

LOCAL SCHOOL COUNCIL ELECTIONS
ANNUALLY in MAY
INFORMATION PACKAGE

This package contains:

I: Information for School Council Nominating Committee

- A. General Information
- B. Mission and Mandate: Local School Councils
- C. CIS Local School Council By-Laws

Appendix 'A' - Notice of Annual Public Meeting

Appendix 'B' - Nomination Form and Statement of Eligibility

Appendix 'C' - Sample Voting Ballot

Appendix 'D' - Sample Scrutineer's Tally Sheet

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II: Procedures for Nominations and Elections

- A. Prior to Annual Public Meeting
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- A. Introduction
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- E. CIS Local School Council By-Laws*

* Copy as needed from Section I.

**CATHOLIC INDEPENDENT SCHOOLS,
DIOCESE OF VICTORIA**

**I. INFORMATION FOR SCHOOL COUNCIL
NOMINATING COMMITTEE**

A. GENERAL INFORMATION FOR NOMINATING COMMITTEE

- * a goal of the committee should be to seek candidates who will provide the council with a balanced representation from the community (see attached chart); complete the grid for current members
- * verify the number of vacancies
- * determine the number of Catholics that must be elected to meet the two thirds majority requirement
- * all candidates must complete CIS Nomination Form (appendix 'B')
- * ensure that information is advertised widely through parish(es) and school (appendix 'A')
- * candidates should be given a copy of the information for Local School Council Candidates
- * check carefully that candidates meet eligibility requirements. If there is doubt further verification must be sought.
- * complete eligibility form and attach to nomination form
- * establish a system for registering voters at the annual public meeting (e.g. school list and parish list)
- * appoint scrutineers - these may be members of the nominating committee

N.B.

1. All terms for local school council members are for three years with one third of the positions being open each year.
2. The number of elected members should be in multiples of three. The ideal number is six, but may vary according to local practice.
3. Nomination forms, eligibility slips and Register of Voters should be kept on file in the school for a 12-month period. Ballots should be destroyed by the scrutineers.

(For further information see **Called To Serve**, Ch. 9, and Local School Council By-Laws)

B. MISSION AND MANDATE

LOCAL SCHOOL COUNCILS

Based on the following assumptions:

- The Board of Directors has the overall responsibility and authority for the establishment and maintenance of the administration of the Catholic Schools in the Victoria Diocese.
- The local school council can only exercise its authority through a duly constituted meeting of the council.

The role of the local school council is:

1. To further the knowledge and appreciation within the local Catholic community of the goals and objectives of Catholic education established by the Board of Directors.
2. To reflect the unique character of the local Catholic community and advise the Superintendent of local issues and concerns.
3. To develop local policies relating to the functioning of the school and to evaluate the effectiveness of these policies.
4. To develop plans in consultation with members of the school community to meet current and future needs of the school.
5. To be responsible for the financial operations of the school in accordance with the financial policies and procedures of the CISDV Board of Directors.
6. To actively seek financial support for the school.
7. To be responsible for issues relating to school property, grounds and transportation.
8. To deal with student disciplinary problems referred by the principal in accordance with approved policies and procedures.
9. To consider formal grievance appeals on matters affecting staff and students in accordance with approved policies and procedures.
10. To direct issues and concerns from parents and the parish community through the proper channels.
11. To encourage the activities of the parent advisory committee.
12. To promote communication with staff through the staff advisory committee.
13. To foster good relations between all members of the local school

community, between the school and parish(es), as well as between the school and the diocesan authorities, through an effective system of communication.

14. To foster participation of the local Catholic community in the school.

15. To evaluate the performance of the council on an annual basis.

16. To support the role of the principal without getting involved in the day to day operation of the school.

TERM:

3 years to a maximum of two (2) consecutive terms

REQUIREMENT:

Two thirds of the elected members must be Catholic and participating members of a Catholic parish community. The Chairperson must be Catholic and a participating member of a Catholic parish community.

Candidates for election must be 19 years of age or older and:

- be a member of the Catholic parish(es) or
- a parent or legal guardian of a student of the school, and
- not be student at the school, be an employee or a member of the immediate family of an employee of the school.

