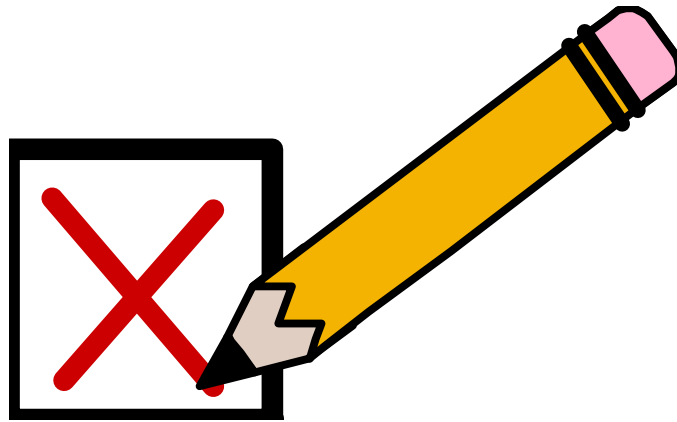


School Committee Elections Resource Manual



REVISED March 23, 2010



Prepared By
Frontier School Division Elections Team

Table of Contents

Introduction	3
Frontier School Division Division Map	4
FRONTIER SCHOOL DIVISION ELECTION PROCESS AND STRUCTURE	
Election Process and Structure	5
School Committees - Wards and Sub-wards by Area	6-7
2010 Election Schedule	8
ROLES AND RESPONSIBILITIES OF ELECTIONS TEAM	
Division Elections Team Organization Chart	9
• Senior Elections Official	
• Assistant Senior Elections Official	
• Local Authority Elections Official	
• Voting Officials	
• Area Superintendents	
• School Principal	
ELECTION EQUIPMENT	
Polling Stations	10
Ballots	10
Voters Lists	10
ELECTION PROCESS	
Qualifications	11-12
• Municipalities	
• First Nations	
Nominations, Acclamations, Appointments, Elections	13
Elections for Local School Committee Executive and Area Advisory Representative .	14
Election for Area Advisory Committee Executive	15
Election for Frontier School Board of Trustees (2)	16
Secret Ballot Voting	16
Tied Vote	17
The By-elections Process	18
RESOURCES	19

Appendix 1 – Nomination Form

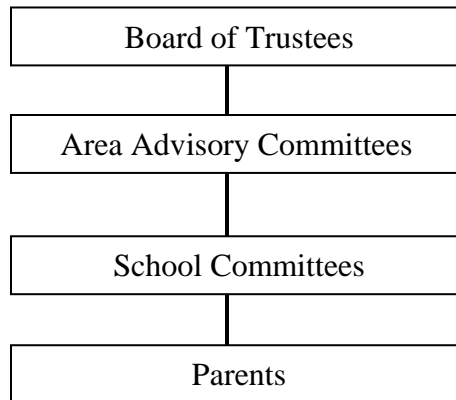
Appendix 2 – Ballot Form

Introduction

Parents and community members form the foundation of the governance structure of Frontier School Division by participating in school committees, area advisory committees and the Board of Trustees. Elections held in local communities are a significant element to the governance of the Division. The basis for this local governance model is the cornerstone of the identity and operations of Frontier School Division.

Frontier School Division governance elections are a unique process in that there are, in essence, three elections. This booklet provides information on the process for conducting elections in Frontier School Division. The *Public Schools Act of Manitoba* outlines the three tiered governance structure.

