

SCHOOL COUNCIL ELECTION

INSTRUCTIONS TO COMPLETE AND FILE A NOMINATION PAPER

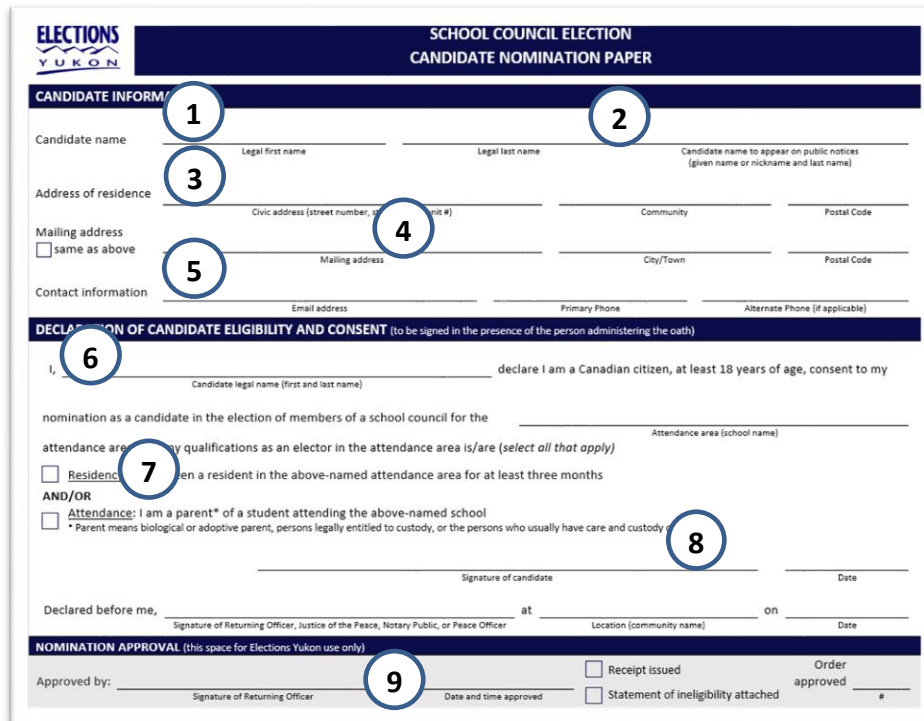
ELIGIBILITY: eligibility to be a candidate and elector are the same. Only eligible electors can be nominated. To be a candidate, nominate someone, or vote in a school council election, as of Polling Day you must:

- be a Canadian citizen; and
- be at least 18 years old, and
- have lived in the attendance area for at least three months, and/or be a parent of a child attending the school.

Schools established on the basis of religion have additional eligibility requirements (see Candidate Guide)

INSTRUCTIONS TO COMPLETE YOUR NOMINATION PAPER: Read these instructions carefully before filling out your nomination paper. This will help ensure it meets the requirements to be accepted by the Returning Officer when you submit it.


1. Print your full legal name – first and last.
2. Print the name to be used on public notices; this should be the name you use in the community or are commonly known by.
3. Print your physical address (where you live).
4. Print your mailing address (if different).
5. Include your contact information for use by the Returning Officer and Elections Yukon. If elected, this information will also be shared with the Department of Education.
6. Print your name and the name of the school.
7. Read the “Declaration of Candidate Eligibility and Consent” and place a checkmark beside the eligibility criteria that qualify you as an elector.
8. Sign in the presence of the Returning Officer, a Justice of the Peace, a Notary Public, or a Peace Officer. This confirms your eligibility and consent to be nominated as a candidate. The Returning Officer, Justice of the Peace, Notary Public, or Peace Officer will then sign and date.
9. This section is filled in by the Returning Officer when they approve your nomination package. They will record the date and time they approved it. This confirms it was received before the deadline. They will also note if you filed a statement of ineligibility and confirm you were given a receipt.



