



## Community Advisory Committee Terms of Reference (TOR) – TDSB French as a Second Language Advisory Committee (FSLAC)

### 1. Official Name

- French as a Second Language Advisory Committee
- French as a Second Language includes Core, Extended, Immersion and Alternative French programs.

### 2. Mandate

- The FSLAC was created by the Board on Sept 21, 2005 following the TDSB's revision of the Parent Involvement Policy 023:  
<http://www.tdsb.on.ca/Leadership/Boardroom/AgendaMinutes.aspx?Type=M&Year=2005&Filename=50921.pdf> (p 913, 920, 923)
- Mission Statement of the FSLAC (adopted by TDSB January 31, 2007)  
<http://www.tdsb.on.ca/Leadership/Boardroom/AgendaMinutes.aspx?Type=M&Year=2007&Filename=70131.pdf> (p 6, 21):

To consult with and advise the Board on French as a Second Language matters. As a Board community advisory committee, the FSLAC will contribute to the work of trustees and staff. This partnership of trustees, staff and parents will foster excellence and growth in FSL programs at the Board.

### 3. Composition and Membership

- The FSLAC is a parent committee with representation from across the TDSB, a parent co-chair and parent vice co-chair(s), a trustee co-chair, FSL staff as a resource and a TDSB Committee Assistant for administrative support.
- Parent Membership: Parents from each ward may elect a member and an alternate. Members and alternates must be current TDSB parents who wish to further the mission of the FSLAC.
- Role of Parent Members: Parent members attend FSLAC meetings, take a Board wide perspective on FSL matters, liaise between the FSLAC, their ward council and schools and participate as needed on Program Area Review Teams and Pupil Accommodation Review Committees and in consultations to further the mission of the FSLAC.
- Parent Co-chair and Vice-Co-chair(s): The parent co-chair and vice-co-chair(s) are elected from the parent membership annually.
- Role of Parent Co-chair and Vice-Co-chair(s): The parent co-chair sets the meeting agendas with input from members, chairs the meetings with assistance from the Trustee co-chair, reviews and oversees revision of draft minutes, oversees the membership list, liaises with Board staff, communicates regularly with the members and represents the FSLAC at the TDSB and externally. The parent vice-co-chair(s) performs any duties delegated by the parent co-chair.

- Trustee Co-chair and additional Trustees: the Trustee co-chair is selected annually by the Board. Additional trustees may also be selected by the Board.
- Role of Trustee Co-chair: the Trustee co-chair assists the parent co-chair with chairing the meetings and provides guidance and support as needed.
- Community Membership: Non-voting members from the community may be appointed by the committee.
- Role of Community members: Community members attend FSLAC meetings and provide a community perspective on FSL matters to further the mission of the FSLAC.

#### **4. Term of Membership and Vacancies**

- A parent member and alternate are chosen by parents in their ward in odd numbered years to serve a two-year term, preferably by holding an election at ward council. Additional alternates may join upon approval by the committee. Preferably, trustees and ward councils will hold elections at their last meeting of the school year.
- Parent member vacancies may be filled at any time through a by-election at the ward council or an appointment by the committee and the trustee of the affected ward. Parent members and alternates so elected or appointed serve for the remainder of the two year term.
- A parent member who misses three consecutive FSLAC meetings without cause may be declared by the parent co-chair, at a committee meeting, to have vacated the position and the alternate will be promoted. The parent co-chair will notify the former member, the promoted alternate and the appropriate trustee.
- Community members serve a renewable two year term.
- Membership changes will be recorded in the minutes.

#### **5. Quorum and Decision Making**

- Quorum is a majority of the wards with a member. Should a quorum not be present to start the meeting, continuing the meeting on an informal basis (no decision making) or cancelling is at the discretion of the co-chair(s). Wards will be included in quorum when elected or appointed parent members take their seats at their first meeting.
- Decision-making process: The preferred model for decision-making is consensus. If consensus cannot be reached, any member may put forward a motion for a vote. The parent co-chair may ask for a motion for a vote, may set the matter aside or may provide the differing points of view in advice to the Board.
- Motions must be stated, seconded and discussed prior to voting. There is one vote per ward, cast by the parent member. The parent co-chair and vice co-chair(s) may cast the vote for their ward as the parent member, if applicable. If the member is not present, the alternate will cast the vote. The parent co-chair will confirm parent membership by ward prior to taking the vote.

#### **6. Meetings**

- Approximately 8 meetings are held each school year at regular intervals. Meeting dates for the year are posted on the FSLAC page on the TDSB website by the first day of school in September. Two weeks prior to a meeting, a notice is sent electronically to the committee with a request for agenda items. One week prior to a meeting, the agenda and the draft minutes from the previous meeting are

sent electronically to the committee.

- Meetings are held at 7 pm at the Board Offices at 5050 Yonge St. unless an alternate time and/or location is agreed to by the committee.
- Members may participate by telephone or electronically.
- Parents, students, trustees, teachers, staff and members of the community are welcome to attend and participate in FSLAC meetings.
- Minutes are recorded at every meeting by the designated TDSB Committee Assistant, and reviewed and revised, if necessary, by the parent co-chair. Draft minutes are presented at an FSLAC meeting for approval. Approved minutes are posted on the FSLAC page on the TDSB website by the Committee Assistant.
- The annual general meeting (AGM) will be held at the end of the school year, usually in June. The AGM will include the election of the parent co-chair and vice-co-chair(s) and a review of these Terms of Reference if required.

## **7. Elections**

- The committee will appoint a returning officer to organize and chair the election of the parent co-chair and vice-co-chair(s).
- Parent members may self-nominate for parent co-chair and vice-co-chair positions at the AGM. The election will be by secret ballot. In the event of a tie, the returning officer will cast the deciding vote.

## **8. Evaluation and Review**

- The committee will do an annual self-evaluation of its performance against its goals and these Terms of Reference.
- The co-chairs and members, if called upon, will provide any information the committee may request to facilitate its review of its performance.
- The committee must review these Terms of Reference every two years (in even years) at the AGM. If amendments are adopted at an AGM, a report will be made to the Board.

## **9. Reporting**

- The committee reports to the Board via the Program and School Services Committee. If the committee wishes to report on a matter that is within the mandate of any other Standing Committees of the Board, it may do so.
- The committee will submit an annual report to the Board, through the Program and School Services Committee after the final meeting of the school year.

## **10. Code of Conduct**

- All committee members are required to adhere to the code of conduct of the Board and all policies and procedures of the Board. Failure to do so may result in a committee decision to initiate a mediation process and/or to dismiss the member from the committee.