

3. ADOPTION AND AMENDMENT

3.1 Adoption

The Committee chooses to review, revise and adopt these by-laws at, by latest, the second meeting of the academic year. The adoption of these rules will be by resolution.

3.2 Amendment

These by-laws may be amended by resolution at a meeting of the Committee by a simple majority of the membership or quorum.

4. COMPOSITION

4.1 Membership Eligibility

Any parent of a McCaig student is eligible to be a member of the Committee.

4.2 Size

The size of the Committee is limited to 25 members.

4.3 Filling of Vacancies

Vacancies on the Committee may be filled anytime through the school year. An eligible person may present themselves at the beginning of any Committee meeting to express his or her desire to become a Committee member. If the number of persons that present themselves is less than or equal to the number of vacant positions, the vacancies will be filled by acclamation. If more persons present themselves than there are vacancies, these vacancies will be filled through a secret ballot vote of Committee members present.

4.4 Executive Council

The Committee shall elect an executive council, composed of a Chairperson, Vice-Chairperson, Treasurer, Secretary, and a Communication Officer at the first meeting of the year. Nominations for candidates for each position shall be put forward by a Committee member (who may be the candidate him- or herself) and seconded by another member. If only one member is nominated for a given position, the vote shall be taken by a show of hands. If more than one member is nominated, elections shall be by secret ballot.

TFOMES Executive Council must be elected for a term of one year, and will be the signing officers for the Committee.

Chairperson

The role of the Chairperson is to lead the Committee and to oversee, evaluate and report on its overall effectiveness in the School. The Chairperson's duties include presiding at all Committee meetings, scheduling and calling said meetings, calling and tabulating special e-votes, establishing meeting agendas and ensuring that the other elected members are performing their duties as required. In the event of a tie vote on a motion, the Chairperson will be permitted to cast a second, deciding vote.

Vice-Chairperson

The role of the Vice-Chairperson is to assist the Chairperson in his or her duties and to act as an advisor to the Chairperson. The Vice-Chairperson shall preside at meetings in the event of the absence of the Chairperson and performing the Chairperson's duties should he or she be unable to do so. In the event the Chairperson formally resigns during his or her term of office, the Vice-Chairperson will automatically become the Chairperson, and a new Vice-Chairperson will be elected.

Treasurer

The role of the Treasurer is to maintain the books of the Committee, and to regularly report on its financial status. The Treasurer's duties include the preparation and presentation of financial reports at designated meetings and adherence to approved budgetary commitments.

Secretary

The role of the Secretary is to manage the official minutes of the Committee's meetings and provide administrative support to the elected members of the Committee, upon request. The Secretary shall assist the Chairperson with the preparation of meeting agendas, keep meeting statistics, update official Committee documents as required and ensure that key documents (minutes, agendas, lists of members, etc.) are posted to the School and TFOMES websites.

Communication Officer

The role of the Communication Officer is to maintain a standard with respect to outbound messaging from TFOMES as well as to oversee the website and any social media content.

Members' Responsibilities

Every member is expected to regularly attend scheduled meetings and to act as an advocate for each and every parent of children attending the School. In addition, Members should make themselves available to listen to parents' questions and concerns and to direct them to the appropriate resources (PPO, Governing Board, administration, etc.) as necessary.

Inactive Members

Any member who finds himself or herself unable or unwilling to continue to be an active member of the Committee is encouraged to formally resign. This will allow the filling of the resulting vacancy and ensure that quorum is not adversely affected. However, if an inactive member does not formally resign, the Committee may expel the member subject to the conditions of these rules.

Expulsion of Inactive Members

If a member misses three consecutive meetings, the Committee Chair or Vice-Chair should contact the member to determine his or her ability, or willingness, to continue to be a member. If this person does not wish to continue to be member, a formal resignation should be requested. If this member subsequently misses the fourth consecutive meeting, and if there are no extenuating circumstances, the Executive may make a recommendation to the Committee to expel the member. The expulsion shall be by resolution requiring a two-thirds majority to carry. This vote shall be by secret ballot. *(This provision is made since an inactive member may affect the ability for the Committee to achieve quorum at its meetings.)*

Sub-Committees

The Committee may delegate work to sub-committees that it has formed. Sub-committees shall be formed by resolution. Sub-committees shall report on their progress at each regular meeting of the committee.

