

SCHOOL COUNCIL ELECTIONS CHECKLIST

- School council elections should be held within the first 30 calendar days of the first day of the school year or as soon thereafter as possible.
- Principals should review the school council constitution prior to planning the election to confirm the number and nature of positions on the council and any other elements of the constitution which might affect the planning of the election.
- At least two weeks in advance of the election, the school principal will send out a notice of date, time, and location of the election. Distribution must also include parents/guardians of students from the school who are attending OCV.
- Nominations of candidates are made in writing to the school council Chair and/or the principal. An individual may self-nominate or be nominated by others. Both parents/guardians of students attending the school in person and parents/guardians of students from the school who are attending the Ottawa-Carleton Virtual School are eligible for nomination.
- If parent elections are held during a meeting, nominations will be accepted until the time that voting begins.
- If parent election is being held during the day, nominations will be closed at a specific date and time determined by the School Council, and the notice of the election will contain a date for the closing of nominations.
- Elections will be held at the school on the date/time publicized in the notice of election. Voting by proxy is not allowed.
- At the close of nominations, the principal shall review the nominations to confirm the eligibility of candidates. Any nomination for a parent of a student enrolled in an OCV school shall only be allowed where an insufficient number of parents of students attending in person have put their names forward for election. In most cases, this will mean that the exact number of candidates required, or fewer, are nominated, and the election will be declared to be by acclamation.
- Elections will be conducted by electronic ballot using a confidential Google ballot form. The confidential electronic ballot shall be submitted to the principal. The principal shall make every effort to ensure the secrecy of the ballot.
- Where an election is held, only the name of the successful candidate and the total number of votes cast is announced.
- In case of a tie vote, the principal will draw the names of the candidates from a hat to determine who is elected.
- Once the council has been elected, any member shall be eligible for election or appointment to an executive position.