

**ABBOTSFORD  
MIDDLE SCHOOL**

**PARENT ADVISORY  
COUNCIL (PAC)**

**CONSTITUTION  
& BYLAWS**



**Abbotsford  
Middle School**



**33231 BEVAN AVE  
ABBOTSFORD, BC  
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## **Section 1: Name of the Organization**

- 1.1 The name of the organization shall be the Abbotsford Middle School Parent Advisory Council (PAC), as per the School Act, Bill 67, Division 2, Section 8(1)
- 1.2 The Council will operate as a non-profit organization with no personal financial benefit accruing to members
- 1.3 The business of the Council will be unbiased in respect of race, religion, gender, politics and physical or mental ability

## **Section 2: Purpose of the Organization**

- 2.1 The purpose of the organization shall be to promote, nurture, facilitate and support:
  - a) Education
  - b) Students
  - c) Educators
  - d) Parents of Abbotsford Middle School

## **Section 3: Objectives of the Organization**

- 3.1 The objectives of the organization will be to:
  - a) Enhance communication between the parents, students, school staff, School Administration, School Board and School Community
  - b) Provide a formal means of evaluation, consultation, and recommendations for: school budgetary matters, curriculum offering, instructional programs, facilities and equipment, learning resources, disciplinary issues, and goals and philosophies
  - c) To promote cooperation between the home and the school in providing the education of children
  - d) To contribute to the effectiveness of the school by promoting the involvement of parents and other community members
  - e) To organize and provide additional resources to the school through approved volunteer activities
  - f) To promote the involvement and sense of belonging of all students in the school
  - g) To promote the attitude of school as a positive place to be

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- h) To advise the School Board, Principal and Staff on any matter relating to the school, other than matters assigned to the School Planning Council
- i) To participate in the work of the School Planning Council through the PAC's elected representatives
- j) To promote the interests of public education and, in particular, the interests of Abbotsford Middle School
- k) To provide a forum for discussion of the educational issues/matters
- l) To provide financial support for the goals of the Council, as determined by the Council

## **Section 4: Interpretation of Terms**

- 4.1 The Council refers to the Abbotsford Middle School Parent Advisory Council, which is recognized by the Abbotsford Middle School, its Educators and Administrators, School District No. 34, and the Board of Trustees of School District No. 34
- 4.2 Parents refers to the Parent/Parents or Guardian/Guardians of a child or children currently registered at Abbotsford Middle School
- 4.3 District refers to School District No. 34
- 4.4 BCCPAC refers to British Columbia Confederation of Parent Advisory Councils
- 4.5 DPAC refers to Abbotsford District Parents Advisory Council
- 4.6 Staff refers to Administration, teaching and non-teaching staff ie. Counselors and Educational Assistants
- 4.7 PAC refers to the Parent Advisory Council, which is an organized group of parents recognized under the British Columbia School Act
- 4.8 AMS refers to Abbotsford Middle School
- 4.9 Representative refers to a parent(s) appointed by the Abbotsford Middle School Parent Advisory Council to represent them in the School Community
- 4.10 The Executive refers to a quorum of the elected board members
- 4.11 Quorum refers to the smallest number of people who must be present at a meeting in order for decisions to be made
- 4.12 SPC refers to the School Planning Council created for Abbotsford Middle School according to the School Act

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- 4.13 AGM refers to Annual General Meeting; meetings that are held to cover such matters as elections
- 4.14 Active PAC Council Member refers a parent and/or guardian who has attended at least one PAC meeting within the academic year

