

## **BOARD PROCEEDURE**

### **USE OF SCHOOL BOARD RESOURCES DURING THE ELECTION PERIOD**

#### **1. Objective:**

To establish instructions for the use of school board resources by trustees during the Municipal and School Board Election campaign period. Trustees play an important role as they are the only publicly elected official with the direct responsibility for the education of NNDSB students. Near North District School Board actively promotes and supports the role of the local democratically elected trustee.

#### **2. Key Dates:**

- 2.1. The next Municipal and School Board Election will be held on Monday, October 24, 2022. Candidates will be able to register their nomination forms with clerks at their municipal office beginning May 2, 2022, until August 19, 2022, at 2 p.m.
- 2.2. The Campaign Period is from the day nominations are open (May 1) to Election Day (October 24).
- 2.3. The 2022-2026 Term of Office begins on November 15, 2022 and ends on November 14, 2026.

#### **3. Definitions:**

- 3.1. “School Board resources”: May include staff time, computer, fax, telephone, cellphone, laptop, tablet, website, newsletter, email, board or school social media accounts. This list is to include any board-issued resource and any other information technology devices given to a trustee for their use as a trustee of the board.

#### **4. Before the Campaign Begins – Prior to May 1, 2022:**

- 4.1. Trustees are expected to continue using their board-issued resources in fulfilling their duties as a member of the Board.

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### **5. During the Campaign – After May 1, 2022:**

- 5.1. Trustees will not use their Board office or school board-issued resources for any campaign-related purposes. This includes displaying election-related materials in Board offices, board meetings, board events or school-related events.
- 5.2. Trustees will not distribute or use the Board logo or Board telephone number or other contact information, including any Board branding in any campaign-related material.
- 5.3. Trustees must ensure that all campaign-related material is funded by the trustee in their capacity as a candidate.
- 5.4. Trustees will not use the Board's email system to distribute election-related electronic messages and will not use the board's voicemail system to record election-related messages.
- 5.5. Trustee websites and newsletters that are funded by the Board, are not to include campaign-related material.
- 5.6. Trustees will use their personal information technology resources to create and use social media accounts created for campaign purposes. These are to be separate and distinct from any accounts used by the candidate in their position as a trustee.
- 5.7. Trustees will not distribute (print, electronic or other method) any election-related materials via students or parents/guardians.
- 5.8. Trustees will not use the services of Board staff to assist or advise in the preparation, distribution or communication of any election-related material.

### **6. Other Activities during the Campaign Period:**

- 6.1. School Visits – by Trustees  
Trustees who are seeking re-election may continue to perform their duties which may include their continued participation in local events held in schools while they serve their term of office. Trustees should not participate in activities at school events that could be perceived as campaigning.
- 6.2. School Visits – by Candidates  
Requests for visits by candidates, for the purposes of campaigning, are not considered appropriate. *All Candidates Meetings* are encouraged and may occur on school property. These are sometimes arranged by school councils and community groups and usually held at night during non-school hours.

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Consider a minimum of two confirmed candidates before proceeding with the meeting.

### **6.3 School-Related Events**

Candidates are not permitted to campaign at school-related events intended for the students and parents/guardians of that school. Current trustees may continue to attend and participate in school-related activities but shall not campaign or conduct themselves in any way that may be perceived as campaigning.

### **6.4 Campaign Involvement – Student**

Students are encouraged to participate in curriculum-based activities (Civics) and democratic awareness programs such as Student Vote. Secondary students may choose to earn their Community Involvement Hours by participating in a legitimate election campaign. It is strongly recommended that students not volunteer for a candidate seeking election for their local school board. Any campaign or election activities must be done outside of school hours and not on school property.

## **7. Reference Documents:**

- 7.1. Municipal Elections Act
- 7.2. Education Act
- 7.3. NNDSB Trustee Code of Conduct
- 7.4. Other relevant Board policies/procedures