



**AP 2.04**

**Category: Governance and Operations**

**Board Election**

**BACKGROUND & RATIONALE**

CAPE recognizes parents as vital partners in the education of their children and as such are involved in the school through involvement with the CAPE Board of Directors, the CAPE School Council, as volunteers and guest speakers. The community at large also has a role to play in the academic and personal development of the student.

Any parent or guardian of students registered at CAPE or any community member may allow his/her name to be put forward for election or appointment to the Charter Board at the Annual General Meeting.

**DEFINITIONS**

1. **Equitable** - fair and impartial.
2. **Annual General Meeting (AGM)** - a meeting of the general membership of an organization.
3. **Nomination** - the act of officially suggesting someone or something for a job, position, or prize.
4. **Voting** - a formal expression of opinion or choice, either positive or negative, made by an individual or body of individuals.

**PROCEDURE:**

5. The Superintendent will structure the electoral process in accordance with the CAPE ByLaws.
6. The Superintendent or designate will ensure that all CAPE parents are informed of the AGM and the electoral process in a timely manner.
7. The Superintendent or designate will ensure that all CAPE parents have access to the appropriate forms in a timely manner.
8. The Superintendent or designate will collect all nomination forms and structure the voting form accordingly.
9. The Superintendent or designate will distribute the voting form, collect the votes, secure them appropriately, and present the results at the AGM.
10. The Superintendent will ensure that the electoral process is in compliance with the CAPE ByLaws.

**CAPE-Centre for Academic and Personal Excellence  
Administrative Procedures Manual**

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**References:**

*CAPE Policy 2.17*

*CAPE charter*

*CAPE ByLaws*

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Revised: August 2022