

TEMPLATE
***SCHOOL NAME* SCHOOL COUNCIL**
Elections Bylaw

Election of Parent Members:

1. Elections of Parent Members shall occur within the first thirty (30) days of the start of each school year. *ON Reg 612/00. 4(4).*
2. Any Parent or Guardian of a student enrolled at *Name* School can run for election as a Parent Member of the School Council. *O. Reg. 612/00, s. 4 (1)*
3. Each parent/guardian seeking election 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. Each parent or guardian of a student enrolled at *Name* School shall be entitled to one vote for each vacant Parent Member position on the council. *O. Reg. 612/00, s. 4 (3)*
5. The election of Parent Members is done by secret ballot.
6. The school council shall convene an **Election Committee** in Spring (May or June) of each year. No one standing for election or reelection, or the spouse of anyone standing for election or reelection, shall be a member of the election committee. The Election Committee may be comprised of parents or guardians of students at *Name* School.

The Election Committee shall:

- a. Select the date for election of Parent Members, in consultation with the Principal and the School Council Chair.
 - b. Provide the principal with promotional information on the election proceedings.
 - c. Provide nomination forms for Elected Members.
 - d. Collect the nominations and information about the candidates.
 - e. Help the Principal notify all candidates of the results. All individuals standing for election shall be notified of the results before the results are released to the school community.
 - f. Keep all results and related information confidential.
 - g. Only publish or publicly post the names of the successful candidates.
 - h. Maintain a list of candidates and the vote results on file in the event that a vacancy on the council occurs.
 - i. If needed assist the Principal with organizing the elections listed under Section B: Election of Other Members.
7. The Principal Role:
- a. The principal shall, at least fourteen (14) days before the election, give written notice of the date, time, and location of the election to every parent or guardian of a pupil who, on the date the notice is given, is enrolled in the school. *ON Reg 612/00. 4(6).*
 - b. Provide information about candidates to the school community at least one week before the election.

- c. The Principal, with the election committee, shall conduct a lottery to determine the ballot position for each candidate.
 - d. The principal shall supervise the Election Day proceedings.
 - e. Ballots shall be counted by the Principal in the presence of at least two parents members of the election committee.
14. The school council shall help the Principal ensure that the names of new members are publicized to the school community within thirty days of the election.

Section B: Election of Other Members

15. The election of Teacher Representative shall be held during the first 30 days of each school year. A person is qualified to vote in an election of a Teacher Representative if he or she is a teacher, other than the principal or vice-principal, who is employed at *Name* School.
16. The election of a Staff Representative shall be held in the first 30 days of each school year. A person is qualified to vote in an election of a Staff Representative if he or she is a person, other than the principal, vice-principal, or any other teacher, who is employed at *Name* School.

Section C: Terms of Office

17. A person elected or appointed as a member of a school council holds office from the later of,
- a. the date he or she is elected or appointed;
 - b. the date of the first meeting of the school council after the elections held under sections A and B in the school year,
 - c. until the date of the first meeting of the school council after the elections held under sections A and B in the next school year. *O. Reg. 612/00, s. 6 (1).*
18. A member of a school council may be reelected.

Section D: Election of School Council Officers

19. School Council Officers are elected by the voting members of the *Name* School Council at the first meeting after the School Council is formed.
20. The *Name* School Council will have one Chair or two Co-Chairs.
- a. The Chair must be a Parent Member of the Council but may not be an employee of the TDSB.
21. Other Officer members may also include
- a. Treasurer
 - b. A Secretary or co-secretaries
22. The *Name* School Council may also elect or appoint committee leads, including but not limited to, Communication Lead, Fundraising Lead, Equity Lead, Parent/Community Engagement Lead, Volunteer Coordinator, Events Leads, etc.