

Guide to OPSBA

Elections and Campaigning

This guide includes important information about the appointment process for OPSBA positions including eligibility, nomination and voting procedures. It outlines the following topics. Links will take you directly to specific sections.

- [Executive Officers](#)
 - Eligibility
 - Election Protocol (Scrutineers, Nominations and Speeches, Voting, Weighted Voting at the Annual Meeting, and Requests for Voting Results)
- [Regional Chair, Regional Vice-Chair and Regional Representatives on Core Issue Work Groups](#)
 - Election of Regional Chair
 - Confirmation of Directors to the OPSBA Board of Directors
 - Election of Regional Vice-Chairs
 - Election of Regional Representatives (and Alternates) to Core Issue Work Groups
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- [Indigenous Trustees' Council \(ITC\)](#)
 - Indigenous Trustee Director/ITC Chair and Vice-Chair
 - Indigenous Trustees' Council representative (and alternates) on Core Issue Work Groups
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 - Black Trustee Director/BTC Chair and Vice-Chair
 - Black Trustees' Caucus representatives (and alternates) on Core Issue Work Groups
 - Optional Election Process for Black Trustees' Caucus positions
- **APPENDIX A:** [Campaigning for OPSBA Elections](#)
- **APPENDIX B:** [Method of Breaking a Tie Vote for OPSBA Elections](#)



The [OPSBA Roles and Responsibilities Guide](#) and [General By-Law](#) outline more information about OPSBA's governance structure including roles and responsibilities of elected/appointed positions and Terms of Reference for Core Issues Work Groups.

If at any time during the term in which a trustee is elected to any OPSBA position they cease to be eligible to hold that position, the seat will be filled in accordance with the OPSBA [General By-Law](#).

Updated: April 2025

Executive Officers*

- **President Kathleen Woodcock (2024-2026)**
- **First Vice-President (Upcoming Vacancy)**
- **Second Vice-President Michelle Aarts (2024-2026)**



**Executive Officers are elected for a two-year term. At the 2024 Annual Meeting (AM), Executive Officers were elected for the two-year term ending following the election of officers at the 2026 Annual Meeting. The Board of Directors will be determining how to fill a vacancy in the position of First Vice-President at their May 2-3, 2025 meeting. Additional details on the process will be communicated on May 5, 2025.*

Eligibility for Executive Officer Positions

Any trustee from a Member Board (school boards, school authorities, treatment school authorities) is eligible to run for the position of President, First Vice-President, or Second Vice-President.

Election Protocol

The Executive Director shall chair the nomination and election process for the position of President at the Annual Meeting. The President once elected will chair remaining elections.

1. Scrutineers

There shall be two scrutineers: Legal counsel and OPSBA's recording secretary/parliamentarian. If one or both of the named scrutineers are unavailable, the Executive Director shall ask for a motion to appoint scrutineers.

2. Nominations and Speeches

- Nominations and election for the position of President shall be held first, followed by nominations and election for the position of First Vice-President, then Second Vice-President. A nomination does not require a seconder.
- Nominations that have been received 30 days in advance (Section 10.03 of the [OPSBA General By-Law](#)) must be officially put forward at the meeting; therefore, the Chair will ask for nominations.
- Nomination of a candidate not received 30 days in advance will be accepted at the time of the meeting **only** when no advance nominations have been received for the position.
- The Chair shall confirm that the nominees wish to stand for election.
- The Chair shall declare nominations closed.
- Each nominator may speak in support of their nomination for no longer than one minute.
- Each candidate shall be invited to speak for no longer than five minutes in the order in which their nominations were presented.
- If only one nomination for a position is received in advance of the AM, that candidate shall be declared acclaimed. This will be noted in the Election Guide.

3. Voting

- The Chair shall review the names of the candidates prior to voting.
- Each Member Board is entitled to one “weighted” vote by its appointed (Voting) Delegate or alternate. More information about weighted votes is below.
- Voting will be by digital ballot, as determined prior to the meeting.
- The candidate who receives the most votes shall be declared elected.
- The scrutineers shall tally the results, or in the case of digital voting oversee the electronic calculation and provide the Executive Director with the name of the successful candidate.
- In the event of a tie vote for first place, the OPSBA Method of Breaking a Tie Vote shall be followed (See Appendix B).
- The Executive Director shall announce the name of the trustee elected to the positions of President, First Vice-President, and Second Vice-President.



