

Island Public Natural Science School

SCHOOL COUNCIL ELECTION PROCEDURES

The Island Public School Council (IPSC) shall invite parents/guardians/caregivers to be part of an Election Committee in June or September of each year. No one standing for election or re-election, or the spouse of anyone standing for election or re-election, shall be a member of the election committee.

The ELECTION COMMITTEE will:

- a) Be comprised of up to 3 parents/guardians/caregivers of students at IPS, the principal, and his/her designate.
- b) Prepare all relevant election information (nomination form, ballots, etc.).
- c) Set the date, time, and location of the election.
- d) Assist on elections day with ballot counting.
- e) Manage all appeals/conflict related to the election process or results.

The IPSC shall be comprised of up to 80 Parent/Guardian/Caregivers members, 1 teaching staff and 1 non-teaching staff.

ELECTION PROCEDURES

1. Member elections shall occur within the first thirty (30) days of the start of each school year.
2. The election day proceedings, including date, time, and location of the election, shall be publicized by the Principal fourteen (14) days prior to the election.
3. Anyone seeking membership must be nominated or self-nominated in writing, must have a child enrolled at the school, and must declare if he or she is employed by the Toronto District School Board.
4. All nomination forms received in good order by the posted deadline will be accepted. Nominee names will be posted and/or shared with parents/guardians prior to the elections.
5. Nominees may decline their nomination(s) by emailing the Principal.
6. If the number of nominees is less than vacant positions all nominees will be acclaimed, and no elections will be held.
7. If the number of self-nominated/nominated members is greater than the number of vacancies, then an election will be held using Election Procedure (A) below.
8. Final results of IPSC Elections will be communicated to the school community via the Principal.
9. No individual campaign material for IPSC elections may be distributed or posted in the school.
10. School resources, both human and material, may not be used to support a specific candidate(s).

(A) If nominations are GREATER THAN vacancies:

The election day proceedings shall be supervised by the Principal/designate; the Election Committee will be present to assist in the counting process; and all eligible voters are only parents/guardians with child(ren) registered at IPS. The following voting/election procedure will take place:

1. Elections for IPSC membership positions shall be conducted by secret ballot with a designated number known only to the Principal/designate. The Principal shall conduct a lottery to determine the ballot position for each candidate.
2. At specified dates and times, communicated by the Principal, voters will pick up and drop off their numbered envelopes/ballots at the Ferry Docks for City-side families and at Wards Island for Island families. Voters will sign confirming receipt.
3. Numbered envelopes/ballots must be returned by the deadline provided to be considered valid for voting as per the Election Proceedings.
4. Each eligible voter shall be entitled to cast one vote for each of the candidate positions available. Casting more than one vote permitted in the category spoils the ballot for that category. Place an X in the box before the name of the candidate of your choice. Note that persons whose names are marked with an Asterix* are employees of the Board.
5. All results are to be kept confidential. Only the names of those elected to fill the positions will be released.

(B) If nominations received are LESS THAN vacancies:

1. All nominees will be acclaimed as voting members of the school council.
2. All nominees will be notified prior to the set date/time of elections that no formal elections will be held.
3. The school community will be notified of the new acclaimed school council members.
4. The first council meeting will be scheduled.

ELECTION PROCEDURE FOR EXECUTIVE COUNCIL

Executive members of the IPSC will be elected from the school council membership. Staff may not hold the positions of co-chair/vice chair, etc.

1. Elections for all executive positions are held at the first meeting of the new elected/acclaimed IPSC.
2. The principal shall conduct a lottery to determine the ballot position for each candidate.
3. Voting will be by secret ballot.

If applicable:

- **Co-Positions (2 or more vacancies for a position):** The nominee with the largest votes will secure the first position. The nominee with the next largest votes will secure the second position.
- **Tie Vote:** The School Council will be notified of the vacancy that has a tie. School Council will be asked to vote for that position again. If a tie continues a third time, there will be random pull of candidates.
- **Election of the teaching and non-teaching staff representatives:** The principal will make the necessary arrangements for these representatives to be elected. Anyone assigned to the teaching staff of the school (full- or part-time) other than the principal or a vice-principal may be a teaching representative candidate. Anyone assigned to the non-teaching staff of the school (full or part-time) may be a non-teaching staff candidate.
- **Selection of community representatives:** All appointments of community representatives to the school council are to be by majority vote at a meeting of the school council.