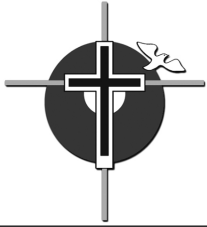


**A) Purpose:**

On occasions, Boards are called upon to replace a member in midterm for various reasons. It would then seem advisable that any Board should have a policy governing the replacement of a member when a vacancy occurs. It is proposed that, when a vacancy occurs at a time other than official election time, the Board follow the following procedure:

**B) Procedure:**

- (1) Advertise the vacancy through ads in all newspapers usually circulated in the counties of Stormont, Dundas & Glengarry, Prescott-Russell and Lanark, Leeds and Grenville.
- (2) The ad should contain the qualifications required to become a member of the *Catholic District School Board of Eastern Ontario*.
- (3) The deadline date for applications to become a member should be stipulated in the ad.
- (4) Subject to pertinent sections of the Education Act, the process for the selection of the member should be adhered to as follows and made known to the applicants:
  - (a) The applications will be reviewed by a Committee of the members of the Board to determine the eligibility of the applicants.
  - (b) An official list of the eligible candidates will be drawn up and circulated to all members as soon as possible after the closing date for applications and the said list will be circulated to the local newspapers.
  - (c) All the candidates will be informed that they shall have to make a maximum five-minute presentation speech to the whole Board either at a regular or special meeting of the Board.
  - (d) No mechanical means such as tape recorders or video tapes may be used by the candidates to deliver their address to the Board. Board members will have the opportunity to address one question each to the candidates, if desired, after each address has been heard



- (e) After the appointment of two scrutineers, each member writes the name of his or her candidate on a secret ballot and the scrutineers draw up a list of those candidates and so inform the Board. Subsequent ballots will follow as required and the candidate obtaining the least number of votes at each ballot shall be eliminated from the list for subsequent ballots.
- (f) The candidate who, on any ballot, receives 51% of the votes cast by the members present shall be declared appointed to the Board by resolution.
- (g) In the case of a tie vote as of the second ballot, the names of the two candidates shall be placed in a container and a person present at the meeting shall be selected by the Chairperson of the Board to draw the name of the winning candidate.
- (h) The appointed candidate shall be sworn in before the next meeting.