



DUKE OF CONNAUGHT SCHOOL ADVISORY COUNCIL

DUKE SAC ELECTIONS:

The Duke SAC Executive is composed of the following members:

1. Chair(s) – maximum of 2 (at least 1 Chair should have served on the Executive previously)
 2. Vice-Chair of fundraising
 3. Secretary(s) – maximum of 2
 4. Treasurer(s) – max/preferably 2 (at least 1 Treasurer should have served on the Executive previously).
 5. Parent representative(s) – maximum of 4
 6. Ward representative(s) – maximum of 2
- PLUS: One teacher representative (appointed), One non-teaching staff representative (appointed), One community representative (appointed), The Principal/VP Designates (non-voting)

DUKE OF CONNAUGHT SCHOOL ADVISORY COUNCIL BY-LAWS

SECTION E – Elections

1. Executive Members – The election of the SAC Executive shall be held annually in September for the School Year starting October 1 to September 30 of the following year. The Principal shall, on behalf of the SAC, issue written notice of the election of Executive members not less than 14 days before the election. Elections shall be by a show of hands or by ballot, if necessary.
 2. Voting – All parents or guardians of students currently enrolled at Duke of Connaught PS are eligible to vote for members of the Duke SAC Executive.
 3. Eligibility – The first six positions outlined are parent positions, meaning they can only be held by parents or guardians of students currently enrolled at Duke. TDSB employees who are Duke parents and who are not employed at Duke of Connaught are eligible to run for these positions except the Chair(s). A TDSB employee should declare that they work for the TDSB if they are running for an executive position. Staff roles are selected by their corresponding employee group members and will be made known to the new Executive by the Principal in time for their first meeting. The Community Representative is appointed by the new Executive.
 4. Vacancies – When vacancies occur, the Executive shall advertise the position. If there is no response, the Executive may appoint a qualified person for the remainder of the term of the former Executive member.
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1. Meeting participants will be asked to sign in upon entering the room, including confirmation that they have a child attending Duke.
2. Nominations: there are two ways to run for a position:
 - a. Submit the nomination form to the office by September 25th 4PM
 - b. At the September 25TH meeting – verbally answering all the questions on the nomination form.

3. Voting process:
 - a. One candidate: At least one vote must be in favour of candidate – vote to be held by secret ballot (position and name written on paper and placed in brown envelope).
 - b. More than one candidate: vote will be held by secret ballot (position and name written on paper and placed in brown envelope).
4. Ballot counting: Ballots for Chair and vice/co-Chair will be counted and audited by the election committee before moving on to other executive positions. Remaining 5 positions will be counted and audited at end of meeting.

2018-2019

SCHOOL COUNCIL PARENT SELF-NOMINATION FORM

(to be completed and returned to school office by 4:00 p.m. on Tuesday, September 25)

I wish to declare my candidacy for an elected position as a parent/guardian representative on the school council.

Name: _____

Address: _____

Home phone: _____ **Business phone:** _____

E-mail: _____

I am the parent/guardian of _____, who is currently registered at this school in grade/ homeroom_____.

I am an employee of the board. **Yes** **No**

Candidate's signature

Date

Brief description of the skills/experiences you bring to this position.(optional)