



## School Community Council Virtual Annual General Meetings and Elections

In the interest of health and safety, considering our current Public Health Orders, Horizon's and our schools' re-entry plan, SCCs have been asked to hold virtual meetings. Elections for SCC Members will take place at the Annual General Meeting (AGM) of the School Community Council. For the 2020-21 school year, these must be held prior to May 31, 2021. Each SCC will determine the specific date, time, and location of their Annual General Meeting. Below is a list of considerations should the current Public Health Order necessitate AGMs be held virtually. Please refer to Horizon School Division's [School Community Council Annual General Meeting and Election Handbook](#) for further details.

1. The Annual General Meeting (AGM) shall be held by May 31, 2021.
2. The Board of Education must appoint an employee of Horizon School Division, other than a member of the SCC, as Returning Officer for SCC elections. (legislation) The Board delegates the responsibility of choosing a Returning Officer to the principal.
  - The employee selected by the principal as Returning Officer cannot be a member of the SCC (permanent, elected, or appointed).
3. The Returning Officer must provide at least four weeks' notice to the public before the meeting to elect SCC members by posting a call for nominations.
4. The AGM can be advertised in numerous ways, including:
  - The school/community newsletter;
  - School website; and
  - Posters in the communities of the SCC.

**\*\*Note\*\***You may want to consider emailing parents a link to the virtual AGM using SchoolMessenger. Nomination forms can be included with the email notice. Please contact your principal for further information.

5. Advertisements for the AGM must include the date, time, link to the virtual meeting, and purpose of the meeting.
6. Please follow the guidelines as detailed in Horizon School Division's [School Community Council Annual General Meeting and Election Handbook](#).
7. Participants are required to sign in to the meeting. As the meeting is being held virtually, the secretary for the AGM can track all participants, in the event that an election is necessary, physical addresses or land locations can be obtained from each participant. A signature is not necessary for this form.
8. Nomination forms can be dropped off at the school prior to the AGM or individuals may put their name forward during the Annual General Meeting.
9. SCCs are to have a minimum of five (5) and a maximum of nine (9) members of which the majority shall be parents of students attending the school.
10. If an election is required you can use an online election tool such as <https://electionrunner.com/> or <https://electionbuddy.com/>
11. If your SCC is requiring technological support, please contact your school principal.

**If you have any questions or require any additional information, please contact your school principal or email [scc@horizonsd.ca](mailto:scc@horizonsd.ca).**