

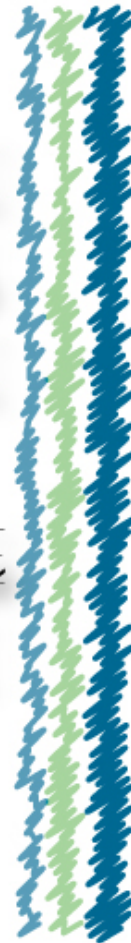


Fédération  
des comités de parents  
du Québec

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*General Regulations*

*Quebec Federation  
of Parents' Committees*



June 2018

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***The masculine form is used throughout for reasons of readability without discriminatory intent.***

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## CHAPTER 1

### GENERAL PROVISIONS

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#### 1.1. CORPORATE TITLE

The Federation is known by its corporate title as the *Fédération des comités de parents du Québec inc. (FCPQ)*, or in English as the *Québec Federation of Parents' Committees (QFPC)*.

#### 1.2. LEGAL STATUS

The Federation is incorporated by letters patent under the governance of Part III of the *Companies Act*.

#### 1.3. GOALS

The goals of the Federation are as follows:

- 1.3.1. To bring together parents of students in public schools.
- 1.3.2. To represent parents' interests before any person or organization in the educational community.
- 1.3.3. To lend Parents' Committees an official voice when joint action is required.
- 1.3.4. To undertake any initiative required to promote and defend the rights and interests of parents and students, in accordance with the wishes of Parents' Committees or of representatives of parents in the various parent-participation bodies of the education system.
- 1.3.5. To host and promote training for the parents of students in the public school system.
- 1.3.6. To assemble and provide the information needed by Parents' Committees and representatives of parents in the various parent-participation bodies of the education system.
- 1.3.7. To release, publish, sell or otherwise disseminate books, bulletins, periodicals, information documents or any other publication.
- 1.3.8. To organize and direct study meetings, conventions, courses and talks to further its goals.
- 1.3.9. To set up any means of financing necessary for the proper conduct of the affairs of the organization.

#### 1.4. COMPOSITION

The Parents' Committees of every Québec school board are members of the Federation. Should a Parents' Committee wish to withdraw from it, it must advise the Federation by official resolution. Withdrawal becomes effective when the Federation receives the resolution. The same procedure applies when Parents' Committees wish to re-enter the Federation, this being done in accordance with conditions established by it.

## 1.5. HEAD OFFICE

The head office of the Federation is located in Quebec City.

## 1.6. CALENDAR AND FISCAL YEAR

1.6.1. The calendar of the Federation's operations starts on August 1 and ends on July 31.

1.6.2. The Federation's fiscal year begins on April 1 and ends on March 31.

## 1.7. DEFINITIONS

1.7.1. **PARENTS' COMMITTEE:** Organization created by a school board under the provisions of section 189 of the *Education Act* for the purpose of representing parents before the school board. Where a school board has divided up its territory into administrative areas, the Central Parents' Committee is deemed by the Federation to be the Parents' Committee of that school board. For the purposes of implementing these General Regulations, the term "Parents' Committee" refers to a Parents' Committee which is a member in good standing of the Federation.

1.7.2. **ADVISORY COMMITTEE ON SERVICES FOR HANDICAPPED STUDENTS AND STUDENTS WITH SOCIAL MALADJUSTMENTS OR LEARNING DISABILITIES (CCSEHDAA):** An advisory body created by a school board under the provisions of section 185 of the *Education Act* for the purpose of giving the school board its assessment of policies regarding the organization of educational services for special needs students and the allocation of financial resources for these services. For the purposes of implementing these General Regulations, the term "CCSEHDAA" refers to a CCSEHDAA whose Parents' Committee is a member in good standing of the Federation.

1.7.3. **PLENARY COMMITTEE:** Refers to a period of time during a meeting, or to a meeting in its entirety, during which the usual rules of procedure set out in these General Regulations are suspended, allowing the members to discuss specific issues or a particular case as a working committee.

1.7.4. **DELEGATE:** A person duly appointed by a Parents' Committee to represent parents to the Federation. The first delegate enjoys all the rights and powers recognized under these General Regulations, including the right to vote on any motion. The second delegate enjoys all the rights and powers recognized under these General Regulations, except for the right to vote on motions, unless the first delegate is absent, in accordance with Chapter 2.

1.7.5. **FEDERATION:** Refers to the *Québec Federation of Parents' Committees*.

1.7.6. **LEGAL INCAPACITY:** Condition of a legal person who does not enjoy all of his rights by reason of causes established by law.

1.7.7. **CLEAR DAYS:** Total days, including all calendar days, but excluding the first day and the last day of a given period. For other periods provided for in these General Regulations, all of the days of the period are counted.

## **1.8. BODIES AND STAFF**

1.8.1. The bodies of the Federation are the following:

- a) General Council
- b) Executive Committee
- c) Forum for parents of handicapped students and students with social maladjustments or learning disabilities (PEHDAA Forum)
- d) Ethics Committee.

