

Election of the Education Committee members



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Kativik Ilisarniliriniq

FOREWORD

This procedure is intended for Centre Directors acting as returning officers during the election of the Education Committee members. It explains the various steps to be undertaken during this process, as well as responsibilities and obligations.

For further information regarding the main powers granted to the Education Committees, the way their members enter into office, the way meetings are prepared and conducted, the decision-making process and the role and responsibilities of members, please review the “Handbook for Education Committee members” published by Kativik Ilisarniliriniq.

As returning officers, Centre Directors are encouraged to seek information and advice from staff members of Kativik Ilisarniliriniq before proceeding with the election. To this end, do not hesitate to contact the head office at:

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1. EDUCATION COMMITTEES

The Education Committees were created under the *James Bay and Northern Québec Agreement* and the *Education Act for Cree, Inuit and Naskapi Native Persons* (CQLR, c. I-14).

There is one Education Committee for each of the 14 municipalities in Nunavik.

Education Committees are non-ethnic consultative bodies with powers of recommendation to Kativik Ilisarniliriniq in regards to specific matters related to the regular sector in the municipality they represent. However, the Council of Commissioners may delegate responsibilities to the Education Committees with decisional powers in specific areas of activities.

1.1. COMPOSITION OF THE EDUCATION COMMITTEES

The number of members to be elected varies according to the size of the population in each municipality and the recommendations made to the Council of Commissioners by the Education Committee involved. This number of members is set by resolution of the Council of Commissioners and varies from 5 to 8 members.

The number of elected members per community is as follows:

Kangiqsualujuaq	7
Kuujuuaq	8
Tasiujaq	5
Aupaluk	5
Kangirsuk	6
Quaqtaq	5
Kangiqsujuaq	6
Salluit	7
Ivujivik	5
Akulivik	6
Puvirnituk	8
Inukjuak	8
Umiujaq	5
Kuujuaraapik	7

1.2. ELIGIBILITY CRITERIA

To be eligible to be a member of the Education Committee, one must:

- > have reached the age of majority (18 years old and over);
- > not be affected by any legal incapacity (for example: having a serious mental illness and being declared inept by a judge);
- > be a Canadian citizen;
- > have resided in the municipality for at least 12 months;
- > not have been convicted of an act punishable by imprisonment for 1 year or more; such disqualification shall continue for 3 years after the term of imprisonment fixed by the sentence and, if only a fine is imposed or if the sentence is suspended, for 3 years from the date of such condemnation, unless the person has obtained a pardon;
- > not have been convicted of an indictable offence punishable by imprisonment for 5 years or more after having previously been convicted of 2 indictable offences so punishable; such disqualification shall continue for 10 years after the term of imprisonment fixed by the sentence and, if only a fine is imposed or if the sentence is suspended, for 10 years from the date of the conviction, unless the person has obtained a pardon for either of such indictable offences;
- > not be a full-time or part-time employee of Kativik Ilisarniliriniq. However, a member may act as an occasional substitute teacher when no one else is available;
- > not be a student enrolled in the regular sector or a regular student in an Adult Education program offered by Kativik Ilisarniliriniq.

During his mandate, an elected member must meet and maintain these criteria. Failing that, he automatically loses his right to sit on the Education Committee.

