

April 13, 2018

**FOR IMMEDIATE
RELEASE**

To General Council Delegates
To Parents' Committee Chairs

**ELECTORAL NOTICE (article 6.5.2 c)
General Council meeting June 1st, 2018**

Dear Madam:
Dear Sir:

Ahead of the 2018 Annual General Assembly, we have enclosed the information concerning elections for the vacant positions on the Executive Committee and the Ethics and Professional Conduct Committee of the Fédération des comités de parents du Québec.

Those interested in submitting their nomination must follow the procedure prescribed in article 6.5 of the Federation's General Regulations. We invite you to re-read the General Regulations available at the Federation website under the [Corporate document tab](#). Nomination forms must be sent to the Federation by registered mail, email, or fax, or be hand-delivered to the President of Elections before the 15th day preceding the sitting of the General Council (**BEFORE May 17, 2018**). **It is up to each candidate to ensure that his or her nomination form is submitted before the close of the nomination period.**

Consequently, to enable you to submit a nomination, we have attached the electoral notice consisting of information concerning:

- the positions to be filled;
- the eligibility criteria;
- the nomination procedure;
- the calendar for the 2018 elections;
- the nomination form.

We are counting on your collaboration in forwarding this electoral notice to those concerned.

Sincerely,



Lyne Deschamps LL.B. M. Sc.
President of Elections

Encl.

ELECTORAL NOTICE

EXECUTIVE COMMITTEE – ETHICS AND PROFESSIONAL CONDUCT COMMITTEE

(Article 6.5.2c GR)
June 1st , 2018

1. POSITIONS TO BE FILLED	
a.	Vice-President
b.	Treasurer
c.	Advisor D: Saguenay/Lac-St-Jean, Mauricie/Centre du Québec
d.	Advisor E: Laurentides, Lanaudière, Outaouais
e.	Advisor F: Capitale-Nationale, Chaudière-Appalaches, Bas-St-Laurent
f.	(2) Members of the Ethics and Professional Conduct Committee
g.	(1) Member of the Ethics and Professional Conduct Committee (Vacant Seat)- 2019 Mandate
h.	(1) Substitute of the Ethics and Professional Conduct Committee

2. RULES OF ELIGIBILITY	
a.	Be delegated by the General Council at the time of nomination and the elections;
b.	None of the following situations must apply to the candidate at the time of nomination or the elections: <ul style="list-style-type: none"> i. He/she no longer has a child enrolled in a public school; ii. He/she is no longer a member of his/her Parents' Committee or Special Needs Advisory Committee; iii. His/her Parents' Committee has left the Federation; iv. He/she is legally incapacitated; v. He/she is either elected or appointed commissioner in accordance with the <i>Act respecting school elections (Education Act, section 143.1)</i>;

	vi. He/she has become an employee of the Federation.
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4. PROCEDURE	
a.	Have a resolution from his/her Parents' Committee authorizing that person to run for a single duly indicated position;
b.	Complete the nomination form and send it to the President of Elections before May 17, 2018 , with the excerpt from the resolution from his/her Parents' Committee. The candidate is solely responsible for ensuring that the resolution is sent.
c.	Enclose a photo to be posted on our website.

5. ELECTION CALENDAR for June 3, 2016	
ACTIVITIES	DATES
1) ELECTORAL NOTICE AT LEAST 45 DAYS PRECEDING THE ELECTIONS <i>(see article 6.5.2)</i>	▪ No later than April 17, 2018
2) CLOSE OF NOMINATION PERIOD (BEFORE THE 15TH DAY PRECEDING THE ELECTIONS) <i>Eligibility criteria (see article 6.5.2 d))</i>	▪ BEFORE MAY 17, 2018
3) ELECTORAL REPORT <i>Drawing up of the list of candidates</i> <i>(see article 6.5.2 e)</i>	▪ No later than May 22nd, 2018
4) ELECTIONS FOR ELECTED POSITIONS DURING THE GENERAL ASSEMBLY (WHERE APPLICABLE)	▪ June 1st, 2018



Summary of electoral procedure¹

Officers and Advisers on the Executive Committee and the Ethics and Professional Conduct Committee

Preamble

- ❑ **Fundamental principle:** Ensure that elections are held in accordance with the established rules and so as to foster the expression of democracy through the rigorous exercise of electoral rights.
- ❑ **Purpose of the document:** Set out the procedure that the President of Elections will follow and the rules of conduct that will be applied in order to ensure proper holding of elections.
- ❑ **Distribution:** The following summary will be distributed to candidates and communicated verbally to the members of the General Council.
- ❑ **General Regulations:** The rights, powers, and responsibilities of all parties involved in the electoral process of the FCPQ are enshrined in article 6.5 of the General Regulations.

1. President of Elections and Elections Secretary

According to the General Regulations, the Director General of the FCPQ presides over elections within the FCPQ. For any questions, please contact the President of Elections, Lyne Deschamps LL.B. M.Sc., or the designated Elections Secretary, Jean-François Rioux LL.L , by email (elections@fcpq.qc.ca) phone (418-667-2432, extension 230), or toll-free at 1-800-463-7268.

2. Pre-election period

An electoral notice is sent to all General Council delegates and all Parents' Committee Chairs at least forty-five (45) days before the last General Council meeting of the year.