1.8.2. These bodies exercise their functions and implement the powers vested in them by these General Regulations.

1.8.3. The Staff aids and supports the bodies of the Federation in fulfilling their roles, as specified in its definition in Appendix 1.

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## CHAPTER 2 GENERAL COUNCIL

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### 2.1 COMPOSITION

- 2.1.1 The General Council is composed of:
- a) Two (2) delegates from each Parents' Committee, selected from its members and in accordance with the rules established by the Committee.
  - b) Two (2) delegates from the PEHDAA Forum, selected in accordance with the rules set out in Chapter 4.
  - c) No delegate may be ineligible under the terms of articles 2.2 or 4.2.
- 2.1.2 The term of office of delegates from the Committee is one year and starts on November 1.
- 2.1.3 The term of office of delegates from the PEHDAA forum is effective from the time they are elected until the next election.
- 2.1.4 The delegate is responsible for transmitting all relevant information from the Federation to the body that has appointed him, and must report to it regarding his participation in the General Council.
- 2.1.5 The Director General attends meetings of the General Council, but does not have the right to vote.

### 2.2 ELIGIBILITY AND NOMINATION

- 2.2.1 Nomination by the Parents' Committee:
- a) Between October 1 and 31, every Parents' Committee appoints two (2) delegates and submits their contact information to the head office of the Federation, indicating:
    - Which is acting as first delegate
    - Which is acting as second delegate
  - b) Notwithstanding the previous article, a delegate elected to a seat on the Executive Committee becomes *de facto* the first delegate of his Parents' Committee.
  - c) A Parents' Committee that has not appointed a delegate may do so in the course of the year, in which event the appointee's term of office begins upon receipt of the notice of appointment by the Federation, and ends the following October 31.
  - d) Should the appointment prescribed in paragraph a) not be made, correspondence from the Federation is sent to the Chair of the Parents' Committee for information purposes only.
  - e) A substitute or substitutes may be appointed by means of a resolution. However, only two people may attend a General Council meeting, one as the first delegate and the other as the second delegate.



2.2.2 Appointment of Delegates by the PEHDAA Forum:

- a) At its yearly meeting, the PEHDAA Forum delegates two of its members to the General Council.
- b) Furthermore, two substitutes are appointed at this meeting to provide for the event of a position becoming vacant. These substitutes do not attend the meetings of the General Council.
- c) Delegates remain in office until the following annual meeting, when they may be re-elected, or others are elected to replace them.

## 2.3 PARTICIPATION AND RIGHT TO VOTE

- 2.3.1 At the meetings of the General Council, all delegates enjoy the same rights and may take part fully in every aspect of the deliberations.
- 2.3.2 When voting is required, only the first delegate of each Parents' Committee has the right to vote, once and only once, whether the vote be on a motion or for an election.
- 2.3.3 Should the first delegate be absent, the second delegate of a Parents' Committee has the right to vote.
- 2.3.4 The two delegates of the PEHDAA Forum each have the right to vote.

## 2.4 FUNCTIONS AND POWERS

- 2.4.1 Adopt the goals and political positions of the Federation.
- 2.4.2 Adopt a strategic plan and to see to its implementation.
- 2.4.3 See to the implementation of the yearly action plan.
- 2.4.4 Adopt the Code of Ethics and Professional Conduct.
- 2.4.5 Strike committees and assign them special tasks, as required.
- 2.4.6 Rule on the suspension of a member or the expulsion of a member from a meeting of the General Council, and on any recommendations of the Ethics Committee.
- 2.4.7 Rule on the impeachment, suspension, or expulsion of a member from the Executive Committee.
- 2.4.8 For the purposes of the *Companies Act*, during the last normally scheduled meeting of the year, hold a General Assembly meeting in order to:
  - receive the Federation's yearly report;
  - receive budget statements and auditor reports;
  - commission auditors;
  - adopt amendments to the General Regulations;
  - elect the members of the Executive Committee.

## **2.5 OPERATIONS**

### 2.5.1 Chairing

The President of the Federation presides over the meetings of the General Council.

### 2.5.2 Frequency of meetings

- a) The General Council meets at least four (4) times per school year.
- b) The President may, at his own behest, convene a special meeting of the General Council. Furthermore, he must convene such a meeting at the request of the Executive Committee, or of at least fifty percent (50%) of the first delegates of the Parents' Committees.

### 2.5.3 Quorum

Quorum for the General Council is met when fifty percent (50%) of the Parents' Committees which have appointed delegates are represented.

### 2.5.4 Rules of procedure

The general rules of procedure that apply when the General Council is performing its tasks are those laid down in Chapter 6 of these General Regulations. However, the Council may add to these rules or otherwise amend them to suit its specific situation.

## **2.6 REVOCATION OF MEMBERSHIP**

2.6.1 A member of the General Council loses eligibility for his position and is deemed to have resigned at once in any of the following situations:

- a) He no longer has a child enrolled in a public school.
- b) He ceases to be a member of the body which delegated him to the General Council, *i.e.*, either his Parents' Committee or the PEHDAA Forum.
- c) His Parents' Committee has left the Federation.
- d) He is declared legally incapacitated.
- e) He is either elected or appointed commissioner in accordance with the *Act respecting school elections (Education Act, section 143.1)*.
- f) He becomes an employee of the Federation.

