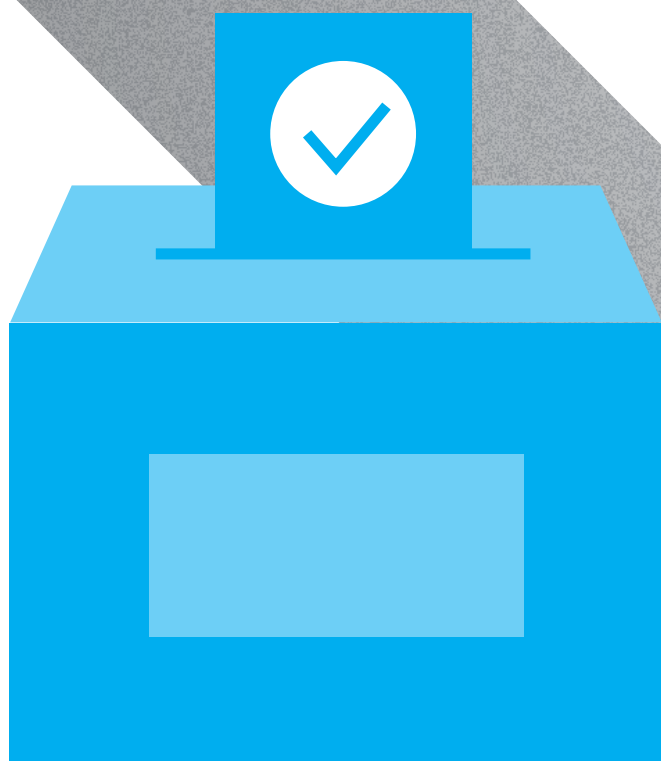


# Conseil scolaire acadien provincial Elections Candidate Guide

A Resource for School Board  
Candidates in the 2024 Elections



# Are you thinking of becoming a Conseil scolaire acadien provincial (CSAP) member?

**It's one of the most rewarding ways to contribute to your community.**

The CSAP has responsibility for the delivery and administration of French-first-language programs in Nova Scotia. The operational language of CSAP is French.

This guide has been compiled to assist individuals thinking about running for this year's school board election. Inside you will find material prepared to help you during your campaign including qualifications, campaign tips, FAQs, the role of CSAP and members, and important dates. The following information is also available on the CSAP and EECD websites.

You will note some information in this document is hyperlinked, however if you choose to print it, here are the links you'll need to know:

## **Municipal Affairs**

<https://beta.novascotia.ca/government/municipal-affairs-and-housing>

## **Municipal Elections Act**

<https://nslegislature.ca/sites/default/files/legc/statutes/municipal%20elections.pdf>

## **Education Act**

[https://nslegislature.ca/sites/default/files/legc/statutes/education%20\(csap\).pdf](https://nslegislature.ca/sites/default/files/legc/statutes/education%20(csap).pdf)

# Becoming a School Board Member

## Things to consider:

Individuals who run for school board office have the potential to contribute a unique set of skills, values, and experience to the school board. Critical questions for potential board members to ask themselves include:

- Do I have a sincere interest in public education?
- Do I want to make a difference in the lives of children and young people?
- Do I respect concerns of families and the community?
- Do I appreciate the need for effective communication?
- Am I prepared to commit the significant time required to research issues and prepare for and attend meetings?
- Am I a team player?
- Do I demonstrate an interest in providing leadership?



## Qualifications:

Candidates for Conseil scolaire acadien provincial (CSAP) must:

- be 18 years of age at the time of nomination;
- be a Canadian citizen;
- be a Nova Scotia resident for six months prior to the nomination day (i.e., residence as of, or prior to, March 9, 2024), and continue to so reside;
- be an entitled person as defined in the Education (CSAP) Act; this includes an individual
  - a) whose first language learned and still understood is French; or
  - b) who received primary school instruction in Canada in a French first-language program; or
  - c) who is the parent of a child who is receiving or has received primary or secondary school instruction in Canada in a French first language program
- not have been disqualified under the [Municipal Elections Act](#)

Once elected, CSAP school board members have a fiduciary duty to represent all students enrolled in its schools and programs in the province.

An “electoral district” refers to the district from which each board member is elected. CSAP electoral districts do not always line up with municipal polling districts. Please check with your municipal office for specific information on your electoral district.

You do not need to reside in the electoral district of the school board in which you wish to seek election, as long as you meet the residency requirement of six months in the province. Qualifications to run for CSAP will change upon proclamation of the new *Conseil scolaire acadien provincial Act*. Once the new act is proclaimed, candidates and members will need to reside in the electoral district that they represent.



