

Chairing the Teacher Council?



DO

- ❖ The first order of business is to establish the internal rules of procedure and a calendar of regular meetings.
- ❖ Familiarize yourself with the rules of procedure for conducting debates and the various topics on which the Teacher Council should participate as laid out in Chapter 4 of our Local Agreement.
- ❖ Prepare an overview of the year's business using LTU's *ANNUAL TIMELINE* document so that discussions can occur at the appropriate time of the school year.
- ❖ Not every topic has to be treated or revisited each year. Normally, the previous orientation taken by the Teacher Council remains in effect until revised or rescinded. Hold a caucus meeting of LTU members to build a consensus about which topics should assume priority.
- ❖ Post the agenda in time to allow additions from teachers and from the principal. Ensure that the agenda is ordered to ensure that adequate time can be devoted to the Council's priorities. **Personal issues must be dealt with elsewhere. The Council minutes are not meant to replace administrative communications.**
- ❖ The chairperson is, by definition, a voting member of Council. To maintain impartiality, it is only under most unusual circumstances that the chair takes part in the debate. Although the Council may establish its own internal rules, "if votes are equally divided, the chair has a casting vote" is the basic rule in the Education Act unless another is adopted.



DO NOT

- ❖ Assume the role of teacher spokesperson. You have been elected by fellow Council members to convene and conduct meetings. In that role, limit your communications with the principal to matters involving agendas and documentation. **Any other mandate given to the chairperson must be voted on by all Teacher Council members.**
- ❖ Entertain requests from individuals for emergency meetings except when the Council members share a consensus that such a meeting is justified.
- ❖ Attempt to deal with every issue at monthly Council meetings. Instead, consider establishing sub-committees to study topics and prepare recommendations for a future Council meeting to debate.
- ❖ Permit the apparent disagreement of the principal to deter the Teacher Council from adopting a recommendation once the debate is over. By contract, the principal has up to 30 days to reflect before notifying the Council of his or her disagreement, and the reasons for it. Allow the principal to exercise this privilege after due consideration.
- ❖ Allow jurisdictional creep. The Teacher Council does not exist to deal with workload problems, special education resources, and personal conflicts. Appropriate avenues are available to deal with such problems.