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## CHAPTER 3 EXECUTIVE COMMITTEE

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### 3.1 COMPOSITION

- 3.1.1 The Executive Committee is made up of 10 members, *i.e.*, four (4) officers and six (6) advisors.
- 3.1.2 The four (4) officers are the President, the Vice-President, the Treasurer, and a Representative for English-language Affairs.
- 3.1.3 In order to encourage the diversity of representation on the Executive Committee, the six advisors are elected on the basis of the following geographical clusters:
- a) Advisor A: Gaspésie/Îles-de-la-Madeleine, Abitibi-Témiscamingue, Nord-du-Québec, Côte-Nord
  - b) Advisor B: Montréal, Laval
  - c) Advisor C: Montérégie, Estrie
  - d) Advisor D: Saguenay-Lac-Saint-Jean, Mauricie-Centre-du-Québec
  - e) Advisor E: Laurentides, Lanaudière, Outaouais
  - f) Advisor F: Capitale-Nationale, Chaudière-Appalaches, Bas-Saint-Laurent
- 3.1.4 The Director General attends the meetings of the Executive Committee, but does not have the right to vote.

### 3.2 ELIGIBILITY AND NOMINATION

- 3.2.1 All delegates to the General Council are eligible for positions as officers, except for the position of Representative for English-language Affairs, which is reserved for parents delegated by the Parents' Committee of the English-language school boards.
- 3.2.2 Delegates from the Parents' Committees of the areas indicated are eligible for each of the advisory positions according to each of the clusters defined in 3.1.3.
- 3.2.3 The term of office of the Executive Committee is two (2) years, starting on August 1 after the General Council sits as a General Assembly meeting and elections are held, and ending on July 31 two years later.
- 3.2.4 Every year, the General Council, when convened for the General Assembly, elects half of the advisors and officers of the Executive Committee, as follows:
- a) In odd-numbered years: advisors A, B, and C, the President and the Representative for English-language Affairs.
  - b) In even-numbered years, advisors D, E, and F, the Vice-President, and the Treasurer.
- 3.2.5 The electoral process is carried out in accordance with the provisions of 6.5.
- 3.2.6 Members of the Executive Committee are elected by the totality of voting members of the General Council.

### **3.3 DUTIES OF OFFICERS**

#### 3.3.1 The President

- a) Leads the various bodies of the Federation, presiding over the meetings of the General Council, the Executive Committee, and the PEHDAA Forum.
- b) Acts as official spokesperson for the Federation. As such, is the political face of the Federation, sharing the Federation's political positions with the public for all matters that concern it, and establishing and maintaining ties with its major partners.
- c) Assigns mandates as required to persons of his choice to carry out the tasks of his office and discharge his responsibilities.
- d) Oversees implementation of and follow-up for opinions and decisions of the various bodies of the Federation as well as the goals pursued by it.

#### 3.3.2 Vice-President

- a) Helps the President, filling in for him as required.
- b) Performs the President's duties in the event that the latter is absent or otherwise prevented from carrying them out.
- c) Performs tasks assigned to him by the General Council, the Executive Committee, or the President.

#### 3.3.3 Treasurer

- a) Drafts budget estimates in cooperation with the Director General and submits them to the Executive Committee and the General Council.
- b) Is responsible for budget follow-up and reports on it to the Executive Committee.
- c) Works closely with the Director General to advise the Federation bodies on all financial matters pertaining to the organization.

#### 3.3.4 Representative for English-language Affairs

- a) Represents English-language Parents' Committees in all their specificity on the General Council and the Executive Committee, and vis-a-vis the Federation's main partners, as required, particularly with respect to language issues.

### **3.4 FUNCTIONS AND POWERS**

3.4.1 Draft amendments to the General Regulations.

3.4.2 Oversee implementation of the General Regulations.

3.4.3 Draft the strategic plan, after consulting the delegates.

3.4.4 Oversee implementation of the strategic plan.

3.4.5 Adopt the yearly action plan and oversee its implementation.

3.4.6 Adopt and keeps track of yearly budget estimates.

3.4.7 Make preparations for the meetings of the General Council.

3.4.8 Implement General Council decisions.

3.4.9 Make emergency decisions and have them approved at the next meeting of the General Council.

- 3.4.10 Adopt the Federation's service guide.
- 3.4.11 Receive the Director General's report on day-to-day business.
- 3.4.12 Hire the Director General, renew his contract, and see to his performance review.
- 3.4.13 Oversee the implementation of the Collective Agreement.
- 3.4.14 Appoint signatories for banking and other official documents.
- 3.4.15 Approve the draft of the annual financial statements submitted by the independent auditor.
- 3.4.16 Act as the appointed board within the meaning of section 83 and the following sections of Division XXVI and Part III of the *Companies Act*.

### **3.5 OPERATIONS**

#### 3.5.1 Chairing

The President chairs the meetings of the Executive Committee.

