

**Policies and School Council Operating
Procedures For
Fort McMurray Islamic School Council
(FMIS)**



Vision:

Nurturing and enhancing educational opportunities and experiences at Fort McMurray Islamic School (FMIS) in accordance with the values of Sunni Islam as advocated by Markaz-ul-Islam in Fort McMurray.

Mission:

Foster meaningful participation from parents, guardians, the community, and Markaz to strengthen the cohesion of our school community.

General Code of Ethics:

All executives/members of the FMIS School Council shall:

- *Abide by the legislation that governs the school council.*
- *Beguided by the mission statement of FMIS and the school council.*
- *Endeavour to be familiar with school policies and operating practices and act in accordance with them.*
- *Practice the highest standards of honesty, accuracy, integrity and truth.*
- *Recognize and respect the personal integrity of each member of the school community.*
- *Declare any conflict of interest.*
 - *Foster a positive atmosphere in which individual contributions are encouraged and valued.*
- *Consider the best interests of all students in our decisions and deliberations.*
 - *Respect the confidential nature of some school business and respect limitations this may place on the operation of the school council.*
- *Never disclose confidential information.*
 - *Limit discussions at school council meetings to matters of concern to the school community as a whole.*
 - *Use the appropriate communication channels when questions or concerns arise.*

- *Promote* high standards of ethical practice within the school community.
- *Accept* accountability for school council decisions.
- All executive positions in the School Council can only be held by someone who has completed 2 full terms as a Member at Large.
- Candidates for executive positions should be endorsed by Shura Committee of Markaz-ul-Islam.
- Members are required to undergo a police records clearance before they are officially allowed to join the council. This clearance is necessary to ensure the safety and security of all members and the broader school community.

Operating Model of Governance:

FMIS School Council shall adopt a combined model of the Town Hall and the Representative styles of governance, in order to harness the strengths of both models and reduce the limitations of each.

Digital meetings like (Zoom, Teams, Google Meets etc.) are acceptable and meetings/decisions on digital media are considered valid.

Terms of Office:

The terms of office for the executive and directors-at-large shall be from the close of the Annual General Meeting to the close of the following Annual General Meeting.

If a resignation occurs during term for an executive position, the council can nominate one from among themselves and through a 2/3rds majority, the nominee will be instated in the available executive position.

Rules of Order:

- We will operate on the understanding that all members of the School Council have positive intentions and are motivated by the best interests of the school community. This approach will be upheld unless it is proven otherwise by evidence or specific circumstances.
- All comments and questions should be directed to the Chair.
- Members shall only speak only when recognized by the Chair.
- Discussions within meetings will focus on general ideas, and personal references will be avoided.

- Each member is allowed two minutes to speak twice on each issue.
- Council members will wait for everyone to speak once before requesting a second speaking turn.
Council members will obtain permission from the Chair before responding to a question or comment.
- The Chair (or other members) may remind us, without offense:
 - o To stay on topic.
 - o To avoid repetition.
 - o To adhere to time limits.
 - o To extend courtesy to all members.

Council Decisions/Discussions:

Decisions will be reached through the following consensus-building process:

- **Agenda Listing:** The decision topic will be included on the agenda.
- **Introduction:** The Chair or designated individual will introduce the decision topic.
- **Open Floor:** Members can express comments, concerns, or questions.
- **Discussion Summary:** The Chair will recap the discussion, noting areas of agreement or suggested changes.
 - **Agreement Test:** The Chair will assess the group's agreement and facilitate further discussion if necessary.
 - **Final Agreement Test:** If there is general agreement and support, the decision is made, and minutes will document it.

Vote

The voting in relation to decisions involves the following steps:

1. **Agenda Inclusion:** The decision topic will be listed on the agenda (this can include any topic).
2. **Motion Proposal:** A motion will be made, clearly stating the proposal related to the topic. ("I move that proposal XYZ...")
3. **Seconding the Motion:** Another member will second the motion.
4. **Chair's Statement:** The Chair will formally state the motion. ("It is moved and seconded...")
5. **Discussion Phase:** The Chair will invite comments or debate on the motion, starting with the motion maker.

- 6 Reiteration and Vote Call: After debate, the Chair will repeat the motion, then call for a vote.
- . Voting Process: Voting will be conducted by a show of hands, indicating approval or opposition.
- 7 Abstentions are allowed but not recorded.

Confidentiality:

All members of the Fort McMurray Islamic School Council (FMIS) are obligated to maintain the confidentiality of sensitive information discussed during council meetings and related activities. Confidential information includes, but is not limited to, personal matters, strategic plans, financial details, and any other information not publicly disclosed by the school administration.

Members shall not disclose confidential information to unauthorized individuals, including other members, parents, or external parties.

Absolutely no form of recording, including but not limited to audio, video, or written notes, is allowed during council meetings or related activities.

Expulsion:

In the event that a member disrupts the proceedings of the school council, engages in behavior detrimental to the council's objectives, or breaks confidentiality, the council reserves the right to consider expulsion of the disruptive member.

Grounds for Expulsion:

Grounds for expulsion encompass the disclosure of private information, engagement in disruptive behavior, failure to uphold the essence of the constitution, inability to make positive contributions to the council, or portraying the council in a negative light within the broader community. Also, missing 3 meetings in a row would be sufficient for expulsion.

Procedure for Expulsion:

- 1 Any member of the council may propose the expulsion of a fellow member by notifying the Chair in writing, providing details of the disruptive behavior.
The proposal for expulsion will be added to the agenda of the next council meeting.
- 2 A discussion will be held during the meeting to address the concerns and allow the accused member an opportunity to respond.
- 3 The decision for expulsion will be made by a vote. A 2/3rd majority of council members present at the meeting is required for expulsion.
The expelled member shall be notified in writing and will no longer be considered a member of the
- 4 FMIS School Council.

This confidentiality agreement, no-recording policy, and police clearance requirement are integral parts of the FMIS School Council's Code of Ethics and Operating Procedures.

If someone has been expelled from the school council, they will not be allowed to run for the school council for 5 years.

Reference Source

<https://www.albertaschoolcouncils.ca/>

<https://www.albertaschoolcouncils.ca/public/download/documents/40732>