



PROCEDURE

Title: **FILLING TRUSTEE VACANCIES ON THE BOARD** Procedure No.: **2015a**
Effective Date: **2001 Sept. 28**

Department: Director's Services

Reference(s): - Policy: Filling Trustee
- Education Act
- Municipal Elections Act

One of the following processes shall be used to fill a vacancy on the Board when a trustee resigns, becomes ineligible, or otherwise creates a vacancy on the Board during its current term. Both the *Education Act* and the *Municipal Elections Act* provide direction on filling trustee vacancies.

1.0 Board Appointment

- 1.1 If the Board determines to fill a vacancy by appointment, the appointment shall be made within 60 days of the vacancy. The person selected shall meet the qualifications necessary to be elected as a member of the Board, in accordance with the *Education Act*, i.e.
- is qualified to vote for members of the Board;
 - is a resident in the Board's jurisdiction;
 - does not have cause to be disqualified under s. 219 (4). (5), (7) of the *Act*.
- 1.2 The Board may choose one of the following procedures to fill a trustee vacancy:
- 1.2.a Where the incumbent trustee was not acclaimed, the first opportunity for filling the vacancy may be offered to the first runner-up in the last regular school board election, in the electoral region where the vacancy occurs, provided the person was, and is still qualified to sit on the Board.
- 1.2.b Should the Board wish, or should the first runner-up be unwilling or unqualified to fill the vacancy, or where the incumbent was acclaimed to the seat, the opportunity will be provided to a broader range of electors through the following process:
- an advertisement shall be placed in the District media indicating that preference may be given to applicants residing in the area in which the vacancy exists;
 - interested persons shall be required to submit an application to the Chair of the Board indicating their interest, background, qualifications, and experience.

Administered By: Director's Services

Amendment/Reviewed Date(s): 2017 Sept 26
--

1.0 Board Appointment – Continued

- 1.3 The full board of trustees shall serve as the Interview Committee and prepare a recommendation to the Board.

2.0 Municipal By-election

- 2.1 Board members, by resolution, may direct that an election be held to fill the vacancy if it occurs:
- in a year in which no regular municipal election is scheduled;
 - before April 1 of an election year;
 - after the Board is organized in the year of an election.
- 2.2 The Director of Education shall contact the Clerk of the appropriate municipal office and provide a copy of the resolution to initiate the by-election process