5. FINANCES OF THE COMMITTEE

Further to the role outlined in section 4.4 (Executive Council), the Treasurer shall have oversight of financial activities of the Committee ensuring that the following guidelines are adhered to:

- i. TFOMES fiscal year shall run from September 1 to August 31 of any given year;
- ii. Taxes shall be completed and submitted within 6 months of the year end;
- iii. TFOMES Executive Council are the signing officers for the Committee; three signatures are required on any given cheque; a signing officer may not sign their own reimbursement cheque;
- iv. Reimbursements for Administrative expenses (postage, stationery supplies) less than \$50.00 are not required to go to Committee for a vote
- v. Requests for TFOMES funding or reimbursement must be submitted to the Committee using the *Request for TFOMES Funds* (see Appendix II) for discussion :
 1. All expenses from teachers must be approved by school administrator.
 2. Staff members can request money for a specific item (table, chair, board, books, DVD's, educational games, radio, projector, computer...).
 3. TFOMES will approve all items submitted by January 31 of the current school year.
 4. Funds will be released by March 30th of the current school year.
 5. Expenses will only be reimbursed if a detailed receipt is provided.

6. Every effort should be made to submit expenses by end of school year. Any request for reimbursement received after August will not be considered.
7. Every item bought remains the property of McCaig Elementary School.
8. Any funds “reserved” for a specific purpose will be repurposed as of September 1 in any given year.

6. MEETINGS OF THE COMMITTEE

The meetings of the Committee are open to all parents of McCaig students and guests. The Principal, Vice-Principal and all parents may participate in the Committee’s deliberations; however, only members of Committee are permitted to vote.

Subject to the pleasure of the Committee, persons other than parents of McCaig students may be invited to Committee meetings to inform the Committee on matters of interest to it.

6.1 Quorum

The quorum for any Committee meeting will be the lesser of eight (8) members, or a majority of its members. A majority of the votes cast by the members present and carrying voting rights shall determine the questions in meeting except where the vote or consent of a greater number of members is required under these .by laws.

6.2 First Meeting

The first meeting of the school year of the Committee should be called as close to the School’s General Assembly as possible. Until a Chairperson is elected, this meeting will be presided over by a provisional chairperson. This provisional chairperson shall be the past Chairperson if he or she is present. If the past Chairperson is not present, then the past Vice-Chairperson shall be the provisional chairperson.

The first order of business of the first meeting will be the election of the Executive Council. The Executives must be elected for a term of one year. The Annual and Financial Reports must also be submitted to Committee members at this meeting.

6.3 Regular Meetings

The Committee shall establish by resolution the date, time and place of its regular meetings. A provisional calendar for the entire year shall be drawn up and approved at the first meeting.

6.4 Special Meetings

Special meetings of the Committee can be called if in the opinion of the Executive there are matters that required the attention of the Committee before the next scheduled regular meeting. A special meeting is called by a notice being sent to each member at least five days before the meeting is to be held, whenever possible. This notice shall stipulate the date, time and place of the meeting as well as the matters to be discussed.

6.4.1 Special Votes Outside of Meetings

From time to time, in order to facilitate the administrative process, especially in circumstances where a prompt decision is required or quorum at a physical meeting is particularly difficult to achieve, a special vote may be called by the Chairperson by electronic means (an “e-vote”) in the following cases:

- i. approval of expenses already submitted to members in a regular or special meeting (e.g., in a budget or treasurer’s report);
- ii. approval of new, one-time expenses under \$100;
- iii. any other matter of a pressing nature that requires action to be taken prior to the next scheduled regular meeting.

E-votes shall require assent from a simple majority of all registered Committee members. A log of all votes received shall be kept in the Committee records. All matters decided by e-vote shall be ratified at a subsequent Committee meeting.

Should any member indicate his or her dissent to the use of an e-vote for a particular issue, it shall automatically be nullified and tabled until the next regular or special meeting.

6.5 Adjourned Meeting

Any regular or special meeting may be adjourned, by resolution of the Committee, to another time or date.

