Administrative Procedure 111 – Appendix A

ELECTION PROCEDURES FOR ELECTED PARENT AND COMMUNITY MEMBERS

Annual Meeting

Elected Parent and Community Members are elected at an Annual Meeting.

Public Notice

The Annual Meeting will be advertised in the school newsletter. The notice will set out the time, place and purpose of the meeting and indicate where information regarding school catchment areas and any policies or procedures developed by the board of education respecting the election of the school community council can be reviewed. The purpose of the meeting is for the School Community Council to present its Annual Report, elect one-half of the Elected parent and Community Members and conduct other business as determined by the School Community Council.

Agenda of the Annual Meeting

1. Elections

The Returning Officer will facilitate the selection of an individual to chair the elections portion of the Annual Meeting. The chair may be anyone who is not seeking nomination as an Elected Parent and Community Member. The chair will call for nominations for Elected Parent and Community Members. Individuals can be nominated by another individual or volunteer to stand for election. All nominees must identify whether they are standing for election as a parent or a community member when completing the nomination form.

Nominations will be received by the Returning Officer until a motion is passed that nominations

even though a community member may be in the top 3 according to the vote count. The remaining positions will be filled by individuals with the next highest vote count. It is possible that 5 parents may obtain the highest vote count and, accordingly, all 5 positions would be filled by parents.

One-half of the members will be elected annually. The Returning Officer must ensure that there continues to be a majority of parents.

If there is a tie between candidates, the Returning Officer will break the tie by flipping a coin.

Announce the outcome of the election. The number of votes obtained by each candidate and the number of spoiled ballots shall be reported.

The Returning Officer will email the results of the election to the Superintendent of School Operations who oversees School Community Councils.

Contested Election

If there is a dispute about the outcome of the election, the Returning Officer shall refer the matter to the Director of Education. The Director of Education will investigate the election process and make a ruling.

2. School Community Council: ElecTolo