Governance Relationships

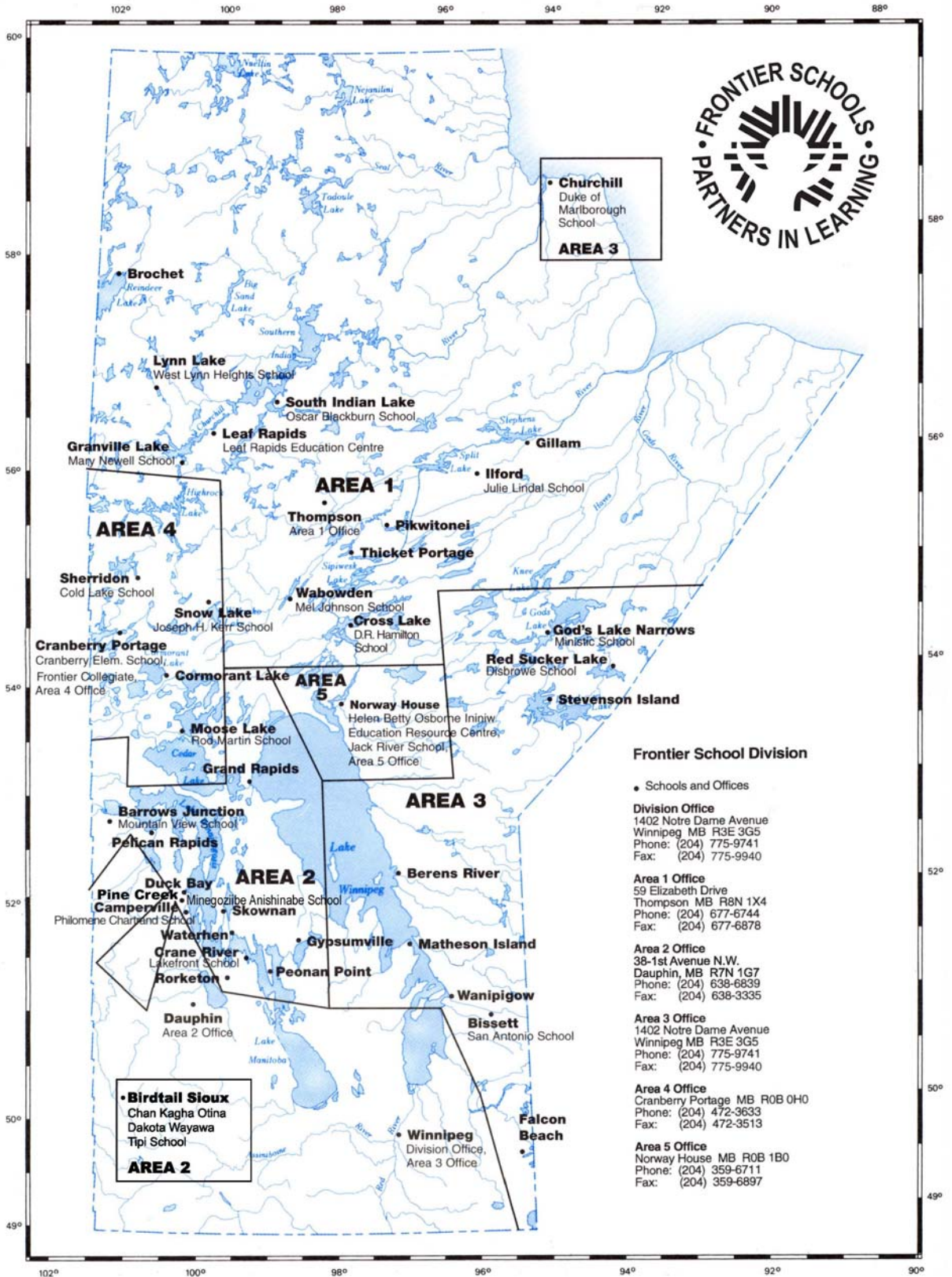


Elections for school committee members are held in conjunction with Manitoba's municipal elections on the fourth Wednesday in October. School committee elections take place on **Wednesday, October 27, 2010**. A person who is elected to a school committee will hold office for a four-year term.

School committee elections are governed by the same legislation that guides municipal elections, *The Municipal Councils and School Boards Election Act*. *The Public Schools Act* contains provincial legislation that governs school committee operations including roles and membership requirements for local school committees, area advisory committees and the Frontier School Board.

For more information on the elections process, please contact the Senior Elections Official for Frontier School Division:

Mr. Lee Heroux
Frontier School Division
38-1st Avenue N.W.
Dauphin MB R7N 1G7
Phone: (204) 638-6839 Cell: (204) 648-4962
Fax: (204) 638-3335
Email: lherou@frontiersd.mb.ca