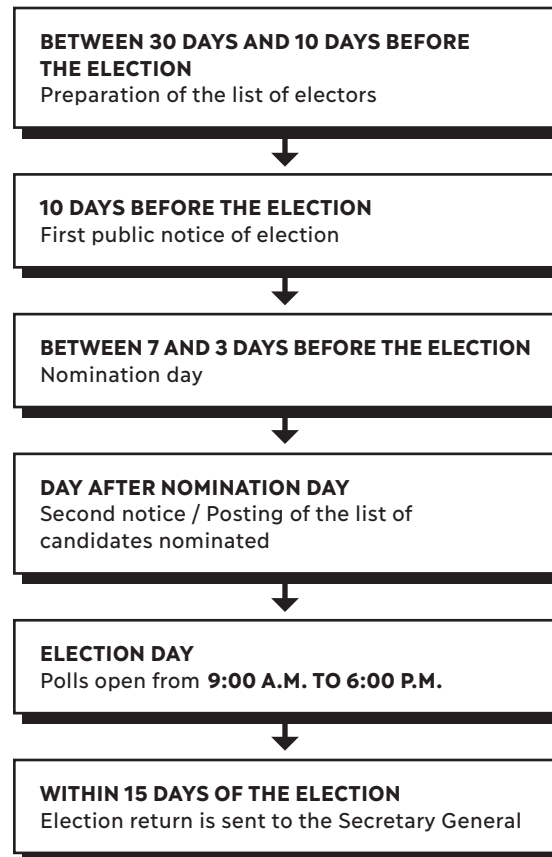
2. ELECTION

A general election of the members of the Education Committees shall be held every 2 years, in even-numbered years, always on the last Tuesday in September.

A by-election may also be necessary when a vacancy occurs on the Education Committee during the course of a mandate. An election becomes necessary if there are more than 6 months to go before the next general election and the last election's list of non-elected candidates is exhausted.

We must first offer the position to candidates who were not elected during the last election. If the one with the highest number of votes refuses the appointment, the position is then offered to the next defeated candidate, and so on. If there are no other candidates on the list, or if all of them refuse the position, a by-election is called.

2.1. ELECTION PROCEDURE



2.2. RESPONSIBILITY FOR THE ELECTION

The Secretary General of Kativik Ilisarniliriniq is the returning officer and has overall responsibility for the election at the regional level. He appoints Centre Directors as returning officers in charge of conducting the election at the local level.

As returning officer, the Centre Director may appoint a poll clerk to assist him during the election.

The Education Committee in office at the time of the election remains active until the new Committee is elected. It has no role to play in the election and should not be consulted nor involved in the election process at any time.

A member may make a public statement on his personal behalf to promote his candidacy or that of someone else, but never on the Education Committee's behalf. The Commissioner may highlight the significant role of the Education Committee, but should never endorse a candidacy nor express his opinion on the candidates.



2.3. PERSONS ELIGIBLE TO VOTE

To have the right to vote, one must:

- > have reached the age of majority (18 years and over);
- > have resided in the municipality for at least 12 months;
- > be a Canadian citizen;
- > be registered on the electoral list.

2.4. PUBLIC NOTICE AND ELECTORAL LIST

The Centre Director may obtain the latest electoral list from the municipal office and use it to draw up the official list of electors. He verifies this list and makes all necessary corrections. This electoral list is posted in a public place where electors may check whether the information is accurate.

10 days before the election, the Centre Director shall give official notice to the population that an election of the Education Committee will be held.

The Centre Director or his representative shall announce the upcoming election on the radio and explain the eligibility criteria as well as the role and responsibilities of the Education Committee and provide all other relevant information.

A public notice shall be posted in key locations such as the school, the Coop, the Northern store and the airport in order to make sure that everyone knows about this process. **See the sample first notice in appendix 1.**

3. NOMINATION

3.1. PERSONS ELIGIBLE TO NOMINATE A CANDIDATE

To have the right to nominate a candidate, a person must have the right to vote, as described in section 2.3 above.

No other requirements or exclusions apply to a person who nominates a candidate. For example, even employees of the School Board may nominate a candidate.

3.2. NOMINATION DAY

Nominations take place from 7 to 3 days prior to the election. The Centre Director shall determine a date for nominations between 7 and 3 days before the election, whichever date is deemed the most appropriate for the community.

Candidates are nominated in writing using the form shown in appendix 2. The Centre Director registers every nomination on an election return.

Only one nominator is needed for the nomination to be valid and no seconder is required.

3.3. ACCEPTING THE NOMINATION

Candidates accept their nomination in writing and sign a declaration of eligibility. **This declaration is attached as appendix 3.**

Should there be a doubt as to the truthfulness of this declaration, the Centre Director shall contact the Secretary General of Kativik Ilisarniliriniq, who can check the candidate's criminal record. It is important to confirm the candidates' eligibility before the election is held; if an elected candidate is proven ineligible after the election, he will automatically lose the right to sit on the Committee and it may be necessary to hold another election.