6.6 Meeting Length

Any regularly scheduled meeting of the Committee should adjourn no later than two and half hours after its scheduled starting time. The meeting may be extended for up to thirty minutes past this time, by motion, requiring a simple majority to carry.

7. MINUTES OF MEETINGS

The Secretary shall prepare the minutes of Committee meetings. The minutes serve as the record of the proceeding of the Committee. The essentials of the record are as follows: (a) the kind of meeting, “regular” or “special”; (b) name of the Committee; (c) date of the meeting; (d) the fact of the presence of the regular Chairperson and Secretary, or in their absence the names of their substitutes, (e) whether the minutes of the previous meeting were approved; (f) all the main motions (except such as were withdrawn) and points of order and appeals, whether sustained or lost, and all other motions that were not lost or withdrawn; (g) the hours of meeting and adjournment.

The name of the member who introduces a main motion is generally recorded, but not necessarily the seconder. The overall results of the vote on each motion are recorded (elected, carried, not carried, carried unanimously, carried with abstentions, etc.), although the precise

number of votes cast for or against a motion need not be indicated, unless a motion for a Division of the Assembly was made.

The minutes are not meant to be a transcript of the meeting, but a record of what was decided. The minutes must record as closely as possible a verbatim transcript of the motions as voted.

The Secretary shall draft the minutes and distribute them (by e-mail or other means) to all Committee members for review, preferably at least one week prior to the following meeting. Any corrections shall be presented at the meeting, after which the amended version shall be put to a vote. Any members who were not present at the meeting referred to in the minutes are expected to abstain from the vote. Upon approval, the final version of the minutes shall be entered into the school record.

7.1 Governing Board reports

In addition to requesting approval to run fundraising campaigns, the Chair, Vice-Chairperson or Secretary may, from time to time, present brief reports for the Governing Board outlining the major points discussed and decisions made. The purpose of these reports is to ensure that the Governing Board remains informed. Said reports should be submitted to the Chair of Governing Board, in accordance with Governing Board guidelines. The TFOMES Annual Report should be submitted to Governing Board as an information item at their first meeting.

8. OPENING OF MEETINGS

8.1 Call to order

At the scheduled time, provided there is a quorum, the Chairperson, or in his or her absence, the Vice-Chairperson, shall call the meeting to order.

8.2 Verification of the Procedure for Calling of a Special Meeting

At the opening of a special meeting, the Chairperson shall ascertain that the notice calling the meeting has been sent to each member. In case of non-compliance, the meeting shall be closed forthwith. The mere presence of a member constitutes a waiver of the notice calling the meeting unless he/she specifically attends the meeting to object to the holding of the meeting.

8.3 Recognition of Guests

Any McCaig parent not a member of the Committee and in attendance at the meeting should be recognized by the Chairperson. In so doing, the Chairperson should ask the guest if he or she has a specific issue to address, or whether he or she is there to observe. If there are any vacancies on the Committee, the Chairperson should ask the guest if they wish to stand to become a member.

8.4 Verification of Quorum

If the quorum has not been reached at the end of the 30-minute delay, the meeting will be cancelled. The Committee shall cease its sitting as soon as there is no longer quorum. If there is no quorum, members present may continue to meet as a caucus. Since no decision can be made without a quorum, minutes of the caucus are not required.

9 AGENDA

9.1 Regular Meeting

The Chairperson is responsible for drawing up the agenda for all regular meetings. He or she shall distribute a preliminary agenda to members (by e-mail or other means) for comments, modifications and additions, preferably at least three days in advance of the meeting.

At the meeting, the Chairman shall submit the updated agenda, after which any member may request the addition of one or several items, the modification of the wording of an item, or the modification of the order of business. The agenda must be accepted by motion. Once the agenda has been accepted, no other matter may be dealt with unless two-thirds of the members present agree.

9.2 Special Meeting

At a special meeting only the matters mentioned in the notice calling the meeting may be dealt with and decided, unless all the members are present at the special meeting and decide otherwise.

10. RULES OF ORDER

The rules of order for the conduct of a meeting of Committee are as detailed in Appendix I.

