

# Black Student Achievement Advisory Committee (BSAAC) Terms of Reference

## 1. MANDATE

The Black Student Achievement Advisory Committee (BSAAC) will examine and make recommendations to the Board through a standing committee of the Board, on strategies to address persistent achievement, opportunity and participation gaps experienced by Black students, and ensure learning environments are safe, nurturing and welcoming.

## 2. MEMBERSHIP

BSAAC's structure will entail a central advisory body representing a wide range of service institutions and community organizations.

Up to ten (10) organizations, institutions and alliances representing the following strategic areas:

1. Education/Guidance
2. Social Service/CAS
3. Legal
4. Corrections
5. Communication/Media
6. Systemic/organizational/institutional Change
7. Police
8. Community
9. Arts
10. Health/Mental health

- Trustees Appointed by the Board;
- Two (2) parent / guardian / caregivers that have a student registered in the TDSB;
- Two (2) students registered and/or unregistered with the TDSB;
- One member from the Equity Program Advisory Committee (EPAC) as approved by the committee
- TDSB staff (as designate by Director);
- Federation Representatives (CUPE, ETT, PSSP, etc.), as approved by the TDSB

The following members will be **voting** members:

- Up to 10 community representatives from various organizations, institutions and/or alliances representing the ten (10) strategic priority;
- Two (2) parent / guardian / caregivers that have a student registered in the TDSB;
- One member from the Equity Program Advisory Committee;
- Trustee Co-Chair

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The following will be *non-voting* members:

- The Director staff designate/resource;
- Staff federation representatives (e.g., CUPE, ETT, OSSTF, PSSP, etc.);
- Community member, organizations, parent / guardian / caregivers who are not identified on official “voting membership list” will have opportunities to participate in discussions and workgroups but will not have voting privileges

### **3. TERMS OF OFFICE**

Terms of office will be as follows:

- Organizations representing the 10 priority areas will serve a two (2) year renewable term;
- Student representatives will serve a one or 2 year term where feasible;
- Parent / guardian / caregivers will serve a one or 2 year term where feasible;
- EPAC representative will serve a 2 year term pending the Terms of Reference its committee;
- Trustees will be determined by the Board’s annual organization process;
- Staff will be assigned by the Director

#### **Vacancy**

- Should a position on BSAAC become vacant during a representative’s term, a new representative will be appointed through an Expression of Interest process facilitated by the Board in consultation with the Committee to serve the rest of that representative's term;
- Each position will be appointed at the completion of the original term utilizing an Expression of Interest process;
- Notices of resignation should be submitted to the Co-Chairs with 48 hours’ notice;
- BSAAC will hold an annual membership review and recruitment to take place in May and June of the school year to ensure that a full voting membership complement is in place for the new school year;
- All interested community members and parent / guardian / caregivers and parent liaison groups will be invited to complete an Expression of Interest

#### **Expression of Interest Process**

- Staff will put out an expression of interest to community members, individuals, organizations, parents/guardians and students who meet the strategic areas;
- Interested individual/groups will be asked to complete and submit an Express of Interest form

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- Expression of interest forms will be submitted to TDSB Staff;
- A selection committee of staff, Trustees and two (2) community members not participating on the BSAAC will screen all applicants to short-list candidates and present nominees to the Committee;
- The committee will appoint members from the short-list of nominees;
- Where skills and competencies are similar, the Committee may group applications so that suitable applicants who apply for the committee may be considered for the Working Groups;
- All communication and promotion mediums (TDSB website, social media, e-lists etc.), will be used to share the Expression of Interest broadly

### **4. COMPOSITION OF EXECUTIVE (OFFICERS)**

The Executive shall be comprised of:

- Two(2) Co-Chairs (Parent / guardian / caregivers, Community organization representative student);
- All members who serve as Lead or Co-lead of a Strategic Working Groups;
- The Director of Education or his/her designate

### **5. TERMS OF OFFICE FOR CO- CHAIRS**

- Co-Chair shall serve a two year term;
- Should either of the Co-Chairs resign before the end of his/her terms, an interim Co- Chair shall be elected by the membership at the next meeting;
- If an interim Co-Chair desires to serve for a full two-year term, he/she may propose same to the membership. Any such proposal will be voted upon by the membership. If the remainder of the term is less than three months of a school year, it will not be counted towards serving a full term;
- A Co-Chair is encouraged to serve only one two-year term and may serve no more than two consecutive terms at the discretion of the membership