3.4. INSUFFICIENT NOMINATIONS

If there are fewer candidates than there are seats available at the closing of the nomination day, the Centre Director shall apply the following rules:

- > if there are enough candidates to constitute a quorum, these candidates are declared elected by acclamation, but a new nomination day shall be called within 30 days to fill the remaining vacancies.
- > if there are not enough candidates to constitute a quorum, nominations may be extended by one additional day, or until the number of nominations is sufficient for a quorum.

3.5. EXACT NUMBER OF NOMINATIONS / ELECTION

If the number of candidates is equal to the number of available seats, no election is needed and all candidates are automatically elected by acclamation.



4. POLLING

4.1. MORE NOMINATIONS THAN THERE ARE SEATS AVAILABLE / POLLING

If the number of candidates exceeds the number of seats available, a poll is held by secret ballot from 9 a.m. to 6 p.m. on the last Tuesday in September.

The vote takes place at the most appropriate location in the community (school, community centre, arena) so that as many people as possible can vote.

The Centre Director draws up a **list of candidates** by alphabetical order of family names and posts this list in public places so that voters have enough time to make up their minds. **See appendix 4.**

4.2. VOTING PROCEDURE

The Centre Director shall appoint a poll clerk to assist him and to serve as witness on election day. This person must not have a personal interest in the election (as the spouse of a candidate would, for example) and should be chosen from among the staff of the school. If no school employee can fill this position on election day, someone may be hired and paid by the hour.

No elector may vote by proxy (by appointing someone to vote on his behalf). Electors expecting to be absent on election day may cast their vote in advance with the Centre Director. Every elector may vote for as many candidates as there are seats to fill.

The Centre Director prepares the **ballot paper** listing the names of the candidates in alphabetical order of family names, **as shown in appendix 5**. The 3 languages (Inuktitut, English and French) are used on the same ballot paper. There are not separate ballots for each language.

The Centre Director writes his initials on the back of the ballot and hands it to the elector before he enters the polling booth.

After voting, the elector places his ballot in the box previously sealed by the Centre Director and the poll clerk. To seal a box, tape it in all places where it could be opened. The Centre Director initials it, as does the poll clerk. The tape shall not be broken until it is time to count the votes.

The Centre Director shall write the word “voted” on the list next to the elector’s name as soon as the ballot paper has been deposited in the ballot box.

An elector who is unable to read may ask the Centre Director to assist him by marking his ballot paper as directed.

4.3. RESULTS OF THE VOTE

After the poll closes, the Centre Director immediately counts the ballots in the presence of the poll clerk. Each ballot is checked for the Centre Director’s initials.

The Centre Director shall declare elected the candidates who have obtained the greatest number of votes.

In the event of a tie between candidates when all positions have been filled except one, there shall be a drawing of lots. This could be as simple as placing all eligible names in a hat and picking a name from the hat at random.

4.4. SPOILED BALLOTS

When counting votes, the Centre Director shall reject all ballots:

- > not supplied by him;
- > on which more votes appear than the number of seats available;
- > bearing a mark by which the voter could be identified;
- > that are unmarked or null because the intention of the voter is not clearly shown;
- > that do not bear the Centre Director’s initials.

If an elector votes for more candidates than there are seats available, his ballot is automatically rejected. However, an elector may vote for fewer candidates than there are seats available without spoiling his ballot.

4.5. SENDING THE RESULTS TO THE SECRETARY GENERAL

Within 15 days of this election, the Centre Director shall send the Secretary General of the Board a return indicating the names of the candidates and the poll results. **A sample report is shown in appendix 6.** The Centre Director shall post this return to inform the public of the outcome of the election.

EDUCATION COMMITTEE ELECTIONS FREQUENTLY ASKED QUESTIONS (FAQ)

> WHAT IS THE ROLE OF AN EDUCATION COMMITTEE MEMBER?

The role of the Education Committees is to give recommendations and advice to Kativik Ilisarniliriniq (Principals, Centre Directors, Human Resources) regarding various matters related to the regular education sector.

> AS AN EDUCATION COMMITTEE MEMBER, DO I RECEIVE A SALARY FROM THE SCHOOL BOARD?

