

<b>Section:</b>	<b>Governance</b>	
<b>Title:</b>	<b>Trustee Election Protocol</b>	<b>1.1</b>

Mission Public Schools understands that while trustee campaigning will take place during an election, schools should be perceived as neutral with respect to trustee candidates. School district activities should proceed in a normal manner during the election period, however, political campaigning must not take place on school district property.

Trustee election campaign advertisements or materials must not be distributed via schools or displayed on school property nor distributed to students or parents or employees via schools, school mail or mailboxes, district e-mail or e-mail lists created for educational purposes. However, material about the election in general may be distributed/advertised, for example, the date of the election and where the polling booths will be located.

Trustees and employees will continue to carry out their duties with integrity and responsibility.

### **Guidelines for All Employees**

Past connections with the school, union endorsement or incumbency should not provide special access to some candidates while others are denied access.

No employee of the district should participate in campaign activity during working hours.

Students, as part of a planned citizenship education program, may be informed about and carry on discussions of election processes and issues.

Under no circumstances shall efforts be made by staff neither to indoctrinate students with a particular political view nor to engage them in campaign activities.

Employees should refrain from providing information of a sensitive nature directly to trustees or trustee candidates. If the information should be provided to all trustees, the employee should contact his/her immediate supervisor.

Employees should not purchase tickets for trustees to community functions.

### **In addition to the guidelines above:**

Administrators and managers are strongly advised against involving themselves in a direct role of a trustee or trustee candidate's campaign.

Particular effort should be made to avoid controversial issues which could become part of an election campaign.

Public information that would normally be made available to incumbent trustees should be made available to all candidates seeking office.

Public relations activities should be kept to a 'low profile'. Administrators and managers should:

- Avoid personal media coverage or quotes.
- Avoid participation in public meetings where controversial issues will be discussed in a political manner.
- Postpone the publication of major district promotional material.
- Schedule only such publicity visible events as would normally be held during the fall term.

Mission Public Schools recognizes the value of all candidates meetings, however, the booking of space for such meetings must be made through usual booking procedure with the District of Mission.

## **Guidelines for Trustees / Trustee Candidates**

A trustee incumbent can continue to visit their liaison schools, but by invitation only. They should be introduced as a trustee but no comments should be voiced regarding the election campaign. Should any trustee candidate attend a school event, the candidate may be introduced by name only but without reference to the trustee election.

Staff should not be asked to accompany a trustee to a non-school event.

Requests for information (for political purposes) should be confined to that which would normally be available to other candidates.

Political advice should not be sought from staff.

Board discussions should be confined to necessary board business i.e. every attempt should be made to avoid the use of board meetings as a forum to discuss campaign issues.

When possible, every attempt should be made to avoid the involvement of the board in controversial issues.

**Date Adopted: October 2011 (formerly AP #409)**

*Cross Reference: Trustee Code of Ethics Policy #5*