



ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

ADMINISTRATIVE PROCEDURES

STUDENT TRUSTEE (Policy Statement: Student Trustee)

Purpose

The role and mandate of the Student Trustee are outlined in regulation and are expanded upon as they pertain to a Student Trustee of the Algonquin and Lakeshore Catholic District School Board.

References

The Education Act
Regulation 07/07 – Student Trustees

Procedures

- 1.0 Role of the Student Trustee:
- 1.1 The Algonquin and Lakeshore Catholic District School Board will have one Student Trustee elected for each school year.
- 1.2 The Student Trustee's term of office runs from August 1 to July 31. The Ministry of Education will be notified of the name of the Student Trustee within thirty (30) days after the election of the individual.
- 1.3 The Student Trustee shall be provided with the same resource materials, opportunities for training and practical support as is reasonably expected by an elected trustee.
- 1.4 The Student Trustee will be reimbursed for out-of-pocket expenses as if they were an elected trustee.
- 1.5 The Student Trustee shall receive an honorarium at the end of his/her term as follows:
 - (a) \$2,500, if the Student Trustee holds office for a complete term of office;
 - (b) \$2,500 prorated according to the proportion of a term for which the Student Trustee holds office, if the Student Trustee holds office for less than a complete term of office.
- 1.6 The Student Trustee shall sit, for all practical purposes, as a regular trustee for all business of the Board and attend all public meetings of the board and all meetings of the board normally closed to the public with the exception of those that require "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".

- 1.7 The Student Trustee is not a member of the board and is not entitled to exercise a binding vote on any matter before the board or any of its committees. A Student Trustee is entitled to require that a matter before the board or one of its committees on which the Student Trustee sits be put to a recorded vote, and in that case there shall be,
- (a) a recorded 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.
- 1.8 The 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, and if no member of the board or committee, as the case may be, moves the suggested motion, the record shall show the suggested motion.
- 1.9 The Student Trustee may, after discussion with the Director of Education and/or the Chair of the Board, bring matters of concern or suggestion to the Board of Trustees, for their response.
- 1.10 The Student Trustee is a registered member of the Ontario Student Trustees' Association (OSTA).

2.0 Student Senate

- 2.1 A system Student Senate, comprised of the elected head(s) of each of the system's secondary school student governments will be established.
- 2.2 The Student Trustee acts as the Chair of the Student Senate.
- 2.3 The Student Senate shall meet at least three (3) times each school year.
- 2.4 The Student Senate, with system staff support, will perform the following specific functions:
- (a) elect the Student Trustee annually;
 - (b) advise the Student Trustee as requested;
 - (c) raise with the Student Trustee matters of system need or concern from the student perspective.

3.0 Election of Student Trustee

- 3.1 The election for Student Trustee must be held by April 30 for Student Trustees serving in the following school year (August 1 – July 31 term of office).
- 3.2 The Student Trustee shall meet the following qualifications at the time of the elections:
- (a) be a Catholic;
 - (b) be a resident student of the Board;
 - (c) be a full-time student of the board ("full time pupil" as outlined in the Average Daily Enrolment Regulation);
 - (d) be in Grade 11 or 12 at the time the student holds the office of Student Trustee;
 - (e) has not committed a serious breach of his/her school's or the Board's Code of Conduct;
 - (f) is not serving a sentence of imprisonment in a penal or correctional institution.

- 3.3 The Principals of the secondary schools will conduct a candidate selection process appropriate to their school community, adhering to the above-noted qualifications.
- 3.4 Each secondary school may only select one candidate for the Student Trustee election and two (2) voting members (the voting members are Student Council Executive Members).
- 3.5 Student Council Executive Members are eligible to run for this position. If they choose to do so they forgo their opportunity to vote and must therefore assign another member of the Executive as a voting member.
- 3.6 Each candidate for Student Trustee will prepare a written submission for consideration by the voters. It may contain any information the candidate deems important to his/her potential selection and is to be forwarded to the Office of the Director of Education prior to the election.
- 3.7 Following a review by the voting members of the written submissions, oral presentation by the candidate, and question period, a secret ballot vote is taken. In the event of a tie, another vote is taken. In the event of a second tie, the candidates draw straws.
- 3.8 The successful candidate will take an Oath of Office at a Regular Board Meeting, administered by the Director of Education.
- 3.9 A Student Trustee will be deemed disqualified if (s)he fails to meet the criteria outlined in 3.2 at any time during the term of office, at which time if the Board determines that a vacancy shall be filled, it shall be filled by a by-election.

Approved: February 27, 2007
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