

VICTORIA PARK ELEMENTARY SCHOOL COUNCIL
Elections and Vacancies of Parent Members Bylaw

Parent Member Elections General:

1. Each parent/guardian seeking election as a Parent Member must be self-nominated and summarize their reasons for seeking election in advance using the provided forms.
2. The maximum number of available positions for Parent Members is 20.
3. If the number of candidates is less than or equal to the number of available positions, the candidates will be acclaimed
4. Each parent/guardian of a student enrolled in the school shall be entitled to one vote for each vacant parent/guardian membership position on the council.
5. At the first meeting of the new school council at the beginning of the year, the council shall elect officers, and set dates, times, and locations for its meetings throughout the year.
6. At the end of their term, all members are required to physically or electronically hand over all property of Council to incoming members in order to ensure continuity. Property of Council includes but is not limited to: contact lists, files, folders, accounts, cheques, stamps, passwords, and any items purchased with Council funds.

Elections Committee and Procedures:

1. An Election Committee shall be struck by the previous year's school council in June of each year to coordinate the following year's elections.
2. The election committee consists of the Principal and at least one parent
3. The Election Committee will plan the election process, gather nominations, and run the election in accordance with Provincial Regulation [612/00](#).
4. The Election Committee shall:
5. At least 14 days in advance of the election, provide to the parent community:
 - a. Self nomination forms
 - b. A deadline for submission of nominations at least 7 days in advance of the election starting
 - c. description of council roles and responsibilities
 - d. description of election procedures
 - e. dates, location, and time that a ballot can be cast
6. notify nominees when nomination forms have been received
7. Provide all candidate profiles of eligible nominees at least 3 days in advance of the election starting, to the parent community

8. conduct the elections by secret ballot
 - a. The election committee may choose to allow absentee ballots to be sent home with students and returned, sealed, to teachers in an effort to increase voter participation
9. count the ballots with at least three people present including the principal
 - a. No one standing for election or re-election shall participate in counting of election ballots.
10. keep all results and related information confidential.
11. A list of candidates and the vote results will be kept on file by the council for use in the event that a vacancy on the council occurs.
12. All individuals standing for election shall be notified of the results before the results are released to the school community.

Requirement for active participation:

1. Should a member miss three consecutive meetings without sufficient prior notice to council, the council may ask for an explanation, and assurance of interest in continued participation
2. All members are required to attend a majority of Council meetings to maintain their status as a member

Filling vacancies:

1. A Parent Member position may become vacant if:
 - a. The member is voted off after not attending a majority of Council meetings
 - b. The member resigns
 - c. The member is unable to fulfill the roles and responsibilities of the position
2. In the event of a vacancy, the Council can decide to continue with the remaining number of Parent Members, or fill the vacancy
3. If it's decided to fill the vacancy, then:
 - a. The runner up candidate, if any, shall be appointed from the list of nominees on file from the previous general election.
 - b. If that person is no longer interested in the position, the council will:
 - i. Continue with the remaining number of elected council positions, or;
 - ii. Hold a by-election following the elections procedures
4. When a vacant spot on council is filled, the new member's term shall expire no later than if they were elected in the general election at the beginning of the school year.

Council Officer Elections:

1. The council members are to elect, by secret ballot, the following Officer positions from within the council membership:
 - a. Chair
 - b. Treasurer (optional)
 - c. Secretary (optional)
 - d. Communications Coordinator (optional)
 - e. Fundraising Coordinator (optional)
 - f. Ward rep (optional)
2. Council can choose to offer a “co-officer” position for any of the above
3. For each particular officer position, there is a limit of two consecutive full school-year terms, or three consecutive full school-year terms if at least two were served as a “co-officer” sharing the position with another member.

Officers - filling vacancies:

1. A Parent Member position may become vacant if:
 - a. The member is voted off after not attending a majority of Council meetings
 - b. The member resigns
 - c. The member is unable to fulfill the roles and responsibilities of the position
2. In the event of a vacancy, the Council can decide to continue with the remaining number of Officers or fill the vacancy.
3. If it's decided to fill the vacancy, the council will hold a by-election following the Council Officer Elections procedures

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