



Ministry of
Education

BC Teachers' Council

2018 Nomination Package & Election Timeline



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1. Call for Nominations – November 14, 2017

Obtain nomination forms from the Teacher Regulation Branch (TRB) website at www.bcteacherregulation.ca.

2. Close of Nominations – all Nomination Forms must be received by January 9, 2018

Nominations must be on the appropriate form, with signatures of support from ten certificate holders in good standing, and also signed by the nominee. The nominee and the ten certificate holders signing the nomination form must each have his or her principal residence in that zone. All nominations will be acknowledged by letter. Incomplete forms received before the deadline may be amended prior to the close of the nomination period. The nomination form with original signatures, a faxed copy of the original form with signatures visible, or an email attaching a PDF or image of the original form with signatures visible must be received by the TRB by January 9, 2018. Note: the election officer can request a copy of the original nomination form at any time during the election process.

3. Mailing of Ballots – February 16, 2018

Ballots will be mailed to the homes of certificate holders living in an electoral zone within 45 days of the close of nominations.

4. Deadline for Receipt of Ballots – all ballots must be received by 4:30 p.m. local time on March 20, 2018

Designated staff only will process all incoming ballots to verify the eligibility of the voter and place the ballot envelope in a locked ballot box.

5. Counting of Ballots – March 21, 2018

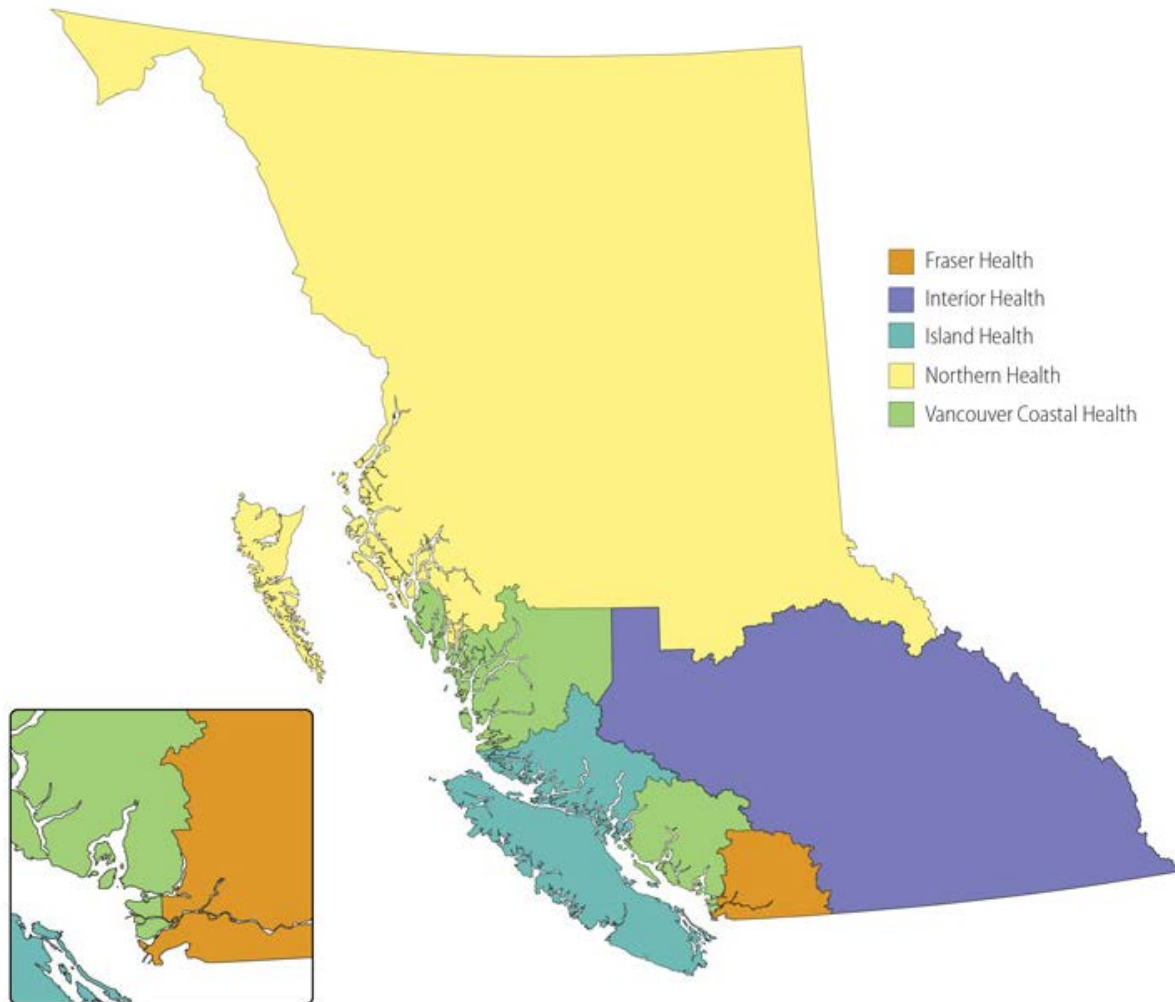
The counting of ballots will begin on March 21, 2018, and may take up to two days. The election officer will arrange for sufficient staff to count ballots on the day of the election. Candidates may have a scrutineer present to observe the count. The TRB will also arrange for an auditor to observe and verify the count. A Statement and Return of Poll will be completed for each zone and signed by a ballot counter, the auditor's representative and the election officer.