## Roles and Responsibilities of a School Board Member as Part of a Governing School Board

### Key Roles

The CSAP school board promotes, preserves, and protects Acadian culture and the French language. Key roles include:

- Governance:** CSAP oversees and monitors the French as a first language provincial education system.
- Communicator:** CSAP maintains regular communication with community members to address public education issues of local and provincial importance. Board members may participate in local school activities.
- Planner:** CSAP develops plans to address student needs.
- Policy Maker:** CSAP helps to create policies that outline expectations of board administration, teachers, and students.
- Supporter:** CSAP supports parents, students, and the community on education issues that affect the French as a first language provincial education system.
- Educator:** CSAP makes important decisions that determine the direction and quality of public education.

## Key Responsibilities

School board members act in a collective manner to carry out the following responsibilities:

### Student Achievement

- Improve student achievement.
- Lead educational reform.
- Serve as an advocate for all students in the school board.
- Respond to provincial educational concerns.
- Ensure equity in distribution of resources.

### Leadership

- Act as part of the whole, not individually, to make decisions in the best interest for all students enrolled in its schools and programs.
- Create a vision and mission for education consistent with provincial objectives.
- Empower the administrators, educators, and the community to carry out the vision.
- Provide a crucial link between public values and professional expertise.
- Represent the community's interest in their oversight role of the education system.
- Promote cooperative initiatives with local and provincial agencies.

### Policy Making and Oversight

- Establish short-term and long-term goals.
- Set school performance indicators.
- Select and appoint the superintendent and provide direction and support to them.
- Focus on policy versus daily administration.
- Develop CSAP policies.
- Comply with legislation.

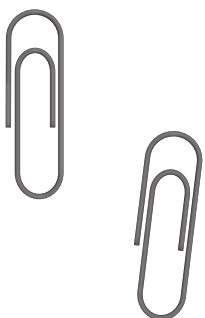


## Key Responsibilities (continued)

### Financial Oversight

- Plan and approve budget.
- Ensure budget is balanced.
- Demonstrate financial accountability.
- Allocate funds efficiently.
- Provide oversight of service contracts.
- Work with provincial government to ensure education is properly funded.
- Develop partnerships to maximize resources.

### Evaluation

- Conduct self-evaluation activities to check for effectiveness.
  - Monitor public satisfaction with school board accountability through informal and formal methods.
  - Evaluate superintendent performance annually.
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## Nominations

In order to run for CSAP elections, you will need nominations.

- The nomination deadline is September 10, 2024.
- A candidate is nominated for one office, in writing, by at least five qualified voters. The five voters who nominate the candidate must be on the list of electors and must be qualified to vote for the candidate.
- A nomination fee of \$200 maximum may be required (unless reduced or eliminated by the local municipality).
- Nomination papers must be filed with the returning officer for the district in which you are running.
- Your deposit will be refunded if you:
  - a) remove all campaign signs within seven days of election,
  - b) return all copies of the voters list in your possession and sign an affidavit to that effect, and
  - c) are elected or acclaimed, or receive half as many votes as the successful candidate.

For detailed information on nominations, contributions, and obtaining an agent, refer to the [Candidate's Guide to Municipal and School Board Elections](#).



## Tips for Successful Campaigns

Here are some tips for running your campaign:

- Organize a “team of friends” or supporters who will help you spread the word.
- Speak informally whenever possible to members of your community about why you wish to run for school board election and why they should vote for you.
- Book speaking engagements at the local Chamber of Commerce or other business meetings in your area.
- Use social media. Encourage friends and colleagues to share.
- Reach out to the local media and encourage them to interview you.
- Conduct a telephone campaign—members of your “team of friends” could call with a standard script.
- Place a paid advertisement in your local or community newspaper.
- Develop a brochure or information card that speaks to your strengths and why you are interested in serving on your local school board. Go door to door.
- Place signs around your community.
- Share information with voters about the role of school board members and the importance of voting in the election. Include information on voter eligibility.

**NOTE:** When printing election brochures, signage, or other print materials, be sure you’re adhering to the guidelines laid out by Municipal Affairs ([Candidate’s Guide to Municipal and School Board Elections](#)) and CSAP ([Politique 260: Elections scolaires](#)).

## Campaign Costs

Through the use of social media, it is possible to conduct a cost-effective campaign, but it is important to remember not everyone is “online.” The most significant costs will be for creating campaign materials and for paid advertisements. You should wait until it’s confirmed that another candidate is running in your school board district before determining what and how much material you will print.

Candidates typically budget a minimum of \$1,000 to \$1,500 for their campaign. School board candidates may be required to pay a maximum deposit of \$200 with your nomination papers (paid either in cash, certified cheque, bank draft payable to the municipality, or postal money order payable to the municipality). Not all municipalities have a deposit requirement. If the school board district and/or region spans more than one municipality, you are only required to make one deposit. You can gather donations for your campaign, however candidates must disclose the name of donors who exceed a \$50 donation. There are no income tax credits or deductions available to donors contributing to school board elections.