COMPOSITION:

Pastor	}	ex-officio (voting)
Principal	}	ex-officio (non-voting)
6-9 elected members		

DEFINITION OF IMMEDIATE FAMILY

An immediate family member includes parents, brothers, sisters, children, father-in-law, mother-in-law, sister-in-law, brother-in-law, and any other relatives who are financially supported.

C. LOCAL SCHOOL COUNCIL BY-LAWS

Each local school council is constituted by authority of the Catholic Independent Schools Diocese of Victoria and the terms of governance set out in the Mission and Mandate for Catholic Independent Schools of the Diocese of Victoria.

Article 1: DEFINITIONS

In these terms of reference the following definitions apply:

- 1.1 The use of "shall" and "may"
 - "shall" indicates "required action"
 - "may" indicates "discretionary action"
- 1.2 Parish(es)
 - "School parish" indicates the parish in which the school is located and which the school has been associated with since its inception.
 - "Supporting parishes" refers to regional schools supported by a number of parishes.
- 1.3 CISDV refers to the Catholic Independent Schools of the Diocese of Victoria, a society incorporated under the *Society Act*.
- 1.4 Immediate Family refers to spouse, father, mother, and children of candidate.
- 1.5 Local Catholic community refers to parishes served by the school.

Article 2: OBJECTIVES OF THE COUNCIL

- 2.1 To foster the full moral and educational development of our children within the framework of a Catholic environment and philosophy, and to encourage the development of true Christian values.
- 2.2 To further the knowledge and appreciation within the local Catholic community of the goals and objectives of Catholic education established by the Board of Directors.
- 2.3 To reflect the unique character of the local Catholic community and advise the Superintendent of local issues and concerns.
- 2.4 To develop local policies relating to the functioning of the school in accordance with policies and procedures of the Board of Directors and to evaluate the effectiveness of these policies.
- 2.5 To develop plans in consultation with members of the school community to meet current and future needs of the school.
- 2.6 To be responsible for the financial operations of the school in accordance with the financial policies and procedures of the Board of Directors.

- 2.7 To actively seek financial support for the school.
- 2.8 To be responsible for issues relating to school property, grounds and transportation.
- 2.9 To foster good relations between all members of the local school community, between the school and parish(es), as well as between the school and the diocesan authorities, through an effective system of communication.
- 2.10 To foster participation of the local Catholic community in the school.
- 2.11 To represent the school in all dealings with the CISDV and other supportive and related organizations, in particular the local Catholic community which the school serves.

Article 3: POWERS AND DUTIES OF THE COUNCIL

The powers and duties of the council are subject to the provisions of the Mission and Mandate and the policies and regulations issued from time to time by the Catholic Independent Schools Board of Directors on behalf of CISDV. The council shall:

- 3.1 Ensure the school curricula reflects the Catholic philosophy of education outlined by the Diocese, [*Pastoral Letter on Catholic Schools in the Province of BC by the Catholic Bishops of British Columbia*](#), and the Mission Statement of CISDV.
- 3.2 Each year provide input into and review an operating budget, to be approved by the Board of Directors and Diocesan Finance Committee in May/June. Each fiscal year shall begin on July 1st and end on June 30th of the following year.
- 3.3 Comply with CISDV policies and procedures in matters pertaining to school property and capital costs.
- 3.4 Designate a council member to attend parish council meetings (except St. Andrew's Regional High School).
- 3.5 Participate in the selection of:
 - a) teachers
 - b) support staff
 - c) other employees.
- 3.6 Promote the academic and religious development of teachers.
- 3.7 Implement the CISDV student admission and dismissal policies.
- 3.8 Deal with individual student disciplinary problems referred by the Principal.
- 3.9 Receive and consider appeals and complaints from parents, provided that these are submitted in writing and according to policy.

- 3.10 Foster good relations between students, parents, employees, council members, the Parent Support Group, the parish community, and the community at large.
- 3.11 Formulate policies and regulations for the purpose of carrying out the affairs of the council.
- 3.12 Monitor and evaluate on a continuing basis the relevancy of all policies and regulations previously established.
- 3.13 To consider formal grievance appeals on matters affecting staff and students in accordance with approved policies and procedures of the Board of Directors.
- 3.14 To direct issues and concerns from parents and the parish community through the proper channels.
- 3.15 To encourage the activities of the Parent Support Group.
- 3.16 To work with the Principal and Parent Support Group to promote cooperation between the home, school and parish.
- 3.17 To review and approve the budget and financial statements of the Parent Support Group.
- 3.18 To promote communication with staff through the proper channels.
- 3.19 To evaluate the performance of the council on an annual basis.
- 3.20 To support the role of the principal without getting involved in the day to day operation of the school.

