



Rationale

It is essential for the proper running of Catholic schools in the Archdiocese that the entire election procedure be in accordance with the spirit of the *Pastoral Letter on Catholic Education* issued by the Catholic Bishops of British Columbia, 4 November 2016, and with the election procedures outlined in this policy.

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, for example) 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. Also eligible to vote are the non-Catholic spouses of all Catholics eligible to vote. 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.

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.

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 who will form the Elections and Procedures Sub-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, those on the Regional Education Committee, if any, and those Regional Representative (elected) positions for a parish with a French immersion school.

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 or are Regional Representatives (elected) 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 CISVA.

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 "Statement of Commitment and Understanding for Education Committee Members" (see Policy 110) along with the nomination form.

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 CISVA Board. 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 and two members for a one-year term. Thereafter, all terms of office will be for two years as specified in Policy 111 Education Committee Composition and Term of Office.

3.0 Election Date

The 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 and eligible voters whose children attend a French immersion school.

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, should there be one.

5.2). Polls will be open after each Mass for one hour and close one hour after the last Mass.

5.3). 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). 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 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 of those eligible to vote is to be made available for viewing 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 election should be brought to the attention of the Chairperson of the Elections and Procedures Sub-Committee.

8.0 Procedures After the Election

8.1 The first meeting of the Education Committee after an election must be held prior to 21 June. 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 Society Delegate as well as appoint or re-appoint the authorized users of the school's online banking platform. The new officers shall assume office as of 21 June,

8.2 Immediately the chairperson shall forward in writing to the Superintendent's Office the names and addresses of the new officers, delegate and members (see Policy 116 – Annex A). This information must be forwarded not later than 21 June.

8.3 At this first meeting after the election, and if are new to the role, the Chairperson and Treasurer shall sign the Change of Bank Signatories form (see Policy 204 – Annex A) and send the original copy to the Superintendent's Office not later than 21 June. The new officers signing authority takes effect from 1 July.

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. The appointee shall serve for the duration of the term remaining;

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. The appointee shall serve for the duration of the term remaining.

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. The appointee shall serve for the duration of the term remaining;

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. The appointee shall serve for the duration of the term remaining.

9.3 Persons so appointed must be eligible to hold office.



10). Regional Representation (Elementary Schools)

10.1). In CISVA elementary schools where there is a large number of families that are registered at parishes elsewhere in the Archdiocese other than the parish at which the school is located, these families will have representation on the school’s Education Committee provided the following criteria are met.

The Parish Education Committees at a school, with the consent of the Pastor, can choose to elect from this wider parent community up to two of the five elected members for their Education Committee. Such members will be known as Regional Representatives (elected). One elected position will be assigned provided there are 20% of the families whose children attend the school but are registered at a parish other than the parish with the school. A second elected position will be assigned where 40% of families meet this threshold.

10.2). Nominations: In such cases the nomination process for prospective Regional Representatives (elected) candidates will require the endorsement to stand for election by both the pastor of the parish with the school and the pastor of the parish at which the family is registered.

10.3). Voter’s List: A voter’s list will be prepared by the Principal of the school that provides the names of families whose children attend the school but are registered at parishes other than the parish that has the school. This list will be given to the Elections and Procedures Sub-Committee of the parish with the school. Only those names on this list are eligible to vote for the slate of Regional Representatives (elected) candidates.

10.4). Election: While Education Committee elections take place on the last Sunday of May there is provision for advance balloting the week prior to the last Sunday in May. In this way, eligible voters for the slate of Regional Representatives (elected) can vote provided arrangements are in place. The Principal should work closely with the Elections and Procedures Sub-Committee to ensure that advance polling stations are made available for these voters at the school.

<i>Reference</i>	<i>Approved</i> Board of Directors
<i>Cross-reference</i>	<i>Date Approved</i> Pre - 1996
	<i>Date(s) Revised:</i> 1 February 2005 4 June 2013 4 April 2016 9 January 2018



Governance

Education Committee Elections

Policy 107
