



Candidate's Guide for a School Council Election



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GUIDE FOR CANDIDATES FOR SCHOOL COUNCIL

This information is provided to assist you in participating as a candidate for the school council election in your attendance area: one of the 26 school attendance areas across the territory.

Elections Yukon: Elections Yukon is an independent Office of the Legislative Assembly, under the direction of the Chief Electoral Officer, mandated for the preparation for and delivery of fair, impartial and compliant elections.

Elections Yukon conducts territorial elections of Members of the Legislative Assembly, in accordance with the *Elections Act*. The office also conducts school council and school board elections, in accordance with the Education Act.

Information below is to be completed by the Returning Officer:

ELECTION SPECIFIC INFORMATION			
Attendance Area:	Public School <input type="checkbox"/> Catholic School <input type="checkbox"/>		
Election Type:	General Election <input type="checkbox"/>	By-election <input type="checkbox"/>	# of positions: <input type="checkbox"/>
Notice of Nominations:	Monday, _____, 20__		
Close of Nominations:	Thursday, _____, 20__ between 10 am and 12 noon		
Location of Close of Nominations:			
Polling Day:	Monday, _____, 20__	Location:	
Addition of the Vote:	_____, 20__	Location:	
Returning Officer:	Name:		
	Email:	Phone #:	

Role of a Member of a School Council:

School Councils provide a way for Yukon residents to get involved in the education of children. The duties and powers of School Councils are described in sections of the *Education Act*, primarily Section 113. They include:

- Reviewing and approving school growth plans
- Reviewing and developing school-based policies such as dispute resolution, attendance and discipline policies
- Participating in hiring school principals
- Making recommendations on how school budgets are spent
- Advising on matters such as:
 - Length of the school years
 - Staffing needs
 - School renovations
 - School programming
 - Discipline policies
 - Student transportation
 - Proposing locally developed courses

Term of Office: Each School Council has between three to seven members. Members are elected to two-year terms and receive honoraria for attending regular meetings. Occasionally there will be by-elections or appointments to fill vacancies subsequent to the May election; these positions also terminate at the end of the two-year term.

Returning Officer: The Chief Electoral Officer of Elections Yukon appoints a local school council returning officer to administer the local school council elections. The returning officer must conduct the election in accordance with the *Education Act* and Education Act regulations. The returning officer also provides process guidance on the conduct on the election, nominations, and is responsible for training the Deputy Returning Officer and Poll Clerk required on Polling Day should an election be required.

Candidates: A candidate is an individual seeking election as a member of a school council for a school attendance area. A candidate must be an eligible elector who is nominated by eligible electors. Candidates must be declared a candidate by the School Council returning officer.

Ineligible Candidates: There are some restrictions on candidacy for employees of schools. If you are working in some capacity at the school in your attendance area, no matter which level of government employs you, you must complete a Statement of Ineligible Candidate with your Nomination Papers.

- If you are not sure if you are considered as working for the school, contact **Lori Choquette, School Council Liaison** at the Department of Education at **667-8226** or Lori.choquette@gov.yk.ca as soon as possible prior to submitting your Nomination Paper.

Eligible Electors: To be a candidate or vote in a Yukon school council election you must:

- be a Canadian citizen
- at least 18 years old
- have lived in the attendance area for at least three months, **or** be a parent of a child attending the school.
- Catholic school have additional eligibility requirements (see the letter from the Bishop)

Parent: Includes the biological parents, the adoptive parents by custom or otherwise, the persons legally entitled to custody, or the persons who usually have the care and control of the child.

Published/Posted Information: The Returning Officer will post election documents in the community, including:

- Notice of Nominations (nominations can be submitted to the Returning Officer until the day before the close of Nominations or at the close of Nominations between 10 am and 12 noon)
- List of Candidates (produced at the Close of Nominations)
- Notice of Candidates Elected (summary of candidates elected – acclaimed or after Polling Day)

Notice of Nomination: The date established by the Minister to accept nominations and applications for mail-in ballots. It is normally on a Monday a minimum of 11 days prior to the close of Nominations. Notice of Nomination is normally 3 or 4 weeks before Polling Day.