FRONTIER SCHOOL DIVISION ELECTION PROCESS AND STRUCTURE

LOCAL SCHOOL COMMITTEES

Elect Table Officers (Executive) and Area Representatives

Between **Oct. 28 to Nov 3, 2010**

AREA ADVISORY COMMITTEES

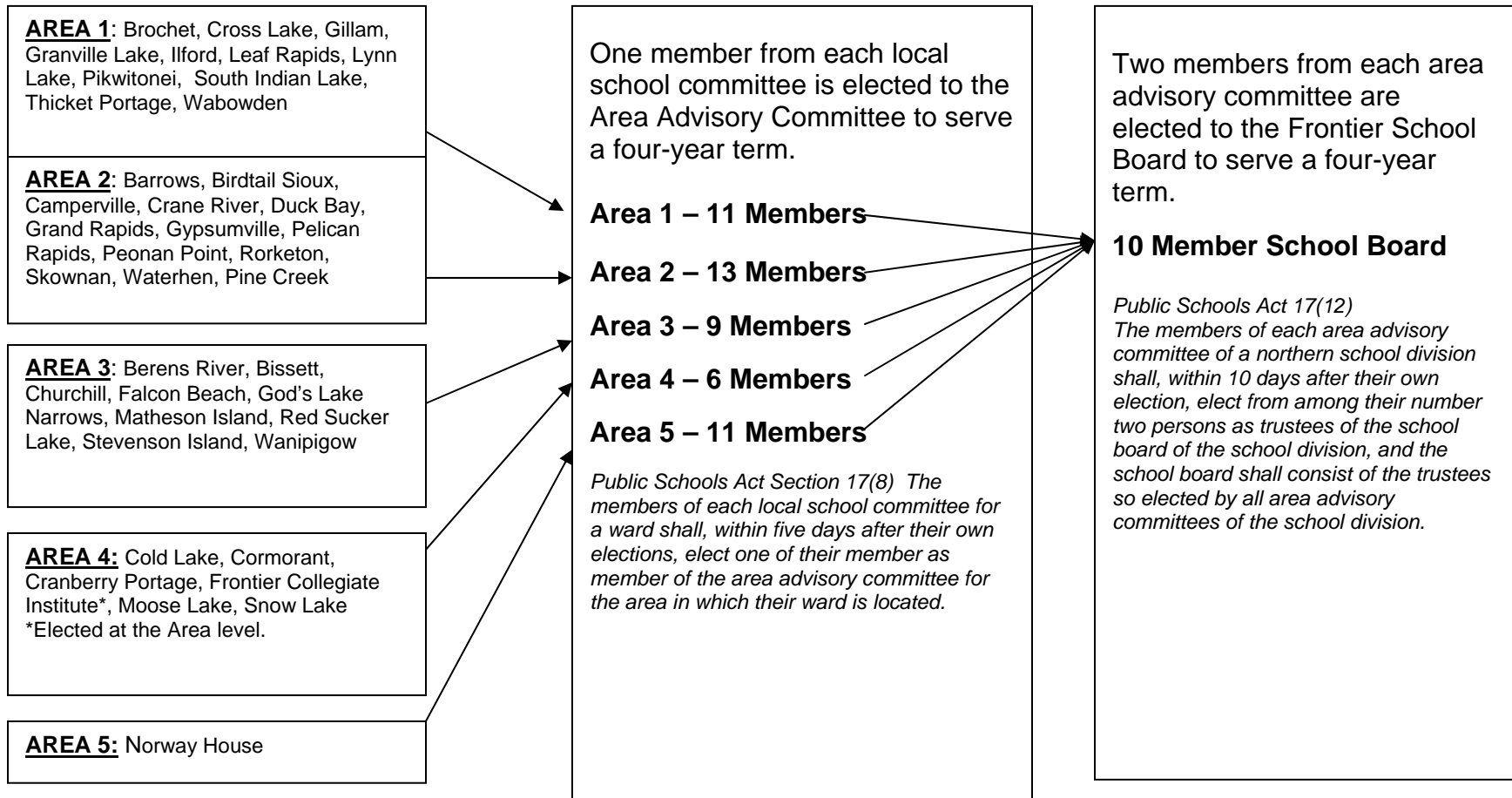
Elect Table Officers (Executive) and School Trustees

Between **Nov 3 to Nov 10, 2010**

BOARD OF TRUSTEES

Swearing in of Trustees

November 18, 2010



SCHOOL COMMITTEES - WARDS AND SUB-WARDS BY AREA

AREA 1

Name of School Committee	Ward	Positions
Brochet	Brochet 3 elected, 4 Band Appointed (Barren Lands First Nation)	7
D.R. Hamilton	Cross Lake	3
Gillam Advisory	Gillam 7 elected, 1 Band Appointed (Fox Lake First Nation) 1 Appointed (Manitoba Hydro-Gillam)	9
Julie Lindal	Ilford 3 elected, 2 Band Appointed (War Lake First Nation)	5
Mary Newell	Granville Lake	5
Oscar Blackburn	South Indian Lake 2 elected, 7 Band appointed (O-Pipon-Na-Piwin Cree Nation)	9
Pikwitonei	Pikwitonei	5
Thicket Portage	Thicket Portage	5
Mel Johnson	Wabowden	7
West Lynn Heights	Lynn Lake 3 elected, 2 Band Appointed (Marcel Colomb First Nation)	5
Leaf Rapids	Leaf Rapids	5

