

School Council

Elections' Overview

Created: January 2021 | Updated: September 2025

What is the School Council's Purpose?

- The purpose of the School Council is through the active participation of parents/caregivers, to improve pupil achievement and to enhance the accountability of the education system to parents (Reg.612/2.1)

What is the Role of School Councils?

- An *advisory body*, that makes recommendations to the Principal of the school or to the Board on any matter (Reg 612/20)
- Consult with parents/caregivers of students enrolled in the school about matters under consideration by the School Council. (Reg.. 612/613)
- Develop By-Laws that govern election procedures, filling vacancies and a conflict resolution process. (Reg 612/5.2)
- Keep minutes of meetings and keep financial records for a period of four years (Reg 612/16)
- Produce an annual written report on the School Council activities, including financial activities, to be submitted to the Principal and to the Board. (Reg. 612/24)
- Focus on improved learning for all students
- Maintain a school-wide perspective on issues
- Represent and communicate the views of the school community

What is the Membership of School Councils?

- Elected parents/caregivers, teachers, support Staff, secondary school students (elementary where appropriate), appointed community representative(s), a representative from the Ontario Home and School Association, if such a group exists in the school and the Principal (or delegate). (Reg. 612/5.1-4)

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What is the Responsibility of a School Council Member?

- Attend and contribute regularly at all School Council meetings
- Act as a link between the School Council and the community
- Participate in information and training
- Fulfill their duties
- Follow the By-Laws as agreed upon by the School Council including the By-Laws for resolving differences of opinion
- Encourage others within the school community to participate in the activities of the School Council
- Communicate with various communities in the school and work towards removing any barriers to the participation of all members of the school community

What is the Term for School Council Members?

- An elected and appointed position on the School Council is one (1) year. Elected and appointed members can seek additional terms.

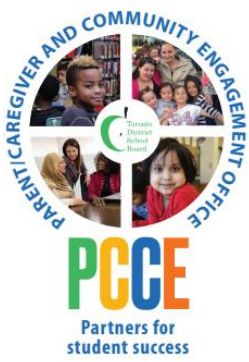
What are the positions on a School Council?

- A Chair selected by the School Council from among the parent/caregiver members on the School Council who will chair meetings, establish a schedule, link with the Principal and speak on behalf of the School Council. The School Council can also choose to elect a Co-Chair, Vice Chair, secretary or treasurer

What is the School Council Election Process?

Elections' Committee

- Each school may form an Elections' Planning Committee chaired by the Principal and with representation from parents/caregivers, teaching Staff, support Staff, and in secondary schools, students. This Committee is responsible for planning and holding elections for parents/caregivers, teachers and support Staff representatives. The planning Committee's roles include:
 - choosing a time and location for the election
 - preparing election information
 - distributing election notices to the school community
 - developing acceptable campaign procedures



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Election procedures

Principal Role

- The Principal shall publicize the Election Day proceedings at least fourteen days prior to the election on behalf of the School Council
- Information about candidates shall be made available to the school community at least one week before the election.
- The Principal shall conduct a lottery to determine the ballot position for each candidate.
- The Principal shall supervise the election day proceedings
- Voting is done by secret ballot
- Ballots shall be counted by the Principal in the presence of at least two parents/caregivers who are not election candidates

Election of Parent/Caregiver Representatives

- Parents/Caregivers of a student enrolled in the school can vote in a school election and run as a parent/caregiver representative
- Parents/Caregivers can nominate themselves by completing the nomination ballot and returning it to the school
- Candidates should be prepared to summarize their reasons for running to represent the school community
- Parents/Caregivers must be present at the school on the election day during the preset hours for voting (to include both daytime and evening hours)
- Parents/Caregivers can cast one vote for each candidate
- If there is a tie for the final position, the winner will be determined by lot (random draw)
- If the number of candidates is less than or equal to the number of positions, the candidates will be acclaimed
- If not all elected positions are filled, the School Council can appoint additional people or choose to operate with vacancies
- Appointments are by majority vote
- The School Council Chair will be elected within 30 days of the parent/caregiver representative elections



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Election of Staff Representative

- The Principal will work with the Elections' Committee to make arrangements for both teacher and support Staff representatives to be elected. Anyone assigned to the school (full or part-time) can be a candidate

Elections of Student Representative

- The Principal will work with the Elections' Committee to make arrangements to decide if there will be a student representative on the Committee. In secondary schools, any student registered can be a candidate

Appointment of Community Representative(s)

- All appointments of community representatives to the School Council are to be by majority vote at a meeting of the School Council

**For further information on School Councils please contact the
Parent Caregiver and Community Engagement Office at 416 397-3529.
pceo@tdsb.on.ca**

or

**Ricardo Francis
School Councils and Community Liaison Groups
416-708-6744
Ricardo.Francis@tdsb.on.ca**