## **Section 5: Code of Conduct**

- 5.1 The Abbotsford Middle School Parent Advisory Council is not a forum for the discussion of individual school personnel, students or other individual members of the school community
- 5.2 An Executive member who is approached by a parent with a concern relating to Section 15 is in a privileged position and must treat such information as confidential
- 5.3 It is the duty of every member, voting, and non-voting, to strictly uphold the constitution and bylaws of the Abbotsford Middle School PAC
- 5.4 The **Code of Ethics** (Appendix A) will be reviewed annually at each September Council Meeting
- 5.5 On election or appointment, every executive member and representative must sign and agree to abide by the Code of Ethics acceptable to the membership
- 5.6 Representing the Council
  - a) Every Executive member and representative must act solely in the interest of the parent membership of the Council
- 5.7 Privilege
  - a) Any information received in confidence by an executive member or representative from school personnel, a student, parent, or other member of the school community is privileged and must not be divulged without permission of the person giving the information
- 5.8 Disclosure of Interest
  - a) An Executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the Council must disclose fully and promptly the nature and extent of his or her interest to the membership and executive
  - b) Such an Executive member or representative must avoid using his/ her position on the Council for personal gain

## **Section 6: Membership**

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- 6.1 All parents and guardians of students registered at Abbotsford Middle School shall be voting members of the group
- 6.2 Administration and Staff (teaching and non-teaching), **other than noon hour supervisors**, of Abbotsford Middle School shall be non-voting members of the group
  - a) Occasionally administrators and staff at Abbotsford Middle School are also parents of students registered at the school (hereafter referred to as a staff-parent). This presents a unique opportunity for the PAC to gain an understanding of staff's perspective on PAC issues which is appreciated in our culture of co-operation
  - b) Staff-parents will be prohibited from voting on PAC financial issues
  - c) A staff-parent will be expected to abstain from voting as a parent member of the PAC on any PAC issue in which they are in a position of conflict of interest as determined by the President
- 6.3 At no time will the Council have more non-voting than voting members
- 6.4 Each member will uphold the Constitution and comply with these Bylaws
- 6.5 All members shall receive a copy of the Constitution and Bylaws on request
- 6.6 Any Parent/Guardian or a member of the community will cease to be a member of the Council if he/she moves out of the community or no longer has a child(ren) attending Abbotsford Middle School

## **Section 7: Executive**

- 7.1 The group shall elect a slate of officers from the voting members for each school year
  - a) All Executive positions are voluntarily filled by the holding member, not appointed
  - b) Any voting member of the Council is eligible to serve on the Executive
  - c) A School District No. 34 employee may sit on the PAC Executive (roles as President, Treasurer or Secretary) when there is no other PAC member who is able or willing to take on roles of the Executive but will abstain from voting on financial matter as it may be a conflict of interest
  - d) The executive will hold office for a term of one year beginning July 1
  - e) Such elections may be by acclamation, otherwise it will be by secret ballot
- 7.2 The Executive shall take actions and ensure that such actions are taken by others to achieve the objectives of the Council

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- a) The executive may appoint committee's throughout the year to further the Council's purpose and carry on its affairs. The committees shall remain responsible to the Executive
  - b) There is no maximum number of consecutive terms a member may be appointed to a committee position
  - c) The Executive shall establish specific guidelines for each committee
- 7.3 The Executive shall ensure that the Constitution and Bylaws are upheld
- 7.4 In the event that any Executive positions remain unfilled, nominations for those positions will remain open until such time as an eligible candidate is identified. Should more than one candidate come forward, members at the next general meeting shall vote
- a) If an Executive resigns during a term of office or if any office is not filled at the time of elections, the Executive will fill the positions by Committee until the position is voluntarily filled by a member
- 7.5 No one person may hold the same executive position for more than three years
- 7.6 Executive Meetings
- a) Meeting times will be set by the Executive
  - b) Additional meetings may be called by the President
- 7.7 Number and position of Executive members should be determined by local Council needs, but should include the following:
- a) President
    - 1) Supervise the affairs of the Council
    - 2) Convene and preside at all membership, special and executive meetings; when unable to do so, will assign another Executive
    - 3) Consult with the Administration and Executive, to ensure that an agenda is prepared and presented at each Council, special and executive meeting
    - 4) Take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the Council
    - 5) Review correspondence that is received by the PAC and report on it at their discretion at each Executive and General meeting. A response will be made if the Executive members feel it is required.
    - 6) May proceed with formal voting procedures on internal matters at any general meeting

