

Prince George District Parent Advisory Council

Internal Policies and Procedures

As adopted May 7, 2012

Updated April 22, 2024

Executive Code of Conduct

ROLE – Parents who accept a position as a DPAC executive officer:

1. Work cooperatively to fulfill the goals of the DPAC.
2. Uphold the constitution and bylaws, policies and procedures of the DPAC.
3. Are willing to review their work with other executive officers and the general members.

DECISION-MAKING – Parents who accept a position as a DPAC executive officer:

1. Work to ensure the well being of students is the primary focus of all decisions.
2. Express concerns about proposed actions while they are under consideration, to be taken into account before a decision is made. A different perspective may help the group realize an action may have consequences that had not been anticipated.
3. Publically support the decisions of the membership, once a decision has been duly voted on, in spite of any personal concerns or reservations.

INTERPERSONAL CONDUCT – Parents who accepts a position as a DPAC executive officer:

1. Respect the rights of all individuals.
2. Perform their duties with honesty and integrity.
3. Speak and act towards other officers with respect and dignity, mindful of other officers' rights and sensibilities
4. Strive to be informed and only pass on reliable and relevant information.
5. Use the Dispute Resolution Process for any issues with other DPAC members.
6. Encourage and support parents and students with individual concerns to act on their own behalf, and provide information on the process for taking forward concerns.
7. Respect all confidential information.
8. Work to ensure that issues are resolved through due process.

PRESENTATION TO THE PUBLIC – Parents who accepts a position as a DPAC executive officer:

1. Support public education.
2. Represent the DPAC members' perspectives, to stakeholders and rightsholders in education, focusing on the best interests of students.
3. Recognize that membership lists are confidential, unless permission has been obtained from each member listed.
4. Direct requests for statements on behalf of the DPAC to the Chairperson. The Chairperson is the official spokesperson for the DPAC.

Dispute Resolution Process

DPAC members should recognize that each individual brings their own style to a volunteer environment, and when differences occur, effort should be made by all volunteers to understand and coach colleagues rather than judging their differences. In the event of a serious conflict that impairs a person's ability to perform their work with a positive and respectful attitude, the DPAC member should take the following steps:

1. Go directly to the person that the conflict is with, and attempt to resolve the situation with them in a face to face meeting.
2. If you cannot resolve the issue with this person, tell them that in your opinion, the issue has not been resolved and that you are proceeding with the dispute resolution process.
3. Contact the DPAC Chairperson, or, in the event the concern relates to the Chairperson, the concern should be directed to another Executive member. For the purposes of this process the person acting on the concern is named the Mediator.
4. Upon receiving the concern, the Mediator will work to clarify the concern, determine if and how the Code of Ethics has been breached and facilitate the resolution process.
5. If the person bringing the concern forward has not spoken directly to the other person in the conflict, they will be encouraged to inform the person in question of their concern and to discuss the problem with the intent of reaching a resolution.
6. If resolution is not reached between the parties, the Mediator will enter the discussion, with the intent to facilitate a positive resolution.
7. The Mediator may request the participation of other executive members in the process.
8. If the parties cannot agree on resolution, the Mediator will make a recommendation to the parties. The recommendation may be that the matter be closed.
9. Every attempt will be made to resolve the concern in a timely manner.
10. Either of the parties may appeal the decision of the Mediator, to the DPAC Executive as a whole. The appeal must be in writing within 30 days of being notified of the decision.

Delegates to BC Coalition of Parent Advisory Councils (BCCPAC) Conferences and Events

Background

The BC Coalition of Parent Advisory Councils (BCCPAC) regularly holds in-person conferences and events including the annual general meeting (AGM). It is a means of bringing the parent voice to the provincial table. The conference is a major networking opportunity for PAC executives to meet each other and build working relationships. All BCCPAC members will be encouraged to attend the AGM or pass their proxies to those delegates from our district who will be attending.

Applicant Criteria

1. DPAC will fund at least two delegates to attend the BCCPAC AGM, assuming adequate financial resources.
2. All DPAC members currently fulfilling the function of DPAC reps for their schools or serving as a DPAC executive member will be able to apply to be a DPAC delegate.

