



# School Community Council

## Election Handbook

## INTRODUCTION

These Election Procedures are a guide to filling the representative membership of School Community Councils throughout Horizon School Division No. 205.

Elections for Council Members will take place at the Annual General Meeting, of the School Community Council, held in January or February annually. Each Council will determine the specific date, time, and location of their Annual General Meeting.

A board of education shall, for each school community council in its division, appoint an employee of the board of education, other than any member of that school community council, to be the returning officer for the election of members of the school community council. A returning officer shall provide at least four weeks' notice to the public before a public meeting is held to elect members of a school community council. The notice shall state:

- (a) the purpose of the meeting;
- (b) the attendance area or the geographic area for the school community council;
- (c) where any policies or procedures developed by the board of education respecting the election of the school community council can be reviewed;
- (d) the date, time and location of the meeting

The SCC election must occur at the public meeting by secret ballot.

The following may run for office on a SCC:

- (a) a parent/guardian of a student who attends the school of that SCC; or,
- (b) a community member

***If you have questions concerning your role as Election Supervisor, please contact:***

***Kevin C. Garinger  
Director of Education/CEO  
Division Office – 682-8639  
kevin.garinger@horizonsd.ca***

## **Membership of School Community Council**

Those eligible to run to become a Representative Parent or Community Member include parents of students who are enrolled in the school (including parents who do not reside within the attendance area of the school) and electors that reside within the school attendance area. These provisions specifically do not limit or restrict the election or participation in voting of parents of students who may be employed by the School Division and work in the particular school.

Horizon School Division procedures for School Community Councils sets the number of Representative Parent and Community Members at a minimum of 5, and a maximum of 9, members of which the majority shall be parents of students attending the school.

One-half of the Council members should remain for a second year of their term. The sum of the Council members remaining, and the vacancies available for election, will be less than or equal to nine.

### **ELECTION PROCEDURES FOR REPRESENTATIVE PARENT AND COMMUNITY MEMBERS**

#### **Public Notice**

The notice of the Annual Meeting will set out the time, place and purpose of the meeting. Advertising the Annual Meeting and Election is the responsibility of the Council. The Annual Meeting could be advertised in numerous ways, including the school/community newsletter, school website and posters in the communities of the Council.

## **Nominations**

Nomination Forms (included in this package) should be made available at the school as soon as notice is given for the Annual Meeting. Individuals may self-nominate, or be nominated, by another elector. Electors are parents of students attending the school or adults living in the attendance area of the school. Nominations will be accepted at the school until 4:00 pm, on the day of the Annual Meeting. Prepare a list of nominated individuals for the Annual Meeting. Nominations or volunteers to run for election will also be accepted during the Annual Meeting prior to the voting process. Add these names to the list of nominees/volunteers.

## **Annual Meeting/Elections**

The Chairperson for this meeting will be nominated from the people attending the meeting. At the appropriate time in the meeting agenda, the Chairperson will call upon the local Election Supervisor. A call will be made for nominations for Representative Parent and Community Members. Individuals can volunteer to stand for election or be nominated by another individual.

All nominees must identify whether they are standing for election as a Parent or a Community Member.

***\*\* An election will only be necessary if the sum of the council members remaining and the nominees is greater than nine.***

### **Duties of the Local Election Supervisor:**

- As people come to the meeting, have them sign in (sign-in sheet included). Hand them a ballot, in the event that there is an election. One ballot per person. Do not issue anyone a second ballot (ballots included).
- Present the List of Candidates that were nominated prior to the Annual Meeting.

- Announce who is eligible to run for election and/or vote: ***"Parents/Guardians of students who are enrolled in the school (including parents who do not reside within the attendance area of the school); and, electors that reside within the school attendance 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 some other display method (chalkboard, whiteboard, etc).
- If an election is to be held, announce that the majority of the Representative members shall be parents. Identify how many of the Council members remaining for a second year are parents. Determine the minimum number of newly elected members that must be parents.
- Announce: ***"Since parents must make up the majority of the Representative Parent and Community Members, the first \_\_\_\_\_ parents with the greatest number of votes will be elected, even though a Community Member may have more votes according to the vote count. The remaining \_\_\_\_\_ positions will be filled by individuals with the next highest vote counts."***

For example, if there are 5 members remaining on Council (3 parents, 2 community members), the first two parents with the greatest number of votes will be elected even though a Community Member may have more votes according to the vote count. The remaining four positions will be filled by individuals with the highest vote counts (Parents or Community Members). This will result in a 9-member Council, with at least 5 parents.

- Collect ballots.
- Count ballots (tally sheet included) with the Chair of the Annual Meeting in attendance. Ensure that parents make up the majority of the Representative Parent and Community Members.