APPENDIX I

TFOMES RULES OF ORDER

1. PURPOSE

These rules of order are meant to be a guide to help with the conduct of an orderly meeting of the Committee. They need not be slavishly followed, and, unless any member objects through a point of order, any transgressions of these rules are legitimized by an implied unanimous consent to suspend the rules.

2. UNANIMOUS CONSENT

A lot of the procedural formality can be dispensed with by unanimous consent. Unanimous consent is achieved by the Chairperson stating, "If there are no objections, we will do X." If no member objects, then the action is deemed to have happened as if a formal motion and vote had taken place. If one member objects, then there is no unanimous consent, and formal procedures must be followed. A member can seek unanimous consent by making a suggestion to the Chairperson to seek unanimous consent. Even if a formal motion is made, the Chairperson may seek unanimous consent in lieu of putting the question to the Committee.

3. SUSPENSION OF THE RULES

When the Committee wishes to do something that is in violation of its own rules, it can vote to suspend the rules. A motion to suspend the rules can be made at any time when no question is pending or while a question is pending, provided it is for a purpose connected to the question. It is not debateable, cannot be amended and cannot have any other subsidiary motion applied to it. The object of the suspension must be specified, and nothing else can be done under the suspension. This motion requires a two-thirds majority to carry.

Instead of a formal motion to suspend the rules, it is more usual to ask for unanimous consent to do particular business that is out of order. As soon as the request is made, the Chairperson inquires if there are any objections. If there are none, he or she then directs the member to proceed just as if the rules had been suspended by a formal vote.

4. PROCEDURAL INQUIRY

If a member is unsure of the rules, he or she has the right to ask for clarification on procedures. A member does not have to be recognized by the Chairperson to make a procedural inquiry. This is made by stating, "Mr./Madam Chairperson, I rise to a point of procedural inquiry." The Chairperson asks what the query is and answers it. The Chairperson may seek the advice of others. If a member wishes to do something, but is not sure how to proceed, the procedural inquiry should be used. It is the Chairperson's duty to provide the needed guidance to the member to achieve his or her end. Likewise, if a member believes that the rules are not being followed but is not sure, instead of raising a point of order, the member should make a procedural inquiry and ask what the rules regarding the situation are.

5. INTRODUCTION OF BUSINESS

Business is brought before the Committee either by the motion of a member or by the presentation of a communication. The latter includes formal reports, informal updates on ongoing activities or topics of discussion introduced by members with no intention of making a motion. The presentation of a communication may result in discussion among members, but the Committee cannot take a position without a motion.

6. OBTAINING THE FLOOR

Before speaking, either in discussion or debate, a member first must be recognized by the Chairperson. Exceptions are, as provided in these rules, procedural inquiries or incidental and privileged motions.

7. MOTIONS AND RESOLUTIONS

A motion is a proposal that the Committee take certain actions or express itself as holding certain views. Motions are stated as, "I move that X." When a motion is of such importance or length as to be in writing, it is usually written in the form of a resolution, that is, beginning with the words, "Be it resolved that." If it is desired to give the reasons for the resolution, they are usually stated in a preamble, with each clause constituting a paragraph beginning with, "Whereas." Motions and resolutions are equivalent and can therefore be used interchangeably.

Stages of a Motion

There are six stages to a motion:

- (1) **Making the motion** (or resolution).
- (2) **Seconding the motion.** With the exceptions noted below, every motion needs to be seconded. This prevents time being consumed in considering a question that only one person favours. If no one seconds the motion, the motion dies.
- (3) **Stating the question.** When a motion has been made and seconded, it is the duty of the Chairperson (or the Secretary on the Chairperson's behalf), unless it is ruled out of order, to state the question, that is to state the exact question that is before the Committee for its consideration (in effect, to read back the motion just made).
- (4) **Debate.**
- (5) **Secondary motions.** To assist in the proper disposal of the question, various subsidiary motions are used such as to amend, to commit and so forth. These secondary motions become the immediate pending question until they are disposed of following these same six procedures.
- (6) **Putting the question and announcing the vote.**

Main Motions

A main motion is a motion that brings before the Committee, for its consideration, any particular subject. It takes precedence of nothing – that is, it cannot be made when any other question is before the Committee.