Article 4: COMPOSITION OF THE COUNCIL

- 4.1 The Pastor (Bishops' Delegate) shall be an ex-officio member of the council with voting privilege and shall have discretionary authority in matters of faith, morals and Church law, subject to an appeal to the Bishop.
- 4.2 The principal of the school shall be an ex-officio member of the council without voting privileges.
- 4.3 A minimum of six and maximum of nine other members shall be elected in the manner prescribed by the by-laws of the council. Elected members and any person appointed under 4.6 shall have voting privileges.
- 4.4 Two thirds of the elected members must be Catholic and a participating members of a Catholic parish community.
- 4.5 The Chairperson must be Catholic and a participating member of a Catholic parish community.

- 4.6 In the event of a vacancy in an elected position on the council, the remaining council members may appoint an eligible person to fill the position for the remaining term of the aforementioned vacancy;
- 4.7 In schools having a substantial enrolment of indigenous students, the indigenous-population shall be invited to seat at least one member on the council. Such member(s) shall have voting privileges.

Article 5: OFFICERS OF THE COUNCIL

- 5.1 The officers of the council shall be the chairperson, vice-chairperson, secretary and treasurer. They shall be selected by the voting members from their membership at the June meeting of the council each year.
- 5.2 The chairperson shall preside at all the meetings, appoint the heads of all committees from the council membership and shall perform such other duties as shall be required by the council from time to time.
- 5.3 The vice-chairperson shall preside at meetings in the absence of the chairperson and shall assist the chairperson as required.
- 5.4 The secretary shall perform such duties as prescribed by the council and shall ensure that minutes of council meetings are recorded and distributed.
- 5.5 The treasurer shall perform such duties as prescribed by the council and shall ensure the financial records of the school are maintained in accordance with the policies of the CISDV.
- 5.6 Members of the council shall be expected to head sub-committee(s) to include as a minimum: Finance, Human Resources, Nominating, Grounds and Maintenance and Public Relations and Marketing.
- 5.7 Individual council members shall not involve themselves in the daily operation of the school and the assigned functions of the principal and teachers.

Article 6: MEETINGS OF THE COUNCIL

- 6.1 Meetings of the council shall be held monthly during the school term, the time and day to be set by the council, and at such other times that may be required by the chairperson or at the request of two or more members of the council.
- 6.2 A majority of the voting members of the council shall constitute a quorum.
- 6.3 Any council member who fails to attend three meetings in any one school year shall forfeit his position on the council. The member must have received appropriate notification of the meetings and not been formally excused from the meetings by the chairperson. The resulting vacancy shall be filled according to the procedure defined in "Composition of Council".

- 6.4 Interested parties may attend council meetings.
- 6.5 The council may hold meetings or portions of meetings "in camera" to discuss matters of a sensitive nature. Decisions approved at "in-camera" sessions are recorded as separate minutes and marked CONFIDENTIAL. Copies of these minutes are collected and filed in the school confidential file.
- 6.6 Individual persons or delegations wishing to be heard by the council must make their request in writing, at least two days prior to the meeting.
- 6.7 In cases where emergency action must be taken within the school system and where the council has provided no guidelines for administrative action, the chairperson of the council shall have power to act, but such decisions shall be subject to review by the council at its next meeting. It shall be the duty of the chairperson to inform the council promptly of such action.
- 6.8 Any proceedings not included herein will be according to the current edition of Roberts Rules of Order".
- 6.9 The principal shall be required to attend all regular meetings of the council except any meeting, or portion of a meeting, that deals with matters relating to the principal's terms of employment.

Article 7: IMMUNITY OF COUNCIL MEMBERS

- 7.1 Every council member shall be deemed to have assumed office on the express understanding and agreement and condition that members of the council, and their heirs, executors and administrators and estate respectively, shall from time to time and at all times be indemnified and saved harmless out of the funds of the CISDV and its heirs, all costs, charges and expenses whatsoever which such member sustains or incurs in or about any action, suit or proceedings which is brought commenced or prosecuted against that member for respect of any act, deed, matter or thing whatsoever made, done or permitted by that member or any other member or members in or about the execution of the duties of his or her office, and also from and against all other costs, charges and expenses sustained or incurred in or about or in relation to the affairs thereof except such costs, charges or expenses as are occasioned by the member's own willful neglect or default.

