



CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO

Box 2222, 2755 Highway 43, Kemptonville, Ontario K0G 1J0
Phone: (613) 258-7757 Toll-Free: 1-800-443-4562 Fax: (613) 258-7134
www.cdsbeo.on.ca

Schedule of Events in Planning for the Catholic School Council Election of Parent Representatives

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| May/June | <ul style="list-style-type: none">• A committee is established to deal with the Catholic school council election of parent members. |
| Early to mid-June | <ul style="list-style-type: none">• A plan is put in place to deal with how the Catholic school council election will occur. By the last council meeting of the school year, the date, time, and location of the election are determined, as well as how the election will be advertised in the fall. A nomination form is also developed.• School council chairs must have the necessary information for the election to the principal well in advance of the election. |
| Mid-August | <ul style="list-style-type: none">• In the welcome-back-to-school mailing, the principal includes parent-candidate nomination forms and information about the date by which nominations must be received at the school, who is eligible to stand for election, the date of the election, and other information about the election. This package must be in parents' hands at least fourteen days prior to the election. |
| Early September | <ul style="list-style-type: none">• The principal posts school council election information in an area of the school that is easily accessible to parents. Good venues would be the bulletin board and the school website.• Parents return nomination forms to the school |
| Early to mid-September | <ul style="list-style-type: none">• A list of parent nominees with brief biographies is sent home or mailed out, with a reminder of the election date and information on the election process. |
| Mid-to end September | <ul style="list-style-type: none">• The ballot box is prepared for the election of parent representatives, and arrangements are made for volunteers to help voters at the voting areas.• The election of the teacher, non-teacher, and student representatives may take place at the same time or shortly after the election of parent representatives. |
| Late September to early October | <ul style="list-style-type: none">• The first meeting of the new school council takes place, and meeting dates, times, and locations for the upcoming year are determined. (The first meeting of the new school council must take place within thirty-five days of the start of school.)• The names of the new Catholic school council members are publicized to the school community within thirty days of the election, as are the dates, times, and locations of future meetings. |

*According to Ontario Regulation 612/00, section 4(4), the election must be held during the first thirty days of the school year on a date fixed by the school council chair.