Subsidiary Motions

Subsidiary motions are such as are applied to other motions for the purpose of most appropriately disposing of them. By means of them, the original motion may be modified or an action may be postponed or referred to a sub-committee for further investigation, report or other such action. The following are subsidiary motions:

- (1) **Lay on the table.** The object of this motion is to enable the Committee to lay aside the main motion in such a way that will allow the Committee to move onto other business. The motion remains on the table until a motion to remove from the table is made. The motion is made as, “I move that the question be laid on the table.”
- (2) **The previous question.** The object of this motion is to end debate and vote on the pending question. Since its object is to end debate, it cannot be debated. The motion is made, “I move the previous question.” This motion requires a two-thirds majority to carry. If it carries, a vote on the pending question must be taken. *(This motion ends debate on the actual pending question, not necessarily the main motion. If the pending question is an amendment to the main motion, a motion of previous question will end debate on the amendment only.)*
- (3) **Postpone definitely or to a certain time.** The purpose of this motion is to stop deliberations on the main motion until a set time. It is made as, “I move that the question be postponed until X,” e.g., the next meeting.
- (4) **Refer.** The purpose of this motion is to send the main motion to a sub-committee for investigation and recommendation or some other action. It is made as, “I move that the question be referred to Sub-committee X to do Y.”
- (5) **Amend.** Original motions are seldom perfect and may need to be modified somewhat to correctly reflect the views of the Committee. Amendments either insert words into the motion (e.g., “I move the motion be amended by inserting the word X between the words Y and Z.”), strike out words (e.g., “I move that the motion be amended by striking out the word X.”) or substitute words (e.g., “I move that the motion be amended by replacing the word X with the word Y.”). An amendment, however, cannot change the main essence of the motion. Motions to amend the amendments are in order (amendments of the second degree), but motions of amendment of the third degree (an amendment of an amendment of an amendment) are always out of order. Once an amendment is moved, it becomes the pending question. Debate is on the amendment only and must be voted on before debate returns to the main motion.

Any motion can be amended except for the following: (a) a motion to adjourn; (b) a point of order or a motion of appeal; (c) a motion to object to consideration of a question; (d) a motion to call for a division of the assembly; (e) a motion to grant leave to withdraw a motion; (f) a motion to suspend the rules; (g) a motion to lay on the table; (h) a motion to take from the table; and (i) a motion of the previous question.

Incidental Motions

Incidental motions either arise out of another question that is pending, and therefore take precedence of and must be decided before the question out of which they rise, or are incidental to a question that has just been pending and should be decided before any other business is taken up. The following are incidental motions:

- (1) **Points of order and appeal.** A point of order may be raised when there is a violation of the rules, the matters discussed are irrelevant to the subject or the order of business or the decorum has not been respected. The Chairperson must rule on the point of order before the meeting can continue. The Chairperson may seek the advice of others before ruling. If a member disagrees with the ruling of the Chairperson, he or she may make a motion of appeal to the Committee. A motion of appeal must be seconded and may be debated. The decision of the Committee is final. *(Since the Committee can suspend the rules if it wishes, members should avoid raising frivolous points of order to obstruct the prevailing desire of the Committee. Thus, if a member raises a frivolous point of order, the Committee can always suspend the rules to make the point of order moot.)*
- (2) **Objection to the consideration of a question.** If a member believes that the motion is inappropriate in that he or she deems it to be irrelevant, unprofitable or contentious, he or she may object to its consideration. The member may raise the motion even if another member has the floor, stating, "Mr./Madam Chairperson, I object to its consideration." The Chairperson immediately puts the question, "The consideration of the question has been objected to. Will the Committee consider it?" An objection to the consideration of a question does not need to be seconded and cannot be debated. If decided in the negative by a two-thirds vote, the matter is dismissed.
- (3) **Division of a question.** When a motion relating to a certain subject contains several parts, each of which is capable of standing as a complete proposition if the others are removed, it can be divided into two or more propositions and voted on as distinct questions by the adoption of a motion by the Committee to divide the question in a specified manner.
- (4) **Division of the assembly.** As voting is done by a show of hands and the vote need not be counted, if a member doubts the result of the vote announced by the Chairperson, he or she may call for the division of the assembly. The call or motion is made by saying, "I call for a division," or "I doubt the vote." It does not require a seconder and cannot be debated. When this motion is made, the Chairperson retakes the vote, this time asking those in favour to rise and, after they are seated, asking those against to rise. Anyone who does not rise is counted as an abstention. This vote must be counted, announced by number and recorded in the minutes.
- (5) **Point of information.** If a member has a question relating to the pending business, it is raised through a point of information. This is made by stating, "I rise on a point

of information,” and asking the question. A member does not need to be recognized by the Chairperson to rise on a point of information. Points of information should be neutral to the ongoing debate and should be a request for factual information or a clarification of the facts; otherwise, the Chairperson should rule it out of order.