6. Results of the Election

Following the count, letters will be sent to each candidate advising of the results. The results will also be posted on the TRB website within 5 to 7 business days.

BC Teachers' Council Election Zones

Elections for a three-year term beginning in 2018 will take place in the five election zones simultaneously. **Certificate holders vote in the zone in which they live. Zones are based on the 5 regional health authority zones and are shown below.** This map can also be viewed online at www.health.gov.bc.ca/socsec/provmap.html.



Nomination for Election

Calls for nominations open on November 14, 2017 and close on January 9, 2018. To be eligible for nomination, a person must meet the following criteria:

- be a valid certificate holder,
- be a practising certificate holder (which means having carried out one or more of the following duties in the preceding two years in the course of his or her employment:
 - design, supervision and assessment of educational programs;
 - instruction, assessment and evaluation of individual students and of groups of students.)
- have his or her principal residence in the zone in which he or she plans to run.

While not a criterion for nomination, all certificate holders should fully understand and appreciate the nature of the oath of office that they will be required to take if they are successful. The Oath of Office is available at www.bcteacherregulation.ca/documents/AboutUs/Elections/oath_of_office.pdf.

A nomination form is included in this package (see page 11), can be obtained from the TRB or is available on the TRB website at www.bcteacherregulation.ca. Please note the following protocols:

- The nomination form with original signatures, a faxed copy of the original form with signatures visible, or an email attaching a PDF or image of the original form with signatures visible must be received by the TRB by January 9, 2018. Note: the election officer can request a copy of the original nomination form at any time during the election process.
- All those signing the nomination forms must be **valid certificate holders and be eligible to vote in the zone.**
- The nomination form must include the **signature of the nominee** as consent to run in the election.
- **All nomination forms must be received by the TRB by January 9, 2018.**
- All nominations should be accompanied by a biographical statement of not more than 250 words, an election message of not more than 250 words, and a recent passport-sized photo. **These items can also be emailed to trb.communications@gov.bc.ca.** This information will be distributed free of charge by the TRB to all certificate holders in a zone.
- Candidates may appoint an observer (scrutineer) to be present at the counting of the ballots beginning March 21, 2018.

What is the BC Teachers' Council?

The BC Teachers' Council (BCTC), created under the *Teachers Act* (Act), is comprised of 16 persons either appointed by the Minister of Education (Minister) or elected by the certificate holders. The members of the BCTC include:

- three of nine persons nominated by the British Columbia Teachers' Federation (BCTF) and appointed by the Minister,
- five persons elected by the certificate holders in five zones in BC,
- seven persons appointed by the Minister following consultation with education groups in the province, and
- one person appointed by the Minister who is a non-voting member with responsibilities to report to the Minister on the activities of the BCTC.

What is the Role of a Member of the BCTC?

The BCTC, which, by statute, must meet at least once a year, is constituted to establish standards for the preparation, certification, competence and conduct of teachers who hold a certificate of qualification from the Ministry of Education. The standards are used to assess applicants for and issue teaching certificates, conduct certificate reviews and, where necessary, discipline a certificate holder for breaching the standards. Further, the BCTC develops and implements standards to approve teacher education programs.

The pertinent sections of the Act that define the work of the BCTC are described below. Section 9 of the Act provides for the BCTC to determine its practices and to elect a chair.

Section 9

(8) Subject to section 14 [*ratification of council rules, standards and decisions*], the council may make rules governing its practices and procedures, including the conduct of council meetings.

(9) A majority of council members must elect a chair from among the council members, and may elect a new chair from among the council members at any time.

Section 10 of the Act limits the work of the BCTC to setting standards for the education of applicants and for the competence and conduct of applicants and certificate holders. The BCTC is given these powers by government and must therefore restrict its work to these specific areas. Section 10 also speaks to the way in which the BCTC must conduct its business – by acting in the public interest rather than in the interest of a particular certificate holder, group of certificate holders or organizations that are impacted by the work of the BCTC. When setting standards, this means that the standards should, as a priority, reflect what is best for children and society, rather than what is best for teachers or education stakeholders. While these two interests often overlap, they do not always do so and when there is a divergence of interests, the BCTC members must act to protect the interests of the public.

