

## Administrative Procedure 111 – Appendix A

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# ELECTION PROCEDURES FOR REPRESENTATIVE PARENT AND COMMUNITY MEMBERS

### Annual Meeting

Representative 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 School Community Council to present its Annual Report, elect one-half of the Representative 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 a Representative Parent and Community Member. The chair will call for nominations for Representative 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 cease. Nominees may withdraw their nominations until a motion is passed that nominations cease and the chair calls for a secret vote.

If an election is necessary, the chair of the Annual Meeting will call upon the Returning Officer.

#### Duties of the Returning Officer:

- Announce who is eligible to vote: Parents of students who are enrolled in the school (including parents who do not reside within the catchment area of the school) and electors (all persons 18 years of age or older who reside within the school catchment area).
- As individuals are nominated or volunteer, display their names and whether they are standing as a parent or community member on chart paper or use some other display method (chalkboard, video display etc).
- Distribute and collect ballots.
- Count ballots with the chair of the Annual Meeting in attendance.
  - Since parents must make up the majority of the Representative Parent and Community Members, ensure that the majority of members are parents. For example, if there are 5 positions, the first 3 parents with the greatest number of votes will be elected 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 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 shall place the ballots and the elections results in an envelope and then seal the envelope with tape and sign his/her name across the seal. The envelope shall be labeled “\_\_\_\_\_ School Community Council Ballots” with the name of the school identified in the blank. The envelope shall be forwarded to the Director of Education who shall store them in a secure manner at the division office for a period of two weeks following the election. The Director of Education will destroy the ballots two weeks following the election provided the election is not contested.

### **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: Election of Officers**

Each School Community Council shall select its officers from among its elected Parent and Community and Student Members (if applicable) within three weeks of the Annual Meeting. The Principal shall act as chairperson until the chairperson is selected in cases where the existing chairperson is no longer on the council.

The Principal shall provide the Director of Education with a complete list of all members of the School Community Council and its officers once they are selected.

## **3. Annual Report**

## **4. Other Business as established by the School Community Council**

## **5. Open Discussion**

## **6. Adjournment**



**{School Name}**  
**School Community Council**  
**Annual General Meeting and Elections**

A general meeting for the purpose of presenting an annual report and to hold elections for the School Community Council of

**{School Name}**

will be held on

**{insert date and time}**

at

**{location of election}**

School Community Council Administrative Policies developed by the Board of Education regarding the elections can be viewed under the schools tab, School Community Councils section on the Prairie South Schools website: [www.prairiesouth.ca](http://www.prairiesouth.ca)

Parents and guardians of students attending {School Name} and School Division electors residing in the school catchment area may stand for election to the School Community Council and vote in the elections. The School Community Council is comprised of five to nine elected parent and community members. Elections are being held to fill these positions.

Nominations of parents and community members interested in standing for election must be submitted on the official form and will be received up to the time of the election. Nominations are available from {School Name} and can be returned to {School Name} prior to the election or be presented at the election.

Contact: {School Returning Officer} at {Phone Number}  
Email: {email address}

**Administrative Procedure 111 – Appendix C**

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**School Community Council Nomination Form**

School: \_\_\_\_\_

Nominee: \_\_\_\_\_

Contact Information:

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I am (check one):

- A Parent  
 A Community Member

Name: \_\_\_\_\_  
(signature)

This form may be presented to the local Returning Officer any time prior to the motion that nominations cease being passed at the Annual Meeting. It may be withdrawn prior to the vote.

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

## Administrative Procedure 111 – Appendix D

### Sample Ballot for a SCC Election Representative Parent and Community Members

<p><b>Prairie South Schools</b> School Community Council <b>210</b></p> <p>Representative Parent and Community Members Ballot</p> <p>Please write the names of ____ individuals</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p> <p>7. _____</p>	<p><b>Prairie South Schools</b> School Community Council <b>210</b></p> <p>Representative Parent and Community Members Ballot</p> <p>Please write the names of ____ individuals</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p> <p>7. _____</p>
<p><b>Prairie South Schools</b> School Community Council <b>210</b></p> <p>Representative Parent and Community Members Ballot</p> <p>Please write the names of ____ individuals</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p> <p>7. _____</p>	<p><b>Prairie South Schools</b> School Community Council <b>210</b></p> <p>Representative Parent and Community Members Ballot</p> <p>Please write the names of ____ individuals</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p> <p>7. _____</p>



## Administrative Procedure 111 – Appendix F

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### Sample School Community Council Constitution

1. Membership
  - 1.1 Representative Membership
    - 1.1.1 The School Community Council will have the following Representative Members:
      - 5 – 9 parent and community members elected at the Annual General Meeting
      - 1 – 2 secondary student(s)
  - 1.2 Permanent Members
    - 1.2.1 The School Community Council will have the following Permanent Members:
      - The School Principal,
      - A teacher and
      - Additional members as recommended by the SCC and approved by the Prairie South School Division Board of Education.
2. Officers
  - 2.1 The following School Council Officers will be elected annually from among the Members:
    - Chair,
    - Vice-Chair and
    - Secretary
  - 2.2 The Chair and Vice-Chair shall be Representative Members.
3. School Community Council Meetings
  - 3.1 The School Community Council will have a minimum of five meetings per year, plus one annual meeting in April.
  - 3.2 Voting
    - 3.2.1 On matters requiring a formal vote, all members of the SCC with the exception of the Principal may vote.
  - 3.3 Quorum
    - 3.3.1 A quorum of the School Community Council shall be a majority of the Representative Members.
4. Public Consultation and Communication
  - 4.1 The School Community Council will consult and communicate with the school community through but not limited to the following strategies:
    - Bulletin Board
    - Website
    - Newsletters
    - Office SCC area
    - Minutes of SCC meetings
5. Amend the Constitution
  - 5.1 The School Community Council may amend its constitution by sending suggestions for change in writing to the Board of Education.

## Administrative Procedure 111 – Appendix G

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### Sample School Community Council Code of Conduct

1. An individual who accepts a position as a member of the **SAMPLE** School Community Council:
  - 1.1 Upholds the constitution of the **SAMPLE** School Community Council, and the procedures and policies of Prairie South Schools.
  - 1.2 Performs his/her duties with honesty and integrity.
  - 1.3 Works to ensure that the well-being of students is the primary focus of all decisions.
  - 1.4 Respects the rights of all individuals.
  - 1.5 Takes direction from the members, ensuring that the representation processes are in place.
  - 1.6 Encourages and support parents and students with individual concerns and works to ensure that issues are resolved through due process.
  - 1.7 Strives to be informed and only passes on information that is reliable and correct.
  - 1.8 Acknowledges conflicts of interest when they exist, and refrains from discussion and voting.
  - 1.9 Abides by the decisions made by the Council.
  - 1.10 Respects all confidential information.
  - 1.11 Supports public education.
2. The **SAMPLE** School Community Council is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community. The **SAMPLE** School Community Council provides an opportunity for members of the community to have input and influence related to the practices of the school and school division for the betterment of children and education in **SAMPLE COMMUNITY**.
3. A member of the **SAMPLE** School Community Council who is approached with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.