AREA 2

Name of School Committee	Ward	Positions
Mountain View	Barrows	5
Duck Bay	Duck Bay	5
Grand Rapids	Grand Rapids 2 elected, 3 Band Appointed (Misipawistik Cree Nation)	5
Gypsumville	Gypsumville	5
Lakefront	Crane River	5
Pelican Rapids	Pelican Rapids	3
Waterhen	Waterhen. Sub-wards: Mallard – 2 Elected, Rock Ridge – 2 Elected, Waterhen – 2 Elected, Salt Point – 1 Elected	7
Skownan	Skownan 7 Band Appointed (Skownan First Nation)	7
Philomene Chartrand	Camperville	5
Rorketon	Rorketon 5 elected, 1 Band Appointed (O-Chi-Chak-Ko-Sipi First Nation)	6
Peonan Point	Peonan Point	5
Minegoziibe Anishinabe	Pine Creek 5 Band Appointed (Pine Creek Anishinabe First Nation) (Duck Bay School Committee Representative – 1, Philomene Chartrand School Committee Representative – 1)	7
Chan Kagha Otina Dakota Wayawa Tipi	Birdtail Sioux 5 Band Appointed (Birdtail Sioux First Nation)	5

AREA 3

Name of School Committee	Ward	Positions
Berens River	Berens River	5
San Antonio	Bissett	5
Disbrowe	Red Sucker Lake	3
Falcon Beach	Falcon Lake	5
Matheson Island	Matheson Island	5
Stevenson Island	Stevenson Island	5
Wanipigow	Wanipigow Sub-wards: Manigotogan – 2 Elected, Seymourville – 2 Elected, 5 Band Appointed (Hollow Water First Nation)	9
Ministic	God's Lake Narrows	5
Duke of Marlborough	Churchill	5

AREA 4

Name of School Committee	Ward	Positions
Cold Lake	Sherridon	5
Cormorant	Cormorant	5
Cranberry Portage Elementary	Cranberry Portage	7
Rod Martin	Moose lake	7
Joseph H. Kerr	Snow Lake	5
Frontier Collegiate Institute Advisory	Various (Refer to constitution and Terms of Reference for membership)	10

AREA 5

Name of School Committee	Ward	Positions
Norway House	Norway House 4 elected, 7 Band Appointed (Norway House Cree Nation)	11

<p>NUMBER OF SCHOOL COMMITTEES - 40</p> <p>NUMBER OF SCHOOL COMMITTEE MEMBERS - 232</p> <p>NUMBER OF AREA ADVISORY MEMBERS - 50</p> <p>49 BAND APPOINTED</p>
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* Wards and positions (numbers) are based upon *The Public Schools Act*. Sub-wards positions (numbers) are based upon Division direction.

