



PROCEDURE

Title:	STUDENT TRUSTEES ON THE BOARD	Procedure No.: 2010a Effective Date: 2002 Feb. 26
Department:	Director's Services – Trustees' Office	
Reference(s):	- Policy – Student Trustees on the Board #2010 - Education Act, O. Reg. 7/07: Student Trustees - Procedure – Student Advisory Council #2010b - Procedure – Expense Reimbursement - Trustees #1005 - Policy – Trustee Honoraria #1007 - Procedure – Trustee Honoraria #1007a	

1.0 NOMINATIONS FOR STUDENT TRUSTEE POSITIONS

Any qualified secondary student may submit a completed Application for Student Trustee to their Principal, outlining their academic, school, extra-curricular and/or community involvement experiences, including a brief explanation of their interest in serving in the role of Student Trustee. If there is more than one application per school, the Principal, through an appropriate school process involving student government input, will select one candidate from their school.

Up to one candidate name from each secondary school is to be submitted to the Executive Assistant, Trustees' Office.

2.0 TERM OF OFFICE

A Students Trustee's term of office is one year; from August 1 to July 31. They may be re-elected for a second term if they meet the qualification requirements.

3.0 ELECTION

3.1 The election shall be held not later than the last day of February in each year, unless otherwise stipulated in O. Reg. 7/07.

3.2 The Executive Assistant, Trustees' Office shall be responsible for coordinating the debate and election.

Administered By: **Director's Services – Trustees' Office**

Amendment Date(s): 2005 Jan. 25, 2006 Dec. 19, 2007 Mar. 20, 2007 June 12, 2010 Feb. 9, 2012 Dec. 18, 2016 Dec. 20, 2016, May 3, 2017, Nov 22, 2021

Expenses will be covered from the Trustees' operating budget.

- 3.3 Participants in the election include the Candidates, Voting Delegates, Student Observers, and others.

The Voting Delegate from each school is selected by the school Principal, through an appropriate school process involving student government.

Each secondary school may designate up to 4 Observers to participate in the election. The role of the Observer is to ask questions during the question and answer period. The Voting Delegate may consult with the Observers from the school prior to casting their ballot.

The election of the Student Trustee(s) will be presided over by the current Student Trustee(s) and supported by Administrative staff as required.

- 3.4 Campaigning for the position of Student Trustee is restricted to the distribution of a one to threepage brochure.
- 3.5 The election debate will consist of a presentation of up to five minutes per candidate and a general question and answer period directed at all candidates.
- 3.6 Each secondary school represented at the debate and election has the right to cast one vote for a candidate for each position. In order to facilitate the participation of each secondary school in the voting process, Voting Delegates and Observers may participate electronically.

Students participating electronically must be supported to do so through the school Administrator.

An election will be held for each position.

Elections will be held by secret ballot for in-person Voting Delegates and by electronic means by those attending remotely. The candidate with the majority of votes will be announced as the Student Trustee for a one year term commencing August 01.

Where there is not a majority vote on the first round of voting, the candidate(s) with the least number of votes will be removed from the ballot and a second vote will be taken. This process may continue until a candidate with a majority of votes is elected.

In the event of a tie, a second vote will be held for the position. Should there still be a tie, the candidate will be selected by calling for the drawing of disks numbered 1 – 12. Each candidate will draw a number, which will be noted by the recording secretary, and the number returned to the box. The candidate drawing the highest number will be declared the Student Trustee for the term of office. Should the candidates draw the same number, the process will be repeated.

Should there be only one candidate for a position, that candidate shall be acclaimed.

If there are no applicants, the matter will be referred back to the Chair's Committee for decision and next steps.

4.0 VACANCIES

In the event of a resignation by a Student Trustee, or their removal or a vacancy occurs prior to the expiration of the term of a Student Trustee and if it occurs prior to the beginning of the second semester, it shall be filled by a by-election held within 30 school days of the date of vacancy. The applicable provisions of section 1.0 of this procedure will apply for the election process. If the vacancy occurs during the second semester, it will remain unfilled until the Student Trustee debate and election at which time the position will be filled by election as per applicable provisions of Section 1.0 of this procedure. The term of a Student Trustee elected to fulfil the remainder of another Student Trustee's term shall commence at the point of election for the balance of the current term.

5.0 ORIENTATION

Organization of the orientation for the newly-elected Student Trustee(s) will be the responsibility of the Executive Assistant, Trustees' Office.

6.0 VOTING – BOARD MEETINGS/COMMITTEES

The Student Trustees may request to have their non-binding vote recorded in the Board minutes and may request that a matter before the Board, or any of its committees, be put to a recorded vote, in which case there must be two votes:

- a. A non-binding vote that includes the Student Trustees' vote; and
- b. A recorded, binding vote that does not include the Student Trustees' vote.

Student Trustees are not entitled to move a motion but are entitled to suggest a motion on any matter at a meeting of the Board or of one of its committees on which the Student Trustee sits. If no member of the Board or committee, as the case may be, moves the suggested motion, the record shall show the suggested motion.

7.0 EXTENT OF PARTICIPATION

Student Trustees have the same access to professional development opportunities, conferences, etc. as provided to other Trustees and where student PD funds are available. Student Trustees require approval from parents/guardians (if under 18) and the Chair's Committee prior to registration. .

Student Trustees have the same opportunities to sit on and participate at Board and Committee meetings as a Board member. Where legislation requires that a committee must include one or more "members of the Board", a Student Trustee shall not count as a Board member.

If the composition of a committee is governed solely by Board motion and the motion provides that the committee consists of, for example, three Trustees and three non-Trustees, the Board may amend the composition to allow a Student Trustee to replace one of the three Trustees.

In-Camera Meetings

Student Trustees may attend all in-camera meetings of the Board with the exception of items under "Personal" where the disclosure of intimate, personal or financial information in respect of a member of the Board or committee, an employee or prospective employee of the board or a pupil or their parent/guardian may be discussed.

8.0 EXPENSES AND TRAVEL

Student Trustees will be reimbursed for out-of-pocket expenses reasonably incurred in carrying out the duties and responsibilities of the position in accordance with board policy, and Ministry of Education funding. Prior approval for travel and reimbursement to meetings, workshops, training sessions and/or conferences outside of the Thames Valley jurisdiction must be reviewed and authorized by the Chair's Committee. For students under the age of 18, written permission must be received from their parent/guardian supporting attendance at the activity and the travel plan prior to attending.

9.0 HONORARIUM

Student Trustees will receive an honorarium of \$2,500.00 payable at the end of the year. Should a Student Trustee not complete the full year, the honorarium will be prorated according to the proportion of the year for which the Student Trustee held office.

10.0 COMMUNITY SERVICE

Because of the expected time commitment inherent in this position, the elected Student

Trustees may request that participation in the role qualify for the 40 hours of community service required to complete the Ontario Secondary School Diploma. The student must make the request through the Chair of the Board by June 30 of the year.