This notice indicates:

1. The position(s) to be filled
2. The eligibility criteria
3. The nomination procedure
4. The date the vote will be held

¹ For complete information about rules, restrictions, and obligations, see article 6.5 of the General Regulations.

3. Nominations

At the time of nomination and elections, the candidate must have delegate status. More specifically, none of the following situations must apply to the candidate at the time of nomination and elections:

1. He/she no longer has a child enrolled in a public school;
2. He/she is no longer a member of his/her Parents' Committee or Special Needs Advisory Committee;
3. His/her Parents' Committee has left the Federation;
4. He/she is legally incapacitated;
5. He/she is either elected or appointed commissioner in accordance with the *Act respecting school elections (Education Act, section 143.1)*.

Any delegate duly appointed by his/her Parents' Committee may submit his/her candidacy for only one seat on the Executive Committee. The delegate must include with the nomination form a resolution by his/her Parents' Committee granting him/her permission to run for the position in question.

A Parents' Committee may support only one candidate but may change its delegate to the General Council in order to allow one of its members to run for a position that is open for election. In such a case, all information relevant to this change must reach the Federation by registered mail, email, or fax before the fifteenth (15th) day preceding the election. The changes must be made prior to filing the nomination.

The duly completed nomination form, along with all required supporting documents, must be received by the President of Elections no later than 15 days preceding the election. Candidates are solely responsible for submitting the nomination form by the prescribed deadline.

4. Nomination results

The President of Elections accepts nominations that meet eligibility criteria and that are submitted in accordance with the rules. She refuses any nomination that does not meet these criteria and informs that candidate and his/her Parents' Committee in writing. An acknowledgement of receipt is sent to each of the candidates.

Within five (5) days before the nomination period closes, the President of Elections draws up a list of the candidates for the position to be filled and sends it to the delegates to the General Council, to the Parents' Committee, and to the candidates.

The list contains the names of the candidates elected by acclamation, the positions open for election at the Annual General Assembly, and the nominations received for these positions.

5. Voting rules

Designated observer

Every candidate running for a seat on the Executive Committee or the Ethics Committee may choose an observer from among the delegates to the General Council. He/she must inform the President of Elections of the name of the selected person seven (7) days before the elections. The observer swears an oath of secrecy with regard to the vote, on pain of sanction.

Electors

Only the first delegates of the General Council may be electors and exercise the right to vote.

Campaigning and advertisements

Electoral campaigning and advertisements are permitted off the premises where the General Assembly is held, and outside the space set aside for the electoral secretariat or for employees of the FCPQ.

When on the floor of the General Assembly, candidates or their supporters must not attempt to seek information about voting intentions or votes cast.

The President of Elections allots a period of five (5) minutes to each candidate to address the electors during the Annual General Assembly.

Results

After voting has taken place, the ballots are counted and the President of Elections announces the name of the candidate who has received an absolute majority of the ballots and declares him/her elected. If necessary, the President of Elections calls for a second round of votes and the candidate who receives the fewest votes is eliminated from the following round.

6. Position vacated during the term of office

Should a seat on the Executive Committee become vacant during the term of office for that position, elections are held at the next meeting of the General Council, in accordance with the deadlines set out in the General Regulations.

Should a seat on the Ethics and Professional Conduct Committee become vacant, the substitute completes the outgoing member's term of office. If another position becomes vacant, elections are organized in accordance with the provisions of article 6.5 for the election of a new committee member or a new substitute.



GENERAL ASSEMBLY ANNUAL

JUNE 1, 2018

NOMINATION FORM

I AM SUBMITTING MY NOMINATION FOR THE FOLLOWING POSITION		POSITIONS TO BE FILLED (Term of office is two years)
		Vice president
		Treasurer
		Advisor D: Saguenay/Lac-St-Jean, Mauricie/Centre du Québec
		Advisor E: Laurentides, Lanaudière, Outaouais
		Advisor F: Capitale-Nationale, Chaudière-Appalaches, Bas-St-Laurent
		(2) Member of the Ethics and professional Conduct Committee
		(1) Member of the Ethics and professional Conduct Committee (Vacant seat) - <u>Mandate 2019</u>
		(1) Substitute of the Ethics and professional Conduct Committee

Surname: _____ Given name: _____

Address: _____

Phone: _____

Email: _____ *(for public release)*

I solemnly declare that I satisfy the criteria for this position, namely:

1. I am a Parents' Committee delegate for _____ school board
2. I fulfil the eligibility criteria set out in the General Regulations of the FCPQ (*articles 1.7.4, 2.2.1, 2.3, 2.6, 3.1, 3.2, and 4.5*).
3. The resolution from my Parents' Committee authorizing me to submit my nomination is enclosed with this form.

RÉSERVÉ AU PRÉSIDENT D'ÉLECTIONS

Bulletin reçu le : _____

Heure : _____

Signature du Président d'élections ou de son représentant

Signature d'un témoin

GENERAL INFORMATION: must be released publicly

1. OBJECTIVES SOUGHT AND REASONS FOR THE NOMINATION

2. DESCRIPTION OF PARENTAL INVOLVEMENT

3. APTITUDES AND ABILITIES

4. PHOTO ENCLOSED

Yes No

You may add extra pages as needed.