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<b>Date of Issue</b>	June 2001
<b>Original Date of Issue</b>	February 1, 1996
<b>Subject</b>	<b>SCHOOL COUNCIL ELECTIONS</b>
<b>References</b>	Ontario Regulation 612/00 Ontario Regulation 613/00 Board Policy 4310
<b>Links</b>	FORM A7200 - 1; FORM A7200 - 2; FORM A7200 - 3
<b>Contact</b>	School Services

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**1. Election Committee**

In consultation with the current school council, the principal shall establish an Election Committee.

**2. Election of Parent Representatives**

- 2.1 In consultation with the Election Committee, the principal shall file the Simcoe County District School Board Summary of Election Procedures with the superintendent of education by September 10 (FORM 7200 - 1).
- 2.2 Elections for school council shall be held within thirty (30) calendar days of the start of the school year.
- 2.3 Elections for school council shall be conducted by secret ballot (FORM A7200 - 2). Neither proxy nor absentee voting is permitted. Voters must be present at the school on the election day(s), during the pre-set hours and must vote in person.
- 2.4 All parents/guardians of a student enrolled at the school are eligible to vote for parent representatives.
- 2.5 Parents/guardians of a student enrolled at the school are eligible to run as parent representatives (except when specifically prohibited in Policy 4310). Board employees are not eligible to run as a parent representative at their child's school if they are employed at that school. If they are employed elsewhere in the Board, they may run as a parent representative providing they inform the parent community of that employment prior to the election.



- 2.6 Parent Candidate Nomination forms (see FORM A7200 - 3) shall be filed by all candidates for elected positions on the school council.
- 2.7 The principal shall conduct a lottery to determine the ballot position for each
- 2.8 All eligible voters shall be entitled to cast one vote for each of the candidate positions available at their school. Casting more than the maximum number of votes permitted in the category **spoils** the ballot.
- 2.9 If there is a tie for the final position for a representative on the school council, the winner shall be determined by lot.
- 2.10 No individual campaign literature for school council elections may be distributed or posted in the school. The exception to this ruling will be made for the candidate forum.
- 2.11 School resources, both human and material, may not be used to support particular candidates or groups of candidates.
- 2.12 The election proceedings shall be supervised by the school principal.
- 2.13 Appeals related to the school council election shall be resolved by the Election Committee. If the situation is not resolved to the satisfaction of the complainant, the school principal shall make a ruling.
- 2.14 If all elected positions have not been filled at the end of the election process and vacancies exist, an election will be held at a later date and/or the newly constituted school council shall appoint the necessary number of eligible persons to serve for the balance of the term of office. If appointments fail to fill all positions, the school council shall proceed to operate as long as a parent majority exists.
- 2.15 All appointments to the school council are by majority vote of the members at the meeting then serving on the school council. Appointments shall be made at a public meeting with appropriate public notice of the meeting.
- 2.16 The principal in consultation with the Election Committee shall call the first meeting of the school council within thirty-five (35) calendar days of the start of the school year.



2.17 Election of a School Council Chairperson

The school council shall elect a chair or co-chairs. The chair (co-chairs) must be a parent member, who is not employed by the Board.

2.18 Appointment of Community Representatives

The school council shall appoint a community representative(s). A person is not eligible to be a community representative if he or she is employed at the school. If employed by the Board he or she must inform the council of that employment prior to his or her appointment.

**3. Election of Staff Representatives**

3.1 The principal will make the necessary arrangements for school council staff representatives to be elected.

3.2 Anyone assigned to the staff of the school (full or part-time) may be a candidate.

3.3 Part-time employees who are assigned to more than one location may only hold one school council position.

**4. Election of Student Representatives**

4.1 In the case of a secondary school: one pupil enrolled in the school who is appointed by the student council, if the school has a student council, or one pupil enrolled in the school who is elected by students registered at the school, if the school does not have a student council.

4.2 In the case of an elementary school: one pupil enrolled in the school who is appointed by the principal of the school, if the principal determines, after consulting with the other members of the Election Committee, that the school council should include a pupil.

