

**LOCAL SCHOOL COUNCIL ELECTIONS
ANNUALLY in MAY
INFORMATION PACKAGE**

This package contains:

I:

**CATHOLIC INDEPENDENT SCHOOLS,
DIOCESE OF VICTORIA**

**I. INFORMATION FOR SCHOOL COUNCIL
NOMINATING COMMITTEE**

A. GENERAL INFORMATION FOR NOMINATING COMMITTEE

- * a goal of the committee should be to seek candidates who will provide the council with a balanced representation from the community (see attached chart); complete the grid for current members
- * verify the number of vacancies
- * determine the number of Catholics that must be elected to meet the two thirds majority requirement
- * ensure that information is advertised widely through parish(es) and school
- * candidates should be given a copy of the information for Local School Council Candidates
- * check carefully that candidates meet eligibility requirements. If there is doubt further verification must be sought.
- * complete eligibility form and attach to nomination form
- * establish a system for registering voters at the annual public meeting (e.g. school list and parish list)
- * appoint scrutineers - these may be members of the nominating committee

N.B.

1. All terms for local school council members are for three years with one third of the positions being open each year.
2. The number of elected members should be in multiples of three. The ideal number is six, but may vary according to local practice.
3. Nomination forms, eligibility slips and Register of Voters should be kept on file in the school for a 12-month period. Ballots should be destroyed by the scrutineers.

(For further information see **Called To Serve**, Ch. 9, and Local School Council By-Laws)

B. MISSION AND MANDATE

LOCAL SCHOOL COUNCILS

community, between the school and parish(es), as well as between the

- 2.7 To actively seek financial support for the school.
- 2.8 To be responsible for issues relating to school property, grounds and transportation.
- 2.9 To foster good relations between all members of the local school community, between the school and parish(es), as well as between the school and the diocesan authorities, through an effective system of communication.
- 2.10 To foster participation of the local Catholic community in the school.
- 2.11 To represent the school in all dealings with the CISDV and other supportive and related organizations, in particular the local Catholic community which the school serves.

Article 3: POWERS AND DUTIES OF THE COUNCIL

The powers and duties of the council are subject to the provisions of the Mission and Mandate and the policies and regulations issued from time to time by the Catholic Independent Schools Board of Directors on behalf of CISDV. The council shall:

- 3.1 Ensure the school curricula reflects the Catholic philosophy of education outlined by the Diocese, [*Pastoral Letter on Catholic Schools in the Province of BC by the Catholic Bishops of British Columbia*](#), and the Mission Statement of CISDV.
- 3.2 Each year provide input into and review an operating budget, to be approved by the Board of Directors and Diocesan Finance Committee in May/June. Each fiscal year shall begin on July 1st and end on June 30th of the following year.
- 3.3 Comply with CISDV policies and procedures in matters pertaining to school property and capital costs.
- 3.4 Designate a council member to attend parish council meetings (except St. Andrew's Regional High School).
- 3.5 Participate in the selec

- 3.10 Foster good relations between students, parents, employees, council members, the Parent Support Group, the parish community, and the community at large.
- 3.11 Formulate policies and regulations for the purpose of carrying out the affairs of the council.
- 3.12 Monitor and evaluate on a continuing basis the relevancy of all policies and regulations previously established.
- 3.13 To consider formal grievance appeals on matters affecting staff and st

- 9.2 Candidates for election shall meet the following requirements:
Must be a Catholic and a participating member of the supporting parish(es), OR
a parent or legal guardian with a child enrolled in the school
AND
of legal voting age in the province of B.C.
not be an employee, nor a member of the immediate family of an employee of the school
not be a student at the school.
- 9.3 Two-thirds of the elected members must be Catholic and participating members of a parish community.
- 9.4 An elected member to the council may serve no more than six consecutive years. A person who has served on the council shall be eligible for election to it after the expiration of one year following the completion of his/her last year of service on the council.
- 9.5 An eligible voter is a person who has attained the legal voting age in the province of B.C. and is either:
a member of the Catholic parish(es), OR
a parent or legal guardian of a child attending the school, OR
a member of the staff of the school.
- 9.6 Five weeks prior to the Annual General Meeting the council shall:
- a) Set and publicize in the parish(es) and the school, the date, time and location of the Annual General Meeting (Appendix `A');
 - b) Make known that any persons eligible to vote may nominate candidates to the council by following the procedure set forth here under:
 - i. Nominations must be submitted in writing on the prescribed nomination form and signed by the nominee (Appendix `B');
 - ii. The nominations must be co-signed by two other eligible voters;
 - iii. The completed nomination form must be in the hands of the Nominating Committee three weeks prior to the annual meeting. The Nominating Committee shall verify the eligibility of the nominees.
- 9.7 The Nominating Committee is appointed by the council and shall be composed of:
a chairperson (who shall be an elected council member),
the parish priest (or priest's representative),
two other appointees.
- 9.8 Two weeks prior to the date of the Annual General Meeting, the slate of nominees shall be published through the school and parish(es). This announcement shall include a short biographical sketch for each nominee indicating general background and relevant experience.

