



Congratulations!

Are you thinking about running for School District Trustee in this fall's election?

If so, the paperwork required to file your nomination papers can be daunting and I hope this short guide will help you through the maze. If you have any questions as you work your way through this process, please give me a call. I would be happy to hear from you. My contact information is:

Robert Harper
Chief Election Officer
School District No. 79 (Cowichan Valley)
Telephone 250-802-1953
email: elections@sd79.bc.ca

In my absence, contact Gina Kueber at the School Board Office. You may reach her at 250-748-0321, extension 201.

Here are some tips to help you through the nomination papers:

1. The legislation that governs local elections, including School Trustee elections is the: *Local Government Act, School Act, Local Elections Campaign Financing Act, School Act* and the *Financial Disclosure Act*. If there is any conflict between these tips and the legislation, the legislation prevails.
2. The election will be held on Saturday, October 20, 2018 unless there is an acclamation.
3. The election is for seven School Trustees.
4. The term of office is for a four-year term.
5. The Nomination Period begins at 9:00 a.m. on Tuesday, September 4, 2018 and closes at 4:00 p.m. on Friday, September 14, 2018. There is absolutely no wiggle room with the deadline; 4:01 p.m. is too late and I would have no option but to reject your nomination. The same goes if you file on time but your nomination forms are incorrect or incomplete - you must correct or complete your nomination papers and submit them to me prior to the deadline. If not, I will have to reject your nomination. Submit your completed nomination forms during regular business hours to either Gina Kueber or me at the School Board Office located at 2557 Beverly Street, Duncan, BC V9L 2X3.
6. If you get cold feet after you submit your nomination, you may withdraw by 4:00 p.m. on Friday, September 21, 2018. Your withdrawal needs to be in writing and the appropriate form needs to be filled out. Contact me and I will walk you through the process if you find yourself in this situation.

7. You may submit your nomination forms to me by fax (250-748-6591) or email (elections@sd79.bc.ca) so long as I receive them by the deadline on September 14. If you submit your forms by fax or email, you must deliver the original documents to me by 4:00 p.m. on Friday, September 21, 2018 or you be deemed to have withdrawn your nomination.
8. In the nomination forms, place "SD79" wherever you are asked for the "Jurisdiction Name."
9. Where you are asked for "Trustee Electoral Area" write "at large." All trustees in School District No. 79 (Cowichan Valley) represent the entire District.
10. You need two nominators. The nomination package is a generic package and has room for twelve nominators; ignore the last ten spots for nominators to sign.
11. If you are not appointing a financial agent or an official agent, strike a line through form CS4 or CS5 and write "n/a" on it.
12. At the end of form "CS2 – Nomination Documents," you will need to sign in front of a Commissioner for taking Affidavits, such as a lawyer or notary public. Alternately, you may sign in front of me in my capacity as Chief Election Officer.
13. Form 'CS6 – Appointment of Scrutineer" is in your package. You may appoint Scrutineers at any time during the election process. You may appoint one Scrutineer for each ballot box at each voting location. Before your Scrutineer represents you, please complete this form and give it to me and have your Scrutineer present a copy of the form to an election official at the voting location when they report to work.
14. Your nomination documents will be open for public inspection and will be posted on our website.
15. There is additional information available on our website. Click on www.sd79.bc.ca and follow the link to "Trustee Elections."
16. Additional Resources:
 - [A Guide for School Trustee Candidates](#)
 - [2018 General Local Elections Campaign Financing](#)
 - [Elector Organization Guide to Local Government Elections in BC 2018](#)
 - [Nomination Forms for School Trustee Candidates](#)

If you need a paper copy of any of this material, please contact Gina Kueber or me.

Bob Harper