



PRAIRIE SPIRIT
SCHOOL DIVISION

Learners for Life

Guidelines for School Community Council Elections

Information for Administrators

Election timeframe

Your School Community Council must hold its election between **Monday, May 2** and **Friday, May 13, 2022**. Your chosen election date must be publicized four (4) weeks prior to the date of the SCC election.

Please note: SCC members are elected for a two-year term and these terms should be staggered so that not all positions on your SCC are up for election at the same time (i.e. only half of your elected positions should be up for election every year). A staggered election allows for continuity in the elected body.

Nominations

You will find a nomination form attached to this document (a simple form with space for the nominee's information and for the signature of a parent or community member in support of the nomination). To respect COVID-19 safety regulations, for this year SCC candidates must submit a nomination form in order to be placed on the ballot. Completed Nomination Forms must be submitted to the Returning Officer by 4:00 pm at least 5 days prior to the day when the virtual election window opens. (The virtual election window is determined by the school, but must occur within the election timeframe noted above.) Please circulate the candidate information package to promote nominations and encourage the participation of parents and community members as nominees and voters.

However, you may circulate the attached candidate information package to promote written nominations in advance of the Annual Meeting. Although this would not necessarily eliminate the possibility of nominations at the meeting, it would enable the gathering of nominees in advance of the meeting. Promoting the available positions on the council will encourage the participation of parents and community members as nominees and voters.

Please ensure your public is aware of the number of positions that are open for election at this time.

Voters

Persons eligible to vote and run for School Community Council includes:

- 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.

Administration of election

Each school must appoint a staff member to act as Returning Officer to run the election. This must be someone other than a member of the SCC. The Principal of the school cannot act as the Returning Officer, as the Principal is a member of the SCC, by definition. (Duties of the Returning Officer are listed below.)

Voting will take place through email ballots during a virtual election window of time. Voters must request to be put on the voter list for the school. The Returning Officer is responsible for making arrangements for this virtual election. (Details in the following section regarding “Duties of the Returning Officer.”)

Duties of the Returning Officer:

1. Safeguard the collection and storage of candidate information and related material.
2. Determine the format of the election.
 - a. There will likely be multiple positions available to be elected; two possible election types would be:
 - i. Using “As Many Votes as Open Positions” Voting
 1. Example: If there are three open positions, each voter gets three votes. Winners decided by largest numbers of votes.
 - ii. [Using Ranked Choice Voting](#)
3. Advertise the election and the vacant positions to be filled. This must occur a minimum of 4 weeks prior to the election. (Consider using the “SCC Elections – Candidate Information” document, available on the ALT Portal.)
 - a. Note: the number of elected positions on an SCC can range between 5 and 9.
4. Make available “SCC Nomination Form” to potential nominees.
 - a. Nominations should be submitted to the Returning Officer by 4:00 pm at least 5 days prior to the virtual election.
5. Create a voter list.
 - a. Anyone wanting to vote must submit an email address to the Returning Officer. Voters must meet eligibility requirements and make the request to vote at least 4 days prior to the opening of the virtual election window.
 - i. Reminder: to be eligible to vote in SCC elections, persons must:
 1. Be the parent of a student enrolled in the school (including parents who do not reside within the attendance area of the school); AND/OR
 2. Reside within the school attendance area.
6. Distribute a candidate information email sent to all registered voters at least 3 days in advance of the opening of the virtual election window, if a vote is required to determine SCC members, and if candidates choose to provide information to be shared.
 - a. Candidate information can be submitted as part of the SCC Nomination Form.
7. Email a digital ballot to all eligible voters on the first day of the virtual election window.
 - a. Using a program like Survey Monkey has settings that ensures that voters can only vote once, using a specified email address. (Microsoft Forms does not easily allow for this.)
8. Close the virtual election window at 4 pm on the 3rd day of the of the virtual election window.
9. Apply the established tie-breaking procedure, if needed.
 - a. Tie breaking procedures are unique to each SCC. For those SCCs who do not have a tie-breaking procedure in place, one should be established before the election. These might include:

- i. Drawing lots/straws (for ties of three or more) or flipping a coin (for a two-way tie).
- ii. Running a new election solely between the tied candidates.
- iii. Winner selected by the SCC chair.
- iv. Winner selected by a vote of SCC members not involved in the current year's election.

10. Notify all SCC members, SCC candidates, and eligible voters of either:

- a. the abandonment of the election, if at 4:00 pm 5 days prior to the virtual election window the number of SCC candidates does not exceed the available positions; OR
- b. the results of the election, as soon as possible following the closure of the virtual election window.

SCC Annual Report

Your School Community Council could include its Annual Report as part of its Election Meeting this spring. The report does not need to be too lengthy. It would highlight the areas of your School Plan that the SCC has been supporting or it could indicate that you are at a stage where your SCC understands the plan and is still determining initiatives for supporting it. You may also want to include this in your school's newsletter.

Please ask your SCC to forward a copy of its SCC Annual Report to the Coordinator of Schools and Learning.