The form is titled "SCHOOL COUNCIL ELECTION CANDIDATE NOMINATION PAPER". It is divided into several sections:

- CANDIDATE INFORMATION:** This section contains fields for:
 - 1** Candidate name (Legal first name, Legal last name)
 - 2** Candidate name to appear on public notices (given name or nickname and last name)
 - 3** Address of residence (Civic address (street number, street name, unit #), Community, Postal Code)
 - 4** Mailing address (Mailing address, City/Town, Postal Code)
 - 5** Contact information (Email address, Primary Phone, Alternate Phone (if applicable))
- DECLARATION OF CANDIDATE ELIGIBILITY AND CONSENT:** (to be signed in the presence of the person administering the oath)
 - 6** I, [Candidate legal name (first and last name)], declare I am a Canadian citizen, at least 18 years of age, consent to my nomination as a candidate in the election of members of a school council for the [Attendance area (school name)] attendance area.
 - 7** My qualifications as an elector in the attendance area is/are (select all that apply):
 - ☐ **Residence:** I am a resident in the above-named attendance area for at least three months
 - AND/OR**
 - ☐ **Attendance:** I am a parent* of a student attending the above-named school
 - * Parent means biological or adoptive parent, persons legally entitled to custody, or the persons who usually have care and custody
 - 8** Signature of candidate and Date
 - Declared before me, [Signature of Returning Officer, Justice of the Peace, Notary Public, or Peace Officer] at [Location (community name)] on [Date]
- NOMINATION APPROVAL:** (this space for Elections Yukon use only)
 - 9** Approved by: [Signature of Returning Officer] Date and time approved
 - ☐ Receipt issued
 - ☐ Statement of ineligibility attached
 - Order approved #

SCHOOL COUNCIL ELECTION INSTRUCTIONS TO COMPLETE AND FILE A NOMINATION PAPER



**SCHOOL COUNCIL ELECTION
CANDIDATE NOMINATION PAPER**

ELECTOR DECLARATION FOR CANDIDATE NOMINATION

In signing below, I declare I am a qualified elector in the attendance area of _____ and I nominate _____ as a candidate in the election of members of a school council in this attendance area.

Attendance area (school)

Candidate name to appear on public notices

#	Name of nominating elector	Address of residence of nominating elector	Signature of nominating elector	Witness Initials
1				
2				
3				
4				
5				

Note: nominations require a minimum of three signatures from qualified electors. All signatures must be witnessed. The person being nominated may be a witness.

DECLARATION OF WITNESS

I, _____ of _____, do hereby witness the signing of this nomination form by the electors listed above.

Witness name

Address of residence of the witness

Signature of witness to nominating signatures

Date

Privacy statement: The information on this form is collected under the authority of the Yukon Education Act. It may be inspected by members of the public. Questions can be directed to Elections Yukon by emailing info@electionsyukon.ca or calling 867-667-8683 / 1-866-668-8683 (toll-free).

SC Form 100(b) (a)

10. Print the name of the school and your name as the candidate.
11. Have each elector who is nominating you print their name and residential address and sign the form. Nominating electors must be qualified to vote in the election to nominate someone as a candidate. The person who witnesses them signing the nomination form writes their initials.
You need at least three eligible electors to nominate you.
12. Have the person who was present when your nomination form was signed print their name and residential address and sign.

If you, as a candidate, were present when your nomination paper was signed by the nominating electors, you can fill out this section. If you were not present when your nomination paper was signed, the person who witnessed the signatures must complete and sign this section.

FILING YOUR NOMINATION PAPER: Contact the returning officer responsible for the school council you are being nominated to file your nomination paper.

- You can submit your nomination paper anytime between the notice of nominations and 12:00 noon on the day nominations close.
- The returning officer will give you a receipt when they accept your nomination paper. It will show the date and time it was accepted. This is used to determine the order names will appear on the list of candidates.
- The returning officer will be at the school on the day nominations close from 10:00 am to 12:00 noon to accept any last-minute nominations.
- It is recommended that you file your nomination paper early. This way any issues can be resolved before the deadline. Late nominations cannot be accepted.

SCHOOL COUNCIL ELECTION CANDIDATE NOMINATION PAPER

CANDIDATE INFORMATION

Candidate name _____
Legal first name Legal last name Candidate name to appear on public notices
(given name or nickname and last name)

Address of residence _____
Civic address (street number, street name, unit #) Community Postal Code

Mailing address _____
☐ same as above Mailing address City/Town Postal Code

Contact information _____
Email address Primary Phone Alternate Phone (if applicable)

DECLARATION OF CANDIDATE ELIGIBILITY AND CONSENT (to be signed in the presence of the person administering the oath)

I, _____ declare I am a Canadian citizen, at least 18 years of age, consent to my
Candidate legal name (first and last name)

nomination as a candidate in the election of members of a school council for the _____
Attendance area (school name)
attendance area, and my qualifications as an elector in the attendance area is/are *(select all that apply)*

☐ Residency: I have been a resident in the above-named attendance area for at least three months

AND/OR

☐ Attendance: I am a parent* of a student attending the above-named school

* Parent means biological or adoptive parent, persons legally entitled to custody, or the persons who usually have care and custody of the child.

