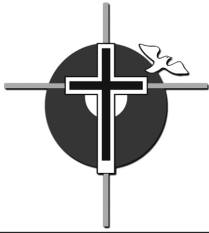


PURPOSE

The main purpose of the Catholic Student Trustee is to provide the Catholic District School Board of Eastern Ontario Board of Trustees with insights and recommendations from a Student's perspective; and to comply with Section 55 of the Education Act and its accompanying Regulation 07/07.

I. ELECTION PROCESS

- 1.1 The Board will advertise the positions of Catholic Student Trustee, and/or Associate Catholic Student Trustee, in all schools within its jurisdiction which houses intermediate and senior grade pupils.
- 1.2 The advertisement will contain the qualifications required to become a Catholic Student Trustee of the Catholic District School Board of Eastern Ontario.
- 1.3 The candidates must be proven leaders in their respective Catholic High School by having participated in multiple leadership opportunities such as student council, Catholic School Council, and/or various other leadership clubs, and committees.
- 1.4 The candidates will submit notice of their interest and identify their qualifications to their principal/vice-principal by March 15th.
- 1.5 Each Principal will receive all names of candidates within their school. After a formal and transparent selection process, which will include a thorough check to ensure compliance with ***Board Policy A3: Catholic Student Trustees to the Board - Qualifications***, the principal will submit a maximum of two names to the Board by April 1st.
- 1.6 In preparation for the election of the Catholic Student Trustee, by the Catholic Student Senate, the Board will prepare an official election ballot which will list, in alphabetical order, all the candidate names submitted.
- 1.7 The candidates will be invited to the April meeting of the Catholic Student Senate. At that time, each candidate will be prepared to give a 3-5 minute presentation, followed by questions, to the Catholic Student Senate declaring their suitability for the Catholic Student Trustee and/or Associate Catholic Student Trustee positions. The election must be held by April 30th.
- 1.8 Presentation order will be determined by the drawing of lots—held before the Senate Meeting commences. This process will be presided over by the appropriate Supervisory Officer and the



incumbent Catholic Student Trustees.

- 1.9 After all candidates have completed their presentation, the Student Senate will make their selection via a secret ballot. Each school will have one vote as exercised through their respective Student Senate representative. The incumbent Student Trustee and Associate Student Trustee will have one vote between both of them.
- 1.10 The incumbent Catholic Student Trustee will inform all candidates of the Student Senate's decision. The Student Senate's decision is final.
- 1.11
 - i. The incumbent Catholic Student Trustee will formally introduce the successful Associate Student Trustee and the new Student Trustee to the full Board of Trustees at the next regularly scheduled Board Meeting.
 - ii. The newly elected Catholic Associate Student Trustee and the new Student Trustee shall be sworn into office at the first Board meeting in August.
 - iii. The Board shall provide the Ministry with the names of the incoming Catholic Student Trustees within 30 days after the date of the election or by-election.
- 1.12 The Catholic Student Trustees may attend the May and June Board meetings as observers. This time period is to be used as a transition opportunity between out-going and in-coming Catholic Student Trustees.

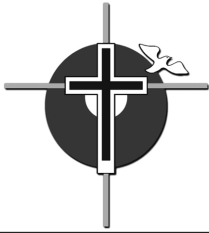
II. TERM OF OFFICE

- 2.1 The term of office of the Catholic Student Trustees shall be for two calendar years, commencing August 1st of the year in which he or she is elected as Associate Catholic Student Trustee (year one) and ends on July 31st of year two.
- 2.2 If the Board determines that a vacancy shall be filled, it shall be filled by a by-election.

III. REIMBURSEMENT OF EXPENSES

The Board shall reimburse the Catholic Student Trustees for out-of-pocket expenses as if they were members of the Board.

IV. HONORARIUM



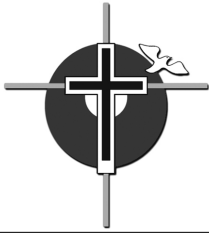
- 4.1 The Catholic Student Trustee and the Associate Catholic Student Trustee shall receive an honorarium of \$2500.00 per year and only if he or she holds office for a complete term.
- 4.2 If the Catholic Student Trustee or the Associate Catholic School Trustee holds office for less than a complete term of office, then the allotted honorarium of \$2500.00 will be prorated according to the proportion of the term served.

