

SCHEDULE 4: NOTICE OF ELECTION AND CALL FOR NOMINATIONS

Dear Parents/Guardians,

An election is to be conducted for members of the 2018 Kambrya College School Council. I warmly invite all parents to consider nominating. Parents/guardians may self-nominate or nominate others.

When considering a nomination to be a School Council Member, please ensure that you/the nominee will be available to attend the School Council Meetings. Meetings commence at 6:00pm, and are scheduled as follows in 2018: 7th March, 9th May, 13th June, 8th August, 12th September, 17th October, 14th November and 12th December.

Timeline

8th February (Thurs) – Nomination forms emailed to all parents and posted on website. Text messages sent home alerting all parents. Attached to this notice are:

- Schedule 5A – Self-Nomination Form for Parent Member Category
- Schedule 5B – Nomination Form for Parent Member Category

19th February (Mon) – All nomination forms, including “*Statements from Candidates*” (see attached) **must** be lodged at the school front office or by email (kambrya.co@edumail.vic.gov.au) by 4:00pm. Forms lodged in person at the front office will be confirmed with a receipt.

Forms may not be submitted by postal service or be lodged with teachers.

20th February (Tues) – Nominations are collated. If the number of nominations exceeds the number of vacancies, a ballot will be called and ballot papers will be prepared for distribution to parents/guardians. A list of candidates will be posted visibly at the front office.

By 26th February (Mon)– Ballot papers, including *Statements from Candidates* will be distributed home via students to parents/guardians.

5th March (Mon) – Ballot will close. All ballot papers must be returned to the front office by 4:00pm. Parents/guardians/students must return ballot papers directly to front office, **not via their teachers**. Ballot papers will be counted as per DET guidelines. Candidates will be contacted regarding results.

7th March (Wed) – New school councillors will be inducted at School Council meeting at 6:00pm.

The terms of office, membership categories and number of positions in each membership category open for election are as follows:

MEMBERSHIP CATEGORY	TERM OF OFFICE	NUMBER OF POSITIONS
Parent member	9 th February 2018 to and inclusive of the date of the declaration of the poll in 2020.	3
DET employee member	9 th February 2018 to inclusive of the date of the declaration of the poll in 2020.	2

If the number of nominations is less than the number of vacancies, a notice to that effect and a call for further nominations will be posted at the front office.

Kind regards,

Keith Perry
Principal

Statements from Candidates:

Preparation and distribution of a candidate's statement is not a requirement in the Order. However, in line with standard election procedure, a Principal may wish to invite candidates to prepare a brief statement to be distributed with each ballot paper. This allows the school community to gain some background about the people standing for election.

Candidates are invited to prepare a statement; it must be no more than 150 words.

A statement from a candidate may include information about his/her:

- work experience including voluntary work
- academic and professional qualifications if applicable
- skills and abilities including those that may be useful for the council (e.g. accounting, contract management, fundraising, organising events etc)
- previous and current involvement with the school, and school council including sub- committees of school council
- reasons for standing for election
- interests and hobbies.

Editing the statements of candidates

- The principal should not edit the candidates' statements. The principal may request a candidate to omit any part of a statement that is likely to be defamatory or offensive.
- If candidates provide statements that are too long, the candidate should be asked to revise the statement prior to it being circulated. If this is not done, the statement should be published using only the specified number of words.

Any instructions concerning completion should be adhered to. Failure to ensure that candidates have followed instructions for completing their statements has resulted in the lodging of grievances.