#### **Election of Co-Chairs**

- The selection/election process for the Co-Chair will be conducted bi-annually in November of each school year;
- The election process will be carried out by a simple majority vote;
- Members will be given 2 weeks' notice of the election and nomination process

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### **Election Process**

- BSAAC shall establish a permanent Nomination Working Group to organize and implement Co-chair election;
- Membership of the Nomination Working Group shall be drawn from BSAAC members and any interested member of a BSAAC Working Group and open to annual renewal;
- The Nomination Working Group shall seek out candidates for the position of Co-Chair;
- Qualifications and duties of the Co-chair will be decided by the Working Group in the months prior to election and approved by the BSAAC membership;
- BSAAC members interested in standing for the position of Co-Chair may be nominated or self-nominated;
- A list of candidates will be made available to BSAAC prior to the election. Any member who is not on the list may also stand for election;
- Election procedure will be determined by the Nomination Working Group, in keeping with the guidelines of the TDSB (See CAC Handbook);
- To be elected, a Co-Chair candidate must have the approval of a majority (50% + 1) of the membership present at a meeting where Co-Chairs are elected;
- The Nomination Working Group will select a method of voting under which both successful candidates attain majority approval (such as a ranked ballot system);
- Members of the Nomination Working Group may not seek election as Co-Chairs

### **6. MEETINGS**

- The central advisory committee will meet monthly. Occasional meetings may occur by conference call, if necessary;
- Workgroups must meet a minimum of four times per year;
- Agendas and notice of meetings and minutes are to be circulated by TDSB Staff no later than 2 weeks in advance of the meeting. Members will be notified by telephone call if an e-mail address is unavailable;
- Schedule of meetings will be established in advance and published on the Board's website;
- Simplified Robert's Rules of Order will be followed during meetings;
- Quorum must be achieved for the meeting to be properly constituted;
- One of the Co-Chairs shall preside over meetings of the central advisory body. The Co-Chair not leading the meeting shall take the gavel whenever the Co-Chair leading the meeting wishes to participate in a discussion during a meeting. If a Co-Chair is not present, it shall be the first order of business for the meeting to selecting an acting Co-Chair according to the procedure

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- described for establishing quorum;
- All meetings shall be open to public observers and shall be held at a location that is accessible to the public

### **Attendance & Missed Committee Meetings**

- Any member who is unable to attend at a Committee meeting shall provide the Co-Chairs and the Secretary with a minimum of 24 hours' written notice, where possible, of regrets or apologies for absence, via electronic mail, with a copy to the TDSB Staff support. The Minutes of each Meeting shall include a notation of those members absent and those advising of apologies for absence. Any Member who misses either;
- Three (3) or more consecutive Committee Meetings without advising apologies for absence, or (b) total of four (4) Committee Meetings in any fiscal year, may be removed from their seat. The Secretary may move for the removal of any Member with the matter requiring a simple majority to pass

## **7. ROLES OF THE MEMBERS**

### **Co-Chairs**

- Preside over meetings, work with staff to develop a yearly plan of priorities for the committee, work with staff to develop meeting agendas, plan and chair executive meetings etc.;
- Participate in discussions, provide information on a matter under discussion, and vote. The nature and extent of the participation in these discussions is at the discretion and judgment of the individual

### **Trustee Members and Trustee Co-Chair**

- Trustee members may attend meetings, participate in discussions, and provide information on a matter under discussion

### **Community/Parent / Guardian / Caregivers and Students**

- Attend all meetings and bring forth items from their constituents to the attention of the committee;
- Notify committee if they are unable to attend meetings

### **TDSB Staffing Support**

- The staff person assists the Co-Chairs as necessary with activities before, during and following Committee meetings

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### **8. PREPARING THE AGENDA**

- It is the responsibility of the Co-Chairs, in consultation with the staff resource, to determine the items on the agenda and the order;
- The staff resource person will provide items that have been referred by the Board. The Board will provide staffing supports to assist with the production and maintenance of agendas, minutes and committee reports

### **9. ELECTRONIC PARTICIPATION**

- Members may participate by electronic means (conference call) subject to the following requirements;
- The person chairing the meeting and at least one member must be physically present in the meeting room;
- The staff resource persons and support must be physically present in the meeting room;
- Members must notify staff t no later than 24 hours before the start of the meeting if they will be physically absent from the meeting and wish to participate by electronic means;
- Members participating electronically must inform the Co-Chairs when they enter and are about to leave the conference call;
- The chair will conduct voting by asking every member present by electronic means to indicate their vote