Section 10 of the OPSBA [General By-Law](#)

4. Weighted Voting at the Annual Meeting (AM)

Each Member Board is entitled to **one vote through its (Voting) Delegate** or Alternate (Voting) Delegate (where the delegate is unable to attend the meeting). Each vote shall be counted according to the following weighted voting structure for all Annual and Special Meetings. The weighting is based on FTE pupil enrolment.

- | | |
|---|------------------|
| • Each School Authority or Children’s Treatment Centre: | Vote Weight of 1 |
| • Each District School Board with FTE pupil enrolment: | |
| Between 1-10,000 pupils | Vote Weight of 2 |
| Between 10,001-25,000 pupils | Vote Weight of 3 |
| Between 25,001-50,000 pupils | Vote Weight of 4 |
| Between 50,001-75,000 pupils | Vote Weight of 5 |
| Between 75,001-110,000 pupils | Vote Weight of 6 |
| Between 110,001-200,000 pupils | Vote Weight of 7 |
| More than 200,000 pupils | Vote Weight of 8 |

5. Candidates Requesting Voting Results of Executive Elections

Ballots will be kept strictly confidential and automatically destroyed, under the supervision of the scrutineers, 21 days after the election.

Within 21 days following the election, each candidate may submit a written request to the Executive Director for their own election results. The request will be forwarded to the scrutineers, who will provide the candidate with the total number of votes cast and the percentage of votes they received. The candidate must keep this information strictly confidential.

Regional Chair, Regional Vice-Chair, and Regional Representatives on Core Issue Work Groups

- **Regional Chairs**
- **Regional Vice-Chairs**
- **Regional Representatives (and alternates) on Core Issue Work Groups**

Regional Chairs, Regional Vice-Chairs, and Regional representatives (and alternates) on Core Issue Work Groups (CIWG) are elected for one year and shall hold their position until the next Regional elections at the Annual Meeting (AM).

Voting at Regional Meetings

Member Boards in each of the five Regions (Central East, Central West, East, North and West) are entitled to one vote through its appointed (Voting) Delegate. Votes at Regional Council meetings are not weighted; therefore, each Member Board will have one vote with a value of one.

The following business is conducted at each of the five Regional meetings held concurrently at the AM.

1. Election of Regional Chair
2. Confirmation of Board of Directors members from the Region for the upcoming year (for the purposes of eligibility to stand for the position of Regional Vice-Chair)
3. Election of Regional Vice-Chair (from list of confirmed Board of Directors members)
4. Election of two Regional members and one alternate to the Policy Development Work Group*
5. Election of two Regional members and one alternate to the Education Program Work Group*

* *Northern Sub-Region East and Northern Sub-Region West areas will each appoint one representative and one alternate to each of the core issue work groups.*

1. **Election of Regional Chair**

Eligibility

- Any trustee from a Member Board in the Region is eligible to run for election as Regional Chair.
- Nominations for this position must be received by the nomination deadline which is 30 days prior to the date of the elections.
- Nominations from the floor will **only** be taken in instances where no advance nominations have been received.
- In cases where only one nomination has been received, that candidate will be declared acclaimed. This will be noted in the Election Guide.

Voting

- Each Member Board in the Region is entitled to one (non-weighted) vote through its (Voting) Delegate.
- Voting will be by secret ballot*
 - * *In circumstances where the meeting is conducted electronically, votes may be submitted electronically (E.g., email, text, etc.) to the OPSBA staff liaison. The OPSBA staff liaison will also act as scrutineer. Votes cast will be kept strictly confidential.*

Nomination and Election Processes

- Self-nominations are permitted.
- Signatures may be in writing or electronic.
- Nominations and elections are chaired by the OPSBA staff liaison.
- Candidates who are not elected to the position of Regional Chair may stand for election to the position of Regional Vice-Chair provided they are a confirmed member of the Board of Directors for the upcoming year.
- Two scrutineers will be appointed by motion of the meeting. In exceptional circumstances, when elections are held electronically to ensure the health, safety and well-being of trustees and staff, scrutineers may be identified in advance.
- Nominations received in advance will be placed on the floor by the nominator, if present, or another member in attendance.
- Nominations will be accepted from the floor of the meeting **only** when no advance nominations have been received for the position of Regional Chair (See Eligibility above).
- Nominees will be asked to confirm their nomination.
- Nominations will be closed by motion of the meeting.
- Candidates may speak for up to three (3) minutes prior to voting.
- The candidates will be reviewed prior to voting. If there is only one candidate for the position of Regional Chair, they shall be declared acclaimed at this time and no voting will be required.
- Voting takes place.
- In the event of a tie vote, the OPSBA Method of Breaking a Tie Vote (See [Appendix B](#)) shall be used.
- The OPSBA staff liaison will announce the name of the Regional Chair.
- At this time, the Regional Chair may preside or the OPSBA staff liaison may continue to chair.