2010 ELECTION SCHEDULE

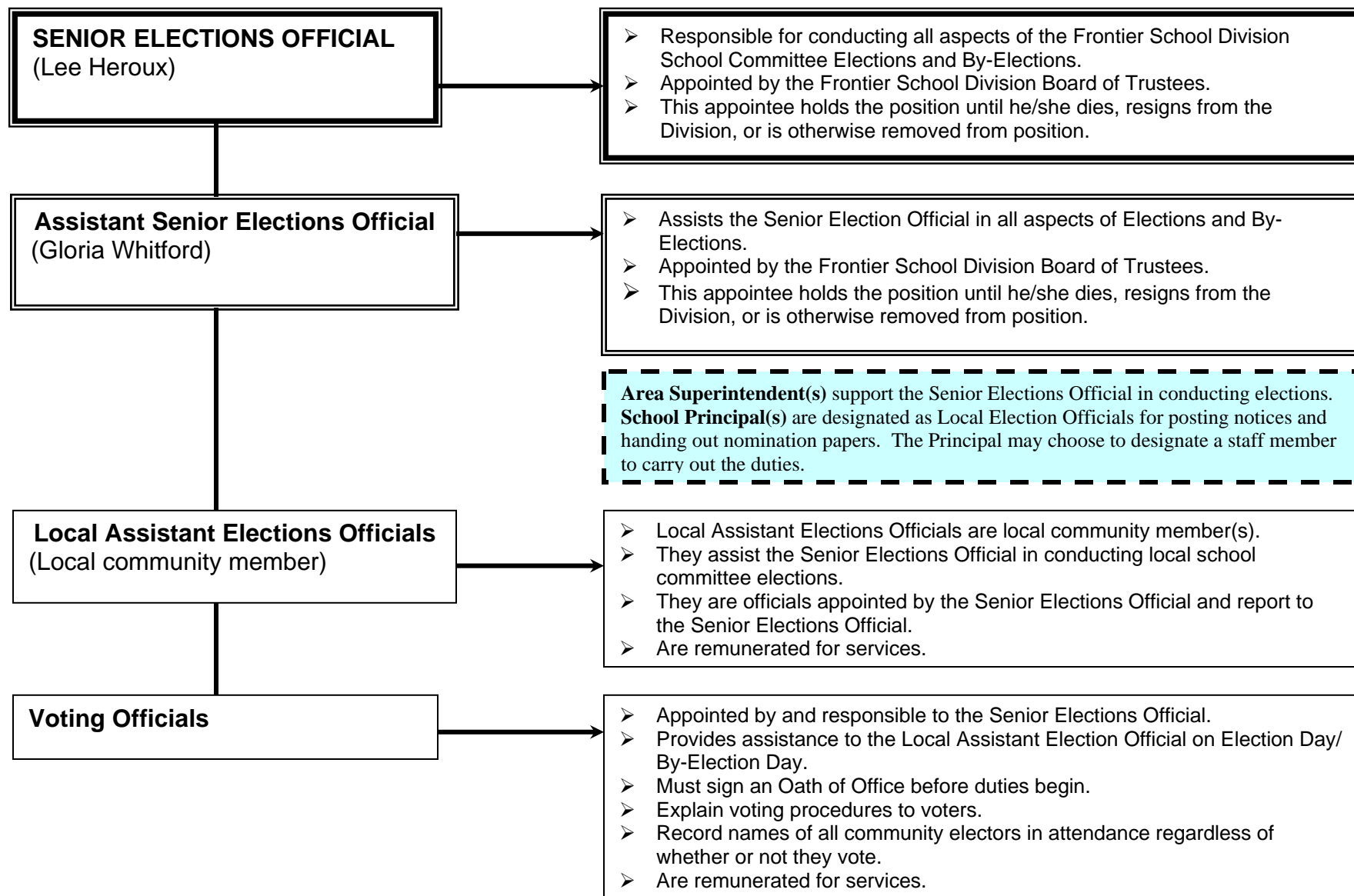


An election schedule will be developed in conjunction with municipal elections for school trustees in the province of Manitoba on the fourth Wednesday of October. Below is Elections Schedule for the 2010 General Elections.

2010 ELECTIONS SCHEDULE

September 8	Post Nomination Posters.
September 15, 16, 17, 20, 21	Nomination papers accepted (regular school hours).
September 22	Candidates may withdraw their nomination (in writing and must be witnessed).
September 23	Senior Election Official to declare candidate(s) elected by acclamation.
September 27	Post Election Posters.
September 29	First day to apply in person to vote by sealed envelope.
September 29	Voters applying for sealed envelope must make own arrangements for delivery.
October 20	Last day to apply to vote by sealed envelope.
October 25	ADVANCE POLL – 8:00 a.m. to 8:00 p.m.
October 27	ELECTION DAY – 8:00 a.m. to 8:00 p.m.
October 28	Senior Election Official announces official election results.
October 28 – November 19	Organizational meetings of School Committees, Area Advisory Committees and the Board takes place.

ROLES AND RESPONSIBILITIES – Division Elections Team



ELECTION EQUIPMENT

Polling Stations

The local school is normally used as a polling station for elections. Unless a community requests otherwise, they can use a different location as a polling station. Accessibility for all voters must be ensured before the Division uses a different location as a polling station.

Ballots

Under the direction of the Senior Elections Official, and ensuring the ballots meet the required specifications as described in *The Municipal Councils and School Boards Election Act*, ballots can be printed either by a professional printer or printed using Division resources. Ballots and other forms of materials used to run an election are provided by the Division Elections Team.



