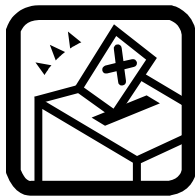




School Community Council Election Manual



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Introduction

This Election Manual is a guide to filling the membership of School Community Councils throughout the Saskatchewan Rivers School Division.

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. 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.

The procedures to elect Representative Parent and Community Members are outlined on page 4.

Representative Secondary Students

For schools offering a Grade 10, 11 and 12 program, 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 SCC will outline which, if any, First Nation representatives are members of the SCC. First Nations are eligible to have representatives on the SCC if there are students who live on reserve and attend a school within the Saskatchewan Rivers School Division. The First Nation will select one representative member for a two year term.

Permanent Members

The School Principal

A Teacher

The teacher member will be appointed by the principal. It is acceptable for various teachers to share this role on a rotating schedule.

Other Permanent Member

The constitution of the SCC 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 at least four (4) weeks in advance of the meeting. The notice will set out the time, place and purpose of the meeting. For the 2006 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 Returning Officer 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 Returning Officer:

- 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 area.
- 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 according to the vote count. The remaining 4 positions will be filled by individuals with the next highest vote count.

Following the 2006 election, one-half the members will be elected annually. The Returning Officer must continue to ensure that there is a majority of parents.

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

- Announce the outcome of the election.
- For 2006 only, one-half of the members will be elected for a two year term and the other half for a one-year term. Half the candidates who receive the most votes will be elected for a two year term with the remaining members serving a one year term.

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

Contested Election

If there is a dispute about the outcome of the election, the ballots will held in safe keeping by the Returning Officer and the matter will be referred to the Superintendent of Schools responsible for School Community Councils by the school principal. The Superintendent of Schools will investigate the election process and make a ruling.

For 2006 only, if all Representative Parent and Community Members are acclaimed and an election is not necessary, the Returning Officer will draw the names of members. The first half of the members drawn, will serve a two year term with the remaining members serving a one year term.

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. When the chair is elected 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.


3 Annual Report (In 2006 an Annual Report will not be prepared.)

4 Other Business as established by the School Community Council

5 Open Discussion

6 Adjournment

Sample Ballot for a S. C. C. with **five (5)** Representative Parent and Community Members

 School Community Council

Representative Parent and Community Members Ballot

Please write the names of five (5) individuals


1 _____

2 _____

3 _____

4 _____

5 _____

 School Community Council

Representative Parent and Community Members Ballot

Please write the names of five (5) individuals


1 _____

2 _____

3 _____

4 _____

5 _____

 School Community Council

Representative Parent and Community Members Ballot

Please write the names of five (5) individuals


1 _____

2 _____

3 _____

4 _____

5 _____

 School Community Council

Representative Parent and Community Members Ballot

Please write the names of five (5) individuals

1 _____





2 _____

3 _____





4 _____

5 _____


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

 <p>Saskatchewan Rivers School Division <i>Excellence for Every Learner</i></p> <p>School Community Council</p> <p>Representative Parent and Community Members Ballot</p> <p>Please write the names of six (6) individuals</p> <p>1 _____</p> <p>2 _____</p> <p>3 _____</p> <p>4 _____</p> <p>5 _____</p> <p>6 _____</p>	 <p>Saskatchewan Rivers School Division <i>Excellence for Every Learner</i></p> <p>School Community Council</p> <p>Representative Parent and Community Members Ballot</p> <p>Please write the names of six (6) individuals</p> <p>1 _____</p> <p>2 _____</p> <p>3 _____</p> <p>4 _____</p> <p>5 _____</p> <p>6 _____</p>
 <p>Saskatchewan Rivers School Division <i>Excellence for Every Learner</i></p> <p>School Community Council</p> <p>Representative Parent and Community Members Ballot</p> <p>Please write the names of six (6) individuals</p> <p>1 _____</p> <p>2 _____</p> <p>3 _____</p> <p>4 _____</p> <p>5 _____</p> <p>6 _____</p>	 <p>Saskatchewan Rivers School Division <i>Excellence for Every Learner</i></p> <p>School Community Council</p> <p>Representative Parent and Community Members Ballot</p> <p>Please write the names of six (6) individuals</p> <p>1 _____</p> <p>2 _____</p> <p>3 _____</p> <p>4 _____</p> <p>5 _____</p> <p>6 _____</p>

Sample Ballot for a S. C. C. with **seven (7)** Representative Parent and Community Members

 <p>Saskatchewan Rivers School Division Excellence for Every Learner</p> <p>School Community Council</p> <p>Representative Parent and Community Members Ballot</p> <p>Please write the names of seven (7) individuals</p> <p>1 _____</p> <p>2 _____</p> <p>3 _____</p> <p>4 _____</p> <p>5 _____</p> <p>6 _____</p> <p>7 _____</p>	 <p>Saskatchewan Rivers School Division Excellence for Every Learner</p> <p>School Community Council</p> <p>Representative Parent and Community Members Ballot</p> <p>Please write the names of seven (7) individuals</p> <p>1 _____</p> <p>2 _____</p> <p>3 _____</p> <p>4 _____</p> <p>5 _____</p> <p>6 _____</p> <p>7 _____</p>
 <p>Saskatchewan Rivers School Division Excellence for Every Learner</p> <p>School Community Council</p> <p>Representative Parent and Community Members Ballot</p> <p>Please write the names of seven (7) individuals</p> <p>1 _____</p> <p>2 _____</p> <p>3 _____</p> <p>4 _____</p> <p>5 _____</p> <p>6 _____</p> <p>7 _____</p>	 <p>Saskatchewan Rivers School Division Excellence for Every Learner</p> <p>School Community Council</p> <p>Representative Parent and Community Members Ballot</p> <p>Please write the names of seven (7) individuals</p> <p>1 _____</p> <p>2 _____</p> <p>3 _____</p> <p>4 _____</p> <p>5 _____</p> <p>6 _____</p> <p>7 _____</p>

Sample Ballot for a S. C. C. with **eight (8)** Representative Parent and Community Members

 School Community Council

Representative Parent and Community Members Ballot

Please write the names of eight (8) individuals

1 _____

2 _____

3 _____


4 _____

5 _____

6 _____

7 _____

8 _____

 School Community Council

Representative Parent and Community Members Ballot

Please write the names of eight (8) individuals

1 _____

2 _____

3 _____


4 _____

5 _____

6 _____

7 _____

8 _____

 School Community Council

Representative Parent and Community Members Ballot

Please write the names of eight (8) individuals

1 _____

2 _____

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4 _____

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8 _____

 School Community Council

Representative Parent and Community Members Ballot

Please write the names of eight (8) individuals

1 _____

2 _____

3 _____

4 _____


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8 _____

Sample Ballot for a S. C. C. with **nine (9)** Representative Parent and Community Members

 **School Community Council**

Representative Parent and Community Members Ballot

Please write the names of **nine (9)** individuals

1 _____

2 _____

3 _____

4 _____


5 _____

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7 _____

8 _____

9 _____

 **School Community Council**

Representative Parent and Community Members Ballot

Please write the names of **nine (9)** individuals

1 _____

2 _____

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6 _____

7 _____

8 _____

9 _____

 **School Community Council**

Representative Parent and Community Members Ballot

Please write the names of **nine (9)** individuals

1 _____

2 _____

3 _____

4 _____


5 _____

6 _____

7 _____

8 _____

9 _____

 **School Community Council**

Representative Parent and Community Members Ballot

Please write the names of **nine (9)** individuals

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____