



---

**APPENDIX A**

**SUMMARY OF ELECTION PROCEDURES FOR SCHOOL COUNCILS**

The following will be completed and submitted by the current school council in consultation with the school principal on or before June 30<sup>th</sup> in preparation for elections procedures in September.

School: \_\_\_\_\_

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

1. The total number of positions for our school council will be: [number of members]
2. The School Council will include [number] parents/guardians who will represent a majority of the council membership.
3. The number of seats in each category and the related term of office of the School Council are as follows:

| Category                  | Number of Positions |
|---------------------------|---------------------|
| Parents/Guardians         | [#]                 |
| Teacher(s)                | 1                   |
| Student(s)                | [#]                 |
| Support Staff             | 1                   |
| Community Representatives | [#]                 |
| School Principal          | 1                   |

4. The principal will send a letter to inform all parents/guardians of the School Council election process. This letter will be sent on [proposed date for the letter to be forwarded home].
5. The period of filling parent/guardian candidate forms will begin on [date] and end on [date]. This time period will be a minimum of one (1) week.
6. The principal will issue an invitation to all parents/guardians to attend a candidates' forum to hear presentations. The candidate's forum will be held on [date and time] in the school.

Note: If the School Council does not wish to host a candidates' forum, candidate information forms will be forwarded along with the letter confirming the list of candidates and announcing the specifics of the elections.

---

**2.1.11 APPENDIX A – SUMMARY OF ELECTION PROCEDURES - 2**

---

7. Voting will commence on [date/time] and end on [date/time].
8. The method of voting for the parent/guardian members of the School Council will be done by:
- a) ☐ In-school ballot      b) ☐ Take-home ballot      c) ☐ Electronic means  
d) ☐ Both a) and b)      e) ☐ a), b), and c)
9. The election process and ballot counting for parent representatives will be supervised by the school principal and up to 3 parents who are not seeking election.
10. The school principal or designate will supervise the election of teacher representative(s) to the School Council. Elections will be held on [date].
11. The school principal or designate will supervise the election of student representative(s) if an election is required to the School Council. Elections will be held on [date].
12. The school principal or designate will supervise the election of support staff representative(s) to the School Council. Elections will be held on [date].
13. The community representative(s) will be selected by the newly elected School Council within thirty (30) days of the first meeting. The first meeting of the School Council is tentatively scheduled for [date].
- 

The decisions reported above were determined by the principal in cooperation with the existing School Council members. The following are members of this committee:

| NAME | PARENT/<br>GUARDIAN      | STUDENT                  | TEACHER                  | SUPPORT<br>STAFF         | COMMUNITY<br>REPRESN.    |
|------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Please forward to the Director of Education on or before June 30<sup>th</sup>.**