

## ***A Guide for Prospective Candidates***

### **Running for Municipal Office in Yellowknife**

#### ***Before you file***

Here are some things that candidates may wish to consider before filing a nomination paper for School Board Trustee. This information is based on the provisions of the *Local Authorities Elections Act*, as well as comments received from candidates who have run in previous school board elections. This information is provided as a *general guideline only* to prospective candidates.

#### ***Are you eligible to be nominated?***

You are not eligible to be a candidate if:

- You are a Supreme Court Judge, Territorial Court Judge, or Youth Court Judge;
- You are a member of the legislative assembly;
- You are a member of the school staff, as defined in the Education Act, in a school in the area within the jurisdiction of the District Education Authority;
- A person hired for the delivery of adult education programs;
- An employee of the District Education Authority;
- You are an election officer;
- You have been convicted of a corrupt practice under the *Local Authorities Elections Act* within the three years immediately preceding the election day; or
- You have been convicted of an offense punishable by imprisonment for five years or more within the three years immediately preceding Election Day, or whose imprisonment as a result of the conviction terminates within the three years immediately preceding election day.

**Note: It is the responsibility of each candidate  
to verify their eligibility to be nominated.**

#### ***Are you eligible to stand as a candidate?***

Candidates must be:

- A Canadian citizen;
- Eighteen years of age; and
- A resident of the City of Yellowknife for the last 12 consecutive months immediately preceding the day on which the person votes.

**Do you have the time?**

The demands on your time will be heavy. You will be elected for a three-year term of office which begins Tuesday, November 13, 2018. During this term you will be required to:

- Attend regular meetings of the Board of Trustees which are scheduled for the 2<sup>nd</sup> Tuesday of each month at the District Board Office;
- Attend Committee of the Whole meetings monthly ;
- Attend meetings of the boards and agencies to which you are appointed as a Board representative;
- Attend conferences, conventions, seminars and workshops for training and discussion;
- Attend social and other events promoting your school district.

You will also need to spend time reading and talking with residents, your colleagues on the Board of Trustees and others. This will all be part of the preparation for meetings and will help you to make informed decisions.

**Do you understand the position?**

As a member of the Board of Trustees, you will have the opportunity to influence the future of education in Yellowknife. Individual members of the Board do not have the power to commit the school district to any expenditure or to direct the activities of the Board. Your power as a member of the Board depends on your ability to persuade the other members of the Board to adopt your view. Decisions of the Board are made by resolution at Board meetings.

**Filing your nomination**

Your nomination must be filed on the prescribed form which can be obtained from the Returning Officer at Yellowknife Education District No. 1 (5402 50 Ave., Yellowknife, NT).

**Nominators**

Your form must be signed by two people who are eligible to vote in the election in the presence of a Notary Public or Commissioner of Oaths for the Northwest Territories, or the Returning Officer.

For each nominator, the form must include the person's name, street address and signature.

**Candidate**

The nomination form requires you give consent to the nomination and you make a declaration stating you are eligible for nomination and not subject to any of the disqualifications. (Please refer to the *Local Authorities Elections Act* for disqualifications.) You must swear or affirm the declaration before a Notary Public, a Commissioner of Oaths for the Northwest Territories or the Returning Officer.

**Filing the nomination form**

The completed form is to be filed with the Returning Officer by the close of nominations. **The close of nominations is Monday, September 17, 2018 at 3:00 p.m.**

**Withdrawing**

Pursuant to s.46(1) of the *Local Authorities Elections Act*, where more than the required number of candidates are nominated, any person nominated may within 48 hours after the close of nominations, withdraw his/her name as a candidate **by filing written notice of withdrawal with the Returning Officer.**

**No late nominations**

The Returning Officer cannot accept nominations after 3:00 p.m. on Monday, September 17, 2018. Be sure your nomination is filed on time.

**Election signs & campaign materials**

Please refer to the letter from the Development Officer in the nomination package for information regarding the placement of election signs.

It is an offence to erect or place campaign materials within 25 m of a Voting Station.

Campaign material means a sign, poster, placard, pamphlet, advertisement, banner or other material promoting or opposing the election of a candidate.

**Voter's list**

Once your nomination papers are filed you will be entitled to receive one copy of the City Voter's List, obtainable from the Returning Officer. You will be asked to sign a Statutory Declaration stating you will use the information contained in the Voter's List for the purposes of the election and for no other purpose.

**Questions**

The Returning Officer is available to explain the election process to you at the Yellowknife Education District No. 1 Board Office located at 5402 50 Avenue.

**Election Day is  
Monday, October 15, 2018**