



### Procedure Name: Election of Board Members

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|----------------------------|-------------------------------------------------------------------------------------------------|-----------------------------|--------------|
| <b>Procedure Type:</b>     | Governance and Management                                                                       | <b>Implementation Date:</b> | FEB 9, 2011  |
| <b>Procedure Number:</b>   | 1.01                                                                                            | <b>Last Approval Date:</b>  | JUN 30, 2015 |
| <b>Legal Reference(s):</b> | <i>The Education Act, 1995, s. 40, 54, 61</i><br><i>The Local Government Election Act, 2015</i> | <b>Last Reviewed:</b>       | OCT 25, 2023 |

### Background

The board of education (board) is the unit of organization for the local governance of schools. The board is responsible for the provision and administration of educational services in the schools located within its boundaries. Members of the board are elected in accordance with the provisions of *The Local Government Election Act*.

### Scope

This procedure primarily impacts the board and individuals who are seeking nomination for election as a trustee.

### Roles & Responsibilities

The executive assistant to the board is responsible for publishing an announcement of the election.

The executive assistant to the board is responsible for ensuring the information package is up-to-date and available for candidates seeking election.

The board chair is responsible for providing the orientation for new trustees.

### Procedures

#### 1. Subdivisions

- The school division is divided into subdivisions for the purpose of determining the number of members to be elected to the board.
- The boundaries of each subdivision are determined by the Minister of Education in accordance with *The Education Act, 1995*.

#### 2. Informing Electors

- At least one month prior to the nomination date, the board shall publish an announcement of the election, providing nomination and election dates and qualifications required by the candidates and electors.
- The announcement shall inform the candidates that an information package is available to them at the office of the Living Sky School Division Board of Education.

#### 3. Trustee Election Package

- The trustee election package shall include, but not be limited to, the following information:
  - the most recent Annual Report of the board;
  - the most recent Auditor's Report;



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- the Saskatchewan School Boards Association Handbook;
- excerpts from *The Local Government Election Act*;  
<http://www.qp.gov.sk.ca/index.cfm?fuseaction=publications.details&p=609>
- a copy of the nomination form;
- board governance policies, and
- the board's strategic plan.

#### **4. Orientation Workshop**

- a. The board of education shall hold an orientation workshop for new trustees following a general election.