

Committee Election

The month that the annual School Association Committee election (nomination/ballot) process is held is determined by the School Association Year in the School Association Constitution.

The election of the School Association Committee Members is conducted every year, with the rotation of office requiring half the positions in each member category to be re-opened for election. All eligible members of the School Association are able to nominate for a position on the Committee and vote in any ballots held where there are more nominations than vacancies.

Any member of the School Association can nominate to be involved in the Committee. All Committee memberships will re-open for nominations/elections within two years of a person's appointment. The only person exempt from the nomination/election process is the Principal, who is an automatic member of the Committee.

The School Association Constitution provides further information on the election process and the timings of the School Association Year.

How are School Association members elected to the Committee?

Elections to the School Association Committee are through a nomination and/or ballot process. A ballot is held where there are more nominations than vacancies.

Elections are conducted by a Returning Officer who officiates the process. The Returning Officer is appointed by the Principal and is responsible for planning, organising and managing the election process. The Returning Officer can be:

- the School Business Manager (SBM), where they are not standing for election or nomination as a staff member for the Committee, or
- any person nominated by the Principal who is not up for re-election/re-nomination.

The Returning Officer is to utilise the official School Association Register of eligible voters in each category. For this reason, the SBM is often appointed as the Returning Officer, as they manage the School Association Register [Template 2] and know who is eligible to vote in each category. They can also inform any potential nominators of their eligibility to stand in a particular category, as they are aware of the status of individuals.

IT IS IMPORTANT TO NOTE THAT:

- staff members with children at the school can only nominate as a staff representative, not a parent representative
- a Department for Education, Children and Young People employee is not eligible for the position of chairperson
- only community representatives who are current members of the School Association can nominate for a position on the Committee.

The Returning Officer must:

- publicise the election, including the categories that have vacancies, and a list of candidates for any ballot
- make arrangements for the proper counting of votes, including appointing themselves and one other person to count votes
- make arrangements for the declaration of the poll. All nominations – parent, staff and community – should be directed to the Returning Officer. This is the best way of ensuring a transparent process that is at arm's length from those standing for election.

When do elections take place?

The election of the School Association Committee must be held before the end of each School Association Year. The School Association Year is set out in the School Association Constitution.

Elections may also take place where existing Committee Members are to retire from the Committee, in which case nominations must be called for after the retirement date.

Normally, the results of the election process are announced at the School Association Annual General Meeting (AGM).

Nominating

- Parents nominate parents. Staff nominate staff.
- Community representatives need to be community members of the association.
 - community members are endorsed by the committee
 - community representatives are nominated by any school association members
- Nomination forms state the number of vacancies.
- If all positions are not filled at the close of the nomination period, the Returning Officer calls for nominations again to fill remaining vacancies.
- If the nominations are equal to the vacancies the nominees are appointed to the committee.
- If the nominations exceed the vacancies then a ballot vote is required.

Voting

IF NOMINATIONS EXCEED VACANCIES VOTING

- If required, all members of the school association can vote to elect their representatives.
- Ballots should be sent home to all families (or to all staff members).
- No nomination of committee members occurs at the AGM.
- All voting occurs before the AGM.