

## LGES PAC Bylaws Review Committee Terms of Reference

### 1. Purpose

The Bylaws Review Committee is established by motion of the LGES PAC to review and recommend updates to the PAC's Constitution and Bylaws.

The purpose of the committee is to ensure that the PAC's governing documents are:

- 1.1. Consistent with [Section 8](#) of the [BC School Act](#)
- 1.2. Clear, current, and functional for the PAC's day-to-day operations
- 1.3. Supportive of transparent and inclusive parent participation in school decision-making and planning
- 1.4. Reviewed in manageable sections throughout the school year to reduce the time burden at the Annual General Meeting (AGM)

### 2. Authority

- 2.1. The committee is created by the membership of the PAC and reports directly to the membership at regular and annual meetings.
- 2.2. It functions independently and may only make recommendations for approval by the membership.

### 3. Composition

- 3.1. The committee will include interested PAC members appointed by motion at a general meeting.
- 3.2. Additional members may be appointed between meetings by the Committee Chair, in consultation with committee members, to maintain progress and broaden participation.
- 3.3. The committee may invite outside advisors (such as a DPAC executive member, governance consultant, or subject-matter expert) to contribute advice or technical guidance. These advisors do not hold voting rights on the committee.
- 3.4. A Chair will be appointed by the PAC membership. The Chair may change from year to year as determined by the PAC.
- 3.5. The committee may select a recorder or minute-taker from among its members.
- 3.6. Membership is open throughout the year; new members may join at any time with the consent of the existing committee.

### 4. Roles and Responsibilities

The committee will:

- 4.1. Review the PAC's Constitution and Bylaws to ensure ongoing relevance and compliance.
- 4.2. Identify sections that are outdated, inconsistent, unclear, or not aligned with the School Act.
- 4.3. Draft proposed revisions in plain language for members to review.
- 4.4. Present one or more sections at regular PAC meetings for discussion and feedback, allowing members to review the bylaws in stages over the year.
- 4.5. Use this staged review to avoid long, overloaded AGM meetings and to support better understanding of each section.
- 4.6. Incorporate member feedback into updated drafts.

- 4.7. Present final recommendations for approval at an Annual General Meeting or special general meeting.
- 4.8. Ensure all proposed amendments follow the notice and voting requirements in Section X of the current bylaws (written notice at least 14 days prior and a two-thirds vote at the AGM).
5. Communication and Collaboration
  - 5.1. The committee may work and communicate independently between meetings using email, shared documents, and other online collaboration tools.
  - 5.2. Drafts, comments, and suggested changes shared electronically are considered official committee work.
  - 5.3. Any final recommendations will still be reviewed collectively before presentation to the PAC.
6. Reporting
  - 6.1. The Committee Chair will provide verbal or written updates at PAC meetings when bylaw work is underway.
  - 6.2. Reports will include draft sections, rationale for proposed changes, and any feedback received from members.
7. Meetings
  - 7.1. The committee will meet as needed, at the call of the Chair.
  - 7.2. Meetings may be held in person, virtually, or asynchronously through online platforms.
  - 7.3. Decisions will be made by consensus where possible, or by simple majority of members participating.
8. Continuity
  - 8.1. The Bylaws Review Committee is a standing committee that continues year to year.
  - 8.2. The PAC may activate or pause the committee's work as needed by majority vote at a general meeting.
  - 8.3. The committee's Chair and membership may change from year to year through appointment or election by the PAC.
9. Resources and Support

The committee may request access to:

  - 9.1. The PAC's most recent Constitution and Bylaws
  - 9.2. The School Act (Section 8)
  - 9.3. Administrative or procedural guidance from the Principal or district staff if needed
  - 9.4. Assistance or advice from DPAC on process or compliance questions
  - 9.5. External resources or consultants when specialized expertise is beneficial