

The background of the page is decorated with a pattern of light blue ballot symbols, which are circles containing a stylized cross. A large, white circle with a blue border is centered on the page, containing the main title.

# **Candidate Guide**

# **School Council Elections 2022**

## GUIDE FOR CANDIDATES FOR SCHOOL COUNCIL ELECTION

This information is provided to assist you in participating as a candidate for the school council election in your attendance area.

**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 and school council referendum votes, in accordance with the *Education Act*.

ELECTION SPECIFIC INFORMATION		
<b>School Attendance Area Information:</b>	Name of School:	
	School established on the basis of religion? Yes <input type="checkbox"/> No <input type="checkbox"/>	# Members on School Council: <input style="width: 40px; height: 20px;" type="text"/>
<b>Nominations Open:</b>	<b>Monday, April 11, 2022</b>	
<b>Nominations Close:</b>	<b>Thursday, April 21, 2022 10:00 AM – 12:00 NOON</b>	<b>Location:</b>
<b>Early Voting:</b>	<b>Wednesday, April 27, 2022 3:00 PM – 6:00 PM</b>	<b>Location:</b>
	<b>Saturday, April 30, 2022 1:00 PM – 4:00 PM</b>	<b>Location:</b>
	<b>April 22 – April 29, 2022 Monday through Friday 10:00 AM – 4:00 PM</b>	<b>Location:</b> Main Administration Building 2071 Second Avenue (main entrance) Whitehorse YT
<b>Polling Day:</b>	<b>May 02, 2022 3:00 PM – 8:00 PM</b>	<b>Location:</b>
	<b>May 02, 2022 10:00 AM – 8:00 PM</b>	<b>Location:</b> Main Administration Building 2071 Second Avenue (main entrance) Whitehorse YT
<b>Addition of the Vote:</b>	<b>May _____, 2022 @ 12:00 PM</b>	<b>Location:</b>
<b>Returning Officer:</b>	<b>Name:</b>	
	<b>Email:</b>	<b>Phone #:</b>

## CANDIDATE INFORMATION

**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 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
  - Student transportation
  - Proposing locally developed courses of study

**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 between elections; 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, and follow direction provided by the Chief Electoral Officer. The Returning Officer accepts nomination papers from candidates and, should an election be held, is responsible for the oversight and delivery of a fair, compliant and impartial school council election in their attendance area.

**Candidates:** A candidate is an individual seeking election as a member of a school council. A candidate must be an eligible elector and must be nominated by at least three electors who are also eligible to vote in their attendance area (see eligible electors). After approving their Nomination Papers, the School Council Returning Officer will declare them a candidate.

**Ineligible Candidates:** People employed by the school, regardless of the level of government that employs them, are ineligible to be a member of school council. Employees of the school may seek election; however, a Statement of Ineligible Candidate must accompany their Nomination Papers. The Statement of Ineligible Candidate states that if elected, the candidate will resign from their position as an employee of the school within 30 days of polling day, May 02, 2022.

If you are not sure if you are employed by the school, contact **Lori Choquette, School Council Liaison** at the Department of Education at **(867) 667-8226** or [Lori.Choquette@yukon.ca](mailto:Lori.Choquette@yukon.ca) as soon as possible prior to submitting your Nomination Paper.

**Candidate Eligibility:** A candidate must be an eligible elector in the attendance area in which they are filing a Nomination Paper (see eligible electors).

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

- Notice of Nomination (nominations can be submitted to the Returning Officer between April 11, 2022 and the Close of Nominations at 12 noon on April 21, 2022)
- List of Candidates (produced after the Close of Nominations)
- Notice of Candidates Elected (summary of candidates elected, either by acclamation or as the result of an election)

Once your Nomination Paper is accepted, your name will be posted on the Elections Yukon website [electionsyukon.ca](http://electionsyukon.ca) as a candidate seeking election.

**Notice of Nominations:** 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 Nominations is normally 3 or 4 weeks before Polling Day.

**Nomination Paper:** Each candidate must file a properly completed Nomination Paper with the Returning Officer for their attendance area. Your Nomination Paper must be signed by at least three eligible electors (see eligible electors). If your Nomination Paper is not properly completed, the Returning Officer will not be able to accept it. It must be corrected and resubmitted before the Close of Nominations at 12:00 noon on April 21, 2022. 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 12:00 noon at a designated location in the school.
- Your Nomination Paper must be submitted to the Returning Officer responsible for the election of the School Council for which you wish to be a candidate.
- **Early filing will ensure that any issues with your Nomination Paper can be resolved before the Close of Nominations.**
- The date and time Nomination Papers are received are used to assign the order names appear on the list of candidates; i.e. the first confirmed candidate will appear first on the list of candidates.
- The Returning Officer will provide a receipt for your completed Nomination Paper.