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- 7) Appoint committees where authorized to do so by the Executive or membership
  - 8) Ensure the objectives and purpose are met by monitoring each committees activities
  - 9) Be one of the three signing officers required on the financial accounts of the Council
  - 10) Be familiar with the Constitution and Bylaws and ensure it is followed
  - 11) May be one of the three representatives on the SPC
  - 12) At term completion, be responsible for the transition of the incoming President
- b) Vice-President
- 1) Will assume the responsibilities of the President in the President's absence
  - 2) Will assist the President
  - 3) Assist and accept duties as required
  - 4) May be one of the three signing officers required on the financial accounts of the Council
  - 5) May be one of the three representatives on the SPC
  - 6) At term completion, be responsible for the transition of the incoming Vice President
- c) Secretary
- 1) Record the minutes of membership and executive meetings or assign a delegate
    - a) Prepare minutes within fourteen (14) days of PAC meetings and forward the minutes to the members of the Executive for approval
  - 2) Issue and receive correspondence on behalf of the organization
  - 3) Keep a current copy of the Constitution and Bylaws and make copies available to members upon request
  - 4) Prepare and maintain other documentation as requested by the Council or Executive
  - 5) Notify Secretary/Administration about special and AGM; School Secretary/Administration will then notify the school community through all means necessary. (Synrevoice/ Newsletter/Website/Facebook



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- 6) May be one of the three signing officers required on the financial accounts of the Council
  - 7) May be one of the three representatives on the SPC
  - 8) At term completion, be responsible for the transition of the incoming Secretary. This includes the handover of all the minutes of the previous calendar year
- d) Treasurer
- 2) Responsible for and report on the financial accounts of the Council
  - 3) Must be one of the three signing officers
  - 4) The annual financial statements for the Bingo/Gaming Account will be filed with the BC Gaming Commission as per Gaming regulations
    - a) All licenses for “Gaming Event Revenue Report” should only be applied for by the Treasurer
    - b) All Gaming License monies must be deposited into the Gaming Account
    - c) To complete Gaming Grant application between April 1 and June 30<sup>th</sup> for each year
    - d) To complete the Gaming Account Summary Report by Sept 30<sup>th</sup>
    - e) Within 90 days of the expiration of the “Gaming Event License” the “Gaming Event Summary Report” must be filed
  - 5) There must be two (2) persons present for the counting of all monies. No monies leave the PAC event without first being counted, recorded and signed on an “Abbotsford Middle Deposit Sheet” (Appendix C)
  - 6) Ensure that all monies are deposited to the PAC General account/Gaming account
  - 7) Maintain a record of all receipts and expenditures, assets and liabilities of the Council
  - 8) Disburse funds as authorized by the Council or Executive
  - 9) Assist the Executive with a draft budget and tentative plan of expenditures
  - 10) Have available a financial statement for each Council Meeting on request of the President
  - 11) Have the financial account records ready for inspection or audit

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- 12) Ensure that another signing officer has access to the financial account records in the Treasurers absence
- 13) May be one of the three representatives on the SPC
- 14) At term completion, be responsible for the transition of the incoming Treasurer. This includes the handover of all financial documents and reports