- (6) **Leave to withdraw or modify a motion.** Once a motion has been made, seconded and stated, the motion belongs to the Committee and not to the member who made it. It therefore cannot be withdrawn or modified without the consent of the Committee. When a motion is withdrawn, the effect is the same as if it had never been made. Any motion can be withdrawn or modified by the mover up to the time it is stated by the Chairperson. If the motion is modified after it has been seconded, the seconder may withdraw his or her second. If the mover wants the motion withdrawn after it has been stated by the Chairperson, he or she must request leave to withdraw the motion. This can be granted only by unanimous consent. If the mover wishes to modify the motion after it has been stated by the Chairperson, he or she must request leave to modify the motion. This also can be granted only by unanimous consent. Should the mover of the main motion wish to accept an amendment that has been offered, without obtaining the floor, he or she states, “I accept the amendment.” If no one objects, the Chairperson announces the question as amended. If anyone objects, there is no unanimous consent and the amendment must be dealt with in its own right.

Privileged Motions

Privileged motions, while not relating to the pending question, are of such importance as to take precedence of all other questions and, on account of this high privilege, are not debatable. They cannot have subsidiary motions attached to them except for motions to fix the time to which to adjourn and to take a recess, both of which may be amended.

- (1) **Motion to fix the time to which to adjourn.** This motion is only privileged if made while another question is pending. If no question is pending, this motion is not privileged and becomes a main motion. The effect of this motion is to adjourn the meeting to another place and time. The time cannot be beyond the next scheduled regular meeting. When the Committee meets at the time to which it adjourns, the meeting is a continuation of the previous session. (*While it is unlikely that the Committee will ever do this, the motion provides a means to complete an unfinished meeting on a different day.*)
- (2) **Motion to adjourn.** This motion is privileged because the Committee does not have to meet if it does not wish to. Therefore, a motion to adjourn can be made anytime during a meeting. Likewise, the Committee does not have to rise if it does not wish to. Therefore, a motion to adjourn is always required to end a meeting and must be made regardless of any standing rule regarding the length of a meeting.
- (3) **Motion to take a recess.** This motion is privileged only if made while another question is pending. If no question is pending, this motion is not privileged and becomes a main motion. It can be amended as to the length of the recess. It takes effect immediately.
- (4) **Question of privilege.** Questions of privilege relate to the rights of the Committee or any of its members. The question of privilege may be raised only in the following cases: the rights of a member have been infringed upon; the reputation of the establishment is at stake; or there is something wrong with the physical

surroundings. Questions of privilege can be made without being recognized by the Chairperson by stating, “Mr./Madam Chairperson, I rise on a question of privilege.” The Chairperson must then rule on the question of privilege. The Chairperson may seek the advice of others. The ruling of the Chairperson may be appealed to the Committee but cannot be debated. The ruling of the Committee is final.

7.5.1. Unclassified Motions

The following motions cannot be conveniently classified as main, subsidiary, incidental or privileged:

- (1) **Motion to take from the table.** This motion is made to bring up motions that had been laid on the table. It can be made only when there is no other main motion pending. It can be made anytime during the meeting it was laid on the table or during future meetings, when business of its class (unfinished or new business) is in order.
- (2) **Motion to reconsider.** A motion to reconsider can be made only during the meeting in which the original motion to which it refers is made. Only a member who voted with the prevailing side can make a motion to reconsider. Any member may second it. The purpose of the motion is as its name implies: it provides a means to reverse a decision, should members have second thoughts after the decision is made.
- (3) **Motion to rescind, repeal or annul.** Any vote taken by the Committee may be rescinded by a majority vote, provided notice of the motion has been given at the previous meeting, or may be rescinded without notice by a two-thirds vote or by a vote of a majority of the entire membership. *(This provision should not be confused with the reintroduction of a lost motion. A lost motion can always be reintroduced at a future meeting. A lost motion implies that the Committee has not taken any action or expressed itself as holding a certain view. The purpose of this motion is to rescind the actions taken or opinions expressed by the Committee.)*