2. Confirmation of Directors to the OPSBA Board of Directors

Confirmation takes place at Regional meetings following the election of the Regional Chair. Once confirmed, these trustees (Directors) qualify to stand for election for the position of Regional Vice-Chair.

Number of Directors Appointed by Each Board

- The number of Directors that may be appointed by their individual Member Boards to the OPSBA Board of Directors is determined by the following criteria:
 - each district school board is entitled to appoint one trustee to the Board of Directors
 - each district school board that has a pupil enrolment of more than five per cent (5%) of the total enrolment of all Member Boards is entitled to appoint a second trustee from their board to the OPSBA Board of Directors; and
 - each district school board which has a pupil enrolment of more than fifteen percent (15%) of the total enrolment of all Member Boards is entitled to appoint a third trustee from that district school board to the OPSBA Board of Directors.

Confirmation Process

- At each Regional meeting, the (Voting) Delegate from each Member Board will be asked to confirm the name(s) of the trustee(s) from their district school board who has/have been appointed Director to the OPSBA Board of Directors.
- Where applicable, the Director(s) representing the group of school authorities, the Indigenous Trustees' Council, and/or the Black Trustees' Caucus will also be confirmed. See [below](#) for more information about these positions.

3. Election of Regional Vice-Chair

Eligibility

- Candidates for the position of Regional Vice-Chair must be confirmed Directors of the OPSBA Board of Directors for the upcoming year. See [above](#) for more information about this process.

Voting

- Each Member Board in the Region is entitled to one (non-weighted) vote through its (Voting) Delegate.
- Voting will be by secret ballot*
 - * *In circumstances where the meeting is conducted electronically, votes may be submitted electronically (E.g., email, text, etc.) to the OPSBA staff liaison. The OPSBA staff liaison will also act as scrutineer. Votes cast will be kept strictly confidential.*

Nomination and Election Process

- The two scrutineers are the same ones identified earlier in the meeting.
- Nominations received in advance will be placed on the floor by the nominator, if present, or another member in attendance.
- Nominations will be accepted from the floor at the meeting.
- Nominees will be asked to confirm their nomination.
- Nominations will be closed by motion of the meeting.
- Candidates may speak briefly to their nomination.
- The candidates will be reviewed prior to voting. If there is only one candidate for the position of Regional Vice-Chair, they shall be declared acclaimed at this time and no voting will be required.
- Voting takes place.

- In the event of a tie vote, the OPSBA Method of Breaking a Tie Vote will be used (See [Appendix B](#)).
- The name of the Regional Vice-Chair is announced.

4. **Election of Regional Representatives (and Alternates) to Core Issue Work Groups**

- **Policy Development Work Group**
- **Education Program Work Group**

Each Regional Council appoints two representatives (from different boards) and one alternate to each OPSBA Core Issue Work Group (CIWG). The process outlined below is repeated for both Work Groups.



Terms of Reference for the Policy Development Work Group and Education Program Work Group can be found in Appendix A of the [OPSBA Roles and Responsibilities Guide](#).

Eligibility

- Any trustee from a Member Board in the Region is eligible to run for election as a Regional Representative or Alternate on OPSBA Core Issue Work Groups.

Voting

- Each Member Board in the Region is entitled to one (non-weighted) vote through its (Voting) Delegate.
- Voting will be by secret ballot*
 - * *In circumstances where the meeting is conducted electronically, votes may be submitted electronically (E.g., email, text, etc.) to the OPSBA staff liaison. The OPSBA staff liaison will also act as scrutineer. Votes cast will be kept strictly confidential.*

Nomination and Election Process

- The two scrutineers are the same ones appointed earlier in the meeting.
- Nominations received in advance will be placed on the floor by the nominator, if present, or another member in attendance.
- Nominations will be accepted from the floor at the meeting.
- Nominees will be asked to confirm their nomination.
- Nominations will be closed by motion of the meeting.
- Candidates may speak briefly to their nomination.
- The candidates will be reviewed prior to voting. If there is only one candidate for the position, they shall be declared acclaimed at this time and no voting will be required.
- Voting takes place.
- The names of the regional members (and alternates) appointed to the OPSBA Core Issue Work Group are announced.