## 7.8 SPC and DPAC Representatives

- a) One representative to the Abbotsford DPAC may be elected annually from among the voting members
  - 1) The DPAC Representative will attend meetings of the Abbotsford DPAC and represent, speak, and vote on behalf of the Council, report to membership on a regular basis and ensure any issues requiring membership responses are brought before Council at the next Council meeting.
  - 2) A School District No. 34 employee may not sit on DPAC, other than a noon hour supervisor, except when there is no other council member who is able or willing to take on the roles of the DPAC. He/she will abstain from voting on any issues due to conflict of interest.
- b) Three representatives (one being PAC Executive ie. President, Vice President, Secretary, Treasurer) to the SPC may be elected annually from among the voting members
  - 1) The School Planning Council representatives will attend all meetings of the SPC in order to represent, speak, and vote on behalf of the Council at SPC Meetings.
    - a) Shall request and take direction from the membership and Executive and be a strong advocate for meaningful parent involvement and school planning
    - b) Shall attend General and Executive Meetings as directed by the Membership or Executive
    - c) Provide a written report to all General and Executive Meetings
    - d) A School District No. 34 employee, other than noon hour supervisor, may not sit on the SPC

## 7.9 Removal of Executive

- a) Council may, by a majority of not less than 75% of the votes cast, remove an Executive Member before the expiration of his/her term of office and may elect an eligible member to complete the term

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- b) Written notice specifying the intention to make a motion to remove an Executive Member must be given to the individual and all current Active PAC Members not less than 14 days prior to the next meeting

## 7.10 Remuneration of Executive

- a) No Executive Member may be remunerated for serving on the Executive, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the Council's affairs

## **Section 8: Committees**

- 8.1 Committees are responsible to the Executive
- 8.2 School staff may be permitted representation on committees
- 8.3 Council members may be requested to participate on special committees by the President or by delegate
- 8.4 The Executive shall establish specific guidelines for each committee
- 8.5 See Fundraising section for committee responsibilities
- 8.6 The President and/or Delegate will identify two committee leads who will be fiscally responsible for all monies
  - a) The two committee leaders will be responsible for reporting and recording and totaling of all monies involved to the Treasurer and Executive prior to the next scheduled PAC meeting
- 8.7 The Committee Leader
  - a) Shall coordinate PAC fundraising activities and shall keep apprised of financial status of fundraising and prepare written report for the Executive
  - b) Shall be responsible for recruiting helpers and ensure all initiatives meet the approval of PAC Executive and the PAC as appropriate

## **Section 9: Elections**

- 9.1 Election Term: The length of term for Executive positions shall be one year
- 9.2 All elected and appointed members of the Executive shall resign at the end of the term. Such resignation to take place during the May election effective at the end of the school term

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- 9.3 Retiring officers are eligible for nomination and re-election during the May election, except that no member may remain consecutively in any one position on the Executive body for more than **three years** unless there is no one else
- a) PAC members may sit on the Executive roles as President, Treasurer or Secretary for longer than a 3 year term when there is no one able or willing to take on the Executive role. It will be revisited every year at Election time to see if there is a new PAC member willing to take on the role.
- 9.4 Notice of elections shall be distributed to all families in the school in advance of the election by School Secretary/Administration by necessary means (Synrevoice/Newsletter/Website/Facebook)

## **Section 10: Election Procedures**

- 10.1 Election of the Executive will take place during an Annual General Meeting, which will be held each and every May **except in extenuating circumstances**
- 10.2 All elections require a simple majority of the votes cast (50% + 1)
- 10.3 In the event of a tie there will be a revote. In the event that the revote is a tie the election will be tabled for that position/issue until the next PAC meeting
- 10.4 Members must vote in person on all matters. Voting by proxy is not permitted
- 10.5 Voting shall be done by a show of hands, with the exception of the election of officers, which may be done by secret ballot
- 10.6 The quorum for a General Meeting will be two (2) voting members who are not members of the Executive and two (2) Executive members

## **Section 11: Nominations**

- 11.1 A “nomination committee” **may** be formed at each April **council** meeting or as required by the Executive
- 11.2 Nominations may be received up to and during the May Annual General Meeting, until declared closed by the President or delegate
- 11.3 A letter of notice of nominations should be distributed to all families represented at the school at least 10 days prior to the May Annual General Meeting
- 11.4 Officers shall be elected from the slate of nominates by simple majority of those members present. Nominations may be accepted from the floor

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## **Section 12: Council Meetings**

- 12.1 Meetings should be held monthly – time and date to be set by the Executive, **with reasonable notice**
  - a) Notice of meetings shall be distributed to all families in the school in advance by School Secretary/Administration by necessary means (Synrevoice/Newsletter/Website/Facebook)
- 12.2 Additional meetings may be called by the Executive
- 12.3 Annual General Meetings shall take place in the month of May each year at a date and time to be determined by the Executive
  - a) Notice of meetings shall be distributed to all families in the school in advance by School Secretary/Administration by necessary means (Synrevoice/Newsletter/Website/Facebook).