Article 8: ANNUAL GENERALMEETING

- 8.1 The Annual General Meeting of the school shall be held in May for the exclusive purpose of receiving reports and electing new members. Written reports shall be presented by the council chairperson and committee chairpersons. Elections of new council members shall be held at this meeting in accordance with these by-laws. No additional business will be conducted.

Article 9: ELECTION OF COUNCIL MEMBERS

- 9.1 Members shall be elected for a three-year term; one third of the council to be elected each year.

- 9.2 Candidates for election shall meet the following requirements:
- Must be a Catholic and a participating member of the supporting parish(es), OR
 - a parent or legal guardian with a child enrolled in the school
- AND
- of legal voting age in the province of B.C.
 - not be an employee, nor a member of the immediate family of an employee of the school
 - not be a student at the school.
- 9.3 Two-thirds of the elected members must be Catholic and participating members of a parish community.
- 9.4 An elected member to the council may serve no more than six consecutive years. A person who has served on the council shall be eligible for election to it after the expiration of one year following the completion of his/her last year of service on the council.
- 9.5 An eligible voter is a person who has attained the legal voting age in the province of B.C. and is either:
- a member of the Catholic parish(es), OR
 - a parent or legal guardian of a child attending the school, OR
 - a member of the staff of the school.
- 9.6 Five weeks prior to the Annual General Meeting the council shall:
- a) Set and publicize in the parish(es) and the school, the date, time and location of the Annual General Meeting (Appendix `A');
 - b) Make known that any persons eligible to vote may nominate candidates to the council by following the procedure set forth here under:
 - i. Nominations must be submitted in writing on the prescribed nomination form and signed by the nominee (Appendix `B');
 - ii. The nominations must be co-signed by two other eligible voters;
 - iii. The completed nomination form must be in the hands of the Nominating Committee three weeks prior to the annual meeting. The Nominating Committee shall verify the eligibility of the nominees.
- 9.7 The Nominating Committee is appointed by the council and shall be composed of:
- a chairperson (who shall be an elected council member),
 - the parish priest (or priest's representative),
 - two other appointees.
- 9.8 Two weeks prior to the date of the Annual General Meeting, the slate of nominees shall be published through the school and parish(es). This announcement shall include a short biographical sketch for each nominee indicating general background and relevant experience.

- 9.9 At the Annual General Meeting the candidates for election to the council may give a brief speech or have a statement read on their behalf.
- 9.10 Voting shall take place at the Annual General Meeting. Advanced polls are permissible at the discretion of the Local School Council on an annual basis. Proxy votes are not permissible.
- 9.11 Voting shall be by secret ballot with the names of candidates listed in alphabetical order. Voters shall be entitled to only one ballot (Appendix `C').
- 9.12 Scrutineers, selected by the Nominating Committee, shall ensure correct voting procedures are followed.
- 9.13 The candidate(s) with the largest number of votes shall be declared elected to the council subject to the provisions of 9.3.
- 9.14 In the event of a tie vote, new ballots shall be issued for the tied candidates and the candidate with the largest number of votes on this ballot shall be declared elected. A further tie shall be determined by a coin toss between the tied candidates.
- 9.15 Newly elected members shall assume office at the regular monthly meeting of the council in June.

Article 10: AMENDMENTS TO BYLAWS

- 10.1 These bylaws can only be amended or rescinded by the Catholic Independent Schools Diocese of Victoria, Board of Directors. Local school councils wishing to make amendments should pass a motion to this effect and present it to the CISDV Board of Directors through their appointed representative.

Approved by: CISDV Board of Directors May 1996
Revised: March 2002, July 21, 2021

APPENDIX `A`

SCHOOL NAME _____

NOTICE OF ANNUAL PUBLIC MEETING AND ELECTION OF MEMBERS TO THE SCHOOL COUNCIL.

Date:

Time:

Place:

CANDIDATES FOR THE SCHOOL COUNCIL WILL HAVE AN OPPORTUNITY TO BRIEFLY ADDRESS THE MEETING PRIOR TO THE VOTING.

