

RULES ON THE COMPOSITION AND FUNCTIONING OF THE EDUCATION COMMITTEES

Department responsible : General Administration	Approved by : _____ Director general
Effective date : March 18, 1997	Amended : June 11, 1998, June 13, 2000, December 11, 2000, October 23, 2002, November 27, 2002 and April 14, 2003
References :	

These rules are adopted in accordance with the powers granted to Kativik Ilisarniliriniq (KI) in section 657 of the *Education Act for the Cree, Inuit and Naskapi Native Persons*.

1. COMPOSITION

- 1.1 [Composition](#) A parents' committee is established, under the name "Education Committee", in each municipality erected under the Act respecting Northern villages and the Kativik Regional Government.
- 1.2 The Education Committee shall be composed of the school Commissioner, of three to eight members elected by the community and, subject to the decision of these elected members as indicated in article 1.5 below, of various representatives of the school and the municipality.
- 1.3 [The Commissioner](#) The school Commissioner who represents the community is automatically a member of the Education Committee with the right to vote.
- 1.4 [The Elected Members](#) The Education Committee shall be composed of three to eight elected members, based on the size of the community, to be determined as follows:
- for a population of 300 inhabitants and less:** three to five elected members;
 - for a population between 301 and 600 inhabitants:** three to six elected members;
 - for a population between 601 and 900 inhabitants:** three to seven elected members;
 - for a population over 901 inhabitants:** three to eight elected members;



The Council of Commissioners sets the number of elected members in compliance with the above conditions and after consultation with the community to consider its specific needs.

The number of elected members per community is as follows:

Community Members

Kangiqsualujuaq	7
Kuujuaq	8
Tasiujaq	5
Aupaluk	5
Kangirsuk	6
Quaqtaq	5
Kangiqsujuaq	6
Salluit	7
Ivujivik	5
Akulivik	6
Puvirnituk	8
Inukjuak	8
Umiujaq	5
Kuujjuaraapik	7

- 1.5 [Other members-
School and municipal
representatives](#) If, after consulting the Council of Commissioners, the elected members of the Education Committee so decide, the school principal, the teachers' representative, the mayor of the municipality, and a delegate of the local municipal council responsible for cultural affairs, or their duly authorized representatives, may be members of the Education Committee.
- 1.6 The mayor and the delegate responsible for cultural affairs may vote, but cannot be appointed president of the committee.
- 1.7 The school principal and the teachers' representative, or their representatives do not have the right to vote nor to be appointed president of the committee.
- 1.8 The decision to have an enlarged Education Committee as mentioned above shall be taken by the elected members of the Education Committee and the Commissioner at their first meeting following their election and shall stand for the entire two-year term of office of the committee.

However, notwithstanding the foregoing, the Education Committee may ask the above-mentioned persons to attend a meeting from time to time if it is deemed necessary.



2. PRESIDENT AND SECRETARY OF THE COMMITTEE

- 2.1 Within 14 days following their election, the elected members and the commissioner of the Education Committee shall hold their first meeting to choose their president.
- 2.2 Within 7 days of this first meeting, the Centre Director must send a report on the appointment of the new President to the Secretary General of KI. This report may also be attached to the report on the election referred to in article 6.12.
- 2.3 In case of absence or inability to act of the president of the Education Committee, the elected members and the Commissioner may choose a replacement from among themselves.
- 2.4 The Centre Director acts as secretary of the Committee, and is responsible for recording the resolutions and minutes of the Committee meetings and for their transmission to the Secretary General. The Centre Director is not a member of the Committee and does not have the right to participate in the debates except if requested by the president of the meeting.
- 2.5 The Centre Director is responsible for the administration of the Education Committee budget. On this matter, the Centre Director reports to the Education Committee and to the Finance department of KI.

3. ELIGIBILITY TO HOLD OFFICE

- 3.1 The qualification for office as an elected member of the Education Committee is as follows:
- a) to have reached the age of majority;
 - b) not to be affected by any legal incapacity (e.g. mental disorder);
 - c) to be a Canadian citizen;
 - d) to have resided in the municipality for 12 months;
 - e) to not have been convicted of an act punishable under a law of the Parliament of Canada or of the National Assembly by imprisonment for one year or more; such disqualification shall continue for three years after the term of imprisonment fixed by the sentence and, if only a fine



was imposed or if the sentence is suspended, for three years from the date of such condemnation unless the person has obtained a pardon;

- f) to not have been convicted of an indictable offence punishable by imprisonment for five years or more after having previously been convicted of two indictable offences so punishable; such disqualification shall continue for ten years after the term of imprisonment fixed by the sentence and, if only a fine is imposed or if the sentence is suspended, for ten years from the date of such condemnation unless the person has obtained a pardon;
- g) not to be a full time or part-time employee of KI. However, a member may act as an occasional substitute teacher when no one else is available;

In exceptional circumstances, the Executive Committee may approve the hiring of a member to work on a special project providing the following conditions are met:

- i. the project is of a limited scope and period time;
 - ii. payment is by time sheet;
 - iii. no one else meeting the requirements is available;
 - iv. there is no situation of conflict of interest.
- h) not to be a student enrolled in the regular sector or not to be a regular student in an Adult Education program offered by KI.

4. TERMS OF OFFICE

- 4.1 The elected members of the Education Committee shall hold office for two years.
- 4.2 A newly elected Education Committee member takes office immediately.