Voters Lists

Using lists obtained from Elections Manitoba, Northern Affairs Community Councils, Local Government Districts and First Nations Communities, the Voters Lists are compiled. The Voters Lists are compiled and updated by Division personnel.

ELECTION PROCESS

Qualifications

Qualifications to hold or run for elections for local, area or school board trustee are noted in the following provincial legislation excerpts. *The Public Schools Act* states:

“A person is qualified to be nominated for and elected as a trustee of a school board, if the person

- a. is a Canadian citizen;*
- b. is of the full age of 18 years, or will be of the full age of 18 years at the date of the election;*
- c. is an actual resident in the school division or school district, and will have been so for a period of at least six months at the date of the election; and*
- d. is not unqualified under any other provision of this Act or under any other Act, and is not otherwise by law prohibited, from being a trustee or from voting at elections in the school division or school district.”*

(Section 22)

“A person who has the following qualifications and has been a resident of a particular ward for a period of at least six months at the date of the election is qualified to be nominated and elected as a member of the local school committee established for that ward.”

(Section 17 (5))

“No student in regular attendance shall be a school committee member of the ward of which he/she is a student.”

(Section 227)

The *Public Schools Act*, Sections 37 (1) to (8) and Article 3 – Section 4 of “Local School Committee Constitution and Terms of Reference” state:

“No employee of the school division or person under contract to the school division shall be eligible to be elected to the school committee.”

Article 3 further defines “employee” and “person under contract” for the purpose of being elected and holding a school committee seat. This may have an effect on an individual who is considering working for the Division and is considering running for a seat on the local school committee.

The Municipal Councils and School Boards Election Act disqualified the following persons from being nominated:

- A judge of the Court of Queen’s Bench or the Court of Appeal,
- A provincial judge or justice of the peace,

- A member of the Legislative Assembly of Manitoba or the Senate or House of Commons of Canada,
- An employee of the municipality who has not been granted a leave of absence.

“A person may not at any one time hold, or be nominated for, more than one local elected office. This means a person cannot run both as a candidate for a council of a municipality and a school board. A sitting council or school trustee will be required to resign before running in a by-election.” Section 40(1)

Municipalities

School committee elections are governed by the same legislation that guides municipal elections (*The Municipal Councils and School Boards Election Act*). A municipality includes a City, Town, Village, Local Government District, or Rural Municipality. Elections in Frontier School Division affect the following municipalities:

- Town of Churchill
- Town of Gillam
- Town of Leaf Rapids
- Town of Lynn Lake
- Local Urban District of Cranberry Portage
- LGD of Grand Rapids
- LGD of Gypsumville
- Town of Rorketon
- Falcon Beach (Parks Manitoba)
- Town of Snow Lake

Northern Affairs communities are exempt from *The Municipal Councils and School Boards Election Act* (Section 40(1)).

EDUCATION AGREEMENTS

Frontier School Division has Education Agreements with First Nations. They are:

- Barren Lands (Brochet)
- Fox Lake (Gillam)
- War Lake (Ilford)
- O-Pipon-Na-Piwin Cree (South Indian Lake)
- O-Chi-Chak-Ko-Sipi (Crane River)
- Birdtail Sioux
- Pine Creek Anishinabe
- Skownan
- Misipawistik Cree (Grand Rapids)
- Hollow Water (Wanipigow)
- Mosakahiken Cree (Moose Lake)
- Norway House Cree

Frontier School Division also has an Education Agreement with Manitoba Hydro-Gillam. Education Agreements reference the local School Committee Constitution and Terms of Reference, which outlines appointment or election of local school committee members.

Nominations, Acclamations, Appointments

Nominations

The Senior Election Official ensures Notices for Nominations are posted in all Division wards.

A person who wishes to be an official candidate in an election, and have their name on the ballot paper must:

- first be qualified to run for the election (see Page 11),
- obtain a minimum number of signatures in the local authority where they wish to run as candidate,
- file the nomination with the Senior Election Official by the timeframes noted on Page 8 (election calendar).

Late or incomplete nominations are ineligible.

Acclamations

Where there is the same number or lesser nominated candidates as there are vacancies for office, the Senior Elections Official declares the candidates as elected to office automatically. No election is required.

Appointments

Individual(s) acclaimed will be instructed by the Senior Elections Official to fill the remaining vacancies by appointment. If there is a quorum of the committee, these acclaimed members have the choice of filling the vacancy(ies) by appointment either before or after the date of the general election.

