

Adopted	March, 2025
Last Revised	
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## **USE OF SCHOOL BOARD RESOURCES DURING AN ELECTION CAMPAIGN**

### **1) PURPOSE**

As a publicly elected official with direct responsibility for education, trustees play an essential role in our communities. Hastings and Prince Edward District School Board (HPEDSB) actively promotes and supports the role of the local democratically elected trustee.

Municipal and School Board Elections are held every four years according to the Municipal Elections Act 1996. In accordance with The Municipal Elections Modernization Act, "Before May 1 in the year of a regular election, municipalities and local boards shall establish rules and procedures concerning the use of municipal or board resources, as the case may be, during the election campaign period." This policy fulfills that requirement.

### **2) POLICY**

This policy establishes instructions for the use of school board resources by trustees during any election campaign and in particular, the Municipal and School Board Election campaign period. It also provides guidelines for activities involving trustees and candidates during the campaign. Nothing in this policy prevents current elected trustees from performing their roles and duties during their term of office.

### **3) DEFINITIONS**

**Board** - Hastings and Prince Edward District School Board

**Campaign Period** - the day the nomination process opens for the election to the election day.

**School board resources** - include staff time, computer, fax, telephone, cell phone, laptop, tablet, website, newsletter, email, and board or school social media accounts. This list may include any board-issued resources and any other information technology devices given to a trustee for their work use as a Trustee of the Board. In cases where there's a personal use agreement, a written exemption may be applied for through the Superintendent of Business.

### **4) SCHOOL BOARD RESOURCES**

- a) Trustees will not use their Board office or school board-issued resources for any campaign-related purposes. This includes displaying election-related materials in board offices, board meetings, board events, or school-related events.
- b) Trustees will not distribute or use the Board logo, Board telephone number, or other contact information, including any Board branding, in any campaign-related material.
- c) Trustees must ensure that all campaign-related material is funded by the trustee in their capacity as a candidate.
- d) Trustees will not use the Board's email system to distribute election-related electronic messages and will not use the board's voicemail system to record election-related messages.
- e) Trustee websites and newsletters funded by the Board are not to include campaign-related material.
- f) Trustees will use their personal information technology resources (i.e., non-board-owned) to create and use social media accounts for campaign purposes. These are to be separate and clearly distinct from any accounts or materials including photographs used by the candidate in their position as a trustee.

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- g) Trustees will not distribute any election-related materials (e.g. print, electronic or other method) via students or parents/guardians.
- h) Trustees will not use the services of board staff to assist or advise in the preparation, distribution or communication of any election-related material.

### **5) OTHER ACTIVITIES DURING THE CAMPAIGN PERIOD**

- a) School Visits – by Trustees:
  - i) Trustees seeking election or trustee re-election may continue to perform their duties, which may include their continued participation in local events held in schools while they serve their term of office. Trustees should not participate in activities at school events that could reasonably be perceived as campaigning.
  - ii) Candidates are not permitted to campaign at school-related events intended for the students and parents/guardians of that school. Current trustees may continue to attend and participate in school-related activities but shall not campaign or conduct themselves in any way that may be perceived as campaigning.
- b) School Visits - by Candidates:
  - i) Requests for visits by candidates for the purpose of campaigning are not considered appropriate.
  - ii) All Candidates' meetings are encouraged and may occur on school property with the appropriate permits and requirements of [Procedure 540: Community Use of Schools](#).
- c) School-related Events:
  - i) Candidates are not permitted to campaign at school-related events intended for the students and parents/guardians of that school.
  - ii) Current trustees may continue to attend and participate in school-related activities but shall not campaign or conduct themselves in any way that may reasonably be perceived as campaigning.
- d) Campaign Involvement – Student:
  - i) Students are encouraged to participate in curriculum-based activities (e.g.Civics) and democratic awareness programs such as Student Vote. Secondary students may choose to earn their community involvement hours by participating in a legitimate election campaign. Any campaign or election activities must be done outside school hours and not on school property.

#### ***Legal References:***

- Municipal Elections Act 1996
- Education Act

#### ***Board References:***

- HPEDSB By-Laws
- Board Policy: Governance Directive 7.1: Board Members' Code of Conduct
- Policy 2: Board Governance
- Policy 3: Board Member Honoraria and Expense Reimbursement
- Policy 12: External Committee and Trustee Advocacy
- Procedure 540: Community Use of Schools