

Appendix:
SUMMARY OF ELECTION PROCEDURES
SCHOOL COMMUNITY COUNCIL
(to be filed with Principal)

School: _____ Area: _____

Principal: _____ Date: _____

1. The total number of positions on our School Community Council (S.C.C.) will be _____.
2. The number of S.C.C. parents/guardians will be _____ who will represent a majority of the membership on the council.
3. The number of seats in each category and the related term of office on the S.C.C. are as follows:

Category	# of Positions	Term of Office
Parents/Guardians		
Student(s)		
Teacher(s)		
Non-teaching Employee(s)		
Community Representative(s)		
School Principal		

4. The Principal will send a letter to inform all parents of the School Community Council election process. This letter will be sent on _____ (date).
5. The period for filing parent/guardian candidate nomination forms will begin on _____ and end on _____. This time period will be a minimum of three (3) weeks.
6. The principal will issue an invitation to all parents/guardians to attend a candidates' forum to hear presentations. The candidates' forum will be held on _____ (date) at _____ (time) in the school.
7. Election day for parent/guardian membership on the S.C.C. is scheduled for _____ (date) from _____ (time) to _____ (time).
8. The election process and ballot counting will be supervised by the school principal and _____ (parent).
9. The school principal or designate will supervise the election of teacher representative(s) to the S.C.C. Elections will be held on _____ (date).
10. Fill out (a) or (b):
 - (a) The school principal or designate will supervise the election of student representative(s) to the S.C.C. at the secondary level. Elections will be held on _____ (date).
 - (b) The school principal or designate will supervise the election/selection of student representative(s) to the S.C.C. at the elementary level if student participation is deemed appropriate by the principal. Indicate if students will sit on the school council _____ (yes/no).

11. The school principal or designate will supervise the election of non-teaching employee representative(s) to the S.C.C. Elections will be held on _____ (date).

12. The community representatives will be selected by the newly elected S.C.C within thirty (30) days of the first meeting. The first meeting of the S.C.C. is tentatively scheduled for _____ (date) which is within thirty (30) days of the parent elections.

The decisions reported above were determined by the principal in co-operation with the S.C.C. election ad hoc committee members. The ad hoc committee was composed of the following members:

Name	Parent Teaching Employee Rep	Student	Teacher	Non Community
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A) CANDIDATE NOMINATION FORM (ELECTIONS)

SCHOOL COUNCIL PARENT SELF-NOMINATION FORM

School Name _____

I wish to declare my candidacy for an elected position as a parent/guardian representative on the school council.

Name: _____

Address: _____

(Street)

(City/Town)

(Postal Code)

Home Phone: _____ Cell Phone: _____

E-mail: _____

I am the parent/guardian of _____, who is currently registered
(Student's Name)

at _____

(School Name)

I am an employee of the Board Yes No

I am interested in an officer position

Chair Secretary Treasurer

(Candidate's Signature)

(Date)

Parent Nomination Form Receipt

The nomination form for a parent representative on the SCC has been received for:

(Parent Name – please print)

(Parent Signature)

(School Official Signature)

(Date)

DURHAM SCHOOL COMMUNITY COUNCILS

(to be filed with Principal)

School Council Election Ballot

Date: _____

School: _____

Vote for no more than _____ candidates on this ballot. (number specified in bylaws)

Place an X in the box before the name(s) of the candidate(s) of your choice. Note that persons whose names are marked with an asterisk are employees of the school board.

☐ _____

☐ _____

☐ _____

(about 10 spots)

Document Links: