



## GOVERNANCE

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### EDUCATION COMMITTEE – ELECTIONS 107

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#### **Rationale**

It is essential for the proper running of the Catholic schools in the Archdiocese that the entire election procedure be in accordance with the spirit of the 'Philosophy of Education for Catholic Schools in the Province of British Columbia, A Policy Statement by the Catholic Bishops of British Columbia' and with the election procedures that follow.

#### **Policy**

The nature of the Catholic school is to foster the Christian community in which Faith grows and is nourished. All candidates who are nominated for election must be people of Faith that are committed to Catholic schools and to the fostering of the Christian community in their parish. Nothing should be permitted during the election that would diminish the Christian community in the parish. There should be no campaigning during the election. Candidates should not be put in a situation where they would be asked to show why they were better qualified (had greater Faith or commitment) than someone else.

Each parish having an Education Committee must accept the responsibility of running elections with the care and effort they require. The Nominating Committee must present a full slate of nominations and the electorate must have the opportunity of further nominations. All nominees must be made known to the electorate in an appropriate way before the election. The quality of the nominees and the fairness and openness of the election will ensure that the people of the parish are well represented in the operation of their school.

#### **Procedure**

##### **Eligibility to Vote**

Those eligible to vote for members of the parish and/or Regional Education Committee are Catholics who have reached the age of nineteen (19) and who are registered, participating members of the parish. It is the individual's responsibility to ensure that his/her name is placed on the Voters' List. A person may vote in only one parish. Also eligible to vote are the non-Catholic spouses of all Catholics eligible to vote.

##### **Voters' List**

The Voters' List consists of all registered members of the parish. The Voters' list is to be treated as privileged information. All copies of the Voters' List are to be returned to the Pastor for safekeeping and to remove any basis for complaints about the names of parishioners coming into the possession of those who may use them for unacceptable purposes, sales campaigns, etc.



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#### **1.0 Procedures Before Election**

- 1.1** Each parish education committee shall appoint a returning officer and two scrutineers who are not members of the parish education committee. The returning officer must be responsible for the complete safeguarding of the ballot box at all times, during the voting and between Masses and after Masses on Election Day. The ballot box is not to be left unattended.
- 1.2** Each parish education committee shall strike a Nominating Committee, whose identity shall be communicated to the electorate four weeks prior to the election date.
- 1.3** The Nominating Committee's duty shall be to invite and receive nominations in the prescribed form from those eligible to nominate and to advertise the list of bona fide nominees to the electors on the Sunday preceding the election date. This committee shall provide sufficient candidates to fill all positions - both those on the parish education committee and those on the regional education committee, if any.
- 1.4** Eligible for nomination: Those eligible to hold office as a member of a parish education committee or to represent the parish on a regional education committee are practicing Catholics, approved by the Pastor, who are eligible to vote in that parish and have reached the age of twenty-one (21), with the following exceptions:
- teachers and principal of the school;
  - past employees of the school until three full calendar years have passed since the termination of employment;
  - employees of the parish and/or school;
  - spouses, children, parents, brothers and sisters of persons covered as above;
  - all other teachers/principals employed by C.I.S.V.A.
- 1.5** Eligible to nominate: only those persons eligible to hold office are eligible to nominate.
- 1.6** The prescribed form of nomination must be used and presented in writing with the signature of the nominee consenting to stand for election and with the signatures of two nominators. This form must then be submitted in a sealed envelope addressed to the Nominating Committee and delivered not later than ten days before the date of election.

The nominee must also submit a signed copy of the 'Expectation of Education Committee Members' with the nomination form.



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#### **2.0 Education Committee**

##### **2.1 Regional:**

2.1.1 each parish with an education committee which is designated as a participating member of a Regional school shall on Election Day, vote on eligible candidates for membership on its regional education committee; one member shall be elected by the parish in even numbered years and one member appointed in odd numbered years;

2.1.2 in the case of the designation of a new regional school, a regional education committee will be elected for that school at a date to be determined by the Board of Catholic Independent Schools of Vancouver Archdiocese. Each parish with an education committee which is designated as a participating member of a regional school shall elect one member to this regional education committee for a two year term.

##### **2.2 Parish:**

In the case of a new parish school, three of the members are to be elected for a two year term. The other two for a one year term. Thereafter, all terms of office will be for two years as specified in the "Guidelines".

