

## **CSPC Elections**

### **Step 1: Election of Parent Members**

*CSPC holds office until the newly elected Council holds its Inaugural Meeting (O. Reg. 612/00, s.6.1 (b))*

- 1.1. CSPC Chair calls the CSPC Election Meeting to order
- 1.2. The Principal provides outline of mandate and purpose of CSPC
- 1.3. Call for openings of CSPC Council Parent Member elections
- 1.4. Declaration of number of nominations received
- 1.5. Call for nominations from the floor  
Second each nomination
- 1.6. Presentation of candidacy for each nominee, in lot order
- 1.7. Declaration of candidates
  - If equal or less than the number of candidates required, parents are acclaimed
  - If more candidates than required, an election is held by secret ballot, with parent names listed on the ballot, in lot order
- 1.8. The principal acts as a scrutineer
- 1.9. Candidates with the majority of votes to fill the required positions constitute the new CSPC Council, as per local By-Laws
- 1.10. Motion to adjourn the CSPC Election Meeting
  - Seconded

*Minutes for this meeting are to be recorded and kept on file*

### **Step 2: CSPC Inaugural Meeting**

*Principal opens Inaugural Meeting and proceeds with running the election of the CSPC Executive positions. New CSPC is now officially in office*

### **Step 3: Election of Executive Positions**

*Each elected council member has one vote; this includes teaching and non-teaching representatives.*

- 3.1 Call for nominations for position of Chair or Co-Chairs from newly elected members of council, according to By-Laws
  - Nominations received
  - Motion to close nominations
  - Seconded
  - Candidates speak for 2 minutes as to why they should be elected to the position
  - Candidates either acclaimed or voted in by secret ballot vote, if there are more candidates than the required number
- 3.2 Nominations and procedure, as above, for any other executive position
- 3.3 Nomination of community members
  - Adhere to number in By-Laws
  - Motion to close nominations
  - Seconded
  - If there are more nominations than the number required, elected council members will vote by secret ballot
- 3.4 Nomination of OAPCE Toronto Representative
  - Motion to close nominations
  - Seconded
  - If there are more nominations than required, council members will vote by secret ballot
  - If no one is nominated, the Chair becomes the representative by default
- 3.5 Nomination of a person with special interest in Special Education
  - Motion to close nominations
  - Seconded
- 3.6 Dates and times for CSPC meetings are set (“A school council shall meet within the first 35 days of the school year, after the elections” O. Reg. 612, s. 12 (2))
  - A.O.B.
- 3.7 Motion to adjourn
  - Seconded



## **Catholic School Parent Councils (CSPC)**

### ***AGM, Elections & Inaugural Meeting***

The purpose of Catholic School Parent Councils is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents (O. Reg. 612/2.1).

A Catholic School Parent Council:

- Is an advisory body, that makes recommendations to the principal or the Board; (O. Reg. 612, s. 20);
- Consults with parents/guardians of students enrolled in the school about matters under consideration by the council; (O. Reg. 612/613);
- Develops By-Laws that govern election procedures, filling vacancies and a conflict resolution process; (O. Reg. 612, s. 5(2));
- Keeps minutes of meetings and keeps financial records for a period of four years; (O. Reg. 612, s. 16);
- Produces an annual written report of the council activities, including financial activities, to be submitted to the principal and the Board; (O. Reg. 612, s. 24); and
- Focuses on improving learning for all students, and representing and communicating the views of the school community on any matter in accordance with the *Ministry of Education School Council Guidelines, Regulation 612, TCDSB Parent Engagement Policy S. 10 and Appendix B.*

*Rory McGuckin*  
Director of Education

*Maria Rizzo*  
Chair of the Board

## CSPC Annual General Meeting (September)

*This meeting is to be chaired by the CSPC Chair of the previous academic year. Minutes are to be recorded.*

### Sample Agenda

1. Meeting is called to order
  - Prayer
  - Courtesies
2. CSPC Chair Report
  - Annual Report  
(Previous academic year)
  - Motion to accept Annual Report
  - Seconded
3. Treasurer's Report
  - CSPC Financials  
(Previous academic year)
  - Motion to accept CSPC Financial Report
  - Seconded
4. Principal's Annual Report  
(Previous academic year)
5. Motion to Adjourn AGM
  - Seconded



## CSPC ELECTIONS

### CSPC Elections: Timelines

1. An election of parent members of a school council shall be held during the **first 30 days of each school year** (O. Reg. 612, s. 4 (4))
2. The principal shall, **at least 14 days before the date** of the election of parent members, on behalf of CSPC, give written notice of the date, time and location of the election to every parent of a pupil who is enrolled in the school (O. Reg. 612, s. 4 (6))

### CSPC Elections: Procedures

- Parents/guardians of a student enrolled in the school can vote in a school election and run as a parent representative (O. Reg. 612, s.4)
- Employees who work at their child's school **are not eligible for election** as school council parent members in that school (O. Reg. 612, S, 3.5, 4.2)
- Board employees **are not eligible** to be Chair/Co-chair of **any school council** in the Board. (O. Reg. 612, s. 8(3))
- The Chair and at least one of the co-chairs of the Catholic School Parent Council must be Roman Catholic (TCDSB, CSPC Policy, S. 10, Appendix B, s. 6 (b))
- Committees may include non-elected members of the school community and must include at least one parent member of the school council (O. Reg. 612, s. 13 (2) (3))
- The election of parent members shall be by secret ballot. (TCDSB, CSPC Policy, S.10, Appendix B, s. 3(g))
- Proxy votes are not allowed (TCDSB, CSPC Policy, S. 10, Appendix B, s. 3(h))

### CSPC Election Procedures (Continued)

In accordance with *Board Policy S. 10*, the following procedures are to be followed:

1. Each parent/guardian seeking election must be nominated or self-nominated in writing
2. The Principal shall:
  - provide nomination forms;
  - conduct the elections by secret ballot;
  - ensure that the order of candidate names on the ballot is decided by lot;
  - ensure that if there is a tie for the final position for a representative, the winner shall be decided by lot;
  - count the ballots;
  - notify all candidates present of the results; and
  - keep all results and related information confidential.
3. The principal will make the necessary arrangements for the election of the teaching and non-teaching staff representative, as well as, a student representative(secondary)
4. All appointments of community representatives are to be by majority vote
5. All successful candidates are publicized to the school community following the election
6. A person elected or appointed as a member of a school council holds office for one year from the date that he/she is elected or appointed (O. Reg. 612, s. 6)