#### 3.5.2 Frequency of meetings

- a) The Executive Committee meets at least six (6) times a year. It sets the calendar for its meetings.
- b) The President may call a special meeting of the Executive Committee. He must also do so upon the request of 50% of the members of the Executive Committee.

#### 3.5.3 Quorum

The Quorum of the Executive Committee is at least fifty percent (50%) of its members.

#### 3.5.4 Rules of procedure

The general rules of procedure in effect for the Executive Committee are deemed to be those described in Chapter 6 of these General Regulations. The Executive Committee, may, however, add to these rules or otherwise amend them to suit its specific situation.

#### 3.5.5 Conference calls

The Executive Committee may hold a meeting via conference call or any other means of telecommunication allowing for direct exchanges, when required, in accordance with article 3.5.2 b. Decisions made in the course of such meetings are deemed official and not do not require ratification provided there was a quorum for the conference call.

### **3.6 REVOCATION OF MEMBERSHIP**

A member of the Executive Committee becomes ineligible for his position and is deemed to have resigned at once should he no longer meet General Council eligibility criteria (article 2.6) or should he resign from it.

### **3.7 CONTINUATION OF THE PRESIDENT'S FUNCTIONS**

- 3.7.1 Notwithstanding article 3.6, should the President of the Federation cease to be a member of his Parents' Committee, he may complete his term of office with the same rights and privileges, as long as he has a child registered in a public school, and maintains his right

to vote on the General Council and on the Executive Committee. Moreover, he may pursue re-election, provided he has the required support of his original Parents' Committee at the time of his nomination (article 6.5.2.d).

- 3.7.2 In such cases, his Parents' Committee may designate a new first delegate to represent it at the General Council.

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**CHAPTER 4**

**FORUM FOR PARENTS OF HANDICAPPED STUDENTS AND STUDENTS WITH SOCIAL MALADJUSTMENTS OR LEARNING DISABILITIES (PEHDAA FORUM)**

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**4.1 COMPOSITION**

- 4.1.1 The PEHDAA Forum is composed of delegated parents, one for each CCSEHDAA of a school board of which the Parents' Committee is a Federation member.
- 4.1.2 The delegate to the PEHDAA Forum may only be chosen among parents who are members of the CCSEHDAA, in accordance with the rules established by the parents.
- 4.1.3 The term of office is one year, starting on December 1. However, in order to ensure continued participation of parents in the PEHDAA Forum, one delegate remains in office until another delegate has been appointed, except in those cases provided for in 4.5.
- 4.1.4 The President of the Federation chairs the PEHDAA Forum.
- 4.1.5 The Director General attends the PEHDAA Forum, but does not have the right to vote.

**4.2 ELIGIBILITY AND NOMINATION**

- 4.2.1 Every year between November 1 and November 30, the Chair of each CCSEHDAA sees to it that the name and contact information for its delegate is sent to the head office of the Federation.
- 4.2.2 Persons wishing to be a PEHDAA Forum delegate:
  - a) Must be a parent and a member of a CCSEHDAA.
  - b) Must not be a Federation employee.
  - c) Must not be an employee of the school board for which he is a delegate.

**4.3 FUNCTIONS AND POWERS**

- 4.3.1 Respond to requests for advice on matters concerning the needs and organization of services for handicapped students and students with social maladjustments or learning disabilities.
- 4.3.2 Elect two delegates to the General Council.

**4.4 OPERATIONS**

- 4.4.1 Chairing

The President of the Federation chairs the meetings of the PEHDAA Forum.
- 4.4.2 Frequency of meetings
  - a) The PEHDAA Forum meets once a year.
  - b) Upon the request of the Executive Committee or the General Council, the President may convene a special additional meeting of the PEHDAA Forum.
- 4.4.3 Quorum

The quorum for the PEHDAA Forum is the number of delegates present.

#### 4.4.4 Rules of procedure

The general rules of procedure now applicable to the meetings of the PEHDAA Forum are based on those described in Chapter 6 of these General Regulations. The Chair of the Assembly has the authority to supplement or modify these rules to suit the specific needs of the PEHDAA Forum, especially with a view to ensuring the flexibility and accessibility of operations.

Delegates for the PEHDAA Forum and their substitutes are elected at once at the General Council. Elections are presided by the Director General, in accordance with the general guidelines laid out in 6.5.

### **4.5 REVOCATION OF MEMBERSHIP**

A member of the PEHDAA Forum ceases to be eligible and is deemed to have resigned at once in the event that:

- 4.5.1 He no longer has a child enrolled in a public school.
- 4.5.2 He is no longer a member of the CCSEHDAA of the school board of which he is a delegate.
- 4.5.3 His Parents' Committee has left the Federation.
- 4.5.4 He is declared legally incapacitated.
- 4.5.5 He is elected or appointed commissioner under the *Act respecting school elections (Education Act, section 143.1)*.
- 4.5.6 He becomes an employee of the Federation or of the school board of which he is a delegate.



