

## **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 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 Elected 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 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: 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**

December 5, 2023