



Living Sky School Division No. 202

Procedure Name	SCC Election Procedures for Representative Parent and Community Members
Last Reviewed	OCT. 23, 2023

All representative parent and community members are elected at the School Community Council's (SCC) Annual Meeting.

The Annual Meeting will be advertised via school newsletter, school website or social media platforms four (4) weeks in advance. It will set out the time, place and purpose of the meeting. The purpose of the meeting is for the SCC to present its Annual Report and elect one-half of the representative parent and community members.

Should an election be necessary, the school will use the sample ballots provided on the division website or create a ballot of their own. A returning officer will be appointed to facilitate the selection of an individual to chair the elections portion of the Annual Meeting. The chair may be anyone who is not seeking nomination as a representative parent or community member. The chair will call for nominations for representative parent and community members. Individuals can be nominated by another individual or volunteer to stand for election.

Nominations will be received by the returning officer until a motion is passed that nominations cease. If an election is necessary, the chair of the Annual Meeting will call upon the returning officer.

Duties of the Returning Officer:

- Announce who is eligible to vote: Parents of students who are enrolled in the school and electors (all persons who are 18 years of age or older who reside within the school catchment area).
- As individuals are nominated or volunteer, display their names.
- Distribute and collect ballots.
- Count the ballots with the chair of the Annual Meeting.
- If there is a tie between candidates, the returning officer will break the tie by flipping a coin.
- Announce the outcome of the election. The number of votes obtained by each candidate shall be reported.

**Note: A returning officer must not be a member of the SCC. The school secretary or another school employee could be the returning officer.*

Contested Election

If there is a dispute about the outcome of the election, the returning officer shall refer the matter to the director of education. The director of education will investigate the election process and make a ruling.

Election of Officers

Each SCC shall elect its officers; **a chairperson, vice-chairperson, and a secretary.**