

# SCHOOL COUNCIL ELECTIONS CHECKLIST

- School council elections are being held within the first 30 calendar days of the first day of the school year.
  
- 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, ensuring it is posted in a location that is accessible by parents/guardians, and by giving the notice to the student for delivery to his/her parent/guardian.
  
- Nominations by candidates are made in person or in writing to the school council chair.
  
- 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 meeting will contain a date for the closing of nominations.
  
- All elections will be conducted by secret ballot. Ballots are prepared for election.
  
- Elections will be held at the school on the date/time previously publicized in the notice of election. Voting by proxy is not allowed.
  
- Only the name of the successful candidate and the total number of votes cast is announced.
  
- For any positions for which the exact number of candidates required, or fewer, are nominated, the election will be declared to be by acclamation.
  
- In case of a tie vote, tied candidates will draw lots to determine who is elected.