



BOARD ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE

104 - Student Trustee

DIRECTIONAL POLICY

Governance, Vision, and Strategic Priorities

Title of Administrative Procedure:

Student Trustee

Date Approved:

April 2023

Projected Review Date:

April 2028

Directional Policy Alignment:

This Administrative Procedure aligns with the Governance, Vision, and Strategic Priorities Directional Policy, by establishing instructions for Student Trustee candidates. It affirms our moral purpose and the Board vision of transforming the world with justice and peace through Catholic education, inspired by the teachings of Jesus Christ.

Alignment with Multi-Year Strategic Plan:

The Student Trustee Administrative Procedure supports the Multi-Year Strategic Plan, anchored by four tenets: believing, protecting, learning, and nurturing. These tenets underscore the role of the Student Trustee, who acts as a representative for students and establishes authentic student voice.

[CDSBEO Strategic Plan 2020-2025](#)

Purpose:

This administrative procedure, under the Governance, Vision, and Strategic Priorities Directional Policy, governs the democratic process for the election of the Student Trustee (Associate) and outlines their participation as student representatives in regular meetings of the Board and its committees.

Administrative Procedure

The CDSBEO Student Trustee (Associate) plays an integral role on behalf of students as a regular representative at Board meetings and committees. Their insight is invaluable as they share the needs of our student populations.

The Student Senate, which represents all students of the Catholic District School Board of Eastern Ontario, shall elect by April 30th annually, one (1) Student Trustee to the Board. The elected Student Trustee will serve a two-year term throughout their Grade 11 and Grade 12 studies, the first as an Associate Student Trustee and the second year as Student Trustee. The Student Senate will adhere to all requirements as presented in the Education Act, Sec. 55, and Regulation 07/07.

Principles

Following are the qualifications for the role of Student Trustee:

- Must meet the qualifications as specified in Ontario Regulation 7/07;
- Must demonstrate leadership potential within community,
- Must be a full-time pupil or an exceptional pupil in a special education program for whom the board has reduced the length of the instructional program on each school day under subsection 3 (3) of Regulation 298 of the Revised Regulations of Ontario, 1990 (Operation of Schools — General) made under the Act, so long as the pupil would be a full-time pupil if the program had not been reduced. O. Reg. 42/11, s. 1; O. Reg. 354/18, s. 3.
- Must be a collaborative contributor in their respective Catholic High school by having participated, initiated, or led student council, Catholic School Council, various clubs or activities that have improved the school experience for all students.
- Must understand the nature of the two-year commitment to serve.
- Must receive the written approval of a parent, guardian, or caregiver to run for this office and if under 18 years of age, ongoing written approval to attend Student Trustee functions where Board supervision is not available. Written approval is not required if student has withdrawn from parental control.
- Must be prepared to arrange their own transportation to and from Board Meetings and events;
- Must receive a letter of reference from a teacher, or guidance counsellor, and administrator who has confidence in their potential leadership.
- Must be interested in furthering the purposes of the organization, which are consistent with Catholic values; and
- Must be aware of the time commitment and the obligations of the Student Trustee's position and be able to manage these with the required schoolwork.

Action Required

ELECTION PROCESS

1. The Board will advertise the positions of Student Trustee, and/or Associate Student Trustee, in all schools within its jurisdiction which houses intermediate and senior grade pupils.
2. The advertisement will contain the qualifications required to become a Student Trustee of the Catholic District School Board of Eastern Ontario.
3. The candidates will submit notice of their interest and identify their qualifications using the Student Trustee Application Form, Appendix A to their principal/vice-principal by the specified date.
4. Each Principal will receive all the names of candidates within their school.
5. The principal will submit a maximum of two names to the Board by the specified date, following an election process which is indirect or direct.
6. In preparation for the election of the Student Trustee, by the Student Senate, the Board will prepare an official election ballot which will list, in alphabetical order, all the candidate names submitted.
7. The candidates will be invited to the April meeting of the Student Senate. At that time, each candidate will be prepared to give a 3-5 minute presentation, to the Student Senate declaring their suitability for the Student Trustee and/or Associate Student Trustee positions. The presentation will be followed by a question period with questions asked by the Senate.
8. The election must be held by April 30th.
9. Presentation order will be determined by the drawing of lots—held before the Senate Meeting commences. This process will be presided over by the Director of Education or the designated Supervisory Officer.
10. 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 representatives. The incumbent Student Trustee and Associate Student Trustee will have one vote between both of them.
11. The incumbent Student Trustee will inform all candidates of the Student Senate's decision. The Student Senate's decision is final.
12. The incumbent 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.