If there is no quorum, additional members must be appointed on or before the date of the general election.

In the event that **no** nominations are filed in any ward **after** the nomination period ends, then the members of the outgoing school committee shall appoint at least a quorum of members to the new school committee before the date of the general election. (*The Public Schools Act Section 26(6) - Vacancy After Election*)

Elections

In the event that more nominations than necessary have been filed, the Senior Elections Official will declare an election for that ward.

Official results of elections, acclamations and appointments are announced by the Senior Elections the day following the general election, October 28, 2010.

Elections for Local School Committee Executive and Area Advisory Representative

The election of the local school committee executive shall take place **“within five days following the general elections.”** (*The Public Schools Act*, Section (17) 8)

As this is the first official meeting of the local School Committee, the Governance Support Officer, Area Superintendent or Principal will assume the position of an interim Chairperson. This individual will call the meeting to order to proceed with the election.

The Governance Support Officer, Area Superintendent, or Principal will provide assistance in conducting the election of the executive.

The executive officers of the local school committee are:

- Chairperson,
- Vice-Chairperson,
- Secretary and/or Treasurer.

The local school committee also must elect a member to the Area Advisory Committee.

The process for executive elections and Area Advisory representative shall be as follows:

- The Governance Support Officer or Principal shall open nominations for each of the positions and ask for a supporter and seconder for each nomination.
- The candidate must accept or decline the nomination.
- After three (3) calls, the Governance Support Officer or Principal shall declare nominations closed.
- If there is only one nomination after three calls, that position is filled by acclamation.
- If there is more than one nomination for a position, voting will be informal with a show of hands for each position. If a member of a committee requests a secret ballot, then procedures for a secret ballot should be followed, contact the Governance Support Officer for procedures.

Election for Area Advisory Committee Executive

The election of the Area Advisory Committee executive shall take place within 10 days following the general elections (Section 12, Local School Committee Constitution and Terms of Reference).

The Area Advisory Committee also elects a representative to sit on the Frontier Collegiate Institute School Committee. (Section 13, Local School Committee Constitution and Terms of Reference)

As this is the first official meeting of the Area Advisory Committee, the Governance Support Officer or Area Superintendent will assume the position of an interim Chairperson. This individual will call the meeting to order to proceed with the election. **The Governance Support Officer or Area Superintendent will provide assistance in conducting the election of the executive.**

The executive officers of the Area Advisory Committee are:

- Chairperson,
- Vice-Chairperson.

The Area Advisory Committee also must elect a member to the Frontier Collegiate Institute (F.C.I.) School Advisory Committee.

The process for executive elections and the F.C.I. School Advisory Committee representative shall be as follows:

- The Governance Support Officer or Area Superintendent shall ask for supporter/seconders for each nomination.
- This candidate must accept or decline nomination.
- After three (3) calls, the Governance Support Officer shall close nominations.
- If there is only one nomination after three calls, that position is filled by acclamation.
- If there is more than one nomination for a position, voting will be informal with a show of hands for each position.
- If a member requests a secret ballot, then procedures for a secret ballot should be followed, contact the Governance Support Officer for procedures.

Election of Frontier School Board of Trustees (2)

At the Area Advisory Committee meeting, elections also take place for two trustees to sit on the Frontier School Board.

Nomination papers will be provided for this election process on the day of the meeting (Appendix 1).

The Governance Support Officer will outline the nomination procedures:

- Nominations must have a nominator and seconder,
- If the meeting is of one-day duration, the form must be handed in no later than one hour after the commencement of the nomination process,
- If the meeting is of two-day duration, the form must be handed in no later than 11:00 a.m. on the second day of the meeting,
- Forms are to be given to the Governance Support Officer. The Governance Support Officer will then announce nominations have been closed.

After closing of the nominations, if it is found that there are only two nominations received, the two candidates are then announced as acclaimed by the Governance Support Officer. In the event there are more than two nominations, voting procedures will take place immediately after the candidates have addressed the committee.

First/second secret ballot procedures will be used (Appendix 2). Only voting members present are eligible to vote.

Secret Ballot Voting

Frontier School Board of Trustees will be elected using the “first ballot, second ballot” format.

First Ballot Vote:

- Each voting member will receive one ballot.
- **Each member must vote for 2 (two) candidates.**
- A ballot received without 2 (two) candidates marked will be considered a spoiled ballot and not counted.
- The candidate receiving the highest number of votes will be declared elected to the Board of Trustees for the **first seat**.

