

## SCHEDULE 4: NOTICE OF ELECTION AND CALL FOR NOMINATIONS

Dear Parents/Guardians/Students,

An election is to be conducted for members of the 2020 Kambrya College School Council. I warmly invite all parents/guardians and students to consider nominating. Parents/guardians/students 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 2020: 18<sup>th</sup> March, 6<sup>th</sup> May, 10<sup>th</sup> June, 29<sup>th</sup> July, 2<sup>nd</sup> September, 21<sup>st</sup> October, 2<sup>nd</sup> December.

### Timeline

**7<sup>th</sup> February (Friday)** – Nomination forms emailed to all parents, copies available at our Front Office 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
- Schedule 5E – Self-Nomination Form for Student Member Category
- Schedule 5F – Nomination Form for Student Member Category

**17<sup>th</sup> February (Monday)** – 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](mailto:kambrya.co@edumail.vic.gov.au)) by 10:00am. 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.**

**18<sup>th</sup> February (Tuesday)** – 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/students. A list of candidates will be posted visibly at the front office.

**By 21<sup>st</sup> February (Friday)**– Ballot papers, including *Statements from Candidates* will be distributed home via students to parents/guardians.

**28<sup>th</sup> February (Friday)** – 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.

**18<sup>th</sup> 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	8 <sup>th</sup> February 2020 to and inclusive of the date of the declaration of the poll in 2022.....	<b>3</b>
DET employee member	8 <sup>th</sup> February 2020 to and inclusive of the date of the declaration of the poll in 2022.....	<b>2</b>
Student member	8 <sup>th</sup> February 2020 to and inclusive of the date of the declaration of the poll in 2022.....	<b>1</b>

Following the closing of nominations, a list of the nominations received will be posted at the school.

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

Kind Regards

Keith Perry  
Principal

## Statements from Candidates:

Preparation and distribution of a candidates' 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 each electorate 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 or inappropriate to the campaign.
- 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.

Principals can place candidates' statement into one word document, in the order that the candidates' names are listed on the ballot paper. Principals can re-format the statements to the extent that, font, size and spacing is consistent across the document.