

TEMPLATE

SCHOOL NAME SCHOOL COUNCIL CONFLICT RESOLUTION BYLAW

1. Every *NAME* School Council Member will be given an opportunity to express concerns or opinions about any issue or item being considered by the School Council.
2. Speakers to an issue will maintain a calm and respectful tone at all times.
3. Speakers will be allowed to speak for a reasonable period of time without interruption.
4. The Chair's responsibility is to:
 - a. clarify the statements made by all speakers;
 - b. identify common ground among the points of view raised, if possible;
 - c. to set out the joint interests of all members;
 - d. *option: where an additional topic area arises during the discussion, the Chair shall consider the applicability of that topic to the current discussion and either ask for the agenda to be revised, or alternatively, ask for the new topic to be tabled for discussion at the next meeting.*
5. If no common ground can be identified or a consensus cannot be reached, the Chair will seek to clarify preferences among all members before proceeding further.
 - a. *Option: The matter may be deferred to a future meeting while more information and feedback is collected.*
 - b. *The Council may request a formal vote on an issue. The topic at issue and results of the vote shall be documented in the School Council minutes. (Include procedures for voting (e.g. open ballot, secret ballot, show of hands, etc.).*
6. If all attempts at resolving a conflict have been exhausted and the conflict cannot be resolved by consensus or vote then the Chair may arrange consultation with a third party such as the School's Superintendent, an appropriate school board representative, or a representative from the Parent and Community Engagement Office.
7. If a council member or meeting attendee becomes disruptive during a meeting, the chair shall
 - a. ask for order.
 - b. If all efforts to restore order fail, or the unbecoming behaviour continues, the chair may direct the individual(s) to leave the meeting, citing the reasons for the request.
 - c. If all calls to order are unsuccessful the Chair may adjourn the meeting.
 - d. These events will be recorded in the minutes.
8. When the Chair has requested the removal of a parent(s)/guardian(s) or Council Member(s) from a meeting, the Chair shall request that the individual(s) participate in a special meeting, the purpose of which will be to arrive at a mutually acceptable solution to the dispute. Such a meeting may be a private meeting, and shall not be construed as a meeting of the council.
9. The removal of a council member or parent for one meeting does not prevent that member or parent from participating in future meetings of council.

Note: Other conflict resolution suggestions exist in Section 7 of ["School Councils – A Guide for Members, 2002."](#)

Bylaw Approved: *DATE*