Second Ballot Vote:

- Each voting member will receive one ballot.
- Each member must vote for (1) one candidate.
- The candidate receiving the highest number of votes will be declared elected to the Board of Trustees for the **second seat**.

In the event of a tie resulting in no trustee being elected for the second seat, the above process will be repeated. The area members will continue until two trustees have been elected.

Tied Vote

In the event of a tied vote, candidates will be asked to deliver a presentation on the position for which they have been nominated. If, after repeated voting the election is still deadlocked with no clear majority, the candidates will deliver another presentation on their candidacy until a candidate is declared elected.

The Governance Support Officer seals all ballots. Ballots are kept for a period of 6 months.

The By-Election Process

By-elections take place every spring and fall, except in the twelve months prior to a general election.

The procedures for a by-election are as follows:

Once the letter of resignation is received and approved by the School Board, the Senior Elections Official is notified and then proceeds with preparation for the by-election. By-elections are conducted in accordance with the regular election schedule:

1. After the approval of a by-election is received by the Senior Elections Official, he/she publishes or posts notices of the by-election. This notice is posted for fourteen (14) days.
2. Nominations can be filed with the Local Assistant Elections Official for five (5) days following this posting.
3. On the final day of nominations, the Senior Elections Official declares candidates elected by acclamation if there are fewer than the number required for that vacancy.
4. Two (2) days after the nominations have closed, if more people than required have filed nominations, candidates who want to may withdraw by 2:00 p.m. Candidates who, once filed nomination papers, have until 2:00 p.m. two (2) days after the nominations close to withdraw their nominations. Otherwise their names remain in the by-election.
5. Within seven (7) days after the nominations close, the Senior Elections Official publishes or posts a notice listing the names of candidates running in the by-election.
6. Electors (people eligible to vote in the community elections) have eight (8) days after notices are posted to apply in writing to the Senior Elections Official if they want to vote by mail.
7. The advance poll is held ten (10) days after the notice of by-election.
8. The by-election is held fourteen (14) days after the notice of by-election.
9. Results of the by-election are posted by the Senior Elections Official the day after the by-election.
10. The Senior Election Officials notifies the Frontier School Board of results of by-election(s).

RESOURCES

The following resources are available from the Senior Elections Official or from the Division office in Winnipeg.

- *The Municipal Councils and School Boards Elections Act* or Manitoba Laws located on the province's website at
<http://web2.gov.mb.ca/laws/statutes/index.php>
<http://web2.gov.mb.ca/laws/statutes/ccsm/m257e.php>
- *The Public Schools Act* referring to Frontier School Division or Manitoba Laws located on the province's website at
<http://web2.gov.mb.ca/laws/statutes/index.php>
<http://web2.gov.mb.ca/laws/statutes/ccsm/p250e.php>
- "Elections Officials Manual – The Municipal Councils and School Boards Elections Act"

The manual contains the Act, instructions and all required sample forms for elections.
- School Committee Resource Manual

The resource manual contains a copy of the generic constitution and terms of reference for school committees and area advisory committees. (This manual will be placed on the Division's website soon.)
- School Committee Job Description/Work Plan and Communication Plan

This is a chart outlining the duties and responsibilities of local school committees in an easy-to-read format.

NOMINATION PAPER

We hereby nominate

NAME OF CANDIDATE

FOR THE OFFICE OF SCHOOL TRUSTEE FOR FRONTIER SCHOOL DIVISION,
TERM ENDING _____ .

NOMINATORS

NAME _____ SIGNATURE _____

NAME _____ SIGNATURE _____

ACCEPTANCE BY CANDIDATE

I, _____ DO HEREBY ACCEPT THIS
NOMINATION FOR SCHOOL TRUSTEE FOR FRONTIER SCHOOL DIVISION,
DATED THIS _____ DAY OF _____ 20____.

SIGNATURE OF CANDIDATE

Witness



Frontier School Division

BALLOT
Election of _____ for Area _____ dated this _____
day of _____, 20____.

VOTE for two (2) candidates only.
Write names of candidates in the space below.

Candidate

Candidate

FIRST BALLOT

BALLOT
Election of _____ for Area _____ dated this _____
day of _____, 20____.

VOTE for one (1) candidate only.
Write names of candidates in the space below.

Candidate

**SECOND BALLOT/
CONSECUTIVE BALLOT**