13. The newly elected Associate Student Trustee and the new Student Trustee for the CDSBEO shall be sworn into office at the first Board meeting in August.
14. The Board shall provide the Ministry with the names of the incoming Student Trustees within 30 days after the date of the election or by-election.
15. The Student Trustees may attend the May and June Board meetings as observers. This time is to be used as a transition opportunity between outgoing and incoming Student Trustees.

In the event a Student Trustee or associate cannot fulfill their duties, the above election process would take place from the existing group of student senators.

Responsibilities

The Board of Trustees is responsible for:

- Ensuring there is a democratic process in place for the encouragement, election, and support of Student Trustees;
- Ensuring that the Student Trustees are welcome, given opportunities to voice their opinions, and views on matters being discussed, and to give a Student Trustee report at each Board meeting.

The Director of Education is responsible for:

- Facilitating the election of Student Trustees each year;
- Facilitating the leadership of the Student Trustees at the Student Liaison Committee;
- Providing an orientation to the Student Trustee at the time of the commencement of office.

Superintendents of Schools and System Portfolios are responsible for:

- Supporting secondary principals in preparing for the election of their Student Trustee candidates;
- Working with the Director of Education in facilitating and supporting the work of Student Trustees.

Principals and Vice-Principals are responsible for:

- Ensuring that candidates for Student Trustee are recruited and brought forward in keeping with established qualifications, and given appropriate support for their candidacy in the Student Trustee election;
- Establishing an election process within their schools for the election of their school candidate.

Staff are responsible for:

- Supporting and encouraging appropriate candidates for the role of Student Trustee.

Parents/Guardians and Caregivers are responsible for:

- Ensuring that their students who have chosen to run for election have their written consent where needed;
- Supporting their student's decision and required commitments as needed.

Students are responsible for:

- Voting for appropriate Student Trustee candidates in their schools;
- Supporting their Student Trustees elected by their Student Liaison Committee;
- Communicating with their Student Trustees or Student Senate their ideas, concerns, and vision to be help form part of the Student Trustees monthly reports.

The Student Trustees will:

- Attend public sessions of regular meetings of the Board and its standing committees; normally, the Student Trustees will not attend the in-camera portion of a board meeting;
- Uphold and promote the Board's Mission and Vision in the performance of their duties; Demonstrate confidentiality and discretion, where required, and act in accordance with Board Policies, By-laws, and Rules of Order;
- Participate fully with other Trustees in discussions, giving voice to the interests of all students and reporting regularly to the Board;
- Act on behalf of the well-being of the student population within the Board;
- Act as Co-Chairs of the Student Senate;
- Represent the Board at various functions when specifically designated to do so by the Chairperson of the Board or the Director of Education.

Progress Indicators:

- Student Trustees will be in place for the commencement of each school year and are ready to participate in the first and subsequent Board Meetings of the year.

- The transition from one to two Student Trustees has effectively taken place.
- The Student Liaison Committee gives positive feedback to the Director as to the process for election and that their voices are being effectively represented and valued at the Board Table.

Definitions

STUDENT TRUSTEE: Student Trustee is a contributing, non-voting student member on the Board of Trustees who represents the voice of the students served by the Board and plays a key role in Board issues through active participation in the decision-making process at the Board level.

STUDENT SENATE: Senate members include the Student Trustee candidates from each secondary school.

IN-CAMERA: In-camera is a meeting of a committee of the Board, including a committee of the whole Board, and may be closed to the public when the subject under consideration involves:

- (a) the security of the property of the Board;
- (b) 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 his or her parent or guardian;
- (c) the acquisition or disposal of a school site;
- (d) decisions in respect of negotiations with employees of the Board; or
- (e) litigation affecting the Board. (Education Act, Section 207)
- (f) An ongoing investigation by the Ontario Ombudsman.

Generally, Student Trustees do not attend in-camera board meetings.

VOTING AT BOARD MEETINGS: Student Trustees are not Board members and are, therefore, not entitled to a binding vote. A 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:

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

A 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 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.

DIRECT ELECTION PROCESS: Once eligibility is established, Student Trustee candidates will be given the opportunity to present themselves to the student body and a school-wide election will be held. The student elected will become that school's representative on the Student Senate

INDIRECT ELECTION PROCESS: Once eligibility is established, Student Trustee candidates will be given the opportunity to present themselves to the sitting Student Council. An election by members of the Student Council will be held. The student elected will become that school's representative on the Senate.

Related Documents

- [Student Trustee Supervision Form](#)

References

- Municipal Elections Act, 1996, Section 17 (2) and 29.1
- Education Act, Section 1 (1)
- Education Act, Section 55
- Education Act, Section 58.9 (3)
- Education Act, Section 67 Education Act, Section 207 (2)
- Education Act, Section 219. 1
- Catholic District School Board of Eastern Ontario By-Laws