



CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO

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Schedule for the Catholic School Council Elections

May/June CSC meeting	<ul style="list-style-type: none">• A plan is put in place to deal with the Catholic School Council election for the next school year. By the last council meeting of the school year, the date, time, and location of the election are determined.• Nomination forms and ballots are prepared. An advertising strategy is developed for the fall elections.• School council chairs must have the necessary information for the election to the principal well in advance of the election.
Mid-August to first week of September	<ul style="list-style-type: none">• In the welcome-back-to-school mailing the principal includes parent-candidate nomination forms, information about eligibility, voting, election and nomination dates. This information must be shared fourteen days prior to the election date.
Early September for a three week period	<ul style="list-style-type: none">• The principal posts school council election information in an area of the school that is easily accessible to parents. Good venues would be the bulletin board, school website and school newsletters.• Parents return nomination forms to the school.• A list of parent nominees with brief biographies is sent home or mailed out, with a reminder of the election date and information on the election process.• Last year's CSC must meet to sign off the annual report and conclude the previous year's council business.
Mid-to end September	<ul style="list-style-type: none">• The ballot box is prepared for the election of parent representatives and placed in a supervised area.• The election of the teacher, non-teacher, and student representatives may take place at the same time or shortly after the election of parent representatives.
Late September to early October. Within 35 working days of the start to the school year.	<ul style="list-style-type: none">• The school principal must chair the first meeting of the CSC until the election of the new CSC Chair and executive is complete. The principal then turns the meeting over to the new CSC.• The first meeting of the new CSC takes place; meeting dates, times, and locations for the upcoming year are determined.• The names of the new Catholic School Council members are publicized to the school community within thirty days of the election, as are the dates, times, and locations of future meetings• CSC minutes must be made available in the main office area as well as on school websites.