



School Council

Election Process

curiosity

creativity

possibility



- Determines parent representatives – not executive (e.g. Chair, Vice-Chair etc.) positions
 - Executive positions can be determined after parent membership is in place
- Minimum membership includes:
 - Majority of parents
 - Parent membership is not restricted to any number of parents
 - Your bylaws determine your actual membership
 - An HWDSB employee can be a member on the council of their child's school as a staff representative if they declare that they are an HWDSB employee

Planning the Election

Step One

curiosity

creativity

possibility

STEP 1

- Consider forming an election planning committee consisting of parents, teachers and support staff
- Secondary schools should include a student representative, appointed by student council
- It is recommended that this election planning committee be formed in the spring prior to the next school year

STEP 2

- Develop your election plan before your last school council meeting of the year
- Include the date, time and location of the election for school council parent members (must occur within first 30 calendar days of the school year) and submit the permit date through eBase.

STEP 3

- Advertise the election - communicate in June through school newsletter & website

STEP 4

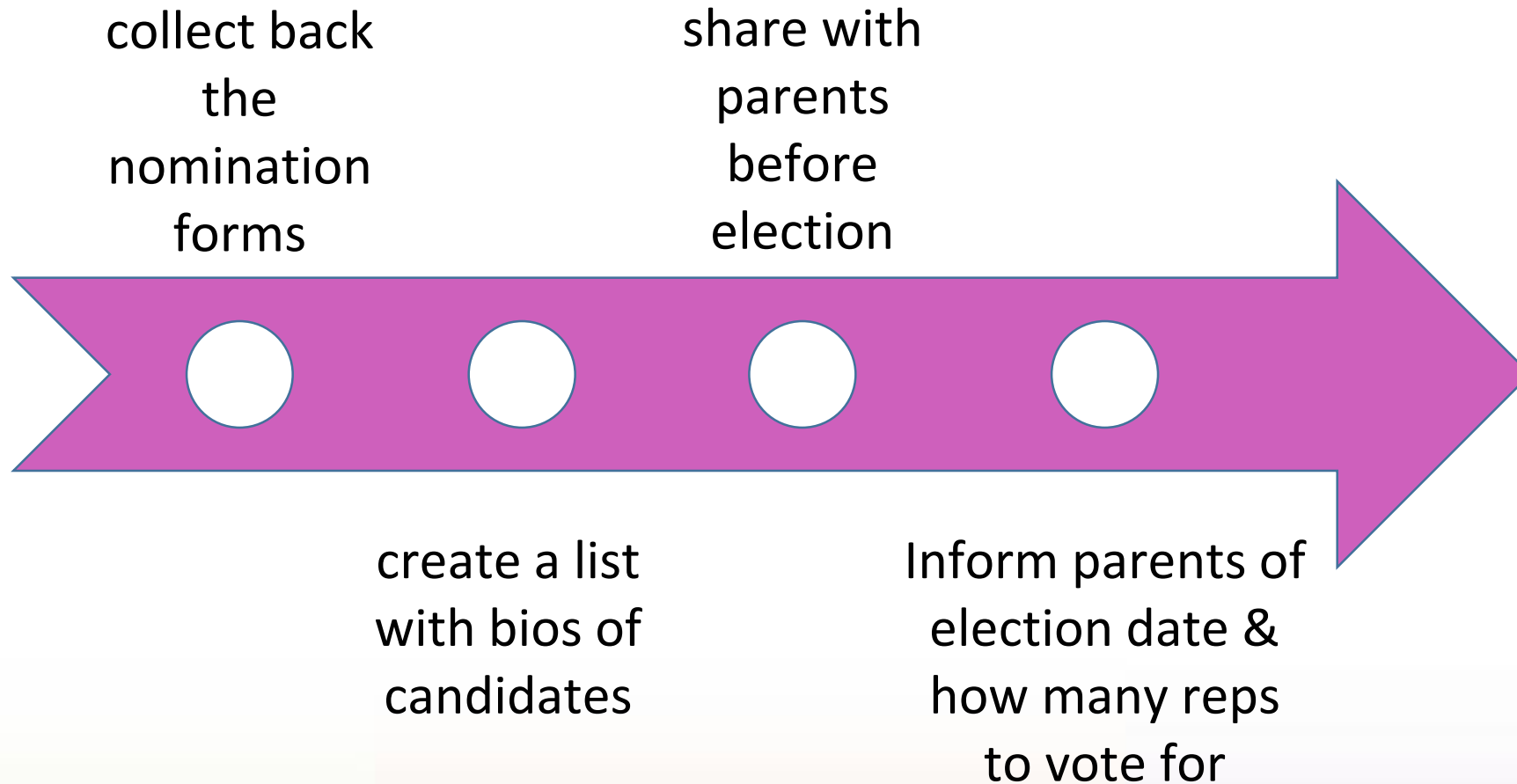
- Inform parents of the process for nominations and elections

STEP 5

- Ongoing communication in the days leading up to the election is essential to encourage parent engagement
- Nomination forms are returned to the school



STEP 6



curiosity

creativity

possibility

STEP 7

- Hold the election

During the Election

Step Two

curiosity

creativity

possibility



1. Elections must be conducted by secret ballot
2. Only parents or guardians of a student enrolled at the school can vote
3. All eligible voters may cast one vote for each parent position
4. Voters must be present at the school on the election day(s) during the hours of the election
5. Individuals running for a position should not be staffing the election table

After the Election

Step Three

curiosity

creativity

possibility

- Announce names of elected council members within 30 days of the election
 - Newsletter
 - School website
 - Social media
 - Internal School Council Yammer



- Hold the first meeting within 35 calendar days of the school year & elect your executive positions



Thank you for your work on
behalf of the children

For information or support, please email PIC@hwdsb.on.ca

curiosity

creativity

possibility