



A). Governance

This section of the Academy's policy covers off Society governance and touches on the following:

1. *Structure of the Saint John Paul II Academy Society*
2. *School Policy*
3. *Elections*

A1). Structure of Saint John Paul II Academy Society

The Saint John Paul II Academy Society was incorporated under the Societies Act of British Columbia on 22 July 2021. Prior to this time, the school operated under the auspices of the Catholic Independent Schools of Vancouver Archdiocese (CISVA). When the school first opened in September 2018 it was anticipated that a new governance structure would be needed. This milestone was reached when the Society was formally incorporated.

The overall authority of the Society is its board of directors. The Society has a president-principal model where the authority of the board is exercised through the president, the school's chief executive. The principal reports to the president.

Constitution and By-Laws

The Constitution of the Saint John Paul II Academy Society outlines the purpose of the Society, namely that it acts as the operating entity for the school itself to ensure its day-to-day running. The By-laws of the Society outline how the Society operates in terms of overall governance, the board, membership in the Society and protocols for annual general meetings and elections. Membership in the Society is currently limited to the directors for the time being.

The Board of Directors of the Society consists of: four directors appointed by the Archbishop of Vancouver, the Chair of the Foundation who is an ex-officio director and up to eight elected directors drawn from two communities – parent community and wider school supporter community (the latter anticipates the eventual establishment of an alumni).

The Board of Directors appoints the officers. These officers are Chair, Vice-Chair, Secretary and Treasurer.

Affiliation Agreement

There is also in place an affiliation agreement between the Archbishop of Vancouver and the Society. It outlines the working relationship between the Superintendent's Office of CISVA and the Society and covers such matters as employee transfers between the two entities, recognition of years of experience

and service. It was established to ensure that the school work as closely as possible with the Superintendent's Office.

A2). School Policy

The Saint John Paul II Academy Society Board of Directors recognizes the need for policies and procedures to assist them and committees fulfill their roles and responsibilities and by doing so help ensure the smooth functioning of Saint John Paul II Academy.

The primary responsibility to keep up-to-date on policies relating to Saint John Paul II Academy rests with each member of the Board and its committees. These policies, which are available in electronic form on the Saint John Paul II Academy website (www.sjp2academy.com), provide much useful information on how Saint John Paul II Academy is administered and run. It is incumbent upon all Board and committee members, particularly those new to the role, to familiarize themselves with these policies. They contain much pertinent information needed for Board and committee members to carry out their respective roles.

School Policy is grouped into the following main categories:

- Governance
- Admissions
- Educational Experience and School Administration
- School Environment and Safety
- Conduct
- Complaints
- Parent Support

In addition, there is a *Parent Handbook* that provides families with much useful information on uniform policy, discipline, reporting absences, schedules, timetables, etc.

A3). Elections

Rationale: It is essential for the proper running of Saint John Paul II Academy that the entire election procedure be in accordance with the spirit of the *Pastoral Letter on Catholic Education* issued by the Catholic Bishops of British Columbia, 4 November 2016, and with the election procedures outlined in this policy and the Society's by-laws.

Policy: The nature of the Catholic school is to foster the Christian community in which faith grows and is nourished. All candidates who are nominated for election must be people of faith who are committed to the Academy and mission of Catholic education and to the fostering of the Christian community in their parish. There should be no campaigning during the election. Candidates should not be put in a situation where they would be asked to show why they were better qualified (had greater faith or commitment, for example) than someone else.

The Nominating Committee shall present a full slate of nominations and the electorate shall have the opportunity of further nominations. All nominees shall be made known to the electorate in an appropriate way before the election.

Procedure Eligibility to Vote

Parents of students enrolled in the school are eligible to vote for the elected members of the Board representing the parent community.

Voters' List

The Voters' List consists of all parents of students enrolled in the school on the date the Notice of Elections is sent out. The Voters' list is to be treated as privileged information. The Voters' List is prepared and kept by the President.

1.0 Procedures Before Election

1.1). The President shall appoint a returning officer and two scrutineers who are not members of the Board who will form the Elections and Procedures Sub-Committee. The returning officer must be responsible for the complete safeguarding of the ballot box at all times

1.2). The Board shall strike a Nominating Committee, whose identity shall be communicated to the electorate thirty days prior to the election date.

1.3). The Nominating Committee's duty shall be to invite and receive nominations in the prescribed form from those eligible to nominate and to advise the electorate of the nominees. This committee shall provide sufficient candidates to fill all positions

1.4). Eligible for nomination: Those eligible to hold office as a member of the Board are parents of students enrolled in the school, with the following exceptions:

- teachers and principal of the school;
- past employees of the school until three full calendar years have passed since the termination of employment;
- employees of the school;

spouses, children, parents, brothers and sisters of persons covered as above

1.5). Eligible to nominate: only those persons eligible to hold office are eligible to nominate.

1.6). The prescribed form of nomination must be used and presented in writing with the signature of the nominee consenting to stand for election and with the signatures of two nominators. This form must then be submitted in a sealed envelope addressed to the Nominating Committee and delivered not later than ten days before the date of election.

The nominee must also submit a signed copy of the "Statement of Commitment and Understanding for Board Members" along with the nomination form.

2.0 Counting Ballots

2.1) Votes will be counted by the returning officer and the scrutineers. The ballots will be destroyed upon a resolution by the Board after the results are announced and accepted by the Board.

2.2) In the event of a tied vote, the returning officer shall inform the Chairperson and the President of the tie. The electorate and the Board will be notified of a run-off election and the date for this election. The same Voters' list will apply.

3.0 Irregularities

Any irregularities in the election should be brought to the attention of the Chairperson of the Elections and Procedures Sub-Committee.

4.0 Procedures After the Election

4.1 The first meeting of the Board after an election must be held prior to the end of the school year. This will be the last meeting of the old Board. The new members shall be in attendance. At the conclusion of this meeting, the new Board shall elect from among its members a Chairperson, Vice-chairperson, Secretary, and Treasurer who will assume office as of that date.

4.2 At this first meeting after the election, and if they are new to the role, the Chairperson and Treasurer shall sign the documents required to change/ amend the bank signatories on the Society's bank account.

5.0 Vacancies

If a vacancy occurs on the Board due to the loss of an elected member, the Board will determine whether the vacancy needs to be filled. If the vacancy is to be filled, the Board will determine an election date.

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