**5. Election Results**

The principal shall make the names of the members of the school council known to the parents within 30 calendar days following the election of parent members.



## **6. Procedure at School Council Meetings**

### **6.1 Absence of Chair**

In the absence of the chair, the council will choose, by majority vote of members present, an acting chair for the meeting.

### **6.2 Quorum**

The quorum for any meeting will be a majority of the members present and a majority of those present must be parent members.

### **6.3 Absence of Quorum**

6.3.1 In the absence of a quorum, no motions may be considered or approved.

6.3.2 If a majority of parents wish the meeting to proceed in the absence of a quorum, the council will continue the meeting for purposes of discussions of issues, but item 6.3.1 will continue to apply.

### **6.4 Motions**

6.4.1 Any member of the council may make a motion at any meeting, with no seconder required.

6.4.2 Any parent may propose a motion for the council to consider at any meeting. If another parent seconds the motion, the chair will put the motion before the council.

6.4.3 If a majority of the council approves consideration of a motion proposed under item 6.4.2, the motion will be considered by the council in the same manner as any other motion.

### **6.5 Voting on Motions**

6.5.1 Each member of the council will have one vote on every motion (except when specifically prohibited under Policy 4310).

6.5.2 A member of the council may abstain from voting on any motion.



- 6.5.3 A motion is approved if a majority of the council members present at the meeting vote in favour of it.
- 6.5.4 The council may at any time approve a motion allowing parents to vote on a particular motion at a particular meeting.
- 6.5.5 If a motion is approved under item 6.5.4, each parent present at the meeting will have one vote, and the motion will be approved if a majority of those voting vote in favour of the motion.

## **7. Resolution of Conflicts**

If at any time four members of the school council are of the opinion that the council is in a state of conflict such that its operation is significantly impaired, they may deliver a written petition signed by them to all council members, the following will apply:

- 7.1 The chair will call a special meeting of the council;
- 7.2 The secretary will provide five days' written notice to all parents of the date, time, place and purpose of the special meeting;
- 7.3 At the special meeting, parents in attendance will have an opportunity to hear and discuss the issue(s) in conflict.

**First Issued** February 1, 1996

**Revised** June 5, 2001;

***Issued under the authority of the Director of Education***



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### **Roles and Responsibilities of School Council Members**

**Council members are to maintain a school-wide focus on all issues. Council meetings are not a forum for discussion about individual parents, students, staff, trustees or other council members.**

1. Chair/Co-Chair
  - 1.1 communicate with the school principal
  - 1.2 prepare the agenda for school council meetings in consultation with the school principal
  - 1.3 chair school council meetings
  - 1.4 ensure that the minutes of school council meetings and records of all financial transactions are recorded and maintained
  - 1.5 participate in information and training programs
  - 1.6 ensure that there is regular communication with the school community
  - 1.7 consult with senior board staff and trustees, when requested
  
2. Council Members
  - 2.1 participate in council meetings
  - 2.2 participate in information and training programs
  - 2.3 act as a link between the school council and the community
  
3. The Principal
  - 3.1 facilitates the establishment of the school council and assists in its operation
  - 3.2 supports and promotes the council's activities
  - 3.3 consults with the school council on the development and implementation of school policies on code of conduct, student dress and school EQAO action plans
  - 3.4 consults with the council in any areas identified by the council as a priority
  - 3.5 acts as a resource on Acts, regulations and board policies relevant to the functions of the council
  - 3.6 obtains and provides information required by the council to enable it to make informed decisions
  - 3.7 communicates with the chair of the council, as required
  - 3.8 ensures that copies of the financial records and minutes of the council's meetings are kept at the school and available for examination
  - 3.9 encourages the participation of parents from all groups and of other people within the school community
  - 3.10 provides for prompt distribution to school council members of any materials received from the Ministry identified for council members and posts same
  - 3.11 attends (or designates a replacement) every school council meeting
  - 3.12 does not vote in votes taken by the school council or council committees