Once your Nomination Paper is accepted, your candidature will be published on the Elections Yukon website [electionsyukon.ca](http://electionsyukon.ca) as a candidate seeking election.

**Close of Nominations:** Completed and valid nomination papers must be received by the Returning Officer by 12 noon at the Close of Nominations on Thursday, April 21, 2022. **Late applications will not be accepted.**

**Meeting of Potential and Confirmed Candidates:** If requested, the Returning Officer will set up a meeting for potential and confirmed candidates before the Close of Nominations (the date of the Close of Nominations is April 21, 2022). The Returning Officer will contact all confirmed candidates and post a notice at the school of the date, time and location of the meeting.

## ELIGIBLE ELECTORS

**Eligible Electors:** In order to be nominated as a candidate, sign a Nomination Papers or vote in a School Council election, an elector must, as of polling day (May 02, 2022) be:

- a Canadian citizen, and
- at least 18 years of age, and
- qualified to vote in the attendance area based on:
  - being resident in the attendance area for three months or more, and/or
  - being a parent<sup>1</sup> of a child who attends a school in the attendance area

**Eligible Electors for a School Established on the Basis of Religion:** In order to be nominated as a candidate, sign a Nomination Paper or to vote in a School Council election for a school established on the basis of religion, you must, as of polling day (May 02, 2022) be:

- a Canadian citizen; and
- at least 18 years of age; and
- qualified to vote by meeting at least one of the following:
  - being the parent<sup>1</sup> of a child who attends a school established on the basis of religion; or
  - being a resident in the attendance area for at least three months and a registered member of Sacred Heart Cathedral parish or Our Lady of Victory parish; or
  - have written approval from the Bishop of the Episcopal Corporation of the Diocese of Whitehorse.

## VOTING OPTIONS

**Early Voting:** To increase access to voting, several early voting options will be available to electors prior to Polling Day. Early voting will take place at schools for which an election is being held:

- Wednesday, April 27, 2022 from 3:00 PM to 6:00 PM
- Saturday, April 30, 2022 from 1:00 to 4:00 PM

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<sup>1</sup> **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.

In-person voting will also be available at the Main Administration Building in Whitehorse (2071 Second Ave., main entrance) Monday to Friday from 10:00 AM to 4:00 PM from April 22 to April 29, 2022.

**Polling Day:** Where an election is required, voting will take place on Monday, May 02, 2022 (Polling Day) in the following locations:

- Schools for which an election is being held - 3:00 PM to 8:00 PM
- Main Administration Building in Whitehorse (2071 Second Ave., main entrance) – 10:00 AM to 8:00 PM

**Voting by Appointment:** Electors may, on request, vote with the Returning Officer by appointment. Typical reasons an elector may request to vote by appointment include:

- absence from the attendance area
- hospitalization
- infirmity
- confinement to a correction centre
- hours of employment
- appointment as a deputy returning officer or poll clerk
- housebound (this includes self-isolating)

Applications to vote by appointment are available from the Returning Officer or Elections Yukon's website [electionsyukon.ca](http://electionsyukon.ca). Electors can apply to vote by appointment any time between the Notice of Nominations and 12:00 noon on April 29, 2022; requests received after this may not be able to be accommodated. Applications submitted to vote by appointment before the Close of Nominations will be retained until it is determined that an election will be required.

If voting by appointment is not practical, mail-in ballots may be requested using the same application.

**Voting by Mail-In Ballot:** Electors may apply for a mail-in ballot at any time between the Notice of Nominations and 12:00 noon on April 29, 2022. Since mail delivery can be unpredictable, it is recommended that electors who wish to vote by mail-in ballot submit an application before the Close of Nominations. Typical reasons an elector may request to vote by mail-in ballot include:

- absence from the attendance area
- hospitalization
- infirmity
- confinement to a correction centre
- hours of employment
- appointment as a deputy returning officer or poll clerk
- housebound (this includes self-isolating)

Applications submitted to vote by mail-in ballot before the Close of Nominations will be retained until it is determined that an election will be required. Ballots will not be issued until after the Close of Nominations on April 21, 2022.