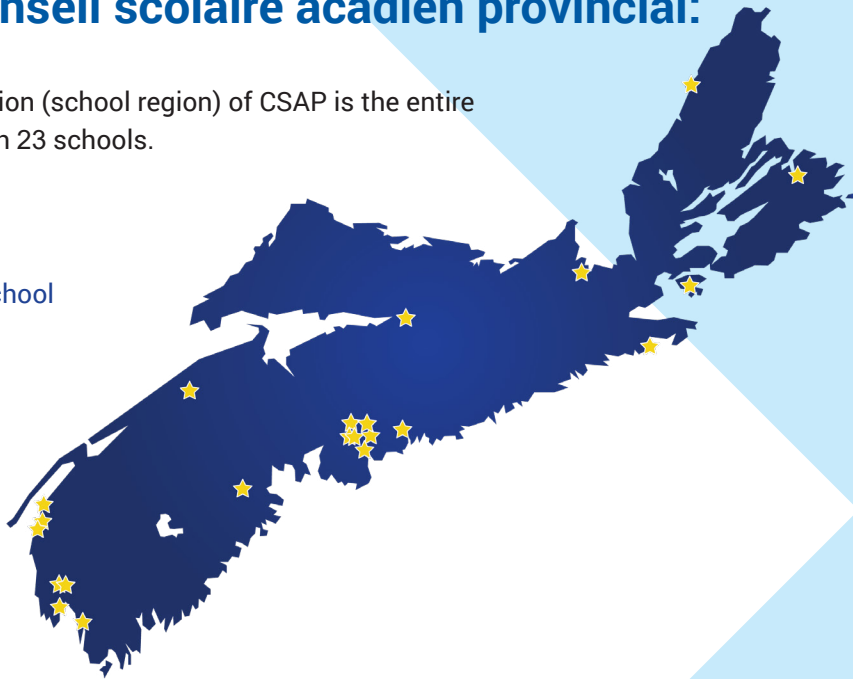
**NOTE:** Please see the [Candidate’s Guide to Municipal and School Board Elections](#) for extensive information on financing your campaign.



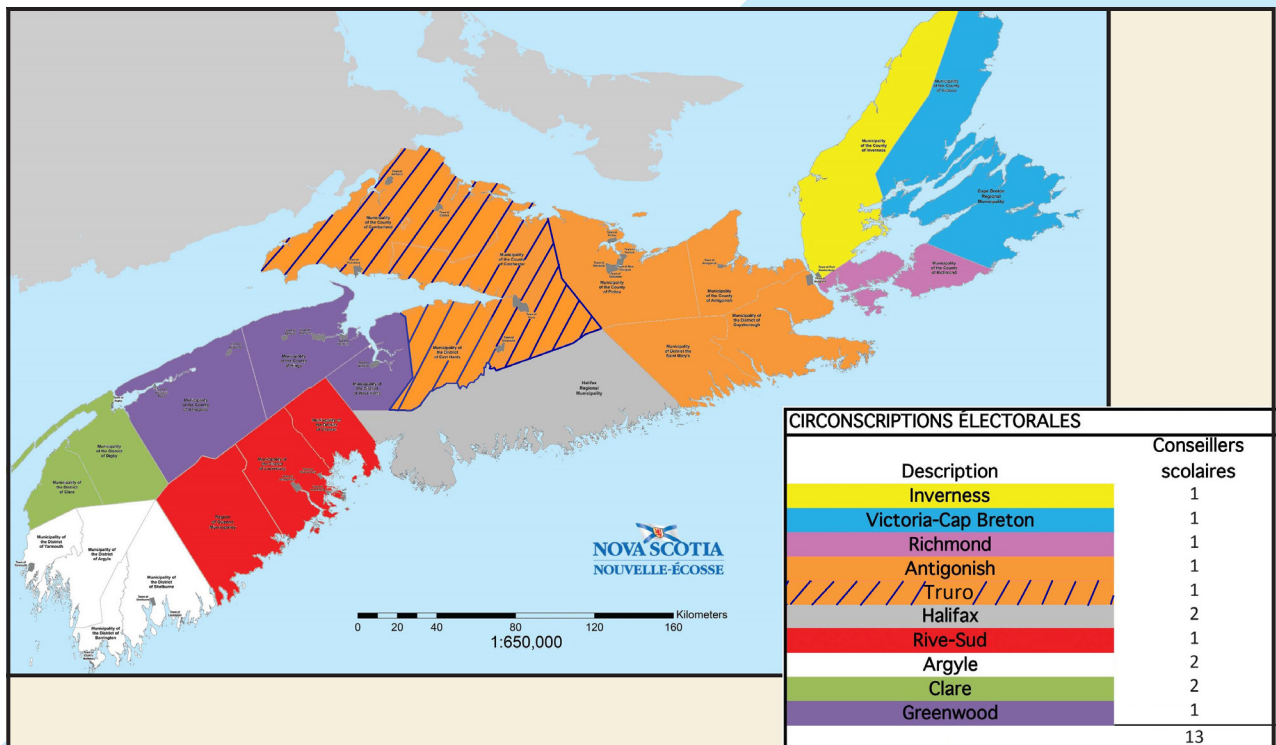
# The Conseil scolaire acadien provincial:

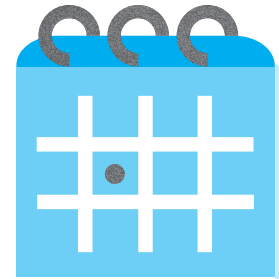
The jurisdiction (school region) of CSAP is the entire province with 23 schools.

 CSAP School



There are ten electoral districts for CSAP across the province.





## Important Dates

The following dates are stipulated by the Municipal Elections Act, and all candidates and official agents should be aware of them:

March 9 <sup>th</sup> , 2024	Candidates must have been residents of the school region in which they intend to run as of this day (and continue to be residents)
September 10 <sup>th</sup> , 2024	Deadline for nominations, deposit, and appointment of official agent
September 11 <sup>th</sup> , 2024	Deadline for candidates to withdraw candidacy
October 10 <sup>th</sup> & 12 <sup>th</sup> , 2024	First advance poll days (varies by municipality)
October 15 <sup>th</sup> , 2024	Second advance poll
October 19 <sup>th</sup> , 2024	Election day
October 22 <sup>nd</sup> , 2024	Official addition
October 26 <sup>th</sup> , 2024	Last day to file affidavit (re: removal of posters and return of voters list for return of full or part of deposit)
October 29 <sup>th</sup> , 2024	Last day to apply for a re-count
December 18 <sup>th</sup> , 2024	Last day to file campaign contribution disclosure form

## Frequently Asked Questions



### ► **When is the CSAP election?**

The CSAP election is held every four years together with municipal elections. This year they are on October 19, 2024.

### ► **What does the CSAP do?**

The CSAP plays a crucial role in shaping Nova Scotian children and youth through the French as a first language education system. In partnership with the community, parents, schools, and the Department of Education and Early Childhood Development, CSAP is responsible for ensuring that students receive the best French language education possible. It is their responsibility to ensure that people are aware of the school board's role, its accomplishments, and why good public education is crucial to the economic and social health of a community.

### ► **Who is CSAP accountable to?**

CSAP is accountable to the Minister of Education and Early Childhood Development.

### ► **Who serves as school board members?**

School board members are people from various backgrounds. They are retirees, homemakers, professionals, trades people, university students—the list goes on. The one thing these people all have in common is an interest in children's French as a first language education and the desire to serve the Acadian and francophone community across Nova Scotia.

### ► **What are the key accountabilities for individual board members?**

All members of CSAP must maintain a focus on the achievement of all students enrolled in the board, act in the best interest of the board, and fulfil the duties of the board as outlined in the *Education Act*.





► **Is there required travel to participate to board meetings?**

Yes, some travel will be required. CSAP is a provincial board and holds its board meetings at different locations throughout the province with up to two board meetings held online.

► **Who is eligible to vote for CSAP members?**

All “Entitled Persons” are eligible and encouraged to vote as long as they are at least 18 years of age, are voting in the school board electoral district in which they reside, and meet the criteria as outlined in the [Candidate’s Guide to Municipal and School Board Elections](#). An “Entitled Person” is defined as someone who has French as their first language learned and still understood, or who received their primary school education in French in Canada following a French-first-language program, or has a child who has received or is receiving primary or secondary education in Canada following a French-first-language program are eligible to vote for CSAP members. By requesting a ballot for the CSAP election, voters are declaring their eligibility.

► **What are electoral districts and how are they determined?**

For the purposes of electing members to the school board, each region is divided into electoral districts. The *Education Act* grants authority to the Nova Scotia Utility and Review Board (UARB) to determine the number of electoral districts within a school region and the boundaries of the electoral district. The school board is required to submit an application to the UARB every eight years to confirm or change the number and boundaries of the electoral districts in the school region.

► **When will I know the official results of the election?**

The election results that are announced on election night are unofficial. The official addition of the votes is conducted by the returning officer, who records the results entered on the written statements of poll from each polling station. The municipal returning officer conducts the official addition for all of the elections in the municipality. The school board returning officer conducts the official addition for the school board election that the returning officer was responsible for.



► **If elected is there training for school board members?**

CSAP offers a training session for board members to promote their understanding of governance and the role of a board member.

The training session will be held on October 26<sup>th</sup> and 27<sup>th</sup>, 2024, in Dartmouth.