#### **3.0 Election Date**

Election date in all parishes shall be the last Sunday in May.

#### **4.0 Advance Poll**

It is permissible to allot a time to vote during the week immediately preceding Election Day for the parish and/or regional school education committee.

#### **5.0 Election Day Procedures**

5.1 Election Day, which is a Sunday, is to be interpreted in such a way as to allow the polling place to be open for one hour on the immediately preceding Saturday following a regularly scheduled anticipated Sunday Mass, if there be such.

5.2 On Election Day, the polling place will be open after each Mass for one hour.



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One hour after the last Mass the polls will close.

- 5.3** On Election Day, each eligible voter shall be given a ballot and have a line drawn through his/her name on the Voters' List. The number of such stricken names shall be checked by the returning officer and scrutineers against the number of ballots at the time of ballot counting.
- 5.4** The ballot shall be presented with the nominees in alphabetical order with a space opposite each name, which will be marked with an "X" to record the vote. Only the names of the nominees and directions regarding the number of votes to be marked will appear on the ballot.
- 5.5** The votes shall be counted by the returning officer and the scrutineers. The ballots shall be kept for one week, allowing the recount if requested. At the end of this time, the ballots will be destroyed.
- 5.6** The returning officer, on counting the ballots, will record the number of votes each candidate received, thus indicating the order in which the candidates placed, and report these results in writing to the parish education committee over his/her signature and those of the scrutineers.
- 5.7** In the event of a tied vote, the returning officer shall inform the Pastor and Chairperson of the tie. Notice will be posted of a run-off election to be held the following weekend. The same Voters' list and election day procedures will apply.

#### **6.0 Availability of Voters' List**

**For two consecutive Sundays before the election,** the Voters' List is to be made available under the supervision of the returning officer, for the viewing of those eligible to vote, under the supervision of the returning officer. Any eligible person whose name does not appear on the Voters' List must establish his/her eligibility to the satisfaction of the pastor who shall have final say in the matter.

#### **7.0 Irregularities**

Any irregularities in the elections should be brought to the attention of the chairperson of the Elections and Procedures Sub-Committee.



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#### **8.0 Procedures After The Election**

- 8.1** The first meeting after an election must be held and notification given prior to June 21. This will be the last meeting of the old committee. The new members shall be in attendance. At the conclusion of this meeting, the new education committee shall elect from among its members a chairperson, vice-chairperson, secretary, treasurer, and a delegate to The Catholic Independent Schools of Vancouver Archdiocese. The new officers shall assume office as of July 2.
- 8.2** Immediately the chairperson shall forward in writing to the Secretary of The Catholic Independent Schools of Vancouver Archdiocese, 4885 Saint John Paul II Way, Vancouver, B.C. V5Z 0G3, the names and addresses of the new officers, delegate and members (forms enclosed). This information must be forwarded not later than June 21.
- 8.3** At this first meeting after the election, the new chairperson and treasurer shall sign the banking forms (enclosed), which must be forwarded to the Catholic Independent Schools Vancouver Archdiocese c/o Human Resources Department with the names of the officers not later than June 21. The new officers will assume signing authority on July 1<sup>st</sup>.
- 8.4** At the discretion of the newly elected education committee, retiring members may be invited to remain in an advisory capacity until the beginning of the next school term.

#### **9.0 Vacancies**

##### **9.1 Parish Education Committee:**

- 9.1.1 In the event that a vacancy occurs on an education committee due to the loss of an elected member the vacancy will be filled through appointment by the parish education committee;
- 9.1.2 In the event that a vacancy occurs on an education committee due to the loss of an appointed member the vacancy will be filled through an appointment by the pastor.

##### **9.2 Regional Education Committee:**

- 9.2.1 In the event that a vacancy occurs on an education committee due to the loss of an elected member the vacancy will be filled through appointment by the education committee of the parish the member represented;



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9.2.2 In the event that a vacancy occurs on an education committee due to the loss of an appointed member the vacancy will be filled through appointment by the pastor of the parish the member represented.

**9.3 Persons so appointed must be eligible to hold office.**

Reference:	Approved: Board of Directors
	Date Approved: Pre - 1996
Cross-reference:	Date(s) Revised: February 1, 2005 : June 4, 2013 : April 4, 2016