BCTC members must act in good faith. The expectation of persons who are acting in good faith is that they will behave with honesty, fairness, and lawfulness of purpose. They must act without any intent to defraud, act maliciously, or take unfair advantage of another.

Finally, section 10 constrains BCTC members from acting on behalf of an “authorized person in respect of a complaint, a report, an investigation, a consent resolution process or a hearing.” This means that BCTC members who may hold positions of advocacy within their union or association, must not act for a certificate holder who is the focus of a discipline matter before the Commissioner for Teacher Regulation. They may not provide advice or support of any kind to the certificate holder.

Section 10

(1) The objects of the council are as follows:

(a) to establish standards for the education of applicants for certificates of qualification;

(b) to establish standards for the conduct and competence of applicants for certificates of qualification and certificate holders.

(2) In carrying out its objects, the council must exercise its powers and perform its duties under this Act in the public interest.

(3) A council member must act

(a) in good faith, and

(b) in a manner that puts the public interest ahead of the interest of any organization with which the council member may be affiliated.

(4) A council member must not act on behalf of an authorized person in respect of a complaint, a report, an investigation, a consent resolution process or a hearing under Part 6 [*Disciplinary and Professional Conduct Inquiries and Certification Appeals*] or on behalf of an appellant in respect of a certification appeal under Part 6.

Each BCTC member must take an oath, pursuant to Section 11 of the Act.

Section 11

(1) Before taking office, a person appointed or elected to the council, other than the person appointed under section 9 (1) (d), must take and sign, by oath or solemn affirmation, a prescribed oath of office.

Section 13 provides further clarification and detail to the work of the BCTC by outlining the specific duties and authority of the BCTC with respect to setting standards and approving teacher education programs in BC.

Section 13

The council has the following powers and duties:

- (a) to establish teacher education program approval standards for determining if the teacher education program of any faculty of teacher education or school of teacher education satisfies the academic standards for a graduate of that program to be issued a certificate of qualification;**
- (b) to determine if a teacher education program meets the teacher education program approval standards;**
- (c) to cooperate with a faculty of teacher education or school of teacher education in the design and evaluation of teacher education programs;**
- (d) to establish the standards that a person must meet in order to be issued and to maintain a certificate of qualification, including**
 - (i) standards with respect to the training and qualifications of applicants for a certificate of qualification and persons holding a certificate of qualification, including, but not limited to, professional, academic and specialist standards,**
 - (ii) competence standards, and**
 - (iii) conduct standards;**
- (e) to classify certificates of qualification into one or more types, including requiring that different certification standards be met for different types of certificates of qualification;**
- (f) to prepare and submit annual reports under section 16 and other reports under section 17 [additional council reports].**

Disciplinary and Professional Conduct Board

The members of the BCTC form a pool from which a board of nine persons will be appointed by the Minister. Known as the Disciplinary and Professional Conduct Board (DPCB), it will have four members of the BCTC who were either elected or nominated by the BCTF, and five members who were appointed by the Minister from education groups other than the BCTF.

The DPCB acts as a pool for the appointment of panels that will be constituted for the purpose of hearing cases related to the competence or conduct of a certificate holder or former certificate holder, or related to the issuance of a certificate. The processes that govern the functioning of a panel are set out in regulation to the Act and in the rules of practice and procedure of the Commissioner for Teacher Regulation. The Commissioner appoints three persons to a panel using the following formula:

1. if the panel is constituted for the purpose of a hearing into a matter related to a person who holds a certificate of qualification or letter of permission
 - a. the panel must have one, and no more than one, person who was appointed by the BCTF or who was elected to a zone
2. if the panel is constituted for the purpose of a hearing into a matter related to a person who holds an independent school teaching certificate
 - a. the panel must have at least one person with knowledge of and experience in the independent school system
3. the Commissioner may appoint one person who is not a member of the DPCB to sit on any panel

Acting in a Judicial Role

In carrying out the work of a panel, DPCB members or appointed panel members must follow the principles of administrative law, including that they must:

- act in a fair, unbiased and independent manner in all their adjudicative decision-making. When BCTC or DPCB members make decisions that affect the ability of individuals to hold a certificate, the decisions must be made, and be seen to be made, according to the principles of administrative fairness.
- represent the public interest and the interests of certificate holders as a whole. An elected BCTC member must not represent the interests of his or her constituents, nor an appointed member represent the members of the organization to which he or she belongs. The BCTC member must always put the interests of the public first.
- keep all information related to individuals or institutions confidential unless the information is made public according to the Act, regulations or rules established for the BCTC, DPCB or panel.

What should I know before making a decision to run for membership on the BCTC?

