

ELECTION PROCEDURE BYLAWS

1. Elections shall occur within the first thirty days of the start of each school year.
2. Each parent/guardian seeking election must be nominated or self-nominated in writing, must have a child registered at the school, and must declare if he or she is employed by the school board.
3. Each parent/guardian of a student enrolled in the school shall be entitled to one vote for each vacant parent/guardian membership position on the council.
4. An election committee shall be struck by the school council in May to help plan the election process, the gathering of nominations, and the running of the election. No one standing for election, or the spouse of anyone standing for election, shall be a member of the election committee.
5. The election committee shall:
 - provide nomination forms;
 - ensure that the school community is notified of election procedures and election date(s), location, and time, at least fourteen days in advance of the election;
 - request a profile from all candidates and make these available to the electorate;
 - conduct the elections by secret ballot;
 - count the ballots;
 - help the principal notify all candidates of the results;
 - keep all results and related information confidential.
6. Only the names of the successful candidates shall be made public. A list of candidates and the vote results will be kept on file by the council for use in the event that a vacancy on the council occurs.
7. All individuals standing for election shall be notified of the results before the results are released to the school community.
8. The school council shall help the principal ensure that the names of new members are publicized to the school community within thirty days of the election.
9. At the first meeting of the new school council at the beginning of the year, the council shall set dates, times, and locations for its meetings throughout the year.

Source: Adapted from Holy Name of Mary School Council, Catholic District School Board of Eastern Ontario, Almonte, Ontario.

ELECTION PROCEDURE BYLAWS

1. *School council election committee.* The current school council will establish a school council election committee. The committee must ensure that a new council is in place within thirty days of the start of the school year in September. The committee should have representation from parents, teaching staff, non-teaching staff, and students.
2. *Considerations for the school council election process.* In any given year, the term of office for all school council positions is one year. Appeals related to the school council election process or results shall be resolved by the school council election committee. If the situation is not resolved, the school principal and the chair of the outgoing council shall jointly make a ruling.
3. *Election of parent/guardian representatives*
 - a) Parents/guardians of a student enrolled at the school are eligible both to vote for and to run as parent candidates. Self-nomination will suffice. No additional qualifiers or quotas may restrict eligibility either to vote for or to run as a parent candidate (e.g., child's program, grade, location of home). Candidates should be prepared to summarize their reasons for running for the school council. They must also declare if they are employed by the school board.
 - b) Nomination forms shall be filed by all parent-candidates for elected positions on the school council. Parents may nominate themselves or other parents.
 - c) Information about candidates shall be made available to the school community at least one week before the election.
 - d) If the number of candidates is less than or equal to the number of positions, the candidates shall be acclaimed.
 - e) No individual campaign literature for school council elections may be distributed or posted in the school.
 - f) School resources, both human and material, may not be used to support particular candidates or groups of candidates.
 - g) The election day proceedings shall be publicized by the principal at least fourteen days prior to the election.
 - h) The election day proceedings shall be supervised by the principal.
 - i) The principal shall conduct a lottery to determine the ballot position for each candidate.
 - j) Elections for school council shall be conducted by secret ballot. Voters must be present at the school on the election day(s) during the preset hours for voting (to include both daytime and evening hours).

- k) All eligible voters shall be entitled to cast one vote for each of the candidate positions available. Casting more than the maximum number of votes permitted in the category spoils the ballot.
 - l) Ballots shall be counted by the principal in the presence of at least two parents who are not election candidates.
 - m) If there is a tie for the final position for a representative on the school council, the winner shall be determined by lot.
4. *Election of the teaching staff representative*
- a) The principal, in consultation with the election committee, will make the necessary arrangements for the teaching staff representative to be elected.
 - b) Anyone assigned to the teaching staff of the school (full- or part-time) other than the principal or a vice-principal may be a candidate.
5. *Election of the non-teaching staff representative*
- a) The principal, in consultation with the election committee, will make the necessary arrangements for the non-teaching staff representative to be elected.
 - b) Anyone assigned to the non-teaching staff of the school (full- or part-time) may be a candidate.
6. *Appointment or election of the student representative*
- a) For elementary schools. The principal will consult with other members of the school council to determine if there is to be a student representative on the council. If a positive decision is reached, the principal appoints a student representative to the council.
 - b) For a secondary school. If the school has a student council, it will appoint a student representative to the council. Otherwise, the principal, in consultation with the election committee, will make the necessary arrangements for the election of the student representative.
7. *Selection of community representatives.* All appointments of community representatives to the school council are to be by majority vote at a meeting of the school council.

Source: Adapted from the “Thames Valley District School Board School Council Handbook”.