Nomination Papers: Each candidate must file a properly completed Nomination Paper with the Returning Officer. If your Nomination Paper is not properly completed, the Returning Officer will not be able to accept it. It must be corrected and submitted before the close of nominations. The *Education Act* prohibits the Returning Officer from accepting Nomination Papers after that time.

- You may submit your papers to the Returning Officer once the Notice of Nominations is made. At the Close of Nominations, the Returning Officer will receive Nomination Papers between 10:00 AM and noon at the attendance area/school where you are eligible to be a candidate.
- **Early filing will ensure that any issues with your Nomination Paper can be resolved on a timely basis.**
- Date and time of nomination is used to assign names on the ballot paper in the order that the nomination papers are received.
- The Returning Officer will provide a receipt for your completed Nomination Paper.

Close of Nominations: Completed and valid nomination papers must be received by the Returning Officer by 12 noon at the Close of Nominations (the Thursday 11 days before Polling Day). **Late applications will not be accepted.**

Meeting of Potential Candidates: The Returning Officer will set up a meeting for potential candidates, if requested, before the Close of Nominations, and will post a notice at the school of the date, time and location of the meeting (the Close of Nominations is Thursday, 11 days before Polling Day).

Voting: To vote in a School Council election, you must:

- be a Canadian citizen
- at least 18 years old
- have lived in the attendance area for at least three months, **or** be a parent of a child attending the school.
- Catholic school have additional eligibility requirements (see the letter from the Bishop)

Mail-In Ballot:

- if an elector is unable to vote on polling for any of the following reasons, the elector may vote using a mail-in ballot:
 - absence from the attendance area
 - hospitalization
 - infirmity
 - confinement to a correction centre
 - due to hours of employment
 - appointment as a deputy returning officer or poll clerk
- Convenience is not a valid reason.

Issuing Mail-In Ballots: Electors can apply to vote by mail-in ballot at any time following the first publication of the Notice of Nominations and before the polls close on Polling Day. Applications are available from the Returning Officer or Elections Yukon's website www.electionsyukon.ca. However, ballots cannot be issued until after Close of Nominations and it has been determined that an election will take place.

If by 12 noon at the Close of Nominations, the Returning Officer has approved more Candidates than the number of positions on school council, then there will be an election.

The Returning Officer will begin to issue Mail-In Ballots immediately to those eligible electors who have completed an Application & Oath of a Qualified Elector (Mail-In Ballot).

Mail-In Ballots are either returned by mail or hand delivered to the Returning Officer **before the close of polls at 8:00 PM on Polling Day.**

Candidate's Agent

- Candidates are entitled to be represented at the polling station by people who are appointed by the candidates. Each candidate can have more than one agent during voting hours but only one agent per candidate can remain at the polling station at one time.
- Each agent must be appointed in writing on Form 101 (Form 6/6A) Appointment of Candidate's Agent. The agent should give the appointment to the deputy returning officer who will have the agent swear, or affirm, the oath on the form and sign it.
- Name tags are provided for candidates' agents. They must be worn during voting hours.
- Candidates' agents are entitled to:
 - ask that ballot papers be counted before voting begins
 - request that electors repeat their names and addresses;
 - request that an elector take the Oath of Qualification **before the elector gets a ballot paper**;
 - look at the poll book; and
 - observe the ballot



Tip: We encourage you to file your Nomination Paper with the Returning Officer prior to the Close of Nominations, the date and location of which is identified on page 2 of this Guide. Doing so will allow you to correct any errors or omissions prior to the filing deadline.

Your participation as a member of a School Council can make a difference! Councils help discover and support innovative ways to contribute to the education of students. There are opportunities to strengthen the partnership with the many school, student and other stakeholders as part of the team working to ensure a high quality of education and an accountable education system.