

PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

POLICY ITEM: School Board Elections	CODE: BBB
LEGAL STATUS: Board Motion 24.01	DATE APPROVED: 26 Feb 01

Background: The Board of Education supports the process by which the electors of the Prince Albert Roman Catholic community choose their trustees. In this, the Board of Education believes that certain expectations should be known to all candidates.

POLICY: **The requirements of the Local Government Election Act and Education Act will be strictly adhered to by all employees. Administration is to ensure that all candidates are given an equal and fair opportunity between the closing of nomination day until election day.**

Guidelines:

1. The Chief Financial Officer is to ensure that all employees are informed regarding the requirements of the Local Government Election Act and Education Act.
2. The Director of Education is responsible to implement, evaluate and suggest revisions to this policy.
3. The Director of Education and Chief Financial Officer will cooperate with and coordinate the activities that are requested by the Chief Returning Officer for the City of Prince Albert.

Procedures:

1. The Director of Education will ensure that election campaigns do not disrupt the normal operations of the schools in the Prince Albert Roman Catholic School Division.
2. Information about students such as parents' names, telephone numbers and addresses shall not be provided by any employee.
3. Campaign materials shall not be produced or copied by the schools or the Division office.
4. Campaign materials/information shall not be posted on any property owned by the School Division or distributed to parents through schools or the bus system.
5. Schools shall not be used for campaign purposes except for "all candidates" meetings that are hosted by a parent advisory group or the Prince Albert and area Teachers' Association or the Knights of Columbus or the Catholic Women's League or an equivalent non-partisan organization that is approved by the Director of Education.
6. In deference to the wishes of the Deanery's pastors, candidates

are asked to refrain from campaigning in churches.

7. After the closure of nominations, the Director of Education will supply each Parish in the school division for publication or insertion in its weekly bulletin, the names of the candidates and a brief position statement of each, if provided (to a maximum of one-half page). The cost of printing/distributing will be shared equally among those candidates who choose to participate. The date of the election will also be supplied.
8. The administration will not publicly correct any misinformation provided by candidates unless authorized by Board motion.
9. Candidates may seek information regarding the school system from the minutes of public board meetings (found in the city library) or from the Chief Financial Officer (as his time permits).
10. The Director of Education will make final decisions on matters that are not covered by the Education Act, the Local Government Election Act or this policy.
11. The Chief Financial Officer will provide each candidate, upon request, with an information kit. This kit would include:
 - SSBA Handbook School Trustee Handbook
 - Annual Report
 - Latest Budget Comparison Report
 - School Division Bylaws
 - Other related school division information
12. An ongoing educational information program on the "Role of Trustees" will be planned and implemented by the Director of Education/Chief Financial Officer.
13. A copy of this policy will be provided to each candidate by the Chief Financial Officer after the closure of nominations.