

# Stephen Lewis Secondary School Council Bylaw

## Election procedures

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### School council membership

Membership in the school council is governed by the Education Act: *School Council Regulation 612/00 Section 3: Composition*. Membership shall include:

- Four parents and guardians of students enrolled in the school
- one community representative, who shall be a public school supporter
- the school principal
- one teacher employed at the school
- one support (non-teaching) staff member

It is expected that membership of council will reflect the diversity of the school community. If council positions are vacant, the council may continue to function while efforts are made to fill the vacancies.

*\*\* at the elementary level, councils must have at least 5 parent reps. At the secondary level, they would have at least 6 parent reps. A council may decide to allow for additional parent positions.*

### Determining council membership

Membership in the school council shall be determined as follows:

- parent representatives – elected by parents and guardians of students enrolled at the school
- chair – a parent/guardian member who is elected by council members
- community representative – appointed by council, once it is established
- school principal – a mandated member of council
- teacher representative – elected by members of the teaching staff
- support staff representative – elected by members of the support staff

### Limitations to council membership

A person **may not be a member** of the council if he/she is a trustee of the Peel District School Board or a local Member of Provincial Parliament.

A person **may not be a parent member** of the council if he/she is:

- employed at the school
- not employed at the school but is employed elsewhere by the board, unless he/she informs parents of his/her employment before the council election by including a description of his/her employment in his/her biography

A person **may not be appointed to council as a community representative** if he/she is employed by the Peel board unless:

- he/she is not employed at the school, and
- the other members of the school council are informed of the person's employment before the appointment

A person **may not serve as chair or co-chair** of council if:

- he/she is employed by the Peel District School Board

### ***Term of office***

The term of office for elected and appointed positions is one year. Members of school council may be re-elected for more than one term.

### **Election planning**

School council shall establish a School Council Election Committee. The Committee shall ensure that elections of members are held in the first 30 days of the school year.

Appeals related to the school council elections shall be resolved by the Committee. If the situation is not resolved, the school principal and chair of the outgoing council will make a decision.

### **Elections**

Members are elected to the school council by nomination and voting. Elections of school council members shall be held during the first 30 days of the school year, on a date determined by the school council chair, in consultation with the school principal.

At least 14 days before the date of the election, the principal shall give written notice of the date, time and location of the election to the parents and guardians of all students enrolled in the school.

### **Election of parent/guardian representatives**

A person is qualified to be a candidate for parent/guardian representative on school council if he/she is a parent or guardian of a student enrolled at the school. As outlined in the *Limitations to council membership* above, Peel board employees cannot be parent/guardian representatives in the school where they work. Board employees employed elsewhere in the board must inform eligible voters of his/her employment with the board before standing for election.

Parents may nominate themselves or other parents for election. A Parent School Council Candidate Nomination Form must be completed and returned to the principal by each candidate by a set date.

Candidates should be prepared to summarize their reasons for running for school council to the school community. Candidates may not use school resources to campaign for election and may not post or distribute campaign literature at the school. At least one week before the election, the principal shall make a list of candidates and a brief biography of each candidate available to all the parents and guardians of students enrolled at the school.

### **Voting**

- A person is qualified to vote in a school council election for parent/guardian representatives if he/she is a parent or guardian of a student enrolled at the school.
- Elections for school council will be conducted by secret ballot. The principal shall conduct a lottery to determine the ballot order for each candidate.
- The principal shall supervise election day proceedings.
- All eligible voters may cast one vote for each of the candidate positions. Voters must be present at the school on the election day(s), during the preset hours of the election.

- If there is a tie for a position on council, the vote will be decided by random draw.
- If the number of candidates is less than, or equal to, the number of positions available, the candidates will be acclaimed.

### **Election of non-parent council members**

The principal, in consultation with the Election Planning Committee, will make arrangements for the election of all non-parent members of the school council.

#### ***Teacher representative***

- Any full or part-time teachers employed at the school, other than the principal or vice-principal, may be candidates for the teacher representative position.
- Part-time employees who are assigned to more than one location may only hold one school council position.
- A person is qualified to vote in an election of a teaching member of school council if he/she is a teacher employed at the school.

#### ***Support staff representative***

- Any full or part-time board employee at the school, other than the principal, vice-principal or any other teacher, may be a candidate for the support staff representative position.
- A person is qualified to vote in an election of a support staff member of school council if he/she is employed at the school and is not a teacher.

#### ***Appointments to council***

Community representatives are appointed to council. Appointments to council are made by majority vote of the members at the meeting. Appointments shall be made at a public meeting with appropriate public notice of the meeting.

### **Council executive**

School council shall have a chair or two co-chairs. The chair or co-chairs of council must be parent member(s) and must be elected by council. A person employed by the Peel District School Board may not be chair or co-chair of council. The chair or co-chairs shall be elected within 30 days of the first school council meeting.