In the event of a tie vote, and if it is necessary to break the tie to determine the membership of the School Community Council, provision should be made for a candidate's name to be "picked from a hat".

- The Chairperson will announce the outcome of the election. The name of each of the candidates, and the number of votes cast for each, should be reported. As well, the number of spoiled ballots should also be reported.
- Announce that ballots will be retained at Division Office for a one-month period following the election. Outline the procedures to follow if the election is being contested.

***Contested Election – "If there is a dispute about the outcome of the election, the ballots will be held in safe keeping by the Division Election Supervisor and the matter will be referred to the Director of Education. The Director of Education, or designate, will investigate the election process and make a ruling. Disputes must be referred to the Division Election Supervisor, in writing, within a one-week timeframe following the Annual Meeting."***

***If you have any questions or concerns, during the election process at the Annual Meeting, please contact Kevin Garinger, Director of Education/CEO, at 682-8639 or by email at [kevin.garinger@horizonsd.ca](mailto:kevin.garinger@horizonsd.ca).***

- Following the Annual Meeting, the election of officers should take place. Offices to be filled will be identified within the SCC's Constitution. Complete the School Community Council Members list with this information (included).
- Place the ballots, spoiled ballots (in separate envelope), sign-in sheet(s), tally sheet(s) and completed School Community Council Members' list in an envelope. Seal the envelope and sign it across the seal. Send the envelope to the Horizon School Division, Central Office, with the school mail run.



## **School Community Council Election**

### **Election Supervisor Supply List**

1. Nomination Form (included, print ahead of time)
2. Ballots (included, print ahead of time)
3. Sign-in sheet (included, print ahead of time)
4. Tally Sheet (included)
5. School Community Council Member's Form to list name, office and address (included)
6. Spoiled Ballots envelope (included)
7. Large mailing envelope (included)
8. Pens/pencils (supplied by school)
9. Flip chart / whiteboard / markers (supplied by school)



## School Community Council

### Nomination Form

Nominee: \_\_\_\_\_ for the  
(Name – please print)

School Community Council of: \_\_\_\_\_  
(Name of school)

Contact Information:

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I am standing for election as (check one):

A Parent:

A Community Member:

Name: \_\_\_\_\_

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

Election Official: \_\_\_\_\_

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





## School Community Council Sign-In Sheet

The following individuals are eligible to vote and run to become a Representative Parent or Community Member:

- Parents of students who are enrolled in the school (including parents who do not reside within the attendance area of the school); and,
- Electors that reside within the school attendance area.

These provisions specifically do not limit or restrict the election or participation in voting of parents of students who may be employed by the School Division and work in the particular school.

<i><b>NAME</b></i>	<i><b>ADDRESS</b></i>	<i><b>PARENT</b></i>	<i><b>NON-PARENT COMMUNITY MEMBER</b></i>



School Community Council

Representative Parent  
and  
Community Member Ballot

Please write the names of your choices  
for number of vacancies on Council  
(Example: 4 vacancies = 4 names)

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

6 \_\_\_\_\_

7 \_\_\_\_\_

8 \_\_\_\_\_

9 \_\_\_\_\_



School Community Council

Representative Parent  
and  
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Please write the names of your choices  
for number of vacancies on Council  
(Example: 4 vacancies = 4 names)

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

6 \_\_\_\_\_

7 \_\_\_\_\_

8 \_\_\_\_\_

9 \_\_\_\_\_



School Community Council Election

**Tally Sheet for**

\_\_\_\_\_ (Name of School)

Candidate	Parent or Non-Parent Community Member	Tally	Total
Spoiled Ballots (Please place in envelope)	_____	_____	

\_\_\_\_\_  
Election Supervisor

\_\_\_\_\_  
Chairperson's Signature

\_\_\_\_\_  
Date



## School Community Council Members

School \_\_\_\_\_

Principal \_\_\_\_\_

Teacher \_\_\_\_\_

Students \_\_\_\_\_  
*(if applicable)*

### Representative Members

Name	Parent or Community Member	Officer *Indicate Chair/ Vice- Chair/ Secretary Treasurer	Mailing Address	E-mail Address



## School Community Council Election

### Check List for Envelope Contents

Item	Number	Checked
Sign-In Sheet(s)		
Tally Sheet(s)		
List of School Community Council Members (Completed)		
All Counted Ballots		
All Fully or Potentially Spoiled Ballots (In separate envelope)		

Name of School: \_\_\_\_\_

Name of Chairperson for Annual Meeting: \_\_\_\_\_

Name of Secretary for Annual Meeting: \_\_\_\_\_

Name of Election Supervisor: \_\_\_\_\_

Election Supervisor's signature: \_\_\_\_\_

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

**Please return to Horizon School Division, Central Office, via Division courier.  
Thank you!**