



Candidate in the school elections

**Do you intend to incur expenses
to promote your candidacy?**

If so, here are the rules to follow

DGE-5608-VA (14-05)



LE DIRECTEUR GÉNÉRAL
DES ÉLECTIONS DU QUÉBEC

Financing of Candidates - Control of Election Expenses

To ensure fairness and transparency in the electoral system, there are rules that govern the financing of candidates and control of election expenses. Here are a few:

1. Required Authorization

- You must obtain authorization if you wish to incur expenses before and during the election period, to solicit contributions and to contract loans. Authorization is also required to use advertising material, even if the material belongs to you or is produced by you.
- The application for authorization must be made to your returning officer. You can obtain authorization as of January 1st of the year of the general election or as soon as a position becomes vacant in the case of a by-election.

2. You Must Open a Bank Account

- You must open a current bank account that provides for the return of cheques (front/back).
- All transactions (deposit of all contributions, payment of expenses) must be made, without exception, from this bank account, which has been opened for the sole purpose of your election campaign.
- If these funds are derived exclusively from contributions made personally by the authorized candidate, and, as a result, election expenses are a maximum of \$1,000, the candidate is not required to open such an account.

3. Only Electors of the School Board May Make Contributions

- Only an elector (natural person) of the school board where you are running can make a contribution to you in your capacity as an authorized candidate.
- For every contribution received, the canvasser shall provide the donor with an official receipt as issued by the Chief Electoral Officer of Québec.
- Every money contribution of \$100 and over must be made by cheque, and the cheques must be signed by the elector and drawn on the elector's own bank account.
- The same elector may contribute a maximum of \$300 to each of the authorized candidates of the same school board. Candidates may contribute up to a maximum of \$1,000 to their own campaign.
- The name of every elector who makes one or more contributions totaling \$100 and over shall be included in the report that you produce.

Office of School Board Chair

- Due to the amendments made to the Act respecting school elections, a school board chair is henceforth elected by all of the electors of the school board in question. The rules currently in force apply equally to this new position.

There are Expense Limits during an Election Period

- During an election period, only an authorized candidate may incur election expenses. You must therefore closely supervise this aspect of your campaign.
- The Act states that an election expense is the cost of any good or service used during the election period, in particular, to promote or oppose the election of a candidate.
- The Act imposes a limit on how much you can spend, as a candidate, on your election campaign. The maximum amount is determined based on the number of electors entered on the list of electors of the electoral division for a commissioner position or for all of the electors of the school board in question in the case of the chair position.

6. Identifying Your Advertisements

- During an election period, all of your advertisements (advertising copy, material, Website, in-house advertising, etc.) must be correctly identified.
- All advertising copy, objects and material relating to an election must bear the name of the printer or producer as well as your name as the authorized candidate who is having it produced.
- Any advertisement published in a newspaper or other publication must mention your name as the candidate who is having it published.
- In the case of any advertisement on radio or TV or any advertisement made using any other medium or information technology, your name must be mentioned at the beginning or at the end of the advertisement.

Reports to be Filed

- Since you will be an authorized candidate, you will have to file reports with the director general of the school board whether you have incurred expenses or not. These reports must be filed within 90 days after polling day. Using the prescribed format, they must show any income and expenses.
- The reports must be accompanied by the original copies of vouchers, i.e., invoices, bank statements, cheques deposited, proofs of payment, contribution receipts, copies of advertisements, loan agreements, etc.
- All reports are made available to the public as soon as they are filed.

Reimbursement of Your Election Expenses

- If you are elected or obtain 15% or more of the votes, part of your election expenses may be reimbursed under certain conditions.

Penalties

- Penalties are prescribed under the Act respecting school elections for candidates who violate the Act. If you have any doubts about the legality of a contribution or an election expense, you may ask the Chief Electoral Officer to investigate.

For More Information

- Please consult the "Guide for the Authorized Candidate" for school elections or contact the director general of your school board or the political party financing department of the office of the Chief Electoral Officer.
- In addition, you can attend our information sessions. To know when and where these sessions will be held, visit the Chief Electoral Officer's Website.

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