

Administrative Procedure 111 – Appendix A

ELECTION PROCEDURES FOR ELECTED PARENT AND COMMUNITY MEMBERS

Annual Meeting

Elected 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 and indicate where information regarding school catchment areas and any

even though a community member may be in the top 3 according to the vote count. The remaining positions will be filled by individuals with the next highest vote count. It is possible that 5 parents may obtain the highest vote count and, accordingly, all 5 positions would be filled by parents.

One-half of the members will be elected annually. The Returning Officer must ensure that there continues to be a majority of parents.

If there is a tie between candidates, the Returning Officer will break the tie by flipping a coin.

Announce the outcome of the election. The number of votes obtained by each candidate and the number of spoiled ballots shall be reported.

The Returning Officer will email the results of the election to the Superintendent of School Operations who oversees School Community Councils.

Contested Election

If there is a dispute about the outcome of the election, the Returning Officer shall refer the matter to the Superintendent of School Operations who oversees SCCs. The Superintendent of School Operations who oversees SCCs will investigate the election process and make a ruling.

2. School Community Council: Election of Officers

Each School Community Council shall select its officers from among its elected Parent and Community and Student Members (if applicable) within three weeks of the Annual Meeting. The principal shall act as chairperson until the chairperson is selected in cases where the existing chairperson is no longer on the council.

The principal shall provide the Superintendent of School Operations who oversees SCCs with a complete list of all members of the School Community Council and its officers once they are selected.

3. Annual Report

4. Other Business as established by the School Community Council

5. Open Discussion

6. Adjournment

June 5, 2024