## **Section 13: Procedure of Meetings**

- 13.1 Meetings will be conducted efficiently and with fairness to the members present
- 13.2 Council Meetings will be held not less than six (6) times during the school year. One of those meetings will be the Annual General Meeting
- 13.3 If procedural problems should arise, “Robert’s Rules of Order” (Appendix B) will be used to resolve the situation, unless they are in conflict with the guidelines in this constitution (<http://www.robertsrules.org>)
- 13.4 Conduct
  - a) No motion shall be received unless properly moved and seconded. When speaking to a motion, the member shall address the President.
  - b) After a motion has been seconded, it shall be put to the floor for discussion and then a vote from the voting members present. A simple majority is all that is required to pass a motion, by the raising of hands, for or against
  - c) At Council Meetings, members will not discuss individual school personnel, students, parents, or other members of the school community in a manner that is inappropriate or outside the parameters of school business
  - d) The Council will refrain from partisan political action or other activities that do not serve the interest of the school or the public school system
- 13.5 All documents will be available for viewing upon request

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- 13.6 The Constitution and By-Laws of the Parent Advisory Council shall be filed with and approved by the Board of Trustees for School District #34 (Abbotsford) upon application for recognition

## **Section 14: Constitutional Amendments**

- 14.1 Amendments of the Constitution and By-Laws of the Abbotsford Middle School PAC may be made at any Council Meetings, at which business is conducted, providing:
- a) Written notice of the meeting has been given to all members a **minimum of fourteen (14) days in advance**
  - b) The notice of the meeting includes notice of the specific amendments proposed
  - c) A 2/3 majority vote of those voting members present at the meeting will be required to amend the Constitution and By-Laws
  - d) Amendment(s) to the Constitution and Bylaws should be submitted to the School Board of Trustees of School District No. 34 (Abbotsford) and Abbotsford Middle School Administration for such amendment(s) to be considered in effect

## **Section 15: Fundraising**

- 15.1 To carry out the objectives of the Council it may be necessary to enter into fundraising activities
- 15.2 The Council shall raise funds as authorized by a simple majority vote from voting members at any Council Meeting
- 15.3 The Council may coordinate fundraising events with Staff/Administration

## **Section 16: Finances**

- 16.1 A biannual budget meeting and tentative plan of expenditures should be drawn up by the Executive and presented for approval at a Council Meeting prior to the end of October and March of each school year
- 16.2 All funds of the organization will be maintained in the Parent Advisory Council's general account in a Chartered Bank or Credit Union or a financial establishment under the Bank Act. A separate account must be maintained for all Gaming monies
- 16.3 The Executive shall name three (3) signing officers for banking and legal documents. Any two (2) of the signatures will be required for documents

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- a) Two (2) signing officers from the executive are required for the financial accounts and legal documents of the Council
- 16.4 All monies spent on items exceeding \$200.00 will be first presented to and voted on by the Executive, and then approved by a majority at a Council Meeting.
- 16.5 The current year's PAC Executive shall ensure that there is a minimum of \$250.00 in the General account available at the end of the year as a start-up fund for the incoming Executive the following year
  - a) The current year's Council Executives shall ensure that the remaining available funds at the end of the school term be transferred to the control of the new Executive.
- 16.7 Funds of the Council shall not be transferred from one financial institution to another without the sanction of the membership
- 16.8 The Members at any Council Meeting will agree upon the need for audits, whereupon an Auditor will be appointed by the Executive (School District No. 34 has agreed to supply this service if requested).
- 16.9 The financial year of the Council will be July 1 to June 30

