



## MEMORANDUM

To: All Principals, Vice Principals

From: Prince Duah, Superintendent of Instruction

Date: 21 September 2023

Re: Information Regarding School Councils

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### **Principals are asked to share with School Council Chair(s)**

To support the election process for school councils in 2023, several resources have been provided, including:

- [Nomination](#) and [Self-Nomination](#) Forms
- [Ballot Template and Instructions for Use](#)
- School Council Election Quick Guide (attached)
- [A Guide to Using Google Meet for School Council Attendees](#)
- [Tips for Hosting School Council Meetings Using Google Meet](#)
- [PR.509.SCO, SCHOOL COUNCIL ELECTIONS, CONSTITUTION AND BY-LAWS](#)
- [School Council Elections Webpage](#)

To ensure all parents/caregivers are aware of the school council election, notice should be distributed to students for them to convey to their parents/caregivers, and it should also be made available on the school's website, newsletter, or posted within the school in a convenient location for parents/caregivers to access. School council meetings can be held in person, but schools are expected to work with the council to do what is best for their community.

The 2023 School Council Election Quick Guide is attached to this memorandum and provides an overview of the steps in the election process. Principals should review the procedure and checklist and discuss the plans for election with the school council chair/co-chairs from last year. Please review your school council constitution for specific provisions or by-laws regarding your elections. For example, your constitution may indicate whether you have a chair and vice-chair structure, a co-chair structure or either.

After scheduling the date and providing parents notice, principals will need to make nomination forms available. The nomination forms can be distributed and submitted electronically. An email nomination containing the same information as the form is also acceptable.

Please review the [Ballot Template and Instructions for Use](#) to prepare the ballots based on the number of positions for your school council.

Please review our Google Meet guides for [hosts](#) and [attendees](#) to assist with planning your virtual meeting. Access to Google Meet is tied to an OCDSB email address. School council meetings could be set up on Google Meet using the Principal's email address or the school council's email address. Every school council has an OCDSB email address ([sc-schoolname@ocdsb.ca](mailto:sc-schoolname@ocdsb.ca)). If your school council does not know the password, please contact [csc@ocdsb.ca](mailto:csc@ocdsb.ca) to have the password reset.

A reminder that a parent/caregivers of a student enrolled in an OCV school shall be eligible to seek election to a position on the school council at their child's home school, where an insufficient number of parents/caregivers of students attending in person have put their names forward for election.

In addition, a person is qualified to be a parent member of a school council if they are the parent/caregiver of a pupil enrolled in the school, including those whose children are currently attending the virtual school, unless they are employed at the school. If the parent/caregiver is employed by the OCDSB *but not at the school*, they must take reasonable steps to inform the school community about their employment before the election. An OCDSB employee cannot be the chair or co-chair of a school council.

Nominees seek election to the council as parent members. While they may express interest in a particular role on the council as part of their election platform, the election is to the council itself. The election of officers (chair, co-chair) happens after the council members have been duly elected. So, in your election, it should be made clear that people are running to be on the council, not for a specific position. Someone can say, "if elected, I intend to seek the office of chair, or we intend to seek office as co-chairs," but the members at large elect to the council generally, and those elected will elect the officers of the council.

This information will be shared with school councils in the School Council Newsletter. If you have any questions, please do not hesitate to contact Samah Suliman, Family and Community Engagement (FACE) Coordinator, [samah.suliman@ocdsb.ca](mailto:samah.suliman@ocdsb.ca) or [face@ocdsb.ca](mailto:face@ocdsb.ca).

cc: Office Administrators  
Communications  
Corporate Records  
Senior Staff