All successful candidates are required to swear an oath of office before they can become BCTC members and vote at the BCTC table. Section 11 of the *Teachers Act* states the oath must be taken before a justice of the peace, the secretary treasurer of a school board or the Director of Certification and the person taking the oath must obtain the completed oath or a certificate of it from the person administering it. This must be done within:

- 45 days of the date of the declaration of the results of the election, or
- within 45 days of the day on which an election would have been held but was not due to election by acclamation.

Members of BCTC are expected to devote time to preparing for meetings, and for hearings if they are assigned to the DPCB. The work of a DPCB member is often difficult and can be time-consuming if a hearing takes a long time to conclude.

BCTC members must:

- become knowledgeable about the role of regulation, the principles of administrative law, the Act and its regulations and the rules established by the Commissioner for Teacher Regulation or the Director of Certification;
- act in accordance with the *Teachers Act* and the oath;
- attend BCTC meetings as scheduled. Be aware that some meetings may end in the evening or carry over to the next day;
- be available throughout the calendar year for discipline and fitness hearings and appeal panels if they are members of the DPCB;
- carefully prepare for meetings or hearings by reading all information regarding the cases or matters before them;
- participate fully in training and in-service related to the work of the BCTC and DPCB.

Training and in-service sessions, particularly for those who will sit on the DPCB, will be provided as quickly as possible after the elections so that the on-going business in the areas of discipline and certification can continue as quickly and as efficiently as possible under the Act. BCTC members also form committees to work on initiatives and report back to the full membership. Committee appointments are made on a voluntary basis.

If you decide to let your name stand for election and are elected, you will be taking on a great responsibility – one for which the public has high expectations. You will be serving in a rewarding capacity that serves to instill public confidence in the education system and safeguard the reputation of teachers and administrators by setting and maintaining the standards that are the foundation of teacher regulation.



Nomination for Member Of the BC Teachers' Council

I, _____, Certificate # _____ of _____ zone, do hereby accept the nomination for the position of BC Teachers' Council Member for this zone, made by the certificate holders who have signed below. If elected, I understand that my responsibilities as a member of the BC Teachers' Council are as stated in the *Teachers Act*.

Signature

Date (yyyy/mm/dd)

Phone

Email

Nominator Name: (Please Print) Include your full legal name	Signature:	Phone Number: School / Home	Certificate Number:	<p>Important information regarding the person being nominated and those nominating that person:</p> <p>A certificate holder is not eligible to be a candidate for election to the BCTC as the representative of a zone unless:</p> <ul style="list-style-type: none"> (a) The certificate holder is practising. (b) The certificate holder's principal residence is in that zone. (c) The certificate holder's nomination in writing is proposed by 10 certificate holders each having principal residence in that zone, and (d) Written consent for the nomination has been filed with the election officer on or before the close of nominations. <p>More than 10 spaces have been provided on this nomination form in the event that one or more of the initial nominators are ineligible to nominate.</p>
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Guidelines for Candidate Statements

A template is provided in this package for your use. A candidate statement may contain:

1. A biographical statement of not more than 250 words including personal data, education and professional and public service.
2. An election statement of not more than 250 words, including the position the candidate is taking on various issues relating to the mandate of the BC Teachers' Council.

Please also include a passport-sized photo. The TRB will distribute the candidate statements and photos along with the ballots. It will also post the statements and photos on its website. Once the election has been completed, the information will be removed.

Checklist for Candidates

Please ensure the following items are received by the Teacher Regulation Branch:

- Your completed and signed nomination form;
- Your candidate statement, which includes a biographical statement and an election statement;
- A recent passport-sized photo

You may send these items by fax to 604 775-4860, by email to trb.communications@gov.bc.ca, or by mail to the address below, but please ensure all of the materials, including the nomination form with original signatures, are received by the Teacher Regulation no later than January 9, 2018.

Teacher Regulation Branch
Ministry of Education
400-2025 West Broadway
Vancouver, BC V6J 1Z6



Candidate Statement Template

The Teacher Regulation Branch (TRB) will provide voters with the information that you provide on this form. The TRB reserves the right to edit the statement for clarity, grammar, and spelling but will make every effort to contact you before doing so. The biographical information below is not to exceed 250 words. **This statement can also be sent by email to: trb.communications@gov.bc.ca.**

Name (as it will appear on the ballot)	
Zone	
Please include information pertaining to: <ul style="list-style-type: none">• Academic Background and Education• Employment History and Professional Service• Community and Public Service	



Election Statement Template

Election Statement (not to exceed 250 words)

Please provide voters with a clear and concise summary of your position on what you believe to be the important issues to be considered by the BC Teachers' Council.

Contact Information

Please provide the Teacher Regulation Branch with your current contact information. This information will not be provided to voters but will be used by the TRB to communicate with you through the election process.

Mailing Address: _____

Email: _____ Facsimile: _____

Phone (home/vacation/school): _____