POSITIONS AVAILABLE:

e.g. _____ () positions for a three (3) year term.

At least _____ positions must be filled by members of the supporting Parish(es).

NOMINATION PROCEDURE:

Nominations will be accepted by the Nominating Committee care of _____ school office from _____ until 3:00 p.m. _____, 20____

Nominations consist of a completed nomination form (available at the school office) which is to be signed by the candidate and by two (2) other eligible voters.

Candidates for election must be 19 years of age or older and:

- be a member of the Catholic parish(es)
OR
- a parent or legal guardian of a student of the school,
AND
- not be student at the school, be an employee or a member of the immediate family of an employee of the CISDV.

Eligible voters must be 19 years of age or older and:

- be a member of the Catholic parish(es)
OR
- a parent or legal guardian of a student of the school,
OR
- a member of the staff of the school.

Further regulations governing School Council elections are available at the school office.

APPENDIX `B`

SCHOOL NAME _____

SCHOOL COUNCIL ELECTIONS

NOMINATIONS 20__

I _____ do hereby request that my name stand for office of school council member at _____ School.

I am nineteen (19) years of age or older and:

- _____ am a member of _____ Parish(es) or
- _____ a parent or legal guardian of a student of the school.

I am not an employee of the CISDV, an immediate relative of an employee of the school, nor a student of the school.

My nomination is sponsored by _____ and _____, whose signatures appear below.

Sponsor Phone Date

Sponsor Phone Date

Nominee Phone Date

The Chairperson of the Nominating Committee, in consultation with other committee members has reviewed eligibility requirements and hereby certifies that the above named is eligible to stand for the office of school council member at _____ School 20__(year) elections. (completed Statement of Eligibility attached)

Chairperson Date
Nominating Committee

Appendix 'B'

STATEMENT OF ELIGIBILITY

The Chairperson of the Nominating Committee and the Pastor, in consultation with other committee members, has reviewed eligibility requirements and hereby certify that _____ is eligible to stand for the office of School Council Member at _____ School – 20____ elections.

Chairperson
Nominating Committee

Date

Pastor (or Priest's Representative)

Date

To be attached to Nomination Form

APPENDIX `C'

SAMPLE

SCHOOL NAME _____

VOTING BALLOT
(Example)

_____ **SCHOOL COUNCIL ELECTIONS – 20** _____
MARK YOUR BALLOT WITH AN `X'
A MAXIMUM OF _____ CANDIDATES

NAME _____
NAME _____
NAME _____
NAME _____
NAME _____
NAME _____
NAME _____

APPENDIX 'D'

SAMPLE

SCHOOL NAME _____

SCRUTINEER'S TALLY SHEET

NOMINEES _____
TOTAL _____

e.g.	Name 1	√√√√√√ √√√√√	10
	Name 2	√√√√√√ √√	7

E. COUNCIL MEMBER PROFILE GRID

Council members put an X in appropriate column

CURRENT MEMBERS							*	*	*
KNOWLEDGE/EXPERIENCE									
Educational Process									
Human Resources									
Financial Resources									
Community Resources									
EXPERTISE IN:									
Legal Affairs									
Personnel Management									
Financial Management									
Fund Raising									
Development Programs									
Public/Community Relations									
Field of Planning									
Marketing									
Publications									
INFLUENCE WITH:									
The Business Community									
The Financial Community									
The Media									
The Government									
Other Non-profit organizations									
The Church Community									

From National Association of Boards of Catholic Education

**CATHOLIC INDEPENDENT SCHOOLS,
DIOCESE OF VICTORIA**

**II. PROCEDURES FOR NOMINATIONS AND
ELECTIONS**

PROCEDURES FOR NOMINATIONS AND ELECTIONS

A. PRIOR TO THE ANNUAL PUBLIC MEETING

The Local School Council shall appoint a Nominating Committee which shall be composed of:

- the chairperson (who shall be an elected council member)
- the Pastor (or priests' representative at St. Andrew's High School)
- two other appointees

The appointed members need not be council members but must be eligible voters. Ideal members are people who are active in their parish and know members of the parish(es) and their background.

