

Checklist – Holding Elections

The Election of the School Association Committee must be held before the end of each School Association Year or where a member retires before the end of their two-year term. The election process steps are undertaken by the School Association Committee or Returning Officer as detailed.

* *Note:* The timings shown are based on a School Association Year that ends on 31 March. If your Association has nominated an alternative School Association Year in your Constitution, you will need to adjust the timeframe to suit your School Association Year.

Complete	Term 4* Tasks
<input type="checkbox"/>	<p>Identify Committee Members due for retirement at the end of the School Association Year.</p> <p><i>Hint:</i> Not less than one-half of each of the parent members, staff members and community members must retire each year, so generally the members due for retirement were elected two years earlier. Members who have completed their term on the Committee can re-nominate if they still meet the requirements of the position.</p>
<input type="checkbox"/>	<p>Notify the Principal which members of the Committee are due to retire.</p>
<input type="checkbox"/>	<p>Confirm who is able to nominate and vote in the election process by referring to the School Association member register.</p>
<input type="checkbox"/>	<p>Set a date for the closing of nominations and include it in the communication strategy. Remember to allow enough time to:</p> <ul style="list-style-type: none"> • conduct a ballot if there are more nominations than vacant positions • call for more nominations if insufficient were received to fill all the vacant positions.
<input type="checkbox"/>	<p>The Principal is to nominate the Returning Officer for the election process.</p>
<input type="checkbox"/>	<p>The Returning Officer to plan with the Committee the process for conducting the elections and for holding a ballot if more nominations are received than positions vacant.</p>
<input type="checkbox"/>	<p>The Returning Officer to develop with the Committee, the communication strategy for conducting the election ensuring that information can reach <u>all</u> members of the School Association. For example, social media, school newsletter, emails or notes home.</p> <p>The communications should include:</p> <ul style="list-style-type: none"> • the number of and type of vacancies to be filled (i.e. parent representative, staff representative, community representative)

	<ul style="list-style-type: none"> • how to nominate for a position on the Committee, including where to obtain a representative nomination form and what is required to complete it • the closing date for nominations and where to lodge completed nomination forms • the process for conducting an election if necessary.
<input type="checkbox"/>	<p>The Returning Officer is to</p> <ul style="list-style-type: none"> • publicise the calling for nominations as per the prescribed communication strategy • open the nomination process and receive nominations.
Complete	Term 1* Tasks
<input type="checkbox"/>	<p>The Returning Officer can re-issue the communications calling for nominations prior to the initial nomination period closing.</p>
<input type="checkbox"/>	<p>After the closing date for receiving nominations, the Returning Officer is to:</p> <ul style="list-style-type: none"> • call for further nominations to fill vacancies (if not enough nominations have been received) • hold a ballot using the established process where necessary (if the number of nominations for any vacancy exceed the number of positions available). <p>If the number of nominations exactly fill all the vacancies, a ballot is not required and the Returning Officer is to declare the nominated candidates duly elected.</p>
<input type="checkbox"/>	<p>The Returning Officer is to announce the elected Committee members at the Annual General Meeting (AGM).</p>
<input type="checkbox"/>	<p>The officer holders for the Executive of the School Association Committee (the role of Chairperson, Deputy Chairperson, Secretary and Treasurer) are elected at the first Committee meeting following the Committee election process. The election of office holders is conducted by the Principal and office holders are elected for one year.</p> <p><i>Hint:</i> This first Committee meeting where office holders are elected is usually held immediately after the AGM closes.</p>