School Authorities and Treatment School Authorities Positions on the OPSBA Board of Directors

- **School Authorities Director**
- **Treatment School Authorities Director**

Separate meetings of trustees from the group of school authorities and group of treatment school authorities are held in advance of Regional Elections to elect one trustee to represent each group on the Board of Directors.



More information about school authority representatives on the Board of Directors can be found in Sections 9.03 and 9.04 of the [OPSBA General By-Law](#).

Eligibility

- Any trustee from a school authority or treatment school authority (defined under Section 9.03 and 9.04 of the [OPSBA General By-Law](#)) is eligible to run for the position of Director to represent their respective group on the Board of Directors.

Voting

- Each school authority member or treatment school authority member in attendance is entitled to one (non-weighted) vote.
- Voting will be by secret ballot*
 - * *In circumstances where the meeting is conducted electronically, votes may be cast using electronic means (eg. e-mail, text, etc.), to the OPSBA staff liaison. In this case, the OPSBA staff liaison will also act as scrutineer. Individual votes cast by trustees will be kept strictly confidential.*

Nomination and Election Process

- Two scrutineers will be appointed by motion of the meeting.
- Nomination and election processes are chaired by the OPSBA staff liaison.
- Nominations received in advance will be placed on the floor by the nominator, if present, or another member present.
- Nominations will be accepted from the floor at the meeting.
- Nominees will be asked to confirm if they wish to stand for election.
- Nominations will be closed by motion of the meeting.
- Candidates may speak briefly to their nomination.
- The staff liaison will review the names of the candidates prior to voting. If there is only one candidate for the position, they shall be declared acclaimed at this time and no voting will be required.
- Voting takes place.
- In the event of a tie vote, the OPSBA Method of Breaking a Tie Vote will be used (See [Appendix B](#)).
- The name of the elected Director will be announced.

Indigenous Trustees' Council Positions

- **Indigenous Trustees' Council Chair and Board of Directors Member**
- **Indigenous Trustees' Council Vice-Chair**
- **Indigenous Trustees' Council representative (and alternate) on Core Issue Work Groups**

Identification of Indigenous Trustees to OPSBA positions may be decided in a way determined by the Indigenous Trustees' Council (ITC) or by using the election method outlined below.

1. Indigenous Trustee's Council Chair and Board of Directors Member

Prior to the Regional Elections at the AM, the ITC engages in a process to appoint a Chair/Indigenous Trustee representative to the OPSBA Board of Directors (Indigenous Trustee Director). The ITC also appoints a Vice-Chair at this meeting.

The Indigenous Trustee Director/ITC Chair, once appointed, qualifies to be elected to the position of Regional Vice-Chair at their local Regional Council. Any Indigenous Trustee, elected to or appointed by a district school board, school authority or treatment school authority, is eligible to run for the position of Indigenous Trustee Director/ITC Chair or Vice-Chair.

2. Indigenous Trustees' Council representatives on Core Issue Work Groups

At the same time as the Indigenous Trustee Director/ITC Chair is selected, an ITC representative (and alternate) is appointed to serve on each OPSBA Core Issue Work Group for the upcoming year.

Any Indigenous Trustee, elected or appointed by a district school board, school authority, or treatment school authority, is eligible to run for the position of Indigenous Trustees' Council member (or alternate) on the Policy Development and/or Education Program Work Group.

3. Optional Election Process for Indigenous Trustees' Council Positions

If desired, the Indigenous Trustees' Council may choose to use the following process to elect representatives to identified OPSBA positions.

Voting

- Each Indigenous Trustee present is entitled to one (non-weighted) vote.
- Voting will be by secret ballot*
 - * *In circumstances where the meeting is conducted electronically, votes may be cast using electronic means (E.g., electronic ballot, e-mail, text, etc.), to the OPSBA staff liaison. In this case, the OPSBA staff liaison will also act as scrutineer. Individual votes cast by trustees will be kept strictly confidential.*

Nominations and Election Process

- Two scrutineers will be appointed by motion of the meeting.
- Nomination and election processes are chaired by the OPSBA staff liaison.
- Nominations received in advance will be placed on the floor by the nominator, if present, or another member present.
- Nominations will be accepted from the floor at the meeting.
- Nominees will be asked to confirm they wish to stand for election.
- Nominations will be closed by motion of the meeting.
- Candidates may speak briefly to their nomination.
- The staff liaison will review the names of the candidates prior to voting. If there is only one candidate for the position, they shall be declared acclaimed at this time and no voting will be required.
- Voting takes place.
- In the event of a tie vote, the OPSBA Method of Breaking a Tie Vote (See [Appendix B](#)) will be used.
- The name of the elected member is announced.

