

ELECTION PROCEDURE BYLAWS

1. Elections shall occur within the first thirty days of the start of each school year.
2. Each parent/guardian seeking election must be nominated or self-nominated in writing, must have a child registered at the school, and must declare if he or she is employed by the school board.
3. Each parent/guardian of a student enrolled in the school shall be entitled to one vote for each vacant parent/guardian membership position on the council.
4. An election committee shall be struck by the school council in May to help plan the election process, the gathering of nominations, and the running of the election. No one standing for election, or the spouse of anyone standing for election, shall be a member of the election committee.
5. The election committee shall:
 - provide nomination forms;
 - ensure that the school community is notified of election procedures and election date(s), location, and time, at least fourteen days in advance of the election;
 - request a profile from all candidates and make these available to the electorate;
 - conduct the elections by secret ballot;
 - count the ballots;
 - help the principal notify all candidates of the results;
 - keep all results and related information confidential.
6. Only the names of the successful candidates shall be made public. A list of candidates and the vote results will be kept on file by the council for use in the event that a vacancy on the council occurs.
7. All individuals standing for election shall be notified of the results before the results are released to the school community.
8. The school council shall help the principal ensure that the names of new members are publicized to the school community within thirty days of the election.
9. At the first meeting of the new school council at the beginning of the year, the council shall set dates, times, and locations for its meetings throughout the year.

Source: Adapted from Holy Name of Mary School Council, Catholic District School Board of Eastern Ontario, Almonte, Ontario.