

Background

The Inner City Community Advisory Committee (ICAC) is a Community Advisory Committee recognized by the Board of Trustees in June 2005.

The ICCAC was created as an integral part of the *Model Schools for Inner Cities Taskforce Report (2005)*.

Mandate

Members of the Inner City Community Advisory Committee (ICCAC) are committed to common goals of equity, opportunity, and poverty reduction.

ICCAC's mission is to close the opportunity gap and raise achievement for all students impacted by poverty within the TDSB.

ICAC advocates for appropriate community investments using an equity focus, and draws on the rich expertise and support of academic, institutional and community partnerships.

Membership and Composition

a. Membership

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

- Up to three (3) TDSB Trustees;
- Up to eight (8) TDSB parents and community members;
- Up to ten (10) organizational members from post-secondary institutions; public institutions, departments of the City of Toronto, foundations and community agencies. Each organizational membership will be held by the organization, not an individual. One staff person will be the lead for the organization and will be on our mailing list. That person will be responsible for finding an alternate staff to attend meetings their absence, share the meeting materials with their alternate and communicate the change with the administrative support assigned to the Committee.

The following members will **not be voting** members of ICCAC:

- Staff federation/ union/ association representatives (e.g., CUPE, ETT, OSSTF, PSSP, etc.), to be confirmed by federation/ union/ association executive and communicated to ICCAC co-chairs, annually, at the beginning of each new school year.
- TDSB staff assigned to the Committee.
- Community members, organizations, or parents who are not identified on the official voting member list will have opportunities to participate in discussions and workgroups but will not have voting privileges.

b. Co-chairs:

- There will be two (2) co-chairs:

Inner City Community Advisory Committee Terms of Reference (TOR)

- A Trustee member of ICCAC to serve as Trustee co-chair
- A parent, community or organizational member to serve as community co-chair

c. Staff support

- A senior staff member will be designated by the Director as a staff resource person for ICCAC.

Terms of Membership

At the time of nomination as a member of ICCAC, each member (parent, community member or new agency member) will commit to a term of two years. Members may be reconfirmed for subsequent terms upon agreement of the Committee.

Individuals/organizations must complete a membership request form and have an existing member of ICCAC submit the nomination to the co-chairs.

Attendance

- Attendance of committee members will be taken at every meeting.
- Member absences must be communicated to the administrative support prior to the scheduled meeting dates.
- After two consecutive unexcused absences the member may be contacted by a Co-Chair to discuss continued membership in ICCAC.
- After three consecutive unexcused absences the member may be subject to removal.

Quorum

Quorum is constituted when 40% **plus one (rounded down)** of confirmed members are present.

If a quorum is not present within 15 minutes of the scheduled start time, the meeting is ended for lack of quorum. At that point, the members present may choose to hold an informal meeting for discussion purposes only. In this case, no votes are held and notes of the discussion are recorded for the benefit of members who were not present.

Meetings

- The ICCAC meets monthly throughout the academic year (September - June).
- Meeting dates will be set in May for the upcoming academic year **and coordinated through the central meeting calendar**. Meeting dates will be posted to the ICCAC web page on the TDSB web site, and will be submitted for publication in the TDSB System Calendar.

Inner City Community Advisory Committee Terms of Reference (TOR)

- To encourage participation from all members, the Committee will vary its meeting times and locations.
- The administrative support will provide a minimum of two weeks' notice of an upcoming meeting.
- The co-chairs will create a draft Agenda for each meeting, to be approved by the membership present at the meeting.
- A staff resource person must attend each meeting to advise and update the committee.
- The co-chairs will share the duties of chairing the meetings.
- Decisions are made by voting members. Meetings will follow TDSB bylaws. When something isn't covered in the by-laws, Robert's Rules of Order will be followed. These will be shared with members every September.
- The administrative support will record the minutes of the meeting.
- Agendas will be posted to the ICCAC webpage 72 to 48 hours prior to each meeting.
- Minutes of the meetings will be posted to the ICCAC webpage on the TDSB website once approved by the Committee.

Elections

- In the absence of the sitting Trustee co-chair, an alternate Trustee co-chair will be appointed by the membership present for the duration of that absence.
- The community co-chair must be elected from among the confirmed parent, community and organizational members of the Committee. The community co-chair will be elected for a term of two years.
- Candidates for community co-chair may self-nominate or be nominated by a confirmed member of ICCAC.
- If an organizational member is elected as co-chair, the co-chair designation will reside with the individual lead for the organization and other staff from the organization cannot assume the role.
- Candidates for community co-chair may self-nominate or be nominated by a confirmed member of ICCAC.
- The election for community co-chair will be held at the October meeting of alternate years. The election of co-chair will take place within the regular ICCAC meeting.
- The administrative support will provide two months' notice of the election.

Evaluation and Review

- ICCAC will review its goals and governance every two years to ensure alignment with the mandate of the Committee.

Reporting

- After each meeting a Standing Committee Report is filed for submission to the Program and School Services Committee (PSSC) of the Board.
- After the minutes/notes of each meeting are ratified by the Committee, they are posted to the ICCAC webpage.

Code of Conduct

- All members will adhere to TDSB's Board Code of Conduct (PR585), and all policies and procedures pertaining to that Code of Conduct.
- Failure to do so may result in a mediation process and/or dismissal from the Committee following a Committee motion.