

**BOWMORE SCHOOL COUNCIL
MARCH 2010**

ELECTION BYLAW

1. All Parents/Guardians of a student enrolled at Bowmore Jr. & Sr. Public School are automatically **Parent Members**.
2. A person who is a Toronto District School Board employee at Bowmore Public School is not eligible to be a **Parent Member**.
3. **Parent Members** can run and/or vote for **Executive Officer** and **Committee Head** positions.
4. Any **Parent Member** seeking election for an **Executive Officer** position or **Committee Head** position must be self-nominated in writing.
5. Elections will only take place if more than one candidate wishes to run for the same position. Otherwise, self-nominated applications are reviewed by the Election Committee and accepted.
6. **Parent Members** shall be entitled to one vote for each vacant position on council.
7. There will be two School Council elections per year: the “Fall Election” which will occur within the first thirty days of each school year and the “May Election”, which will take place within the month of May.
8. The purpose of the “May Election” will be to elect the following **Executive Officer** positions: Chair or one Co-Chair, Treasurer and the following **Committee Head** position: QSP Committee.
9. a. The purpose of the “Fall Election” shall be to elect **Executive Officer** positions and to elect **Committee Head** positions as required to fulfill the duties of School Council. The “Fall Election” also gives parents an opportunity to participate in Bowmore School life.
b. Positions to be elected include but are not exclusive to: one or two more Co-Chairs, Secretary, Communications Officer, Fundraising Committee Head, Green Team Committee Head
10. The term of the elected **Executive Officers** and **Committee Heads** is for one whole year, from May to May or from September to September.
11. **Executive Officers** or **Committee Heads** can stand for re-election
12. At the end of their term **Executive Officers** and **Committee Heads** are required to physically or electronically hand over all property of Council to incoming **Executive Officers** and **Committee Heads** in order to ensure continuity. Property of Council includes but is not limited to: contact lists, files, folders and any items purchased with Council funds.

12. An **Election Committee** will be created by the School Council **Executive Officers** for each election.

13. The **Election Committee** will help plan the election process, the gathering of nominations, and the running of the election. No one standing for election shall be a member of the **Election Committee**.

1. a. The **Election Committee** shall:

- i. Send home the following information to all parents via the school folder 14 days prior to the election: nomination forms, candidate profile form, election date(s), location and time
- ii. Conduct the elections by secret ballot
- iii. Count the ballots with a representative from school administration
- iv. Notify all candidates of the results
- v. Keep all results and related information confidential.

b. A list of candidates and the vote results will be kept on file by the council for use in the event that a vacancy on the council occurs

c. Election day proceedings shall be supervised by the Principal.

TRANSITION TO NEW ELECTION BYLAW

1. In the year 2010 when this by-law takes effect for the first time, the “May Election” will be held in June.

VACANCY BYLAW

1. Should an elected council position become available before the next election, the runner up candidate shall be appointed to the position.

2. However, if that person is no longer interested in the position, the council can:

- i. Continue with the remaining number of elected council positions, or;
- ii. Appoint a **Parent Member** to the vacant position, or;
- iii. Send home nomination forms so that all **Parent Members** are informed of the leadership opportunity(ies) and re-invited to nominate themselves for the vacant positions

3. If an **Executive Officer** or a **Committee Head** fails to fulfill their duties, or fails to attend scheduled Council meetings without good cause, then the School Council can vote to have that **Executive Officer** or **Committee Head** removed from Council.

BYLAWS AMENDMENT FORMULA

1. Any bylaw can be amended as follows:
 - i. Any **Parent Member** can propose an amendment to the bylaws.
 - ii. A minimum of 14 days notice must be given to all **Parent(s)/Guardian(s)** at Bowmore School prior to any School Council meeting where an amendment to the bylaws will be proposed. The notice must include a copy of the existing bylaw and a copy of the proposed amended bylaw.
 - iii. All **Parent(s)/Guardian(s)** must be made aware of this proposed amendment; at minimum, a notice will be sent home with all students; published in the school newsletter; and posted on the School Council Bulletin Board located in the school where it is accessible to parents.
 - iv. A majority amongst those attending the meeting (with the exception of the Principal) is required to pass the amended bylaw.

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