairperson may save time by stating, "If there is no objection, we will adopt the motion to..." Then wait for any objections. Then say, "Hearing no objections, (state the motion) is adopted." And then state any instructions.

If a member objects, first ask for debate, then vote and then announce the vote.

#### Requesting Points of Something

Certain situations need attention during the meeting, but they don't require a motion, second, debate or voting. It's permissible to state a point during a meeting where the chairperson needs

to handle a situation right away. Board members can declare a [Point of Order](#), Point of Information, Point of Inquiry or Point of Personal Privilege.

**Point of Order:** Draws attention to a breach of rules, improper procedure, breaching of established practices, etc.

**Point of Information:** A member may need to bring up an additional point or additional information (in the form of a nondebatable statement) so that the other members can make fully informed votes.

**Point of Inquiry:** A member may use point of inquiry to ask for clarification in a report to make better voting decisions.

**Point of Personal Privilege:** A member may use point of personal privilege to address the physical comfort of the setting such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a member's conduct.

Action	What to Say	Can interrupt speaker?	Need a Second?	Can be Debated?	Can be Amended?	Votes Needed
Introduce main motion	"I move to..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move to amend the motion by...." (add or strike words or both)	No	Yes	Yes	Yes	Majority
Move item to committee	"I move that we refer the matter to committee."	No	Yes	Yes	No	Majority
Postpone item	"I move to postpone the matter until..."	No	Yes	Yes	No	Majority
End debate	"I move the previous question."	No	Yes	Yes	No	Majority
Object to procedure	"Point of order."	Yes	No	No	No	Chair decision
Recess the meeting	"I move that we recess until..."	No	Yes	No	No	Majority
Adjourn the meeting	"I move to adjourn the meeting."	No	Yes	No	No	Majority
Request information	"Point of information."	Yes	No	No	No	No vote
Overrule the chair's ruling	"I move to overrule the chair's ruling."	Yes	Yes	Yes	No	Majority
Extend the allotted time	"I move to extend the time by ____ minutes."	No	Yes	No	Yes	2/3
Enforce the rules or point out incorrect procedure	"Point of order."	Yes	No	No	No	No vote
Table a Motion	"I move to table..."	No	Yes	No	No	Majority



Verify voice vote with count	"I call for a division."	No	No	No	No	No vote
Object to considering some undiplomatic matter	"I object to consideration of this matter..."	Yes	No	No	No	2/3
Take up a previously tabled item	"I move to take from the table..."	No	Yes	No	No	Majority
*Reconsider something already disposed of	"I move to reconsider our action to..."	Yes	Yes	Yes	Yes	Majority
Consider something out of its scheduled order	"I move to suspend the rules and consider..."	No	Yes	No	No	2/3
Close the meeting for executive session	"I move to go into executive session."	No	Yes	No	No	Majority
Personal preference- noise, room temperature, distractions	"Point of privilege"	Yes	No	No	No	No vote

\*A member may make a [motion to reconsider](#) something that was already disposed; however, the reconsidered motion may not be subsequently reconsidered. A motion to reconsider must be made during the same meeting and can extend to a meeting that lasts for more than one day.

## Tips and Reminders for Chairpersons

[Robert's Rules of Order](#), which is also widely known as parliamentary procedure, was developed to ensure that meetings are fair, efficient, democratic and orderly. A skilled chairperson allows all members to voice their opinions in an orderly manner so that everyone in the meeting can hear and be heard. The following [tips and reminders](#) will help chairpersons to run a successful and productive meeting without being run over or running over others.

- Follow the agenda to keep the group moving toward its goals.
- Let the group do its own work; don't overcommand.
- Control the flow of the meeting by recognizing members who ask to speak.



- Let all members speak once before allowing anyone to speak a second time.
- When discussions get off-track, gently guide the group back to the agenda.
- Model courtesy and respect, and insist that others do the same.
- Help to develop the board's skills in parliamentary procedure by properly using motions and points of order.
- Give each speaker your undivided attention.
- Keep an emotional pulse on the discussions.
- Allow a consensus to have the final authority of the group.

All board members should be familiar with *Robert's Rules of Order*, which they can find [online](#) and in bookstores.