



Policy: STUDENT TRUSTEE

	Policy Number:	100.07
Adopted:	21/04/01	Former Policy Number:
		n/a
Revised:	14/05/02; 24/06/03, 27/04/04, 26/04/05, 27/03/07; 25/10/11	Policy Category:
		School Board Governance
Subsequent Review Dates:	Reviewed March 15, 2016	Pages:
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Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board values the involvement of students at Board meetings through the inclusion of a student trustee on the Board and encourages a forum for the representation of the interests of students.

Policy Statement:

As per the *Education Act, R.S.O. 1990, c. E.2 (s 55.1)*, the Board shall hold annual elections for the office of student trustee. Election procedures can be found in the administrative procedure for this policy.

1.0 Role of the student trustee - The elected student trustees shall represent the interests of pupils in the last two years of the intermediate division and in the senior division.

It is expected that student trustees who serve on the Board will represent student perspectives, will develop as leaders, and will assist in achieving a better understanding of educational issues among students. The student trustee is expected to attend and participate in all open meetings of the Committee of the Whole and the Board and be present and participate in meetings of the Board that are closed to the public except where the meeting is closed under clause 207 (2) (b) of the Education Act or where the subject matter under consideration puts them in a conflict of interest. (The Municipal Conflict of Interest Act provisions that apply to members of the Board of Trustees apply to the student trustees.)

207 (2) (b) Closing of certain committee meetings

A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter 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 of his or her parent or guardian;
- c) the acquisition or disposal of a school site;
- d) decisions in respect with employees of the board; or
- e) litigation affecting the board.

The student trustee shall give a verbal and/or written report at board meetings. The student trustee will serve as a student liaison representative for the board on various occasions. The student trustee shall serve as the Chair of the Student Senate. The alternate student trustee shall serve as the Vice Chair of the Student Senate.

2.0 Qualifications - The Student Trustee shall meet the following qualifications:

- i) Be a practicing Catholic in union with the See of Rome and meet the qualification requirements of the *Ontario Regulation 7/07*.
- ii) Be a resident student of the Board.
- iii) Be a full-time pupil (i.e., in at least three credits per semester) in one of the Board's Catholic secondary schools and be in the senior division at the time of his/her term as a student trustee.

--- OR ---



- iv) Be 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.

A student who is serving a sentence of imprisonment in a penal or correctional institution is not qualified to be elected or to act as a student trustee. A student who ceases to be qualified to act as a student trustee must resign as a student trustee.

The board shall notify the Ministry with the name of the elected student trustee not later than 30 days after the election or by-election.

- 3.0 Voting and Motions** - The student trustee is not a member of the Board and is, therefore, not entitled to a binding vote on any matter before the Board or any of its committees. However, the 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

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 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.

- 4.0 Term of Office** - The term of office for a student trustee shall be from August 1st of each year to July 31st of the next year. A student trustee has the opportunity to seek re-election.
- 5.0 Vacancies** - When a vacancy in the office of student trustee occurs, the board shall decide whether to fill the vacancy or not. If the Board decides to fill the vacancy, the vacancy shall be filled through a by-election.
- 6.0 Reimbursement of Expenses** - The board shall reimburse student trustees for out-of-pocket expenses as if they were members of the Board.
- 7.0 Honorarium** - A student trustee shall be paid an annual honorarium of \$2,500. The honorarium shall be pro-rated according to the proportion of a term served, if the student trustee holds office for less than a complete term of office.
- 8.0 Resources, Training and Mentorship** - A student trustee has the same status as a Board member with respect to access to Board resources and opportunities for training. The Chair of the Board shall appoint a trustee to act as a mentor for the student trustee. The Director or designate shall be the staff contact for the student trustee.
- 9.0 Disqualification** - A student trustee may be disqualified from office for the following reasons:
- i) As per trustee disqualification criteria outlined in the *Education Act* and Regulations
 - ii) Cessation of full-time enrolment in one the Board's Catholic secondary schools
 - iii) Commission of a serious breach of his/her school's code of conduct
 - iv) Demonstrated behaviour that is deemed to be incompatible with the role and responsibilities of the position.
- 10.0 Recognition** - Upon completion of the student trustee's term of office, the student trustee will be recognized by the Board, including but not limited to, a notation in the student's Ontario Student Record (OSR) and a letter of service signed by the Chair of the Board.



Glossary of Key Policy Terms:

Student Senate

The Student Senate is made up three students from each of the secondary schools for a total of nine students. The Student Trustee is a member of the Student Senate - two other representatives from the Student Trustee's school plus three students from each of the other two secondary schools make up the Student Senate for a total of nine students. Each secondary school selects their Student Senate representatives according to their local Student Council's constitution.

References:

Education Act, R.S.O. 1990, c. E.2
Education – O. Reg. 7/07



Student Trustee AP: 100.07

Procedure for: Superintendents of Education,
Secondary Administrators
Submitted by: Chris N. Roehrig, Director of Education
Category: School Board Governance

Adopted: April 21, 2001
Revised: May 14, 2002; June 24, 2003; April 27, 2004;
April 26, 2005; March 27, 2007, October 25, 2011
Reviewed: March 15, 2016

Purpose

The purpose of this Administrative Procedure is to provide direction to Board Staff regarding the election of Student Trustees.

Responsibilities

Specific direction is provided for the Director of Education or designate.

Procedures

1.0 Qualifications

The Student Trustee shall meet the following qualifications:

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- ii) Be a resident student of the Board.
- iii) Be a full-time pupil (i.e., in at least three credits per semester) in one of the Board's Catholic secondary schools and be in the senior division at the time of his/her term as a student trustee.

OR

- iv) Be 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.

A student who is serving a sentence of imprisonment in a penal or correctional institution is not qualified to be elected or to act as a student trustee. A student who ceases to be qualified to act as a student trustee must resign as a student trustee.

2.0 Elections

- The election process shall be supervised by the Director of Education or designate. Qualified candidates shall submit a written application to the Director of Education or designate. The student trustee shall be elected by a student team made up of the outgoing Student Senate as well as three student representatives from each school consisting of student council co-presidents and an administrative appointee. Therefore, the student team is made up of the nine outgoing Student Senators plus nine school representatives.
- The outgoing Student Senate will invite qualified candidates to make a brief presentation to the student team that outlines their suitability for the position. Following the presentations, the student team will vote to elect the student trustee for the coming year.



- Elections will be held annually, no later than April 30.
- The Board shall notify the Ministry with the name of the elected student trustee not later than 30 days after the election or by-election.
- An alternate student trustee will be elected from among the incoming Student Senate at the first Student Senate meeting in the new school year.

3.0 Term of Office

The term of office for a student trustee shall be from August 1st of each year to July 31st of the next year. A student trustee has the opportunity to seek re-election.

4.0 Vacancies

When a vacancy in the office of student trustee occurs, the Board shall decide whether to fill the vacancy or not. If the Board decides to fill the vacancy, the vacancy shall be filled through a by-election.

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