- 9.9 At the Annual General Meeting the candidates for election to the council may give a brief speech or have a statement read on their behalf.
- 9.10 Voting shall take place at the Annual General Meeting. Advanced polls are permissible at the discretion of the Local School Council on an annual basis. Proxy votes are not permissible.
- 9.11 Voting shall be by secret ballot with the names of candidates listed in alphabetical order. Voters shall be entitled to only one ballot (Appendix `C').
- 9.12 Scrutineers, selected by the Nominating Committee, shall ensure correct voting procedures are followed.
- 9.13 The candidate(s) with the largest number of votes shall be declared elected to the council subject to the provisions of 9.3.
- 9.14 In the event of a tie vote, new ballots shall be issued for the tied candidates and the candidate with the largest number of votes on this ballot shall be declared elected. A further tie shall be determined by a coin toss between the tied ca

APPENDIX `A`

SCHOOL NAME _____

NOTICE OF ANNUAL PUBLIC MEETING AND ELECTION OF MEMBERS TO THE SCHOOL COUNCIL.

APPENDIX `B`

SCHOOL NAME _____

SCHOOL COUNCIL ELECTIONS

NOMINATIONS 20__

I _____ do hereby request that my name stand for office of school council member at _____ School.

I am nineteen (19) years of age or older and:

_____ **am a member of _____ Parish(es) or**
_____ **a parent or legal guardian of a student of the school.**

I am not an employee of the CISDV, an immediate relative of an employee of the school, nor a student of the school.

My nomination is sponsored by _____ and _____, whose signatures appear below.

Sponsor

Phone Date

Sponsor

Phone Date

Nominee

Phone Date

The Chairperson of the Nominating Committee, in consultation with other committee members has reviewed eligibility requirements and hereby certifies that the above named is eligible to stand for the office of school council member at _____ School 20__(year) elections. (completed Statement of Eligibility attached)

**Chairperson
Nominating Committee**

Date

Appendix 'B'

STATEMENT OF ELIGIBILITY

The Chairperson of the Nominating Committee and the Pastor, in consultation with other committee members, has reviewed eligibility requirements and hereby certify that _____ is eligible to stand for the office of School Council Member at _____ School 20____ elections.

Chairperson
Nominating Committee

Date

Pastor (or Priest's Representative)

Date

To be attached to Nomination Form

APPENDIX `C'

SAMPLE

SCHOOL NAME _____

**VOTING BALLOT
(Example)**

_____ **SCHOOL COUNCIL ELECTIONS 20** _____
MARK YOUR BALLOT
A MAXIMUM OF _____ CANDIDATES

NAME _____
NAME _____
NAME _____
NAME _____
NAME _____
NAME _____
NAME _____

**CATHOLIC INDEPENDENT SCHOOLS,
DIOCESE OF VICTORIA**

**II. PROCEDURES FOR NOMINATIONS AND
ELECTIONS**

PROCEDURES FOR NOMINATIONS AND ELECTIONS

III. INFORMATION FOR CANDIDATES TO LOCAL CATHOLIC SCHOOL COUNCILS

A. INTRODUCTION

This brochure provides information for people willing to serve on local Catholic school councils within the diocese of Victoria.

Service on a Catholic school council is an important ministry within our diocese as it involves accepting the responsibility for providing quality Catholic education to young people in our schools.

Catholic schools are communities of faith striving to live out the Good News of Jesus Christ and school council members contribute to this by

“fostering the full moral and educational development of our children within the framework of a Catholic environment and philosophy, and encouraging the development of true Christian values”.

(School Council By-Laws
Called To Serve)

B. ELIGIBILITY REQUIREMENTS

The following are minimum requirements for candidates for a school council:

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Candidates are asked to provide the following information (verbally or in writing) to the Nomination Committee:

Biographical sketch

- name
- family
- parish membership
- diocesan/parish/civic involvement
- occupation

Statement of candidacy

- vision for the school
- talents, expertise available to the council
- willingness to give time, talent, energy to the membership

C. TIME COMMITMENT

Most people today have busy schedules involving work and family and only have a limited time available for other activities. Local school council members are required to attend monthly council meetings and one of the council committees. Council in-services and retreats are organized for members - usually one or two per year. These are usually planned for a Saturday. There are opportunities for further involvement for those with the time, interest and talents in specific areas.

Sample Timeline for Local School Council Election Process

January	Assess needs
February	Identify potential candidates Invite to Local School Council meetings
March	Prepare slate and circulate documentation
April	Ensure documentation is complete Advertise Annual Public Meeting and candidates
May	Annual Public Meeting Provide ICS Office with the list of names of new members
June	New Member Orientation workshop