



# OFFICE OF CATHOLIC SCHOOL TRUSTEE

## GREATER ST. ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION

### INSTRUCTIONS FOR COMPLETING NOMINATION PAPERS

\*Sections in brackets are references to *the Local Authorities Election Act*

#### Form of Nomination - two required forms (section 27)\*

- Form 4 - *Nomination Paper and Acceptance*
- Form 5 - *Candidate Information*

All nominations must be completed on the prescribed nomination form (Form 4) and include the required Candidate Information (Form 5). The nomination form must be signed by **five (5) or more electors, eligible to vote** in the election on the date of signing the nomination. The nomination shall be accompanied with a written acceptance on the prescribed form, signed by the person nominated, stating that the person is eligible to be elected to the office, the name, address and telephone number of the person's official agent (if any), and that the nominee will accept the office if elected. The electors who sign the nomination must be **residents in the local jurisdiction and live in the respective Ward you are running in.**

*Greater St. Albert Catholic Schools will NOT require a deposit to run for TRUSTEE*

#### Receipt of Nominations (section 28)\*:

Nominations can be submitted starting January 1, 2025 until noon on September 22, 2025.

- For clarification, given the statutory holiday on January 1st, the [Interpretation Act](#) permits acceptance of nominations papers to begin on the next business day.

**Nominations for all Wards** shall be received by the Returning Officer (or Deputy Returning Officer), at the School Board Office, 6 St. Vital Avenue, St. Albert. Receipt of Nomination Papers will be **by appointment only**, on operational days from January 6, 2025 to September 22, 2025, at 12:00 pm (Noon). Please call (780) 459-7711 for an appointment to submit your Nomination Papers and other information.

*Please note: Nomination Papers for Catholic School Trustee, in either Ward, will not be accepted in any other location than the School Board Office (address above).*

Nomination papers may be handed in by any person and not necessarily by the candidate. If the candidate does not submit nomination papers personally, they must be properly signed and commissioned in the presence of a Commissioner for Oaths, prior to submission.

When handed in by the candidate in-person, the papers should be signed in the presence of the Returning Officer (or Deputy Returning Officer), who will then sign and commission them. ***Non-compliance with this requirement may result in disqualification of the candidate.***

Any elector may examine all nomination papers received during regular business hours and in the presence of the Returning Officer (or Deputy Returning Officer).

The person who is nominated as a candidate is responsible for ensuring that the nomination filed meets all the requirements of section 27 of the *Local Authorities Election Act*.

The Returning Officer (or Deputy Returning Officer), on receiving a nomination paper, must, if requested by the candidate, provide to the candidate a sufficient number of copies of the prescribed form (Form 16) for the identification of an official agent and scrutineers. One copy of this form is included in the Nomination Package and is available on the Division website.

### **Qualifications of Candidates (*section 21*)\***

Subject to the exceptions in Sections 22, 23, and 24, to be eligible for nomination as a candidate, a person must on nomination day:

- (a) be eligible to vote in the election in which the person is a candidate,
- (b) have been a resident of the local jurisdiction and the ward, if any, for six consecutive months immediately preceding nomination day, and
- (c) not be otherwise ineligible or disqualified.

### **Election of Employees (*section 22*)\***

Employees of school jurisdictions, charter schools and private schools are not eligible to be nominated as a candidate for election on a school board, on nomination day unless they are granted a leave of absence from the employing school jurisdiction. An employee may apply for a leave of absence without pay, on or after July 1, 2025, but before the employee's last working day prior to nomination day. A school jurisdiction, charter school or private school must grant every application for leave it receives.

## Withdrawal of Nomination

A candidate may withdraw their nomination at any time during the nomination period and up to 24 hours after the close of nominations on nomination day at 12 noon.

- However, as in past elections, there are many legal stipulations of withdrawing after the above deadline. Please talk to the Returning Officer of your division for all the stipulations.

## Other Information Required on Submission Date

1. Please bring a **recent colour PHOTO**, suitable for posting on the Division website (and possibly the municipality website). The photo may also be emailed to the Returning Officer, following the submission date.
2. A **brief statement of "Candidate Reason Statement For Running"** for posting on the website. This statement should be completed in WORD format, may be handed to the Returning Officer (or Deputy Returning Officer) in print, or emailed later, but the signed/dated disclosure must be submitted on/prior submission of the Nomination Papers.
3. Be prepared to advise the Returning Officer of any **Third Party Advertisers**
  - a. and submit a completed **Form 27**.

### For Further Information Contact the Division's Returning Officer:

Iva Paulik, CPA, CA, MBA, CSBO

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