Signature of candidate Date

Declared before me, _____ at _____ on _____
Signature of Returning Officer, Justice of the Peace, Notary Public, or Peace Officer Location (community name) Date

NOMINATION APPROVAL (this space for Elections Yukon use only)

Approved by: _____ at _____
Signature of Returning Officer Date and time approved

☐ Receipt issued Order approved _____
☐ Statement of ineligibility attached # _____

SCHOOL COUNCIL ELECTION CANDIDATE NOMINATION PAPER

ELECTOR DECLARATION FOR CANDIDATE NOMINATION

In signing below, I declare I am a qualified elector in the attendance area of _____ and I nominate
Attendance area (school name)

_____ as a candidate in the election of members of a school council in this attendance area.
Candidate name to appear on public notices

#	Name of nominating elector	Address of residence of nominating elector	Signature of nominating elector	Witness initials
1				
2				
3				
4				
5				

Note: nominations require a minimum of three signatures from qualified electors. All signatures must be witnessed. The candidate (the person being nominated) can be a witness.

DECLARATION OF WITNESS

I, _____ of _____
Witness name Address of residence of the witness

declare that I witnessed the signing of this nomination form by the electors listed above.

Signature of witness to nominating signatures

Date

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**STATEMENT OF INELIGIBLE CANDIDATE
SCHOOL COUNCIL**



**DÉCLARATION D'INÉLIGIBILITÉ
D'UN CANDIDAT
AU CONSEIL SCOLAIRE**

I/Je, _____
(name of candidate/nom du candidat)

of/habitant au _____
(address/adresse)

Attendance area (zone de fréquentation)

am ineligible as a candidate at an election of members to a School Council pursuant to paragraph 151(1)(e) of the Education Act.

If elected, I undertake to resign my position as an employee in the school operated by the School Council of which I am a member within 30 days of polling day. I make this statement knowing it is of the same force and effect as if made under oath.

I understand that a candidate who has filed this statement and undertaking and is subsequently elected and who fails, within 30 days of polling day, to divest the ground for ineligibility is guilty of an offence and the election of that candidate is void.

déclare être inéligible comme candidat à un scrutin visant à élire les membres d'un conseil scolaire conformément à l'alinéa 151(1)(e) de la Loi sur l'éducation.

Si je suis élu, je m'engage à démissionner dans les 30 jours de la date du scrutin de mon poste d'employé dans l'école relevant du conseil scolaire dont je fais partie en tant que membre. Je fais cette déclaration sachant qu'elle a la même force exécutoire que si elle avait été faite sous serment.

Je comprends qu'un candidat qui a déposé la présente déclaration et l'engagement, qui est élu par la suite, mais qui ne remédie pas au motif d'inadmissibilité dans les 30 jours suivant la date du scrutin, est coupable d'une infraction et son élection est nulle.

(signature of candidate/signature du candidat)

(date)

**APPOINTMENT OF CANDIDATE'S AGENT
SCHOOL COUNCIL ELECTIONS**



**NOMINATION DE L'AGENT D'UN CANDIDAT
CONSEIL SCOLAIRE**

I, _____ appoint
Je, _____ nomme
Candidate name/ nom de candidat Name/nom

of
habitant au _____
Address/adresse

to act as my agent and to represent me at the polling location in the attendance area of:
comme agent pour me représenter au bureau de vote situé dans la zone de fréquentation de : _____
school name / nom d'école

Signature of candidate / signature du candidat

OATH / SERMENT

To be completed in presence of Election Officer / être rempli et signée en présence d'un personnel électoral

I, _____
Je, _____
Name of agent / nom de l'agent

Swear (or affirm) that:

- In representing the candidate at a polling location, I will maintain and aide in maintaining the secrecy of the vote
- I will act on direction from the Election Officer

Jure (ou déclare solennellement) ce qui suit:

- En représentant le candidat dans un bureau de vote, j'aiderai à conserver le secret du vote
- J'agirai selon les directives du personnel électoral

Signature of agent / signature de l'agent Date

Sworn (or affirmed) before me / Déclaré sous serment (ou solennellement) devant moi à

Location / Lieu Signature of Election Officer / Signature du personnel électoral Date