



School Community Council Election Manual

Introduction

This Election Manual is a guide to filling the membership of School Community Councils throughout Living Sky School Division No. 202.

Membership

Representative Members

Representative Parent and Community Members

Eligibility to Run to Become a Representative Parent and 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 are eligible to run for Council membership. 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. (School Community councils: A Handbook for Board of Education and Administrators, p. 12)

The constitution of each School Community Council outlines the number of Representative Parent and Community Members. The number of Representative Members range from 5 to 9 persons, of which the majority must be parents of students attending the school.

Representative Secondary Students

For schools offering a Grade 10, 11, and 12 programs, the constitution outlines the number of Student members (1 or 2). Student representatives will be selected by the Student Representative council (SRC) for a one year term.

Representatives from First Nations

The constitution of each School Community Council will outline which, if any, First Nations are invited to have representative members on the Council. First Nations are eligible to have representatives on the Council if there are students who live on reserve and attend a school within the Living Sky School Division.

Permanent Members

Permanent Members shall include:

The School Principal

A Teacher

The teacher member will be appointed by the principal. The principal may hold an internal election to determine the teacher representative. The teacher representative will sit for one school year.

Other Permanent Member

The constitution of the School Community Councils outlines Other Permanent Members as suggested by the School Community Council and approved by the Board of Education.

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. For the first annual meeting, the purpose will be to elect Representative Parent and Community Members and establish a School Community Council. In subsequent years, the School Community Council will 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 Election Supervisor will facilitate the selection of an individual to chair the elections portion of the Annual Meeting. 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.

If an election is necessary, the chair of the Annual Meeting will call upon the Election Supervisor.

Duties of the Election Supervisor:

- Announce who is eligible to vote: 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 are eligible.
- 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. (Sample ballots are included with this manual.)

- 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 9 positions, the first five parents with the greatest number of votes will be elected even though a community member may be in the top 5 to the vote count. The remaining 4 positions will be filled by individuals with the next highest vote count.

Following the first election, one-half the members will be elected annually. The Election Supervisor must continue to ensure that there is a majority of parents.

If there is a tie between nominees, the Election Supervisor will break the tie by flipping a coin.

- Announce the outcome of the election.
- For the first election only, one-half of the members will be elected for a two year term and the other half for a one-year term. The School Community Council shall determine, through consensus, which members shall serve one year terms. Where consensus is unattainable, a simple decision making process, such as drawing names, shall be used.

The chair of the Annual Meeting will ask for a motion to have the Election Supervisor destroy the ballots.

Contested Election

If there is a dispute about the outcome of the election, the ballots will be held in safe keeping by the Election Supervisor and principal shall refer the matter to the Superintendent responsible for School Community Councils. The Superintendent will investigate the election process and make a ruling.

2. School Community Council: Election of Officers

The chair of the Annual Meeting will facilitate the election of a Chair of the School Community Council. (Only Representative Members can vote and the voting will be done with a secret ballot.) The chair of the Annual Meeting then turns the meeting over to the School Community Council. Following the election of the Chair by Representative Members, the Chair then facilitates the election of the other officers by Representative Members as outlined in the School Community Council's constitution.

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Sample Ballot for a S.C.C. with six (6) Representative Parent and Community Members

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