



## STURGEON HEIGHTS SCHOOL COUNCIL ELECTIONS AT ANNUAL GENERAL MEETING

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This document refers to the Election Process at the Annual General Meeting only. Further information regarding elections outside of the Annual General Meeting can be found in the School Council Operating Procedures.

To ensure a fair and transparent process, the key principles are followed:

- Parents/guardians of a student enrolled at the school are eligible both to vote for and to run for School Council positions.
- All School Council Executive positions are to be elected in the Annual General meeting of the year.

Process:

1. All positions eligible for elections, along with the responsibilities for each position, are posted on the School Council webpage – and at the Annual General Meeting.
2. Parents who are not able to attend the first School Council meeting are able to voice their interest in one or more positions prior to the meeting to the Principal or Chair, School Council.
3. Parents interested in a position on School Council shall sign the nomination sheet prior to the commencement at the Annual General meeting. Nominations are through self-nominations only.
4. The Chair, School Council will announce the interested parents for each position in the following order:
  - Chair, School Council
  - Vice-Chair, School Council
  - Recording Secretary
  - Parent Representatives
5. The Chair will also request any additional interest in the position to ensure all interested parents are included.
6. Parents who were not successful in a position may nominate themselves for other positions.
7. All eligible voters shall be entitled to cast one vote for each of the candidate positions available at their school. Voters must be present at the Annual General meeting.
8. If all elected positions have not been filled at the end of the Annual General Meeting and vacancies exist, communication will be sent out to the School Community looking for other parent interest.
9. Only the names of the successful candidates shall be made public. A list of candidates and vote results will be kept on file by the Chair, School Council for use in the event that a vacancy on the council occurs.
10. The school council shall help the principal ensure that the names of new members are publicized to the school community within thirty (30) days of the election.
11. Should an elected position become vacant before the next election (i.e. mid-year), the council shall fill the vacancy in the next school council meeting. Refer to SC Operating Procedures – Executive and Duties.