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## **CHAPTER 5 ETHICS AND PROFESSIONAL CONDUCT COMMITTEE**

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### **5.1 COMPOSITION**

- 5.1.1 The Ethics and Professional Conduct Committee consists of 5 members, including one member of the Executive Committee appointed by the latter.

### **5.2 ELIGIBILITY AND NOMINATION**

- 5.2.1 All General Council delegates are eligible for a position on the Ethics and Professional Conduct Committee, except those who are members of the Executive Committee, one of whom is appointed to the committee by the latter.
- 5.2.2 The term of office of the Ethics and Professional Conduct Committee is two (2) years, starting on the August 1 after the General Council sits as a General Assembly at which elections are held, and ending on July 31 two years later.
- 5.2.3 Every year, the General Council, sitting as a General Assembly, elects by the totality of its voting members the members of the Ethics and Professional Conduct Committee, as follows:
- a) in odd-numbered years, 2 members;
  - b) in even-numbered years, 2 members and a substitute.
- 5.2.4 Each year, the Executive Committee appoints one of its members to the Ethics and Professional Conduct Committee.
- 5.2.5 The electoral process is carried out in accordance with the provisions of 6.5.
- 5.2.6 All members of the Ethics and Professional Conduct Committee are elected by the totality of voting members of the General Council.
- 5.2.7 Should a seat on the Ethics and Professional Conduct Committee become vacant, the substitute completes the outgoing member's term of office. If another position becomes vacant, elections are organized in accordance with the provisions of 6.5 for the election of a new committee member or a new substitute.

### **5.3 FUNCTIONS AND POWERS**

- 5.3.1 Produce a Code of Ethics and Professional Conduct, review it, and propose amendments which are transmitted to the Executive Committee for General Council debate.
- 5.3.2 Receive and handle complaints concerning the Code of Ethics and submit any recommendations to the General Council.
- 5.3.3 Request any professional support from the Director General required for it to fulfil its responsibilities.
- 5.3.4 Every year, appoint a coordinator from among its members.
- 5.3.5 Produce an annual report and table it at the General Assembly.

## **5.4 OPERATIONS**

### **5.4.1 Chairing**

The Ethics and Professional Conduct Committee is chaired by its coordinator.

### **5.4.2 Frequency of meetings**

The Ethics and Professional Conduct Committee meets at least once a year. Meetings must be convened at least 5 days before the date of the meeting.

### **5.4.3 Quorum**

Quorum for the Ethics and Professional Conduct Committee is 3 members.

### **5.4.4 Rules of procedure**

The Ethics and Professional Conduct Committee determines its rules of procedure.

### **5.4.5 Conference calls**

The Ethics and Professional Conduct Committee may hold a meeting via conference call or any other means of telecommunication allowing for direct exchanges. Decisions made in the course of such meetings are deemed official and do not require ratification provided there was a quorum and the meeting was convened within the prescribed deadline.

## **5.5 REVOCATION OF MEMBERSHIP**

A member of the Ethics and Professional Conduct Committee becomes ineligible for his position and is deemed to have resigned at once should he no longer meet General Council eligibility criteria (2.6) or should he resign from it.

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## CHAPTER 6

### RULES OF PROCEDURE

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#### 6.1 RULES FOR MEETINGS

In order to ensure that the questions submitted to the General Council and the Executive Committee are answered satisfactorily, it is essential that the members be able to voice their opinions freely during meetings. However, these must take place within the confines of the members' prerogatives and with full respect for the values espoused by the Federation.

Subject to the specific rules governing meetings laid down in these General Regulations, meetings of the bodies of the Federation are conducted in accordance with the following rules of procedure:

##### 6.1.1 Rights and responsibilities of members

- a) Every member is entitled to take part in meetings provided he abides by the rules of procedure laid down in these General Regulations. However, in the General Councils, only the first delegates of the Parents' Committee and the two members delegated by the PEHDAA Forum have the right to vote, in accordance with these General Regulations.
- b) During meetings, every member is entitled to submit motions, voice his opinion, vote on any motion deemed admissible by the Chair of the Assembly, and ask any relevant question on the item included on the agenda, except when he loses this right under rules governing a specific point, in accordance with these General Regulations.
- c) He is also entitled to submit his candidacy for positions which the Assembly may seek to fill as required, subject to the eligibility criteria concerned, in accordance with these General Regulations.
- d) To ensure that all members may be heard and to allow meetings to proceed smoothly, every member of a Federation body must be mindful of his responsibilities, i.e.:
  - See to it that his personal information is kept up to date in the Federation's data base so he can receive the documents and information that concern him.
  - Should he expect to be absent from or late for a meeting, advise the Chair of the meeting or the Director General as soon as possible.
  - Only speak once he has been given permission. Only one person is allowed to speak at a time. He must request permission to speak by raising his hand.
  - When it is his turn to speak, only address the Chair.
  - Avoid repeating the substance of preceding comments and strive to contribute only facts that are new and relevant to the issue at hand.
  - Not use his turn to speak to divert the process nor to prolong deliberations needlessly.
  - Listen attentively to other speakers and refrain from interrupting, unless to submit a reminder of due process or a question of privilege.
  - Refrain from making noise or engaging in conversation during deliberations.
  - Refrain from calling out to other members, uttering challenges or threats, swearing, or from any similarly disruptive conduct.
  - Not speak on a matter that has been put to a vote by the Chair.