You receive an annual honorarium of \$1,300 (paid in equal instalments at the end of each month except July and August), no matter how many meetings you attend in a month. For example: you might only need to attend two meetings one month, but five meetings the next month. The honorarium stays the same.

If there are no meetings at all in a month (due to members not attending), the honorarium is not paid for that month.

> HOW MANY MEETINGS WILL I HAVE TO PARTICIPATE IN?

At least once a month, but there is no limit to the number of meetings. It will depend on the needs at the school.

> I AM NOT 18 YEARS OLD YET BUT I AM A PARENT. CAN I RUN FOR A POSITION ON THE EDUCATION COMMITTEE?

No, you have to be at least 18 years old.

> I AM NOT A BENEFICIARY. CAN I RUN FOR A POSITION ON THE EDUCATION COMMITTEE?

Yes, but only if you have resided in the municipality for at least 12 months.

> HOW LONG IS THE MANDATE OF AN EDUCATION COMMITTEE MEMBER?

2 years.

> HOW MANY MEMBERS SIT ON THE EDUCATION COMMITTEE?

It depends on the size of the community. Here is the number of members for each community:

Kangiqsualujjuaq	7
Kuujuuaq	8
Tasiujaq	5
Aupaluk	5
Kangirsuk	6
Quaqtaq	5
Kangiqsujaq	6
Salluit	7
Ivujivik	5
Akulivik	6
Puvirnituq	8
Inukjuak	8
Umiujaq	5
Kuujuaraapik	7

> HOW ARE THE COMMITTEE'S PRESIDENT AND VICE-PRESIDENT ELECTED?

They are elected by the other members at the first meeting. The Centre Director organizes the nomination.

> I AM NOT A BENEFICIARY. CAN I VOTE?

- > Yes. To have the right to vote, you must:
- > have reached the age of majority (18 years and over);
- > have resided in the municipality for at least 12 months;
- > be a Canadian citizen;
- > be registered on the electoral list.

> I AM NOT 18 YEARS OLD. CAN I VOTE?

No, you have to be 18 years old or over.

> I AM A BENEFICIARY BUT I DON'T LIVE IN NUNAVIK. CAN I VOTE AND WHERE CAN I VOTE?

No, you can't. You need to have resided in the municipality for at least 12 months.

> I WILL NOT BE IN NUNAVIK ON ELECTION DAY. CAN I VOTE AHEAD OF TIME?

No elector may vote by proxy (by appointing someone to vote on his behalf). Electors expecting to be absent on election day may cast their vote in advance with the Centre Director.



FIRST NOTICE TO VOTERS CONCERNING THE EDUCATION COMMITTEE ELECTION FOR _____ SCHOOL



On (date), an election will be held to elect (number) members to the school's Education Committee.

Who is entitled to vote?

All Canadian citizens aged 18 and over who have been residents of the community for at least 12 months and are duly registered on the voters' list are entitled to vote. This list may be consulted at the school from 9 a.m. to 4 p.m., Monday to Friday.

No elector may vote by proxy. An elector unable to be present on election day may vote in advance with the Centre Director.

Nomination of candidates

Candidate nominations shall be held on (date) from 10 a.m. to 5 p.m. at the school, at the office of the Centre Director, or through FM radio. The criteria for Education Committee candidate eligibility are as follows:

- > must have reached the age of majority (18 years old and over);
- > must not be affected by any legal incapacity (for example, having a serious mental illness and being declared unfit by a court);
- > must be a Canadian citizen;
- > must have been a resident of the municipality for at least 12 months;
- > must not have been convicted of an act punishable by imprisonment for 1 year or more under a Parliament of Canada or National Assembly law; such disqualification shall continue for 3 years after the term of imprisonment fixed by the sentence and, if only a fine is imposed or if the sentence is suspended, for 3 years from the date of such condemnation, unless the person has obtained a pardon;
- > must not have been convicted of an indictable offense punishable by imprisonment for 5 years or more after having previously been convicted of two indictable offenses so punishable; such disqualification shall continue for 10 years after the term of imprisonment fixed by the sentence and, if only a fine is imposed or if the sentence is suspended, for 10 years from the date of such condemnation, unless the person has obtained a pardon;
- > must not be a full-time or part-time employee of Kativik Ilisarniliriniq. However, a member may act as an occasional substitute teacher when no one else is available;
- > must not be a student enrolled in the regular sector or a regular student in an Adult Education program offered by Kativik Ilisarniliriniq.