## **Section 17: Property in Documents**

- 17.1 All documents, records, minutes, correspondence of other papers kept by a member, Executive Member, repetitive or committee member in connection with the Council shall be deemed to be property of the Council and shall be turned over to the President when the member, executive member, representative or committee member ceases to perform task to which the papers related

## **Section 18: Dissolution**

- 18.1 In the event of dissolution and following payment of all outstanding debts, disbursement of remaining funds will be placed into the Abbotsford Middle School Activities Account
- 18.2 All records of the organization shall be placed under the jurisdiction of School District No. 34 in the person of the Principal of Abbotsford Middle School

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**ADOPTED BY**  
**ABBOTSFORD MIDDLE SCHOOL**  
**PARENT ADVISORY COUNCIL**  
**AT BRITISH COLUMBIA**

\_\_\_\_\_ Date

**President**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Vice-President**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Treasurer**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Secretary**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_



## Appendix A:

### Code of Ethics

A parent who accepts a position as a Council Executive Member, Committee Member or representative:

- Upholds the constitution and bylaws, policies, and procedures of the electing body
- Performs his or her duties with honesty and integrity and in the interests of the Council
- Works to ensure that the well-being of students is the primary focus of all decisions
- Respects the rights of all individuals
- Takes direction from the Membership and Executive
- Encourages and supports parents and students with individual concerns to act on their own behalf, and provides information on the process for taking concerns forward
- Works to ensure that issues are resolved through due process
- Strives to be informed and only passes on information that is reliable
- Respects all confidential information
- Supports public education

#### Statement of Understanding

I, \_\_\_\_\_ in accepting the position of \_\_\_\_\_ of Abbotsford Middle School Parent Advisory Council have read, understood, and agreed to abide by this Code of Ethics. I also agree to participate in the disputed resolution process that has been agreed to by the electing body, should there be any concerns about my work.

\_\_\_\_\_  
Name of Executive Member, Committee Member, or Representative

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Appendix B:

### Robert's Rules of Order

Source: [www.RobertsRules.org](http://www.RobertsRules.org) © 1997 Beverly Kennedy

Robert's Rules of Order - Summary Version For Fair and Orderly Meetings & Conventions

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies requires all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything!

Silence means consent!

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!
- Debate can not begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair!  
Motion/Resolution - Amendment - Motion to Postpone
- The member moving the "immediately pending question" is entitled to preference to the floor!
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!
- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

The Rules

- Point of Privilege: Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- Parliamentary Inquiry: Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- Point of Information: Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."

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- Orders of the Day (Agenda): A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- Point of Order: Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- Main Motion: Brings new business (the next item on the agenda) before the assembly
- Divide the Question: Divides a motion into two or more separate motions (must be able to stand on their own)
- Consider by Paragraph: Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble can not be considered until debate on the body of the paper has ceased.
- Amend: Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- Withdraw/Modify Motion: Applies only after question is stated; mover can accept an amendment without obtaining the floor
- Commit /Refer/Recommit to Committee: State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- Extend Debate: Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- Limit Debate: Closing debate at a certain time, or limiting to a certain period of time
- Postpone to a Certain Time: State the time the motion or agenda item will be resumed
- Object to Consideration: Objection must be stated before discussion or another motion is stated
- Lay on the Table: Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- Take from the Table: Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- Reconsider: Can be made only by one on the prevailing side who has changed position or view
- Postpone Indefinitely: Kills the question/ resolution for this session - exception: the motion to reconsider can be made this session
- Previous Question: Closes debate if successful - may be moved to "Close Debate" if preferred
- Informal Consideration: Move that the assembly go into "Committee of the Whole" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- Appeal Decision of the Chair: Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- Suspend the Rules: Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified

Appendix C:

Abbotsford Middle Deposit Sheet

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