Mail-in ballots are not required to be sent or returned by mail. Completed mail-in ballots can be returned:

- by mail to Elections Yukon; or
- by hand-delivering to the Returning Officer managing the School Council election in which the elector is voting; or
- by hand-delivering to Elections Yukon during regular business hours; or
- by depositing in the secure drop box located at the Main Administration Building in Whitehorse (2071 Second Ave. by the entrance to the old library).

**All mail-in ballots must be returned before the close of polls at 8:00 PM on Polling Day, May 02, 2022.**

## POLLING DAY

**Health and Safety Precautions:** Health and safety precautions will be in place to protect electors, candidates, election workers and the public. Masks and hand sanitizer will be available at all polling locations. Other COVID-19 protocols will be in place, including safe spacing, screens and surface sanitation. Any additional health and safety guidance provided by the Chief Medical Officer of Health will be followed.

**Candidate's Agent:** Candidates may appoint someone to represent them on Polling Day at a polling place. Candidates may appoint more than one agent, however, only one agent per candidate may be at each polling place at a time.

Each agent must be appointed in writing on Form 101 (Form 6/6A) Appointment of Candidate's Agent. The agent must 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:

- request that electors repeat their name and address;
- look at the poll book;
- observe the validation of certificate envelopes;
- receive a blank tally sheet;
- observe the ballot count;
- object to a ballot's acceptance;
- act as a witness and sign forms and official seals.

**Results:** Results will be posted to the Elections Yukon website [electionyukon.ca](http://electionyukon.ca) after 8:00 PM as they are received on May 02, 2022. Unless otherwise requested, a copy of the Certificate of the Addition of the Vote will be sent to all candidates by email following the Official Addition of the Vote on May 03, 2022.

## FREQUENTLY ASKED QUESTIONS

### **Can I submit my Nomination Paper with any School Council Returning Officer?**

No. You must submit your Nomination Paper with the Returning Officer who is managing the School Council election for the school for which you wish to be a candidate.

### **Can I vote more than once?**

Yes, possibly. An elector may vote in the school council election for an attendance area in which they have been a resident for at least 3 months, AND in the election for a council of a school in which their child is in attendance, should these be different attendance areas.

Also, if an elector has been a resident for at least 3 months in overlapping attendance areas, they may vote in all elections in which they are eligible based on residence. If an elector has children attending more than one school, they may vote in the school council election for each of the schools in which they have a child in attendance.

Regardless of eligibility criteria, an elector cannot vote in the same election in one attendance area more than once; i.e. they cannot vote in the same election in the same attendance area based on both residency and attendance or having more than one child at the same school.

### **Can I be elected to more than one School Council?**

Yes, possibly. You can be elected to any School Council for which you are an eligible elector.

### **If I am employed by the school, am I eligible to vote and be a candidate?**

Yes. You may vote in the school council election and may be a candidate if you file a Statement of Ineligible Candidate along with your Nomination Paper. If elected, you would be required to resign from your position as an employee of the school within 30 days of polling day, May 02, 2022.

### **Can I withdraw my name after filing my Nomination Paper?**

Yes. You can withdraw your name any time before the polls open on Polling Day. You must provide the Returning officer with notice of your withdrawal in writing.

### **What happens if the number of candidates is equal to or less than the number of positions on School Council?**

Candidates whose Nomination Papers have been accepted and approved by the Returning Officer will be elected by acclamation.



**What happens if there are more candidates than positions on a School Council?**

An election will be held.

**When does my term begin?**

If elected or acclaimed, your term will begin on the day before the first day of school following Polling Day. To find out when the first day of school is in your community, refer to the school calendar available on Yukon.ca

**When will my term end?**

Members of a School Council hold office for a two-year term. Your term will end the day before school starts two years after Polling Day.

**Where can I learn more about the role of School Councils?**

The school council resource guide, [Serving on a School Council in Yukon](#), developed by the Association of Yukon School Councils, Boards & Committees provides a detailed overview of the roles and responsibilities of school councils.

**If I still have more questions, who can I contact?**

The following people will be able to assist you:

- Lori Choquette, School Council Liaison – (867) 667-8226 – [Lori.Choquette@yukon.ca](mailto:Lori.Choquette@yukon.ca)
- Elections Yukon – (867) 667-8683 – [schools@electionsyukon.ca](mailto:schools@electionsyukon.ca)
- The Returning Officer for your school