Black Trustees' Caucus Positions

- **Black Trustees' Caucus Chair and Board of Directors Member**
- **Black Trustees' Caucus Vice-Chair**
- **Black Trustees' Caucus representative (and alternate) on Core Issue Work Groups**

Identification of Black Trustees to OPSBA positions may be decided in a way determined by the Black Trustees' Caucus (BTC) or by using the election method outlined below.

NOTE: The single term "Black" will be used throughout the remainder of the document to include those who are Black as well as those who identify as Black.

1. **Black Trustees' Caucus Chair and Board of Directors Member**

Prior to the Regional Elections, the Black Trustees' Caucus engages in a process to appoint a Chair/Black Trustee representative to the OPSBA Board of Directors (Black Trustee Director). The BTC also appoints a Vice-Chair at this meeting.

The Black Trustee Director/BTC Chair, once appointed, qualifies to be elected to the position of Regional Vice-Chair at their local Regional Council. Any Black Trustee, elected to or appointed by a district school board, school authority or treatment school authority, is eligible to run for the position of Black Trustee Director/BTC Chair or Vice-Chair.

2. **Black Trustees' Caucus representatives on Core Issue Work Groups**

At the same time as the Black Trustee Director/BTC Chair is selected, a BTC representative (and alternate) is appointed to serve on each OPSBA Core Issue Work Group for the upcoming year.

Any Black Trustee, elected or appointed by a district school board, school authority, or treatment school authority, is eligible to run for the position of Black Trustees' Caucus member (or alternate) on the Policy Development and/or Education Program Work Group.

3. **Optional Election Process for Black Trustees' Caucus Positions**

The BTC shall follow election procedures outlined in its Terms of Reference (See Appendix B of the [Guide to OPSBA Roles and Responsibilities](#)). If desired, the Black Trustees' Caucus may choose to use the following process to elect representatives to OPSBA positions.

Voting

- Each Member Board represented within the Black Trustee's Caucus is entitled to one (non-weighted) vote.
- Voting will be by secret ballot*
 - * *In circumstances where the meeting is conducted electronically, votes may be cast using electronic means (E.g., electronic ballot, email, text, etc.), to the OPSBA staff liaison. In this case, the OPSBA staff liaison will also act as scrutineer. Individual votes cast by trustees will be kept strictly confidential.*

Nominations and Election Process

- Two scrutineers will be appointed by motion of the meeting.
- Nomination and election processes are chaired by OPSBA staff.
- Nominations received in advance will be placed on the floor by the nominator (self-nomination is permitted), if present, or another member present.
- Nominations will be accepted from the floor at the meeting.
- Nominees will be asked to confirm they wish to stand for election.
- Nominations will be closed by motion of the meeting.
- Candidates may speak to their nomination for up to three (3) minutes.
- OPSBA staff will review the names of the candidates prior to voting. If there is only one candidate for the position, they shall be declared acclaimed at this time and no voting will be required.
- Voting takes place.
- In the event of a tie vote, the OPSBA Method of Breaking a Tie Vote (See [Appendix B](#)) will be used.
- The name of the elected member is announced.



GUIDELINE

Ontario Public School
Boards' Association

Campaigning for OPSBA Elections

It is a value of OPSBA that candidates are elected for their ability and leadership skills. A respectful, open campaigning environment is supported by the membership with spending on campaign activities kept to a minimum.

Electing One Position

- (a) Where there are two or more candidates running for one position and a tie vote occurs among all the candidates running for the position, a second ballot will be held. If there is still a tie, lots shall be drawn to break the tie.
- (b) Where a tie involves two or more candidates for one position and there are additional candidates running for office who received a lower number of votes, the additional candidates not involved in the tie will be dropped off the ballot and a second ballot will be held.
- (c) If the second ballot results in a tie between two or more remaining candidates, lots shall be drawn to break the tie.

Electing Two Positions

- (a) Where there are three or more candidates running for two positions and a tie vote occurs among all the candidates running for the two positions, a second ballot will be held. If there is still a tie, lots shall be drawn to break the tie and determine the successful candidates.
- (b) Where the tie involves three or more candidates for the two positions and there are additional candidates also running for the positions who received a lower number of votes, those additional candidates not involved in the tie will be dropped from the ballot and a second ballot will be held.
- (c) If the second ballot results in unequal numbers of votes for the candidates, the two candidates receiving the two higher numbers of votes will be considered elected.
- (d) If the result still leaves three or more candidates tied for one remaining position, lots shall be drawn to break the tie.