

TDSB 2SLGBTQ+ Community Advisory Committee

Terms of Reference

Mandate

To act as a relevant voice to guide the Board's decision-making on issues related to the safety and well-being of 2SLGBTQ+ students, families, and staff members, in order to help ensure the Board is providing 2SLGBTQ+ supportive and positive learning environments.

Membership

All voting and non-voting members must support the mandate of the committee, abide by all TDSB policies and procedures, and review the Terms of Reference.

General Membership:

The 2SLGBTQ+ CAC will have a central advisory body representing a wide range of representation outlined below

- Students registered with the TDSB;
- Guardians and caregivers that have a student registered in the TDSB;
- 2SLGBTQ+ community members
- TDSB staff
- Up to 10 2SLGBTQ+ supportive Community Organizations, Trustees Appointed by the Board;
- TDSB support staff (as designated by Director);

Voting Membership:

- Students
- Up to 10 2SLGBTQ+ supportive Community Organizations representative
- Up to two (2) Guardians/Caregivers that have a student registered in the TDSB;
- Up to 5 at-large seats reserved for 2SLGBTQ+ community members
- One (1) Trustee Co-Chair

Non-Voting Membership:

- The Director staff designate/resource
- Staff federation representatives
- TDSB Staff
- Community member, organizations, parent / guardian / caregivers who are not identified on official "voting membership list" will have opportunities to participate in discussions and working groups but will not have voting privileges

Terms:

Terms of office will be as follows:

- Organizational representatives will serve a two (2) year renewable term;
- Student representatives will serve a one (1) or two (2) year term where feasible;
- Parent / guardian / caregivers will serve a one (1) or two (2) year term where feasible;
- Trustees will be determined by the Board's annual organization process;
- Staff will be assigned by the Director

To be eligible for voting membership, an individual/organizational representative must attend three (3) consecutive meetings. If an individual/organizational representative misses three (3) consecutive meetings without notice, they will not be able to vote until they are able to attend three (3) consecutive meetings again.

Student voting rights are not subject to the above.

Role and Terms of Chair(s)

- Committee will be co-chaired by at least one community representative and, when possible, priority will be given to one TDSB student
- Community representative chair will serve a two-year term
- Student co-chair will serve one or two-year term
- Committee will be chaired by at least two community members
- Co-chairs are expected to attend least 75% of meetings and notify co-chair, trustee chair, and staff if they are unable to attend
- Co-chairs are expected to work with staff and Trustee chairs to ensure effective meetings
- Should a chair resign, an interim chair will be elected
 - This person may complete the term or membership can vote to call an election
- Chairs are expected to demonstrate a basic understand of meeting facilitation through an anti-oppression lens
 - All individuals interested in running as co-chairs will be provided a half day training (to be paid for by TDSB)

Selection of Chairs

- The selection/election process for a Co-Chair (one or two) will be conducted every two (2) years at the first meeting of the school year
- A *Statement of Interest* should be provided by those interested in a position of Co-Chair

- To ensure accessibility, individuals may also dictate their *Statement of Interest* to support staff person
- The election process will be carried out by simple majority vote

Roles and Terms of Trustee Members and Trustee Co-Chair

- The Trustee Co-Chair may participate in discussions and provide information on a matters
- Notify the Community Co-Chairs and staff if they are unable to attend a meeting

Other Trustees

- Trustees who are not members of a Community Advisory Committee have the right to attend and participate in discussions but do not have voting privileges

Meetings, Attendance & Expectations for Members (Voting and Non)

- Meetings will be held monthly (approximately eight times per year)
- Working Groups, if required, may meet more frequently
- Notice of meetings, minutes and agendas will be circulated by support staff no later than seven (7) days in advance
- If a voting member is unable to attend, where possible they must notify the staff resource person in writing 48 hours prior to the meeting
- A schedule of meetings for the committee will be established in advance and published

Role of Members

- All committee members (voting and non-voting), participants, guests, and TDSB staff are expected to participate in discussions, provide information on a matter under discussion and vote
- All committee members are expected to participate in meetings in a thoughtful manner that considers anti-oppression
- The nature and extent of the participation in these discussions is at the discretion and judgement of the individual
- Notify the Community Co-Chairs and support staff if they are unable to attend a meeting

Electronic Participation

- All members may participate by conference or video call
- The person chairing the meeting and at least one member must be present in the meeting space
- The staff resource persons and support must be present in the meeting
- Members shall notify staff no later than noon the day of the meeting if they wish to participate virtually

- The chair will conduct voting by asking every member present by electronic means to indicate their vote

Working Groups

- The committee will strike working groups and/or ad hoc committees as is seen fit
- Working Groups will operate as follows
 - Working groups may be led by voting and non-voting members
 - Non-committee members may participate but not lead
 - An lead must be identified to report back to the full committee
 - Notice of lead resignations must be made to the Community and Trustee chairs, as well as staff

Role of Support Staff

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

Quorum

- Quorum shall be 40% of sitting members (rounded down if necessary)
- Students will be encouraged to attend as often as possible, but this will not impact the ability to achieve quorum
- 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 an informal meeting but no decisions will be made. Minutes may be taken if decided by the committee
- The agenda will be carried over to the next meeting
- If quorum is present, and neither Community Co-Chair is present, the first item of business is to select an acting Community Co-Chair from among the voting representatives

Decision Making

- Where possible, decisions should be made by consensus
- When votes are necessary, a simple majority will be sufficient by the voting members present
- Voting members will make decisions for the community as a whole

Communication with Board or Staff

- Committee representatives will provide advice to the board in the form of formal recommendations approved by the committee and presented in a committee report, or feedback expressed in a separate document or recorded in the minutes of a meeting

- Feedback does not necessarily have to reflect a consensus viewpoint or a majority decision but may reflect the range of diverse views of the committee members
- Advice to the Board may entail; a request made for a delegation at the appropriate standing committee; or a committee report may be presented to the appropriate standing committee, or both
- Committee may direct advice to senior staff either on request or independently where such matter is appropriate for staff attention
- Any member wishing to represent the committee must have committee approval to speak on behalf of the committee

Preparing Committee Reports

- Staff support will prepare the committee's recommendations for the review of committee Co-Chairs and submission to Board Services
- Community Co-Chairs (or their designate) will present to Program and School Services Committee

Evaluation and Review

- The committee 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
- The committee will define an annual work plan to be completed by Spring

Remuneration

- When meetings are held in person a meal will be provided
- The Board will assume transportation costs for all students and any other member attending as required

Conflict of Interest

- The committee will operate within the parameters within the TDSB Conflict of Interest policy

Conflict Resolution

- All committee members and attendees will participate in good faith and openly
- If a conflict arises, individuals should seek support from the Community Co-Chairs
- The committee functions under the recognition that debate and difference of opinion is important, but also recognizes that decisions must be made in order to achieve change

Review of Terms of Reference

- The Terms of Reference will be reviewed in October 2021 or unless 50% membership brings forward a revision

- After the initial review, all over reviews will take place every two (2) years or at the request of 50% of the membership

Budget

- Set resources are available to support committee meetings - this includes TDSB child minding (with two (2) weeks advance notice), ASL and other translation services, adequate funding for a catered dinner and to cover transportation costs for students and all members requiring it
- Funds shall be set aside to ensure capacity building of individuals who wish to co-chair and take on other leadership opportunities