### **10. DECISION MAKING**

- Where possible, decisions should be made by consensus (all members may not agree with the decision but can support the decision);
- When votes are necessary, a simple majority will be sufficient;
- The committees decision may entail a recommendation for the Board or a motion for the committee;
- A voting member who is present and who fails to vote on a recommendation or motion shall be deemed to have abstained. For clarity, an abstention is neither counted for nor against a motion;
- There will be no proxy or on-line voting;
- In the event of a tie vote the Co-Chair leading the meeting shall cast the deciding vote

*(Guidelines suggest voting on key matters/issues: e.g. Staff report on issue, general discussion, presentation of motions/and amendments, votes on amendments, then on main motions.)*

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### **11. QUORUM**

- Quorum shall be 40% + 1 of sitting members (rounded down if necessary);
- The Co-Chair should convene the meeting as soon as quorum of the members is present, but not before the scheduled start time;
- If quorum is not present within 15 minutes of the scheduled start time, the committee may engage in “conversation” but no decisions will be made and minutes will not be produced for the meeting. The agenda will be carried over to the next meeting;
- If quorum is present, and neither Co-Chair is present, the first item of business is to select an acting Co-Chair from among the voting representatives

### **12. WORKING GROUPS**

The committee will strike working and/or ad hoc working groups based on the ten (10) strategic areas of the committee. Working groups will operate as follows:

- Working Groups may have a BSAAC lead and a non BSAAC co-lead;
- BSAAC Working Group lead is identified by BSAACC;
- Non BSAAC members are able to participate on a working group;
- Working Groups must report to BSAAC via BSAAC lead and must adhere to these By- laws when making decisions;
- Notices of resignation from a Working Group Co-Lead (s) should be submitted to the Co-Chairs

### **13. COMMUNICATING ADVICE TO THE BOARD OR STAFF**

- BSAAC will provide advice to the board through formal recommendations approved by BSAAC and presented in a committee report to the Board;
- Staff support will prepare the committee’s recommendations for the review of committee Co-Chairs and submission to Board Services

### **14. CODE OF CONDUCT**

- BSAAC members will adhere to the code of conduct of the Board and all policies and procedures of the Board. Failure to do so may result in a mediation process and/or dismissal from the committee following a committee motion

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### **15. REMUNERATION**

- A person shall not receive any remuneration for serving as a member of Boards CAC. Reimbursement to members for expenses incurred as members of BSAAC shall be reimbursed pursuant to TDSB policies

### **16. CONFLICT OF INTEREST (COI)**

- A COI is a” situation in which a person or organization is involved in multiple interests, financial or otherwise, one of which could possibly corrupt the motivation or decision- making of that individual or organization” (Wikipedia.org);
- COIs are not necessarily limited to conflicts of financial or economic nature and may arise where allegiances to another organization may prevent the Member from carrying out their duties to the Committee faithfully and honestly;
- The purpose of these COI provision is to ensure deliberations and decisions of the Committee are made in the interests of the Committee and to protect the interests and integrity of the Committee when it is contemplating a program, service or budget recommendation to the Board

A BSAAC member or Working Group member:

- Shall not accept favours, opportunities, economic benefits or payment from any individual, organization, or entity known to be seeking BSAACs support or benefit financially through Committee involvement;
- Must stringently avoid the appearance of COI. Members holding positions in organizations with a similar mandate to the Committee must ensure they are able to fulfill their responsibilities to BSAAC and declare any such conflict;
- May not use his or her position with respect to the Committee, or confidential insider information obtained by him or her relating to the Committee, in order to achieve a financial benefit or any gain for himself or herself or for third party;
- Has a duty to inform the membership in writing of any actual, potential or perceived conflict of interest, including those in the past

*(Violations of these Conflict of Interest provisions may result in removal.)*

### **17. CONFLICT RESOLUTION**

- BSAAC will draft a conflict resolution process



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## **18. EVALUATION AND REVIEW**

- BSAAC will undertake an annual self-evaluation of its performance against its mandate, strategic plan, membership, processes, number of meetings etc., using the Board's review template and provide the information to the Board

## **19. REVIEW OF TERMS OF REFERENCE**

- BSAAC will review its Terms of Reference every two years and provide a report, including any recommendations, to the Board