



P2000-CA-07:	Procedures for the Election of the Executive Committee
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Origin:	Council of Commissioners		

NOTE: This procedure is established in accordance notably with sections 148 and 179 of the Education Act.

### **The Education Act (E.A.)**

Section 148 of the E.A.:

**148.** Every co-opted commissioner shall have the same rights, powers and obligations as those prescribed for the other commissioners.

However, the commissioner is not entitled to vote at meetings of the council of commissioners or of the executive committee, or to be appointed vice-chair of the school board.

Section 179 of the E.A.:

**179.** The council of commissioners shall establish an executive committee composed of the number of the commissioners it determines, including the chair, at least one commissioner representing the parents' committee and at least one co-opted commissioner, if any."

The council of commissioners shall determine the term of office of the members of the executive committee.

The seat of a member of the executive committee who is entitled to vote becomes vacant in the same cases as those provided for commissioners elected under the Act respecting school elections (chapter E-2.3). The vacancy is then filled following the procedure provided for the designation of a commissioner, but only for the unexpired portion of the term.

## **1.0 NOMINATION OF CHAIRPERSON OF ELECTIONS AND SCRUTINEERS:**

1.1 The Chairperson of Elections will be proposed by resolution.

1.2 Two (2) scrutineers will be proposed by resolution.

## **2.0 COMPOSITION OF EXECUTIVE COMMITTEE:**

- 2.1 The number of voting members of the Executive Committee will be determined by a resolution of the Council of Commissioners. The composition of the Executive Committee must include the Chair, at least one (1) commissioner representing the parents' committee and at least one (1) co-opted commissioner, if any.

## **3.0 MEMBERS OF THE EXECUTIVE COMMITTEE:**

- 3.1 The Chairperson of Elections will proceed to call for nominations for the seats available to commissioners.
- 3.2 A member of Council may nominate another member or themselves.
- 3.3 The nominee must indicate if they accept or decline the nomination.
- 3.4 Closing of nominations is called when no more nominees are presented. If the number of nominations is equal to the number of positions available on the Executive Committee, no vote is required and the nominees are elected by acclamation.
- 3.5 Should a vote be required, all nominees will be invited to speak to their nomination in the order in which they were nominated. A question period will be held after each presentation to entertain questions from Commissioners.
- 3.6 Voting is by secret ballot or by any other means of communication, including electronic means, allowing for votes to be gathered in a way that they may be verified afterwards. The voting method is selected by resolution with a simple majority of members present and voting.
- 3.7 Each council member will cast as many votes as available seats. The nominees with the highest number of votes will be appointed.
- 3.8 After the first vote is tallied, if there is a tie vote between nominees for a remaining available seat on the Executive Committee, the nominees will be invited to speak to their nomination for a second time. An additional vote will be conducted between the tied nominees after which, the nominee with the highest number of votes will be appointed to the remaining seat.
- 3.9 The results of each vote (when more than one vote is required) will be announced by the Chairperson of Elections and entered into the minutes.
- 3.10 The Chairperson will proceed to call for nominations for the seat(s) available to parent-commissioners.
- 3.11 The same procedure as mentioned herein for commissioners will be applied to the seat(s) reserved for parent-commissioners.
- 3.12 After the final results are announced, a resolution will be adopted as to officially appoint the commissioners that will be members of the Executive Committee of the school board.

#### **4.0 CHAIR & VICE-CHAIR OF THE EXECUTIVE COMMITTEE:**

- 4.1 The Chair of the Council of Commissioners is the Chair of the Executive Committee.
- 4.2 The voting members elected to sit on the Executive Committee choose from among themselves the member to be named Vice-Chair. This will take place at the first Executive Committee meeting following the election of its members by the Council of Commissioners.