**SUMMARY OF ELECTION PROCEDURES**

**SCHOOL COUNCIL**

School \_\_\_\_\_  
Principal \_\_\_\_\_

District \_\_\_\_\_  
Date \_\_\_\_\_

1. The total number of positions on our School Council (S.C.) will be \_\_\_\_\_
2. The S.C. will include \_\_\_\_\_ parents/guardians who will represent a majority of the membership on the council.
3. The number of seats in each category are as follows:

<u>Category</u>	<u># of Positions</u>
School Principal	_____
Parents/Guardians	_____
Student(s)	_____
Teacher(s)	_____
Non-teaching Employee(s)	_____
Community Representative(s)	_____

4. The principal will inform all parents in writing of the S.C. election at least 14 calendar days before the election date. Information will be shared on \_\_\_\_\_ (date).
5. The nomination period for parent/guardian candidates will be from \_\_\_\_\_ to \_\_\_\_\_ (dates).
6. The principal will issue an invitation to all parents/guardians to attend a Candidates' Forum to hear presentations. The candidates' forum will be held on \_\_\_\_\_ (date) at \_\_\_\_\_ (time) in the school.
7. Election day for parent/guardian membership on the S.C. is scheduled for \_\_\_\_\_ (date) from \_\_\_\_\_ (time) to \_\_\_\_\_ (time) which is within 30 calendar days of the start of the school year.
8. The election process and ballot counting will be supervised by the school principal \_\_\_\_\_ and \_\_\_\_\_ parent).
8. The school principal or designate will supervise the election of teacher representative(s) to the S.C. Elections will be held on \_\_\_\_\_ (date).



10. Complete (a) or (b):
- (a) The school principal or designate will supervise the appointment of student representative(s) to the S.C. from the student council, \_\_\_\_\_(yes/no) \_\_\_\_\_ (date of appointment) at the secondary level or the election of a student by students registered at the school if the school does not have a student council. Elections will be held on \_\_\_\_\_(date).
  - (b) The school principal or designate will supervise the appointment of a student representative to the S.C. at the elementary level if the principal decides after consultation with the election committee that should include a pupil \_\_\_\_\_ yes/no \_\_\_\_\_ (date of appointment).
11. The school principal or designate will supervise the election of non-teaching employee representative(s) to the S.C. Elections will be held on \_\_\_\_\_ (date).
12. The community representatives will be selected by the newly elected S.C. within thirty (30) calendar days of the first meeting. The first meeting of the S.C. is tentatively scheduled for \_\_\_\_\_ (date) which is within thirty- five (35) calendar days of the start of the year.

The decisions reported above were determined by the principal in co-operation with the S.C. election committee members. The committee was composed of the following members:

<u>NAME</u>	<u>Parent</u>	<u>Student</u>	<u>Teacher</u>	<u>Non-teaching Employee</u>	<u>Community Representative</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____



**SCHOOL COUNCIL OFFICIAL BALLOT**  
**For Parent/Guardian Representatives**

School \_\_\_\_\_

VOTE FOR NO MORE THAN \_\_\_\_\_ CANDIDATES ON THIS BALLOT.

Please mark an "X" in the box before the name(s) of the candidate(s) of your choice.

~ _____	~ _____
~ _____	~ _____
~ _____	~ _____
~ _____	~ _____
~ _____	~ _____
~ _____	~ _____
~ _____	~ _____

- Please note this candidate is an employee of the SCDSB but is not employed at \_\_\_\_\_.  
(name of school)



## SCHOOL COUNCIL PARENT CANDIDATE NOMINATION FORM

\_\_\_\_\_ School Name

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

I am the parent/guardian of \_\_\_\_\_ (name and date of birth) who is currently registered at this school.

I wish to declare my candidacy for an elected position as a parent representative on the school council. I understand the role and responsibilities of a member of the school council as described on the reverse side of this form.

I understand that employees of the Simcoe County District School Board cannot run as parent representatives for school councils if they are employed at the school. If they are employed elsewhere they can run providing they inform their school community of that employment.

Candidate's Signature \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_

### Nomination Form Receipt

The nomination form for parent representative on the School Council for

\_\_\_\_\_ has been received.  
school

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date