



Laurentia Elementary Parent Participation Organization Internal Rules and Procedures (2026–2027 Edition)

1. Scope

This document outlines the internal rules, structure, and procedures governing the operation of the Laurentia Elementary School Parent Participation Organization (PPO).

It is based on Sections 96 to 96.4 of Québec's *Education Act*.

The PPO is formed each year by resolution at the School General Assembly held in September.

2. Name

The official name of the organization is Laurentia Elementary Parent Participation Organization (Laurentia PPO).

3. Purpose

As outlined in Section 96.2 of the *Education Act*, the PPO's purpose is to:

- Encourage collaboration between parents and the school in developing, implementing, and evaluating the school's educational project.
- Promote parental involvement in activities that foster student success and a sense of community.
- Organize or support school events that strengthen engagement between the school, families, and the broader community.
- Participate in initiatives that enrich student life and the school environment.

4. Advisory Function

Under Section 96.3 of the *Education Act*, the PPO may advise the parent representatives on the Governing Board on any matter of concern to parents, or any issue referred to it for consultation.

The PPO may also assist the Governing Board by proposing or coordinating extracurricular activities, community projects, or fundraising events that benefit the students and school.



5. Composition and Membership

All parents and/or legal guardians of children attending Laurentia Elementary School are eligible to participate in the PPO, regardless of the Laurentia campus their child attends, including the Filion Campus and the Labelle Campus.

PPO membership is open to parents and legal guardians whose child is enrolled at Laurentia Elementary School, whether the child attends the Campus Filion or Campus Labelle.

- There is no maximum number of parent members.
- Parents and legal guardians may register as members at the School General Assembly in September or at any time throughout the school year by contacting a PPO executive member.
- All eligible parents and legal guardians are welcome to attend PPO meetings, participate in discussions, volunteer for activities, join committees, and contribute to PPO initiatives.
- Only members in good standing may vote on matters requiring a vote.
- The PPO may form ad hoc committees or subcommittees for specific projects and may invite community members whose involvement is beneficial to those projects.

All members are expected to act respectfully, collaboratively, and in the best interests of the students and school community.

6. Executive Committee

The PPO shall elect an Executive Committee composed of:

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer

Elections are held at the first PPO meeting of the school year following the Annual General Assembly (AGA).



6.1 Election Process

- Nominations may be made by any PPO member (including self-nominations) and must be seconded.
- If only one nomination is received for a position, that person is acclaimed.
- If multiple candidates are nominated, the election shall be held by a show of hands or by secret ballot if requested.
- The term of office for all executive members is one school year, from the first PPO meeting to the first meeting of the following year.

7. Executive Roles

7.1 Chairperson

The Chairperson leads the PPO and ensures its effective operation. Responsibilities include:

- Presiding over PPO meetings
- Setting and circulating meeting agendas
- Coordinating with the Vice-Chair, Secretary, and Treasurer
- Ensuring follow-up on decisions and action items
- Acting as liaison with the Principal and Governing Board Chair
- Upholding the rules of procedure during meetings
- Casting a deciding vote in the event of a tie

7.2 Vice-Chairperson

The Vice-Chairperson supports the Chairperson and assumes their duties if the Chair is absent or resigns. Responsibilities include:

- Assisting with the organization and follow-up of PPO business
- Presiding at meetings when the Chairperson is unavailable
- Automatically becoming Chairperson if the current Chairperson resigns during the term



7.3 Secretary

The Secretary ensures accurate record-keeping and communication. Responsibilities include:

- Preparing and maintaining official PPO minutes
- Assisting the Chairperson with agendas
- Keeping PPO documents up to date
- Sharing approved minutes, meeting dates, and other relevant information with the school administration for posting or communication

7.4 Treasurer

The Treasurer manages financial affairs in accordance with PPO financial policies. Responsibilities include:

- Coordinating with the school's representative responsible for PPO funds
- Providing a financial report at every meeting
- Maintaining accurate and transparent records of revenues and expenditures
- Participating in an annual financial review with the Chairperson before submission to the principal

8. Financial Transparency

The PPO maintains strict transparency in all financial activities.

- All transactions must be documented and traceable.
- The Treasurer presents a financial update at each meeting.
- An annual summary report is prepared before mid-June and submitted to the Principal and Governing Board.
- All e-transfers and payments must be processed through a shared PPO account using standardized security procedures approved by the executive.

9. Meetings of the PPO

- Meetings are held in person at the school.
- A virtual or hybrid format may only be used in case of severe weather or exceptional circumstances, as approved by the Chairperson.