Deliberations on a Motion

When a motion is presented, the deliberations proceed in four stages:

- (1) **Presentation.** The mover, at the invitation of the Chairperson, presents and explains the motion.
- (2) **Question period.** Any member may interrupt to ask one or several questions in order to obtain more information deemed essential to take a position on the motion. At this stage, the member asks only very specific questions. The Chairperson is responsible for declaring an end to the question period. *(The intent of the question period is to avoid numerous formal points of information being raised. However, this provision does not take away a member’s rights to raise a point of information during the debate.)*
- (3) **Debate.** A member may take the floor at this stage to make his or her position known (in favour or against) and explain it. A member is entitled to speak twice on a debatable motion but should not speak the second time until all members have had a chance to speak once. A member can always move a subsidiary motion even after he or she has taken the floor in debate. A member has the right to speak on an

amendment or sub-amendment or any other subsidiary motion in the same way as on a main motion. *(These rules on question period and debate should not be used to impede productive discussion on any issue before the Committee. Their primary purpose is to prevent the impediment of the Committee's business through frivolous debate.)*

- (4) **Right to reply.** The mover is always the last one to speak on a motion in order to explain his or her arguments. The mover cannot take the floor during the discussions but may exercise his or her right to reply at the end of the debate. *(In fact, the member speaks twice on the motion, the first time being when it is presented.)*

Voting

When everyone who wishes to speak to the pending question has done so, the Chairperson restates the pending question and calls for a vote. Except where the operating rules call for a secret ballot, voting is normally done by a show of hands, with those in favour of the question voting first, following by those against, and finally by those who wish to abstain and wish this to be known. The votes need not be counted if the prevailing view is obvious. Further, if after the vote in favour is taken, and the prevailing view is obvious, the Chairperson may declare the question carried without asking for the negative vote. Members, however, always have the right to move for a division of the assembly. Until such time as the result of the vote is announced, a member has a right to change his or her vote. A member can always move that any question be decided by secret ballot, which must be decided by a majority of the members present before the vote is taken. As the Chairperson is a member of the Committee, he or she may vote on any motion. If the motion is tied, the Chairperson may vote a second time to break the tie.

**Appendix II
REQUEST FOR TFOMES FUNDS**

TFOMES is a charitable organization dedicated to support the enrichment of learning, the quality of the school environment and the support of activities for all students at McCaig Elementary School.

<input type="checkbox"/> Request for funding	<input type="checkbox"/> Request for reimbursement
<ol style="list-style-type: none"> 1. All expenses from teachers must be approved by school administrator. 2. Staff members can request money for a specific item (table, chair, board, books, DVD's, educational games, radio, projector, computer...). 3. TFOMES will approve all items submitted by January 31 of the current school year. 4. Funds will be released by March 30th of the current school year. 5. Every item bought remains the property of McCaig Elementary School. 6. Any funds "reserved" for a specific purpose will be repurposed as of September 1 in any given year. 	<ol style="list-style-type: none"> 1. All expenses from teachers must first be approved by school administrator. 2. Expenses will only be reimbursed if a detailed receipt is provided. 3. Every effort should be made to submit expenses by end of school year. Any expenses received after August will not be considered. 4. Every item bought remains the property of McCaig Elementary.

INFORMATION

NAME: _____ **POSITION:** _____

AMOUNT REQUESTED: _____ \$ *(provide the detailed receipt for reimbursement request)*

USE OF THE AMOUNT REQUESTED? _____
(Ex: To buy a white board (48 x 36) with 20 dry eraser marker)

WHO WILL BENEFIT FROM IT?

All students of McCaig

Students of grade: K 1 2 3 4 5 6

Others: _____

APPROVAL SIGNATURE: _____ **DATE:** _____
(school administrator)