

## **Explanation of Proposed bylaw amendments to allow for meetings and voting by electronic means**

### **Why Surrey DPAC Is Updating Its Bylaws**

Surrey DPAC is updating its bylaws to allow in-person, online, and hybrid meetings and voting. This change improves access, equity, and participation for families across Surrey. These require a 75% approval by the members present at a general meeting.

### **What Is Changing**

- Meetings can be attended in person or online
- Voting rights stay the same regardless of how you attend
- AGMs and elections can be hybrid
- Quorum includes online participants

### **What Is Not Changing**

- One vote per PAC
  - Notice requirements
  - Transparency and accountability
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### **Special Resolution 2026.1: Bylaw Amendments – Definitions and Interpretation**

BE IT RESOLVED THAT the Surrey District Parent Advisory Council amend its bylaws by adding a Definitions and Interpretation section at the beginning of the bylaws to clarify terminology, and that any resulting renumbering of sections or updates to internal cross-references required to give effect to this amendment be made administratively, with no change to the meaning, authority, or intent of the bylaws.

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### **Special Resolution 2026.2: Meeting format and notice**

Proposer's Statement:

This motion updates the bylaws to clearly allow general meetings, Board meetings, and the Annual General Meeting to be held in person, electronically, or in a hybrid format, and to ensure meeting notices clearly explain how to participate. It also adds simple definitions so the language is consistent and easy to interpret. These changes improve access and clarity without changing voting rights, quorum, or governance authority.

**BE IT RESOLVED THAT** the Surrey District Parent Advisory Council amend its bylaws to clarify meeting format, notice, and participation by:

- confirming that general meetings, including the Annual General Meeting, and meetings of the Board of Directors may be held in person or by electronic means;
- confirming that elections held at the Annual General Meeting may be conducted electronically, provided voting integrity and member eligibility are maintained;
- updating notice provisions to require that meeting notices include the meeting format and instructions for participation, including access information for electronic meetings; and
- adding definitions for “electronic” and “hybrid” meetings to support consistent interpretation;

as set out below, with no change to voting rights, quorum requirements, or governance authority.

## General meetings

6 a) General meetings of Surrey DPAC shall be held not less than four times during each school year at the time and ~~place that in a format determined by~~ the Directors ~~decide~~. One of those meetings shall be the annual general meeting.

b) General meetings, including the Annual General Meeting, may be held in person or by electronic means. Elections held at the AGM may be conducted electronically, provided voting integrity and member eligibility are maintained.

7.a.) A Calendar of general meetings will be presented at the Annual General Meeting or at the beginning of the school year and located on the DPAC website throughout the year. 30 days' notice will be provided for an Annual General Meeting or Extraordinary General Meeting. Notices of meetings shall include the meeting format and instructions for participation, including access information for any electronic means.

## Board of Directors' meetings

21. a.) The Directors shall meet not less than six times during each school year at the time and in the format as ~~plac~~ they see fit.

b) Voting may occur in person or by electronic means with equal force and effect.

### Definitions

"Electronic" means participation by audio, video, or other digital communication technology, whether used for a fully electronic meeting or as part of a hybrid meeting, that allows participants to hear, speak, and vote in real time.

"Hybrid" means a meeting held with both in-person and electronic participation simultaneously.

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## Special Resolution 2026.3: Quorum and attendance recognition

### Proposer's Statement:

This motion clarifies that members and Directors attending meetings electronically are counted as present for quorum purposes. It does not change the number required for quorum, only how presence is recognized. This ensures consistency across in-person, online, and hybrid meetings.

BE IT RESOLVED THAT the Surrey District Parent Advisory Council amend its bylaws to clarify that quorum and attendance at general meetings and meetings of the Board of Directors may be met by members or Directors who are present in person or by electronic means, and to add a definition confirming that "present" includes attendance in person or by electronic means, as set out below:

### Quorum

22. A quorum for Board of Directors' meetings is five Directors **present for the meeting**.

### Definition

"Present" includes attendance in person or by electronic means.

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## Special Resolution 2026.4: Voting

### Proposer's Statement:

This motion replaces the existing voting section with a clearer and more consistent version that reflects how Surrey DPAC conducts voting at meetings in-person or by electronic means. It confirms the principle of one PAC, one vote, clarifies who may cast that vote, and aligns the bylaws with current practice without changing voting rights or governance authority.

BE IT RESOLVED THAT the Surrey District Parent Advisory Council amend its bylaws by replacing the existing Voting section in its entirety with the revised Voting section set out below:

- 12 a.) Each member Parents' Advisory Council (PAC) in good standing is entitled to one vote at a general meeting, regardless of meeting format.
- b.) A PAC's vote may be exercised by one of its registered executive members as provided under Section 2 (Registration). Where more than one registered executive member is present, the PAC's vote shall be exercised by one representative only, in the following order of priority: DPAC Representative, President/Chair, Vice-President/Vice-Chair, Secretary, Treasurer, or other registered executive member.
- c.) No other proxies are permitted.
- d.) Voting at general meetings may occur in person or by electronic means, as determined by the Board.
- i. Upon arrival at in-person meetings, each registered PAC will be provided with a voting card. Voting may be conducted by a show of voting cards or, where requested by two members present, by secret ballot.
- ii. At electronic meetings, voting may be conducted by electronic methods.
- e.) All voting methods must ensure that:
- i. each member PAC casts only one vote;
- ii. the identity and eligibility of voting representatives is verified;
- iii. the outcome of each vote is clearly determined and recorded in the minutes, and
- iv. voting integrity is upheld.
- f.) Any conflict of interest must be declared by a voting representative prior to discussion. A representative declaring a conflict shall not participate in discussion or voting on the matter.
- g.) Except as otherwise provided in these bylaws, all matters requiring a vote shall be decided by a simple majority of the votes cast. In the event of an equality of votes, the Chair does not have a casting or second vote, and the proposed resolution does not pass.
- h.) Participation and voting by electronic means has the same force and effect as participation and voting in person.

## **Special Resolution 2026.5: Terminology Update for PACs and DPACs**

BE IT RESOLVED THAT the Surrey District Parent Advisory Council amend its bylaws to update terminology by:

- replacing references to “Parent Advisory Council(s)” with “Parents’ Advisory Council(s)”;
- replacing references to “District Parent Advisory Council” with “District Parents’ Advisory Council”; and
- clarifying references to the organization as “Surrey DPAC,”

including the addition of a definitions and interpretive clause to apply this terminology consistently throughout the bylaws, in alignment with the British Columbia School Act, and with no change to roles, rights, or governance authority.

### **Definitions:**

“Parents’ Advisory Council” or “PAC” means a Parents’ Advisory Council established pursuant to the British Columbia School Act and Surrey School District No. 36 Policy 10300.

“Surrey District Parents’ Advisory Council” or “Surrey DPAC” means the Surrey District Parents’ Advisory Council who is the legislated parent voice and represents Parents’ Advisory Councils within Surrey School District No. 36, as contemplated under the British Columbia School Act.