*(Insert school name)*   
**School Board Elections**

**Parent Election Notice (notify community)**

Nominations are open for the election of *[insert number of vacancies]* parent representatives to the school board.

All eligible voters will receive a nomination form. Use this form to nominate yourself or someone in your community. You will also receive a nomination cover letter calling for nominations. [**NOTE:** *the following sentence is optional but recommended.*] Information on who is not eligible to be a board member is provided with the nomination form.

If you need more nomination forms, contact the school office.

Nominations close at **noon** on *[insert date]*. You may provide a signed candidate statement and photograph with your nomination.

The electoral roll is held at the school and can be viewed during normal school hours.

As nominations are received, there will be a list of candidates’ names kept at the school up until election day, which you can view.

Voting closes at **4pm** on *[insert Election Day date].*

Signed *[insert name]*

Returning Officer