

# Public Meeting Voting Procedures for Schools Review Committee

Tuesday, October 16, 2007

The following procedures are in place to elect individuals from the catchment area to be members of the schools review committee. Interested individuals should take into consideration that there will be likely be a couple of meetings a month on the same day so that individuals can plan there schedules around the meetings. It is likely that these meetings will be on Wednesday or Thursday evenings as the Board has regularly scheduled meetings on Mondays and Tuesdays.

The following indicates the group, location and individuals responsible for conducting the elections. Each room will have a sign in table.

<b>Scrutineers</b>	<b>Group</b>	<b>Location</b>
Lynn Land/Tanis Pshebniski	Ness Middle Parents	Theatre
Rockford McKay/ Greg Mutter	Ness Residents	Band room
Sandra Simonson/ Bruce Chegus	Hedges Middle Parents	Gym
Bruce Alexander/ Brett Lough	Hedges Residents	Staff Room

## Selection of Committee Representatives

1. People will be asked to sign-in before they enter the room. You must verify that the people in the room are eligible to vote by **one** of the following criteria.
  - a. Parent/Legal Guardian of a student in attendance at either school.
  - b. A resident of either the Ness Middle School or Hedges Middle School catchment areas.
2. People who wish to serve on the committee are asked to identify themselves to the administrative staff in the room.
3. If more than two people in your group wish to be on the committee an election by secret ballot will be conducted.

## Voting Procedures- by ballots provided if required

1. Each candidate will be asked to say a few words so that the people in the room will know why they wish to sit on the committee.
2. The two people with the most votes will be the committee representatives. If there is a tie between two people a second ballot will be held to determine the winner by simple majority (50% +1). A count of the people in the room should be taken to determine the vote required to win the second ballot.
3. Upon completion of the vote please remain in the room until you are requested to return to the gym for the announcement of committee representatives.

## **Checklist for Voting Procedure**

- Introduce yourself
- Ensure everyone has signed-in
- Ask if everyone in the room is a “resident/parent” of “Hedges/Ness” depending on the group you are scrutineer for.
- Ask if anyone would like to volunteer to serve on the committee

### **If a vote is required:**

- Write the names of the candidates on the board
- Ask each candidate to say a few words so that the people in the room know why they wish to sit on the committee
- Distribute ballots
- Collect ballots
- Using the tally sheet, tally votes
- Announce voted in members

### **If there is a tie:**

- Write the name of the candidates on the Board
- Distribute the ballots
- Collect the ballots
- Tally the votes
- Announce the voted in members