#### 6.1.2 Convening a meeting

- a) A notice for an upcoming meeting and a proposed agenda are sent to members at the email addresses recorded in the Federation's data base at least (10) days before the meeting is to be held.
- b) In general, the various relevant documents are dispatched along with the notice. In exceptional cases, they may be handed out at the meeting.
- c) In the event of an emergency, a special meeting of the Executive Committee may be convened by telephone or by email, at least two (2) clear days before the meeting is to be held.

#### 6.1.3 Calling a meeting to order

- a) At the set hour, the Chair calls the meeting to order.
- b) Before deliberations may get underway, the Chair must determine whether there is a quorum. If a quorum cannot be reached within thirty (30) minutes, the members sign in their attendance and leave. If it is noticed that the quorum is no longer met during a meeting duly called to order, the meeting must be adjourned at once.

#### 6.1.4 Agenda

- a) The agenda is drafted by the President of the Federation in cooperation with the Director General.
- b) The agenda is adopted at the beginning of the meeting.
- c) The Chair proceeds with the items on the agenda in the order in which they appear. However, he may change that order as required for the purposes of the meeting.

#### 6.1.5 Minutes

- a) The Director General drafts the minutes of the Assembly's deliberations, especially noting decisions made, reports on business arising from previous resolutions, and other particulars as provided for by law or in accordance with these General Regulations. Copies of the draft minutes are sent to the members along with other documents required for the next meeting.
- b) The minutes of each meeting are adopted at the beginning of the next meeting. Changes are made only when there are factual errors.
- c) The adopted minutes are signed by the President of the Federation and counter-signed by the Director General, who then files them in the minute book.
- d) The minutes of the General Council and the Executive Committee are made available no later than 10 working days after their adoption.

#### 6.1.6 Deliberations

- a) The Chair is responsible for ensuring that the meeting runs smoothly and that proper decorum is observed. The Chair gives members the floor in the order in which their requests to speak are acknowledged.
- b) The Chair must act to safeguard and maintain procedure and is responsible for conducting deliberations. He has priority to speak on all issues and the authority to call an adjournment for a break.
- c) The Chair calls each point on the agenda and explains the issue at hand as required or asks another member in attendance to do so. The members must be given the opportunity to ask any relevant question they wish in order to obtain clarifications upon obtaining the Chair's permission to speak.
- d) A member may take the floor more than once on a given issue but the Chair gives priority to the members who have not yet spoken but wish to do so.

- e) If the issue at hand requires a decision, the Chair calls for a motion. This motion need not be seconded.
- f) The Assembly must consider only one motion at a time. A given motion must be dealt with before the Assembly moves on to another, whether it involve the same issue or some other item on the agenda.
- g) The Chair decides whether the motion tabled with the Assembly is admissible, and ensures that it is worded clearly.
- h) The Chair may temporarily conduct a meeting of the General Council as a plenary committee meeting in order to facilitate discussion and accelerate the decision-making process.

#### 6.1.7 Decisions

- a) When there are no more speakers on the issue at hand, or when a member requests that a motion be put to a vote, the Chair calls for a show of hands for or against the motion. However, when a vote on a motion is requested by a member, the Chair gives the floor to any members who asked to speak before the request for a vote was made.
- b) With the exception of certain cases provided for in these General Regulations and by law, decisions made by all Federation bodies are reached by majority vote of all members present. However, the members must bear in mind that they should be working together to achieve the broadest possible consensus.
- c) When a vote on a motion has taken place, the resolution is either adopted or dismissed, and all debate on the matter is concluded. The Chair then proceeds with the next motion or to the next item on the agenda.
- d) Should the number of votes for or against a motion be equal, the Chair may cast the deciding vote and break the tie.

#### 6.1.8 Functions and powers of the Chair

- a) Since the Chair conducts the deliberations, it is up to him to create conditions conducive to the free expression of the members. He must therefore:
  - Direct deliberations. The members, special resource persons, and the public direct their comments to him.
  - Settle any matter of contention relating to procedure, subject to the Assembly's right to appeal his decisions as provided by these General Regulations.
  - Strive to remain impartial during the deliberations and to facilitate them, allowing each member an opportunity to speak, and respecting the adopted procedure throughout.
  - Wind up deliberations at the appropriate time, and either sum up the points made or delegate the task.
- b) In order to discharge his duties effectively, the Chair is given the following powers:
  - Has priority to speak on all issues.
  - May adjourn the meeting for a break.
  - May expel a member from a meeting for disrupting it, after giving that member the opportunity to apologize or rectify his conduct.
- c) Should an event or issue not be covered by the Federation's rules of procedure, the Chair may refer to the Université de Montréal's rules for deliberative assemblies. However, the Chair has the duty to ensure that the mechanism chosen does not contradict the spirit of these General Regulations.

