

Table of contents

Message from the returning officer.....	3
Chapter 1	
Seats to be filled.....	4
Chapter 2	
Prerequisites for being a candidate.....	5
2.1 Eligibility.....	5
2.2 Ineligibility.....	7
2.3 Criminal law provisions.....	7
Filing nomination papers.....	8
3.1 Period for filing nomination papers.....	8
3.2 Persons authorized to file nomination papers.....	8
3.3 Contents of the nomination paper and required documents.....	9
Chapter 4	
Candidate authorization process.....	15
4.1 Authorization request.....	15
4.2 <i>Guide for the authorized candidate</i> and contribution receipts.....	16
4.3 Public notices.....	17

Chapter 5

Ticket recognition process. 18

Chapter 6

Message from the returning officer

1

Seats to be filled

Each English-language school board is administered by a council of commissioners. These positions must be filled:

- a president;
- commissioners (number of positions varies).

Each English-language school board has a chair seat to which is added a variable of commissioner seats to fill (between 7 and 12). This number is equivalent to the number of electoral districts (ASEESSC, sec. 6).

Upon request, the Minister of Education may authorize a school board to establish between one and five additional electoral divisions (ASEESSC, sec. 7). In such a case, up to 17 commissioner positions may be up for election.

For information on the seats to be filled in your English-language school board, please consult the public election notice or contact your returning officer.



Prerequisites for

- **Must be entitled to vote** in the election for the council of commissioners of the



:]]b[bca]bUh]cb`
dUdYfg

You can obtain the *Nomination paper* (Form ES-29) from the office of the returning officer.

DYf]cX`Zcf` `]b[`bca]bUh]cb`dUdYfg

Date of birth of the person wishing to be a candidate

You must indicate your date of birth on the nominat on paper (ASEESSC, sec. 69).

Address of the person wishing to be a candidate

Your address is your "domiciliary address". This includes the civic number (and apartment number, as applicable), the street name, the name of the municipality and the postal code (ASEESSC, sec. 69).

Phone number and email address

Please record your primary phone number and the email address via which you would like us to contact you. It is essent al that you provide your phone number if you are submit ng an authorizat on request at the same t me as your nominat on paper.

For further informat on on the candidate authorizat on process, please refer to Chapter 4.

Proof of identity of the person wishing to be a candidate

If you are running for a commissioner seat, you must record the name or number of the electoral division in which you are applying.

Eligible persons can run as a candidate in only one English-language school board and for only one seat on its council of commissioners (ASEESSC, sec. 69 and 74).

(Section 3 of Form ES-29)

If you are a member of a recognized ticket, you must indicate its name as it was spelled when it was recognized (ASEESSC, sec. 70).

Candidacy certification for a recognized ticket

(As applicable; section 4 of Form ES-29)

If you are a member of a recognized ticket, your nomination paper must be accompanied by a letter signed by the leader of your ticket. This letter must certify that you are the ticket's official candidate for the seat in question (ASEESSC, sec. 73).

If Section 4 of the nomination paper form is completed, the aforementioned letter does not need to be provided.

(Section 5 of Form ES-29)

When applying to run as a candidate, you must certify your

(Section 8 of Form ES-29)

Only one person may collect the supporting signatures: either yourself or the mandatory you designated in Section 7. The person who collects the signatures **must** certify as follows (ASEESSC, sec. 72):

- That he or she knows the persons who provided their signatures;
- That the signatures were provided in his or her presence;
- That to the best of his or her knowledge, these persons are electors:
 - In the area administered by the English-language school board, for a chair seat;
 - In the electoral division, for a commissioner seat.

(Section 9 of Form ES-29)

The returning officer, or the designated assistant, must receive and accept your nomination paper immediately if it is complete and was submitted together with the required documents. Neither the returning officer nor the assistant can issue an opinion on your eligibility.

Once your nomination paper has been accepted, you will be given an acknowledgment of receipt (ASEESSC, sec. 62 and 76).