5. VACANCY AMONG THE ELECTED MEMBERS

- 5.1 A person shall cease to be a member of the Education Committee upon his death or if he ceases to be qualified, is affected by a mental or physical incapacity rendering him unable to perform the duties of an Education Committee member, refuses to hold office, resigns in writing, or does not attend three (3) consecutive regular or special meetings of the Education Committee without justifiable cause.



5.2 If more than six months remain before the end of a member's term, a new member should be appointed within thirty (30) days after the office becomes vacant. This replacement shall be the person who obtained the next highest number of votes in the last election; if there is none, an election is held.

5.3 If six months or less remain before the end of a member's term, the remaining members of the Education Committee shall appoint a new member within thirty (30) days after the office becomes vacant. This replacement shall be the person who had the next highest number of votes during the last election. If there is none, the Education Committee may appoint a member who has the necessary qualifications or may hold an election to fill this position or may keep this position vacant.

6. ELECTIONS

6.1 The Education Committee elections shall be held every two years in all the communities on the last Tuesday of September. An Education Committee member shall remain in office until his replacement is elected or appointed.

6.2 The Secretary General of KI is the person overall responsible for these elections at the regional level.

6.3 The Centre Director shall be the election officer at the local level.

6.4 To have the right to vote a person must :

- a) have reached the age of majority;
- b) have resided in the municipality for at least 12 months;
- c) be a Canadian citizen;
- d) have his name included in the electoral list.

6.5 Ten days before the elections, the Centre Director shall give official notice that elections are to take place for the Education Committee.

6.6 The Centre Director shall determine a date for nominations, deemed to be most appropriate for the community, between seven and three days before the elections.

6.7 Candidates may be nominated in writing or through a broadcast on the local radio. The Centre Director shall record every nomination in an election report.



- 6.8 Only a person who has the right to vote as defined in section 6.4 may nominate a candidate. No other requirement or exclusion applies.
- 6.9 If the number of candidates exceeds the number of seats available, a vote shall be held by secret ballot from 9 a.m. to 6 p.m. on the last Tuesday of September. No elector may vote by proxy. An elector unable to be present on the day of the election may vote in advance with the Centre director.
- 6.10 Each elector may vote for as many candidates as there are seats to fill.
- 6.11 The Centre Director may make arrangements to ensure that voters who are unable to vote at the school for reason of illness, physical incapacity, or old age, can do so at home.
- 6.12 The Centre Director shall declare elected the candidates who have obtained the greatest number of votes. In case of a tie between two candidates, the election shall be decided by a drawing of lots.
- 6.13 Within 15 days of this election, the Centre Director shall send to the Secretary General of KI a report indicating the names of the candidates and the results of the poll.
- 6.14 Elections held beyond the time limits set out in the rules shall be deemed to have been validly held if all the other formalities have been respected.

7. MEETINGS OF THE EDUCATION COMMITTEE

- 7.1 The Education Committee determines the date and time of its regular meetings as well as the methods and procedures of communication with the parents. Meetings shall be held regularly at least once a month and shall be held in the school or in any other place in the municipality determined by the Education Committee.
- 7.2 Members of the Education Committee may take part in a meeting and vote by any means enabling all participants to communicate among themselves orally, such as the telephone.



- 7.3 Meetings of Education Committees are not public. However, a Committee may decide in its internal rules that its meetings are public. Should this be the case, private meetings may still be held, particularly for the study of complaints made against students or local employees of the Board, of applications for positions in the school and any other subject of a confidential nature.
- 7.4 The quorum for meetings of the Education Committee shall be an absolute majority (50% + 1) of all its members qualified to vote.
- 7.5 No member of the Education Committee may vote upon a question in which he has personal interest distinct from the general interest of the other members. The Education Committee, in case of objection, decides, at the time of the vote, whether such member has or has not a personal interest and such member is not entitled to vote upon the question as to whether he has an interest.

8. FUNCTIONS OF THE EDUCATION COMMITTEE

- 8.1 Education Committees are consultative bodies with advisory powers to KI except for responsibilities that may be delegated to them by ordinance.



Ordinance No 764-2011/12-56
DELEGATION OF RESPONSIBILITIES TO EDUCATION COMMITTEES

Sections 17.0.57 of the James Bay and Northern Quebec Agreement and 657 of the *Education Act for Cree, Inuit and Naskapis Native Persons* (CQLR, c. I-14), stipulate that the Education Committees shall be consultative bodies with advisory powers to the school board except for responsibilities that may be delegated to them by ordinance of the school board.

The Council of Commissioners deems it necessary to delegate the following responsibilities to the Education Committees. These responsibilities are to be applied within the limits of the laws applicable, the policies, directives and guidelines in effect.

The Education Committee is responsible to:

1. provide information and promote consultation among all persons and parties concerning education in the community;
2. promote the participation of the parents with respect to the quality and development of their children's schooling;
3. promote input from the parents and the community in the development of all school programs and to provide recommendations and assistance to the Board in this respect;
4. promote the role of the parents with respect to the children's school attendance, discipline and to establish with the local school administration rules regarding the conduct of the students within the school;
5. participate in the organization of parent-teacher meetings;
6. promote and maintain relations with the local recreation committee and other community organizations;
7. help and assist the school administration in making arrangements to familiarize new teachers with their school and community namely with the organization of orientation sessions;
8. determine and approve cultural excursions;
9. through its President or in his absence through Education Committee members, consult with school administration to determine school closures;
10. adopt rules regarding internal matters;
11. determine the use and rentals of school facilities to persons or parties outside the Board;
12. approve extra-curricular activities, such as school sports exchanges and local fund raising programs for the benefit of the students and the community.