## **6.2 VACANT POSITIONS, EXPULSION, AND FILLING POSITIONS**

### **6.2.1 Vacant positions**

A position in a body of the Federation is deemed vacant when the person holding it deceases, becomes ineligible, resigns, is subject to revocation, or is expelled permanently, in accordance with these General Regulations.

### **6.2.2 Resignation**

The person in office tenders his resignation by submitting his decision in writing to the Federation and to his Parents' Committee. The resignation is deemed to be effective on the date specified in the letter of resignation, or failing this, on the day the letter is received by the Federation.

### **6.2.3 Suspension, revocation, and expulsion**

- a) Notwithstanding the Chair's power to expel a person from a meeting, the General Council may, on the Ethics and Professional Conduct Committee's recommendation, suspend a delegate, revoke his nomination to a position in the Federation, or expel him permanently for failing to respect the regulations of the Federation.
- b) This disciplinary measure takes effect when adopted. The disciplined delegate and his Parents' Committee are informed of the decision and of the reasons for it in writing.

### **6.2.4 Filling a position**

A vacant position in the Federation is filled in accordance with the established nomination or electoral procedure.

## **6.3 USES OF COMMUNICATION TECHNOLOGY**

### **6.3.1 Dispatching documents**

- a) As a rule, notices of meetings, minutes, and other documents pertaining to the operations of the Federation are emailed to the members, thus avoiding delays typically associated with other means of dispatch.
- b) The date and time of email transmission are deemed to be the date and time of dispatch by the Federation, even if the dispatched document is only opened by the addressee at some later time. It is incumbent upon the members to check their email regularly and to open all documents sent to them by the Federation without delay.
- c) In exceptional circumstances, the Staff may proceed to dispatch material by any other appropriate means, for example, through the postal system or by courier. In such cases, the return address used is the address of the Federation as it appears in the official registry.

### **6.3.2 Notices by email**

In exceptional circumstances, in order to reach consensus, a body of the Federation may ask its members to indicate whether they are for or against a draft resolution by email. However, the resolution must be ratified at the next meeting of the aforementioned body, unless this exceptional procedure stems from a decision made at a meeting.

## **6.4 AMENDMENTS TO THE GENERAL REGULATIONS**

- 6.4.1 An amendment to the General Regulations for the purpose of requesting additional letters patent must be approved by a vote of at least two thirds (2/3) of the members present

during a meeting of the General Council sitting as a General Assembly, in accordance with sections 19 and 37 of the *Companies Act* (R.S.Q., c. C-38).

- 6.4.2 An amendment to the General Regulations for the purposes of increasing the number of administrative staff, or reducing it to a minimum of three, or amendment for the purpose of changing the location of the head office of the Federation, must be approved by a vote of at least two thirds (2/3) of the members present during a meeting of the General Council sitting as a General Assembly specifically convened for this purpose, in accordance with section 87 of the *Companies Act* (R.S.Q., c. C-38).
- 6.4.3 The General Council, when meeting as a General Assembly, is empowered to adopt, change, or repeal any other regulation.

## **6.5 ELECTIONS**

### **6.5.1 Presiding over elections**

- a) The Director General presides over elections within the Federation, pursuant to the oath he takes to faithfully carry out the duties and fulfil the tasks of his position to the best of his judgment and ability.
- b) The President of Elections has the following duties:
- Hold an election for all elected positions in the Federation, in accordance with these General Regulations. The elected positions are the following:
    - members of the Executive Committee.
    - members of the Ethics Committee.
  - Ensure that members are elected to positions as they become vacant.
  - Propose reforms to the electoral process as required and submit recommendations to the General Council.
- c) The President of Elections may delegate his duties. He may also assist those he appoints as deputies. However, before undertaking their delegated tasks, these deputies must swear to perform the duties of their office faithfully and to the best of their judgment and ability.

### **6.5.2 Pre-election process**

- a) The President of Elections opens the election period by means of an electoral notice of the positions to be filled, at least forty-five (45) days before the elections are held. These are conducted during a meeting of the General Council, during which period this body is deemed to be a yearly General Assembly (art. 2.4.11).
- b) The aforementioned electoral notice is sent to all of the delegates to the General Council and to the Chairs of all Parents' Committees.
- c) The electoral notice must indicate:
- The position(s) to be filled
  - The eligibility criteria
  - The nomination procedure
  - The date the vote will be held
- d) Nomination
- Nomination is conducted by means of a nomination form supplied by the President of Elections. The nomination form contains a list of items of information to be collected pertaining to the candidate.