Delegate Selection

1. Eligible delegates will express interest at a general meeting. In the event there are more interested parties than the number of delegates approved to attend, an election will be held by secret ballot.
2. Whenever possible, the membership will ensure that one of the delegates has previously attended such a conference and/or AGM and can act as a mentor/guide for the other(s).

Delegate Expectations

1. Delegates are expected to attend the full conference, AGM, and/or event.
2. Delegates may choose which workshops to attend based on their own interests and anticipated benefits to DPAC. There should be a cross-section of workshops attended by DPAC delegates. The DPAC executive may decide on workshop selection for delegates.
3. Delegates must provide a post-event presentation or written report for DPAC at the next general DPAC meeting. This may be delayed to the next meeting upon request.

Resolutions and BCCPAC AGM

1. The membership may request that the DPAC executive arrange a resolution workshop prior the BCCPAC AGM and any other conferences with resolutions, as far in advance of the conference as possible.
2. DPAC volunteer(s) will research information on the more complex resolutions for presentation at the workshop.
3. Parents from all PACs are encouraged to attend the workshop meeting to discuss the resolutions, with the intent of taking the information back to their schools.
4. Member PACs would fill in their proxy form and voting instructions, and pass them to the DPAC proxy-carrier.
5. Proxies that are supplied without voting instructions will be voted according to the proxy-carrier's decisions.

Expense Reimbursement

DPAC members and executives may incur costs related to the function of the Council. This policy outlines the policies related to expense reimbursement.

1. Members will be reimbursed for all reasonable costs related to conference fees, transportation, lodging, food (excluding alcohol), and other incidental costs while representing or conducting work on behalf of DPAC.
2. Payments will be made on the basis of **actual receipt amounts**.
3. The Treasurer will prepare the reimbursement cheque(s) and have them signed at or before the next general meeting.
4. Meals will be based on a **maximum** of \$15 breakfast, \$25 lunch, and \$35 dinner.
5. Mileage is reimbursed at the standard federal rates per kilometer (km).
6. DPAC reserves the right to set transportation and lodging maximums.
7. Members may be encouraged to carpool or share a room when reasonable.
8. DPAC will not be responsible for any financial loss if delegates have to take off any time from work to attend the conference, AGM, and/or event.

Duties of DPAC Representatives

DPAC Representatives attend DPAC meetings on behalf of their PAC, and are chosen by each PAC on the basis of their own bylaws and policies. DPAC Representatives are expected to act on behalf of the PAC they represent, but are free to exercise their own judgment unless instructed otherwise by their PAC.

Between DPAC meetings, it is suggested that a DPAC representative should:

- Report back to their PAC on the DPAC meeting
- Gather the PAC's views on issues to bring forward to the DPAC
- Review documents relevant to the meeting, in advance of the meeting.
- Suggest any items that should be included on the next meeting agenda.
- Complete all tasks volunteered for as early as possible.

During DPAC meetings, a DPAC representative should:

- Attend all DPAC and committee meetings volunteered for.
- Arrive on time, and pay attention for the duration.
- Raise valid concerns. Representatives should give themselves permission to question the status quo or conventional wisdom, even at the risk of being unpopular.
- When opposing an initiative, be prepared to propose alternatives.
- Insist on that all proposals be clear, especially when votes are taken.
- Try to speak up more often and offer insights and ideas, if you tend to hold back.
- Learn to hold back comments and listen more often, if you tend to dominate a meeting.

Perceived Bias and Conflict of Interest

DPAC expresses the views of the parents in this school district. Parents bring a special expertise to the process of determining the educational goals, policies and services provided for their children.

The voice of this DPAC must clearly be, and must be perceived to be, that of the parents of this school district. Individuals who may be in a situation of “perceived bias” by virtue of another role they hold in the educational system must avoid functions within this DPAC which involve representation of the parent voice.

Members who have concerns regarding conflict of interest or perceived bias should refer those concerns to the DPAC Executive.

We conduct our meetings for Robert’s Rules of Order, which states:

“No member should vote on a question in which he has a direct personal or pecuniary interest not common to other members of the organization. For example, if a motion proposes that the organization enter into a contract with a commercial firm of which a member of the organization is an officer and from which contract he would derive personal pecuniary profit, the members should abstain from voting on the motion. However, no member can be compelled to refrain from voting in such circumstances.”