- Meetings held in December, January, February, and March will be offered in a hybrid format, allowing members to attend either in person at the school or virtually.
- The schedule of meetings is determined at the beginning of each school year and communicated to all parents and legal guardians.
- Meetings are open to all parents and legal guardians of children attending Laurentia Elementary School, whether their child attends the Campus Filion or Campus Labelle.
- The principal, teachers, and other invitees may attend and participate, but only PPO members may vote.
- Every eligible parent and/or legal guardian is encouraged to participate, contribute ideas, volunteer, and become involved in PPO activities, regardless of campus.

10. Quorum

Decisions are valid only when a minimum of four (4) voting members, including at least two (2) executive members, are present at the meeting.

11. Agenda

The Chairperson prepares the meeting agenda, which should be sent to members in advance.

During the meeting, members may request additions or adjustments before the agenda is formally adopted by motion.

12. Motions and Voting

- Motions must be proposed and seconded before discussion.
- Amendments must also be seconded and must relate directly to the subject of the main motion.
- Decisions are made by majority vote.
- Votes are typically taken by a show of hands unless a secret ballot is requested.
- Voting by email is permitted for urgent, time-sensitive decisions between meetings.



- The Chairperson must clearly state the motion, and all members must be copied on replies.
- The outcome will be recorded in the minutes of the next meeting.

13. Subcommittees and Appointed Roles

The PPO may establish subcommittees or appoint members to coordinate specific initiatives.

Examples include:

- Graduation Committee
- Spirit Wear Committee
- Fundraising Committee
- Volunteer Coordination Committee

Subcommittees shall report on progress and decisions at PPO meetings. The Volunteer Coordinator is a non-executive appointed role responsible for maintaining volunteer lists, sending requests for help, and ensuring smooth communication before events.

14. Attendance and Decorum

Members are expected to:

- Attend meetings regularly and participate actively in discussions and decisions.
- Maintain a respectful, professional, and collaborative tone at all times.
- Allow one member to speak at a time after being recognized by the Chairperson.
- Address disagreements respectfully and focus discussions on issues, projects, and the best interests of the students and school community.
- Refrain from personal attacks, accusations, intimidation, harassment, or disrespectful behavior toward any PPO member, volunteer, employee, teacher, administrator, parent, or legal guardian.



14.1 Respect, Confidentiality and Prohibition of Harmful Comments

The PPO is committed to maintaining a safe, respectful, inclusive, and constructive environment for all parents, legal guardians, volunteers, staff, and members.

No comments, conversations, exchanges, rumors, allegations, statements, or information that are made, repeated, circulated, or reported with the intention or effect of discrediting, humiliating, intimidating, threatening, harassing, or harming another member or individual will be tolerated.

This includes, but is not limited to:

- Negative or derogatory comments made about another PPO member, volunteer, parent, legal guardian, teacher, staff member, or administrator.
- Personal attacks, insults, accusations, or inappropriate criticism.
- Gossip, rumors, or information repeated from another person without verification.
- Comments or conversations made outside of PPO meetings that are subsequently brought into the PPO environment and create conflict, hostility, or harm.
- Sharing private or confidential information about another member or individual without authorization.
- Using group chats, email, social media, text messages, or other communication platforms to criticize, attack, embarrass, or undermine another member or the PPO.

The fact that a comment, exchange, conversation, or statement was heard from another person does not make it acceptable to repeat or circulate it.

Members are expected to bring legitimate concerns directly to the appropriate person or, when appropriate, to the Chairperson or Executive Committee, rather than discussing or circulating them informally among other parents or members.

Concerns relating to the PPO should be addressed through respectful and appropriate channels so that they can be discussed objectively and, when necessary, documented and addressed.

Any behavior that violates this section may be addressed by the Chairperson and/or Executive Committee and may result in appropriate measures, including a request to cease the behavior, removal from a meeting, restriction from a specific



PPO activity or committee, or other action deemed appropriate in accordance with applicable rules and policies.

15. Minutes of Meetings

The Secretary records meeting minutes including:

- Date, time, and location of the meeting
- Attendance list
- Approval of previous minutes
- Main motions and outcomes
- Adjournment time

Draft minutes should be distributed to members prior to the following meeting for review and approval.

Approved minutes are submitted to the school administration for posting on the Laurentia webpage.

16. Annual Report

By mid-June, the Chairperson must submit a written Annual PPO Report summarizing the year's activities and finances to the Principal and the Governing Board Chairperson.

17. Amendments

Any proposed amendment to these Rules and Procedures must be submitted in writing at least one week before a scheduled meeting.

Amendments are adopted by a majority vote of the members present.

18. Adoption

Adopted by the Laurentia PPO on ____ ____, 2026