- A delegate may submit his candidacy to only one seat on the Executive Committee.
- The delegate includes with his nomination form a resolution by his Parents' Committee granting him permission to run for the position in question.
- A Parents' Committee may support only one candidate.
- The nomination form may be sent to the President of Elections by registered mail, fax machine, or hand-delivery before the fifteenth (15th) day preceding the election. In the case of forms sent by registered mail, the date on the postmark is deemed to be the date of receipt.
- The form is signed upon receipt by the President of Elections or his deputy and by a witness, and the date of receipt is recorded on it.
- The President of Elections acknowledges receipt of each nomination form by signing it and giving it to the candidate.
- A Parents' Committee may change its delegate to the General Council in order to allow one of its members to run for a position that is open for election. In such a case, all information relevant to this change must reach the Federation by registered mail, email, or fax before the fifteenth (15th) day preceding the election.

e) Nomination results

- The President of Elections accepts nominations that meet eligibility criteria and that are submitted in accordance with the rules. He refuses any nomination that does not meet these criteria and informs that candidate and his Parents' Committee in writing.
- Within five (5) days before the nomination period closes, the President of Elections draws up a list of the candidates for the position to be filled and sends it to the delegates to the General Council, to the Parents' Committee, and to the candidates.
- When the aforementioned list has been drawn up, if there is only one candidate for the position to be filled, the President of Elections declares that candidate elected.
- When the aforementioned list has been drawn up, if there is more than one candidate for the position to be filled, the President of Elections sets the electoral process in motion. He notifies all of the members of the General Council of the candidacies, with all relevant information, by email.

f) No nominations

- If, by the end of the nomination period, no eligible nominations have been received, eligible nominations could be received forthwith for the positions designated at the General Assembly provided for, notwithstanding the rules that are inconsistent with this article. The rules that apply to the vote apply, with the required adaptations

### 6.5.3 Vote

- a) Every candidate running for a seat on the Executive Committee or the Ethics Committee may choose an observer from among the delegates to the General Council. He must inform the President of Elections of the name of the selected person seven (7) days before the elections.
- b) The President of Elections names the electoral staff to conduct the vote:
  - One or more ballot office secretaries
  - One or more scrutineers
- c) Only the first delegates may be electors, subject to the procedures provided for in these General Regulations.
- d) Electoral staff must keep the ballot secret at all times.



- e) Electoral campaigning and advertisements are permitted off the premises where the General Assembly is held, and outside the space set aside for the electoral secretariat or for employees of the FCPQ.
- f) When on the floor of the General Assembly, candidates or their supporters must not attempt to seek information about voting intentions or votes cast.
- g) At the time specified on the agenda of the General Assembly, the President of Elections calls out the vacant positions and the names of the candidates running for them.
- h) The President of Elections allots a period of five (5) minutes to each candidate to address the Assembly and state his case, in an order determined by drawing lots.
- i) After the candidates have spoken, the President of Elections declares the voting period open.
- j) The President of Elections declares the voting period closed when the time set aside for it is up, or as soon as the persons wishing to vote have been able to exercise that right freely.
- k) Opening of the ballot boxes and counting of the ballots is carried out by the electoral staff in the presence of the President of Elections and the observers.
- l) The Elections Secretary is responsible for producing a written report on the ballot count and for submitting it to the President of Elections.
- m) The ballot report must be signed by all of the people present in the voting office when the ballot box is opened.
- n) The President of Elections announces the name of the candidate who has received an absolute majority of the ballots and declares him elected at once to the position.
- o) If no candidate wins an absolute majority of the votes cast on the first round, the President of Elections calls for a second.
- p) In this case, should there be more than one candidate running, the one receiving the fewest votes is eliminated from the following round.
- q) The President of Elections then proceeds to destroy the ballots.

#### 6.5.4 Elections for a vacant position

- a) Should an officer position within the Executive Committee become vacant, the latter appoints one of its members to fill the position temporarily for a period that takes into account of the remaining duration of the term and the time of the year.
- b) Should a seat on the Executive Committee become vacant, elections are in accordance with the procedure laid out in 6.5.2.
- c) The duration of the term of office for a position filled because it has been vacated is limited to the remainder of the term of office previously set for this position under 3.2.

#### 6.5.5 Electoral report

- a) The President of Elections conveys the results of an election as soon as possible to the delegates to the General Council and to the members of the Federation by whatever means are the most appropriate.
- b) The President of Elections drafts an election report which is filed in the minute book.

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## APPENDIX 1

### STAFF

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#### COMPOSITION

The Staff is composed of Federation employees under the supervision of the Director General, to whom they report.

#### FUNCTIONS AND RESPONSIBILITIES

##### Director General

- a) Lends assistance to the bodies of the Federation in the exercise of their duties and powers.
- b) Receives mandates given to the Staff by the various bodies of the Federation.
- c) Oversees implementation of the electoral process laid down in these General Regulations.
- d) Attends meetings of the General Council and of the PEHDAA Forum.
- e) Attends meetings of the Executive Committee and of the committees set up by the Federation.
- f) Drafts the minutes of meetings held by the various bodies.
- g) Prepares and sends out notices of meetings as well as other documents pertaining to the tasks of the bodies of the Federation.
- h) Tends to the day-to-day management of the operations and resources of the Federation and reports on this work to the Executive Committee.
- i) Answers to the Executive Committee for the employees and ensures the proper management of human resources.
- j) Delegates some of his duties to other staff members of the Federation, as required.

##### Employees

- a) Under the supervision of the Director General, carry out the functions and duties set out in their job descriptions, for which they are accountable to him.
- b) Perform the tasks assigned to them by the Director General.