Opening of the Polls

If a poll is necessary (in the event there are more than (number) candidates), it will be held at the school on (date), between 9 a.m. and 6 p.m.

The Centre Director of the school is the person in charge of the election locally.

Secretary General and Returning Officer

NOMINATION FORM



I, _____,
elector duly qualified to vote in the Education
Committee election of _____,
nominate _____
for the office of Education Committee member.

This ____ day of _____ 20__.

Signature of the nominator

ACCEPTANCE FORM



I, _____, solemnly swear (or declare) that:

I have not been convicted of an act punishable by imprisonment for 1 year or more under a Parliament of Canada or National Assembly law in the last 3 years; (this also covers cases where only a fine was imposed or the sentence was suspended).

I have not been convicted of an act punishable by imprisonment for 5 years or more under a Parliament of Canada or National Assembly law in the last 10 years; (this also covers cases where only a fine was imposed or the sentence was suspended).

I am qualified for election as a member of the Education Committee of _____, and I hereby accept the nomination for this position.

Date of birth (necessary for criminal verification): _____.

I authorize Kativik Ilisarniliriniq to verify the above statement and obtain any relevant information concerning my eligibility.

This ____ day of _____ 20____.

Signature of the candidate

**NAMES OF THE CANDIDATES FOR ELECTION
AT _____ SCHOOL**



On (date), 20__, an election will be held to elect (number) members to the _____
school's Education Committee.

Who is qualified to vote?

All Canadian citizens aged 18 and over who have been residents of the community for at least 12 months and are duly registered on the electors list are entitled to vote. This list is available for reference at the school from 9 a.m. to 4 p.m. from Monday to Friday.

No elector may vote by proxy. An elector unable to be present on election day may vote in advance with the Centre Director.

Names of the candidates nominated

(by alphabetical order of family name)

Candidate 1

Candidate 2

Candidate 3

Candidate 4

...

Opening of the polls

Voting will take place at the school on (day), (date) between 9 a.m. and 6 p.m.

Centre Director

BULLETIN DE VOTE / BALLOT



ბნაბ ადრინტონობ ადრინტონობინტონი სპარტონობი მანაბი _____, რინაბი _____.

Commission scolaire Kativik / Kativik School Board

Élection du comité d'éducation / Education Committee election

dans la municipalité de _____ / in the municipality of _____.

Le _____ septembre _____ / September, _____

_____ -სპ სპარტონობი. ატრინტონი _____-სპ სპარტონობი სპარტონი რბტონი, ატონტონობი სპარტონი.

Votez pour un maximum de _____ candidats seulement.

Un vote pour plus de _____ candidats entraîne la nullité et le rejet de votre vote.

Vote for a maximum of _____ candidates only. Voting for more than _____ candidates will spoil your ballot and your vote will be rejected.

ცირაბ ბრინი √ ბრინი X ატონტონი სპარტონი რბტონი

Cochez d'un √ ou d'un X le cercle correspondant aux candidats de votre choix

Put an √ or an X in the circle for the candidates of your choice

☐ სპარტონობი რბტონი

☐ სპარტონობი რბტონი

☐ სპარტონობი რბტონი

☐ სპარტონობი რბტონი

**ELECTION RETURN FOR
THE EDUCATION COMMITTEE OF
_____ SCHOOL**



Date of the election: _____
Number of seats to be filled: _____
Number of candidates: _____

Number of eligible voters: _____
Number of votes cast: _____
Number of spoiled ballots: _____

NAMES AND RESULTS FOR EACH CANDIDATE:

Elected candidates	Results
(Name of the candidate)	_____
(Name of the candidate)	_____
(Name of the candidate)	_____

Defeated candidates	
(Name of the candidate)	_____
(Name of the candidate)	_____

I certify the authenticity of the above results:

Centre Director