(section relating to political financing)

(Section 10 of Form ES-29)

You must indicate whether or not you wish to request an authorization or whether you have already obtained one (see Chapter 4 of this guide for further information on the advantages of authorization).

If you do not wish to obtain an authorization, you must check the appropriate box and include your signature.

If you do wish to obtain an authorization, you must check the appropriate box. In addition, you must indicate **your birth name** and the address at which accounting books and records will be kept for the election fund you will be establishing and the expenses you will be incurring (if different from those indicated in Section 1 of the

This section of your nomination paper is not taken into consideration when your nomination paper is accepted or rejected.

If you wish to obtain an authorization after your nomination paper has been filed, you must use the form *Application for authorization of a candidate or an elector who undertakes to run as a candidate* (DGE-5801). The returning officer can provide you with a copy of this form.

For further information on the candidate authorization process, please refer to Chapter

4 Candidate authorization

dfcWgg

As you wage your election campaign, you will most likely incur some expenses. However, if you wish to solicit or collect contributions, **including your own personal contribution**, incur expenses or contract loans, it is essential that you **obtain prior authorization**.

In addition, if you plan to use (or distribute, post, etc.) documents or materials that you already have in your possession, you must obtain prior authorization. Even if you do not incur any expenses in carrying out those activities, using any type of materials to promote your candidacy is regarded as an election expense.

Once you have obtained this authorization, you may be allowed to obtain reimbursement of your election expenses, under certain conditions.

4.1 Authorization request

You can submit an authorization request before, during or after you submit your nomination paper.

Before

You can obtain an authorization beginning on January 1 of the year in which the general election is held or, in the case of a by-election, as soon as the seat becomes vacant. To do so, you must obtain a copy of the appropriate form and its appendix from the executive director of your English-language school board or from Élections Québec. If you are running for a commissioner seat, you must collect at least 10 signatures from electors within the area administered by the English-language school board. If you are running for a chair seat, the minimum number of electors is raised to 50.

Divulguer l'information

As soon as possible after granting or withdrawing an authorization, Élections Québec must make this information publicly available. To that end, the Chief Electoral Officer uses a newspaper distributed within the area administered by the English-language school board to publish a notice confirming authorizations that

5


H]WYh'
fYVc [b]h]cb '
dfcWgg

The *Act* allows candidates to run on a joint ticket in order to obtain official recognition. For example, a group of candidates may rally around a leader and run together in the next school general election (ASEESSC, sec. 63, 65 to 68, 70 and 73).

A ticket enables candidates to be identified as members of an officially recognized organization, whose name is protected. They are designated as such on the notice of poll and on the ballot papers.

The leader of a ticket seeking recognition must submit a written request to that effect to the returning officer (ASEESSC, sec. 65). This request must include:

- The name of the ticket;
- The address to which communications for the ticket should be sent;
- The name, address and telephone number of the person to whom notices should be sent.



No later than 10 days before polling day, the returning officer will send a reminder card together with a document containing information provided by the candidates (in the same mailing) to the address of each person registered on the list of electors (ASEESSC, sec. 86.1).

This means you can provide electors with information about yourself. This information may include a written text, a photograph and the address and phone number via which electors can reach you (Form ES-29.1). You are responsible for the language quality and accuracy of the information provided. You must submit this information **by 5:00 PM on the 35th day** before polling day. This information must meet the minimum criteria set by Elections Québec (ASEESSC, sec. 73.1).

Written text

Your text must be

clear

If you choose not to provide information about yourself or if you do not provide the

7

Additional Information

Upon request, the returning officer can give you additional information on a variety of topics, including the following:

Election signs and partisan advertising on the premises of a polling station

The returning officer may stop or remove any prohibited partisan advertising, at the expense of the candidate or ticket promoted by it, if the candidate or ticket refuses or fails to do so, even if the candidate or ticket received a request to that effect (ASEESSC, sec.

Right to unpaid leave

Upon receipt of a written request, your employer must grant you a period of unpaid