V. VOTING

- 5.1 The Associate Catholic Student Trustee, and the Catholic Student Trustee are not members of the Board and therefore are not entitled to a binding vote - that is, their votes do not “count”; however, the Catholic Student Trustee does have the right to have his/her vote recorded in the Board minutes if requested.
The Associate Catholic Student Trustee is deemed an observer and does not play an active role at board meetings during his or her first year.
- 5.2 The Catholic Student Trustee may request that a matter before the Board or any of its committees be put to a vote, in which case there must be two votes:
 - i. a recorded non-binding vote that includes the Catholic Student Trustee’s vote; *and*
 - ii. a recorded binding vote that does not include the Catholic Student Trustee’s vote.
- 5.3 Catholic Student Trustee is not entitled to move a motion but is entitled to suggest a motion on any matter at a meeting of the Board or of one of its committees on which the Catholic 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.

VI. BOARD COMMITTEES

- 6.1 The Catholic Student Trustees have the same opportunity to sit on Board committee meetings as other Trustees. However, where legislation requires that a committee must include one or more “members of the Board,” the Catholic Student Trustees cannot count as one of these since the Catholic Student Trustees are not “a member of the Board.”
- 6.2 If, on the other hand, the composition of a committee is governed solely by Board Policy and that Policy provides that the committee consists of trustees and non-trustees, the Board could amend its policy governing the committee’s composition to allow the Catholic Student Trustees



to sit on the committee.

VII. IN CAMERA MEETINGS

The Catholic Student Trustees may attend any in camera meeting except those portions, if any, where there is “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 his or her parent or guardian.”

VIII. CONFLICTS OF INTEREST

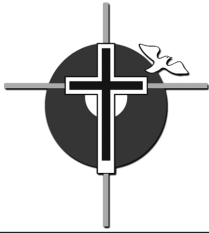
- 8.1 A conflict of interest arises when a Catholic student trustee (or a Catholic student trustee’s parent, spouse or child) has a direct or indirect financial interest in a matter being discussed at a board of committee meeting.
- 8.2 An indirect financial interest arises when a student trustee (or a Catholic student trustee’s parent, spouse or child):
 - 1) owns shares or is a senior officer in a privately-held company,
 - 2) has a controlling interest or is a senior officer of a publicly-held corporation, or
 - 3) is the member of a body that has a financial interest in the matter being discussed at a board of committee meeting.
- 8.3 For there to be a conflict, the financial interest must be of such a nature that it could reasonably be regarded as likely to exert influence over the Catholic student trustees.
- 8.4 When a student realizes he or she is in a conflict of interest, the Catholic student trustees must declare this conflict to the board or to the committee.
- 8.5 During the discussion of the matter that gives rise to a conflict, the Catholic student trustees cannot participate in the discussion, cannot attempt to influence the vote or board members, is not entitled to a recorded vote and cannot suggest a motion.
- 8.6 In the event that there is a conflict of interest at a closed meeting, the Catholic student trustees must leave the meeting during the time that the matter giving rise to the conflict is being discussed. When Catholic student trustees leave for this reason, this must be recorded in the minutes of the meeting.

IX. ACCESS TO BOARD RESOURCES

Date of Board Approval: March 20, 2007

Board Motion No. 07-03-082

Date of Revision (Amendments): February 2008, February 2011, April 2020, February 2021, June 2021



- 9.1 The Catholic Student Trustees have access to any expenses or other resources provided to Board members with the exception of the Catholic Trustee honorarium.
- 9.2 The Catholic Student Trustees also have the same access to professional development opportunities, conferences, *et cetera* as provided to other Board trustees.

X. CONFERENCES AND OTHER OVERNIGHT EVENTS

- 10.1 If under 18 years of age, the Catholic Student Trustee may attend Board approved overnight conferences only when accompanied by a parent/guardian. A parent/guardian of the Catholic Student Trustee may, with Board approval, designate another adult as the supervisor. Such requests shall be directed to the Superintendent responsible for the Student Senate. (Please refer to attached form, *Catholic Student Trustee Supervision Plan*).
- 10.2 If under 18 years of age, the Catholic Student Trustee must be accompanied by a parent/guardian when traveling outside of the jurisdiction of the Board. A parent/guardian of the Catholic Student Trustee may travel with an adult other than their parent/guardian, provided that they obtain Board approval. Such requests shall be directed to the Superintendent responsible for the Student Senate. (Please refer to attached form, *Catholic Student Trustee Travel Form*).
- 10.3 The Associate Student Trustee is not eligible for overnight events.

XI. STUDENT TRUSTEE ATTIRE

The CDSBEO Student Trustees shall be required to wear their school uniform or Board issued attire when acting as a representative of the Board.

XII. DISQUALIFICATION OF CATHOLIC STUDENT TRUSTEES (REPRESENTATIVES)

The Associate Catholic Student Trustee, or Catholic Student Trustee shall be disqualified if:

- i. he/she no longer meets the qualifications required,
- ii. he/she has been charged of misconduct, or
- iii. he/she has been absent from three consecutive Board meetings, without notification to the Director of Education.