B. DUTIES OF THE NOMINATING COMMITTEE

These fall under headings:

General Duties

- review Local School Councils "Called to Serve", "Mission and Mandate" and the CISDV Local School Council By Laws
- seek out suitable candidates and solicit their candidacy
- publicize elections and election process
- receive completed nomination forms
- review all nomination forms for eligibility

Specific Duties

- set and publicize in parish(es) and school the date, time and location of the Annual Public Meeting
- make known that any persons eligible to vote may nominate candidates to the Council by following the following procedures:
 1. Nominations must be submitted in writing on prescribed nomination forms and signed by the nominee. Prior to the completion of the form a member of the nominating committee must review the information package with both candidates and those nominating them.
 2. The nomination forms must be co-signed by two other eligible voters.
 3. The nomination form must be received by the Nominating Committee **three weeks** prior to the annual meeting. The final date for receiving nominations should be clearly stated on the nomination form.

4. Nominating Committee must ensure all eligibility requirements are met and a Statement of Eligibility must be signed by the committee chairperson and parish priest. See 'Eligibility Requirements' in the candidate's package.
5. **Two weeks** prior to the date of the Annual Public Meeting, the slate of nominees shall be published through the school and the parish(es). Short biographical sketches of nominees should also be circulated.
6. The pastor (or Priest's representative at St. Andrew's High School) is responsible for contacting all nominees to verify that they have an understanding of, and a commitment to, Catholic education.

C. AT THE ANNUAL PUBLIC MEETING

- * Candidates may give a brief speech or have a statement read on their behalf.
- * Voting shall be by secret ballot on prepared numbered ballots. Each voter shall be entitled to one ballot; name, address and parish (or "parent" for parents of other faiths).
- * Nominating Committee shall appoint scrutineers to count and record votes.
- * In the event of a tie new ballots shall be issued for tied candidates only and the candidate with the largest number of votes on this ballot shall be declared the winner.

N.B. Additional copies of the candidate's information package can be made as required.

**CATHOLIC INDEPENDENT SCHOOLS,
DIOCESE OF VICTORIA**

**III. INFORMATION FOR SCHOOL COUNCIL
CANDIDATES**

III. INFORMATION FOR CANDIDATES TO LOCAL CATHOLIC SCHOOL COUNCILS

A. INTRODUCTION

This brochure provides information for people willing to serve on local Catholic school councils within the diocese of Victoria.

Service on a Catholic school council is an important ministry within our diocese as it involves accepting the responsibility for providing quality Catholic education to young people in our schools.

Catholic schools are communities of faith striving to live out the Good News of Jesus Christ and school council members contribute to this by

“fostering the full moral and educational development of our children within the framework of a Catholic environment and philosophy, and encouraging the development of true Christian values”.

(School Council By-Laws
Called To Serve)

B. ELIGIBILITY REQUIREMENTS

The following are minimum requirements for candidates for a school council:

- * be a credible witness of the Catholic faith to the school and beyond (in the case of those who are not Roman Catholic, the expectation is that the person is supportive of the tenets of the Catholic faith)
- * genuine interest in Catholic education/schools
- * ability to work effectively with others in achieving consensus in decisions for the good of the entire school community
- * ability and willingness to make necessary and substantial time commitment for thought and study as well as for meetings and related board activities
- * willingness to maintain high levels of integrity and confidentiality
- * willingness to attend periodic in-service programs
- * willingness to support school/diocesan philosophy and mission
- * have a sense of vision for the school

Candidates are asked to provide the following information (verbally or in writing) to the Nomination Committee:

Biographical sketch

- name
- family
- parish membership
- diocesan/parish/civic involvement
- occupation

Statement of candidacy

- vision for the school
- talents, expertise available to the council
- willingness to give time, talent, energy to the membership

C. TIME COMMITMENT

Most people today have busy schedules involving work and family and only have a limited time available for other activities. Local school council members are required to attend monthly council meetings and one of the council committees. Council in-services and retreats are organized for members - usually one or two per year. These are usually planned for a Saturday. There are opportunities for further involvement for those with the time, interest and talents in specific areas.

Sample Timeline for Local School Council Election Process

January	Assess needs
February	Identify potential candidates Invite to Local School Council meetings
March	Prepare slate and circulate documentation
April	Ensure documentation is complete Advertise Annual Public Meeting and candidates
May	Annual Public Meeting Provide ICS Office with the list of names of new members
June	New Member Orientation workshop