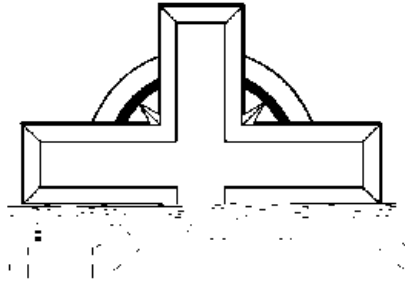


*Section 7*

**ELECTION PROCEDURES**

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*"The harvest is plentiful, but the  
labourers are few;  
therefore ask the Lord of the  
harvest to send out labourers into his*

**Matthew 9:37,38**

**Dufferin-Peel Catholic District School Board**

**TABLE OF CONTENTS**

**SECTION 7: CATHOLIC SCHOOL COUNCIL ELECTIONS**..... 2

    ELECTIONS/APPOINTMENTS PROCESS..... 2

    FOLLOWING THE ELECTION ..... 4

    ELECTION COMMITTEE ROLE..... 5

    SCHEDULE OF EVENTS IN PLANNING FOR ELECTIONS ..... 6

    SAMPLE LETTER TO PARENT/GUARDIAN ON ELECTION INFORMATION  
    (ON SCHOOL LETTERHEAD) ..... 8

    SAMPLE AGENDA..... 9

    NOMINATION FORM FOR ELECTION OF PARENT MEMBERS..... 10

    NOMINATION FORM RECEIPT ..... 11

**LINKS TO RELEVANT DOCUMENTS** ..... 12

## **SECTION 7: CATHOLIC SCHOOL COUNCIL ELECTIONS**

The Catholic School Council election process provides an opportunity for people to discern how their gifts and talents might serve the school community. The election process intends to benefit all students and earnestly seek out responsible citizens who value the Catholic education system, as a partner in the development of all learners. Elections are held at the beginning of the school year to enable parents who are new to the school community, such as those with children just entering kindergarten, or those with children entering secondary school, to participate in the election of parent representatives on the Catholic School Council. This provision also gives parents new to the school community the opportunity to be considered for election as parent members on their Catholic School councils.

The annual election of representatives to a Catholic School Council is extremely important to the ethos of any Catholic school. Therefore, it is important that the election procedures be clear, fair, concise and appropriate for the school community. A process for planning and conducting elections is found in this document.

The information that follows outlines the expectations Catholic School Councils are to comply with as per Ontario Regulations 612/00 and 298, and Board Policy 4.01 - Catholic School Councils. Additionally, procedures and by-laws governing the election of Catholic School Council members, as well as templates of letters and forms that shall be used by the Principal and Catholic School Council representatives are included.

### **ELECTIONS/APPOINTMENTS PROCESS**

1. Elections shall be held for membership on the Catholic School Council every year.
2. The total number of parent members on a school council shall not exceed six (6). The school council may, by by-law, specify a larger number of parent/guardian members.
3. An election committee shall be struck by the Catholic 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.
4. Elections of all members of a Catholic School Council shall be held within the first 30 days of the school year. **Note:** Elections are only required when the number of nominations exceeds the maximum number of elected members permitted on Catholic School Councils.

5. When a new school is established, the first election of parent/guardian members of the Catholic School Council shall be held during the first 30 days of the school year

16. Ballots shall be counted by the principal in the presence of at least two parents who are not election candidates.

17. If there is a tie for the final position for a representative on the Catholic School Council, the winner shall be determined by lot.

18. A motion shall be made to destroy all ballots once the successful candidate(s) have accepted the role.

19. All individuals standing for election shall be notified of the results before the results are released to the school community. Only the names of successful candidates will be made public.

20. The teacher representative shall be elected on a date that is selected by the Ontario English Catholic Teachers Association members at the school.

21. The non-teaching staff member shall be elected on a date that is fixed by the principal of the school in consultation with the non-teaching staff at the school.

22. Appointments of members to the Catholic School Council shall follow the election of members to the school council.

23. All Catholic School Council members must have a Criminal Reference Check or an Annual  
Annual 1m2 Tf1 0 0 1 123.02 419.35 Tm( )JTE26.02 364.15 Tm(Annua)6(11m2 Tf1ff) not1 126.02 1









**SAMPLE LETTER TO PARENT/GUARDIAN ON ELECTION INFORMATION (ON SCHOOL LETTERHEAD)**

**Re: Catholic School Council Election Information**

Date

Dear Parent/Guardian:

Please find enclosed information concerning the election procedures prepared by the Dufferin-Peel Catholic District School Board.

There will be a Catholic School Council information meeting at School Name on Date at Time p.m. in our school location.

Nomination forms for parent/guardian representatives on the Catholic School Council for the Year school year will be available in the school office between the hours of Time and Time.

Completed nomination forms must be received in the school office by 4:00 p.m. on Date.

If needed, the election for parent/guardian representatives to the Catholic School Council will take place at location on date between the hours of Time and Time by secret ballot. Eligible voters must vote in person. Proxy voting is not

**SAMPLE AGENDA**

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***Information Meeting Regarding Catholic School Councils***

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## NOMINATION FORM FOR ELECTION OF PARENT MEMBERS

Name of School:

Please complete the following and return to our school office by

Name

Address

Telephone

Child's Name

- 1 I am an English Separate School elector or spouse (Note: To be eligible, a candidate must be an English Separate School elector or spouse.) Yes No
- 2 I am an employee\*\* of the Dufferin-Peel Catholic District School Board and I work at this school. Yes No
- 3 I am an employee\*\* of the Dufferin-Peel Catholic District School Board but I work elsewhere in the Board (i.e. not at this school). Yes No

**\*\*Note: “ includes parents/guardians who work as Student Monitors and/or Emergency Supply Instructors.**

This is self-nomination. (name):

It is not necessary to receive a nomination from another parent.

This is a nomination made by another parent:

I nominate \_\_\_\_\_ to be a parent representative on our Catholic School Council.

Signature of Nominee

Name (print)

Signature of Nominator

Name (print)

Signature of School Official

Date

**Please attach a brief biography (one or two paragraphs).**

**FOR FILLABLE FORM, PLEASE SEE SECTION 11**



## **LINKS TO RELEVANT DOCUMENTS**

Regulation 298: Operation of Schools – Duties of Principals re: School Councils  
[http://www.e-laws.gov.on.ca/html/regs/english/elaws\\_regs\\_900298\\_e.htm](http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_900298_e.htm)

Regulation 612/00 School Councils and Parent Involvement Committees  
[http://www.e-laws.gov.on.ca/html/regs/english/elaws\\_regs\\_000612\\_e.htm#BK3](http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_000612_e.htm#BK3)

Dufferin-Peel Catholic District School Board Policy 4.01: Catholic School Councils  
<http://dp24/PnP/Board%20Policies/04.01.pdf>