

<b>Student Trustees of the Halton Catholic District School Board</b>	
Adopted: September 15, 1998	Last Reviewed/Revised: January 2, 2023
Next Scheduled Review: 2025-2026	
Associated Policies & Procedures: <a href="#">I-26 Student Trustees of the Halton Catholic District School Board</a>	

## Purpose

To describe the procedure under which *Policy I-26 Student Trustees of the Halton Catholic District School Board*, regarding Student Trustee(s) on the Halton Catholic District School Board (HCDSB), is implemented in accordance with Ontario Regulation 07/07, and any guidelines issued by the Minister of Education under paragraph 3.5 of subsection 8 (1) of the Education Act.

## Application and Scope

This administrative procedure applies to the process of election of student trustee(s) to the Board.

## References

[Education Act](#)

## Principles

The HCDSB endorses the principle of direct student representation on the Board, supports an open and democratic process for the election of student(s) to represent the interests of students on the Board and, to serve as a model of Catholic leadership in the school and wider Catholic community.

## Requirements

- The Student Senate shall elect three (3) student trustees:
  - from among qualified students enrolled in its secondary schools;
  - who exemplify servant leadership to the Catholic educational community, and meet or exceed the requirements as outlined in *Policy I-26 Student Trustees of the Halton Catholic District School Board*;
  - no two students shall be from the same municipality.

- The student trustees shall be elected by the Student Senate no later than February 28 in each school year, under the understanding that each will begin their term of one school year from August 1<sup>st</sup> in the year they are elected.
- A secondary school student is eligible for consideration as a nominee for Student Trustee on the Board a subsequent school year provided they meet the requirements stated in *Policy I-26 Student Trustees of the Halton Catholic District School Board* and this administrative procedure.
- The student trustee(s) shall be elected by the Student Senate in accordance with the following procedure:
  1. Notice shall be sent to each secondary school Principal by January 1<sup>st</sup> of each school year, inviting each secondary school to elect one qualified student to be considered by the Student Senate for election as student trustee on the Board.
  2. The Principal shall forthwith inform the student body of the school's opportunity to nominate one qualified student to be considered and elected by the Student Senate and that the nomination procedure at each secondary school shall involve an election process by students.
  3. The Principal shall convene a meeting with the members of the Student Council and the staff advisor(s) to discuss student representation on the Board and to counsel the members of the Student Council regarding, but not limited to, the Catholicity, academic, leadership and behavioural and workload expectations for the position of student trustee on the Board.
  4. Interested students shall submit their candidacy to their Principal and to the President/Chair of their Student Council by the deadline of the end of the third week of January of each school year.
  5. Following the January deadline date for candidate submissions, the Principal shall convene a meeting of all eligible candidates with the members of the Student Council and the staff advisor(s). Candidates will have an opportunity to make presentations that speak to, but not limited to, their Catholicity, academic, and leadership suitability to represent the interests of students of the Board.
  6. In consultation with the Principal and the staff advisor(s), the Student Council shall, by January 30<sup>th</sup>, elect the most qualified student to be their school's nominee for consideration as student trustee by the HCDSB. A current sitting student trustee on the Board may be nominated by a school for consideration by the HCDSB for an additional term(s) of office as a Student Representative of the Board.
  7. By the end of the first week of February or earlier, each secondary school's nominee shall be invited to submit the following information to the Director of Education:
    - reasons for seeking the position;
    - a brief list (3-5 items) of clearly articulated issues pertaining to Catholic secondary education;

- relevant background information pertaining to their interests, qualifications, leadership experience, social justice concerns, parish community involvements is helpful but not mandatory;
  - other information they deem pertinent;
  - a letter of support from the Principal;
  - a letter of support from the Student Council.
8. Each secondary school's nominee shall be interviewed at a meeting of the Student Senate and invited to make a maximum five-minute presentation to the Student Senate (excluding any current student trustee seeking re-appointment). A student nominee seeking an additional term shall not participate in any part of the session in which the Student Senate elects the student trustee(s). The Student Senate shall, through secret ballot, vote on the successful candidate(s) for the position(s) of student trustee(s) on the Board.
9. The successful candidate(s) will be confirmed by the Board at one of its meetings prior to the end of March in each school year.
- A student trustee shall have the same rights as Trustees to participate at meetings of the Board and at meetings of Committees of the Board. Note, however, that, where legislation requires that a Committee must include one or more "members of the Board," a student trustee cannot count as one of these since a student trustee is not "a member of the Board."
  - However, the student trustee(s) shall only have the right to a recorded non-binding advisory vote. In addition, a student trustee may request that a matter before a Board or any of its Committees, be put to a vote, in which case, there must be two (2) votes:
    - a non-binding vote that includes the student trustee's(s) vote; and
    - a recorded binding vote that does not include the student trustees' vote.
  - A student trustee is not entitled to move a motion, but is entitled, in accordance with *Policy I-26 Student Trustees on the Halton Catholic District School Board*, 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.
  - The Education Act requires that all Board meetings be open to the public and that all committee meetings also be open except those "when the subject-matter under consideration involves,
    - a) the security of the property of the HCDSB;
    - b) the disclosure of intimate, personal or financial information in respect of a member of the HCDSB or Committee, an employee or prospective employee of the HCDSB or a student or their parent or guardian;
    - c) the acquisition or disposal of a school site;
    - d) decisions in respect of negotiations with employees of the HCDSB; or
    - e) litigation affecting the HCDSB."



- Subsection 55(5) of the Act provides that a student trustee(s) may attend all closed meetings, with the exception of (b).
- The three student representatives are required to maintain on-going contact and dialogue with Student Senators on the Student Councils of all secondary schools under the HCDSB's jurisdiction to ensure that the interests of students continue to be represented on the Board. This duty is understood to include active support for the ongoing activities and initiatives of the Secondary Schools Student Senate.
- The student trustee(s) shall have the same access to material and information as Trustees to allow for participation at meetings of the Board and at meetings of Committees of the Board.
- Each student trustee shall be a full-time senior student in good standing and, except for the age qualification, the terms of qualification shall be the same as the terms that apply to Trustees.
- The terms of disqualification of the student trustee shall include those terms that apply to Trustees and, in addition, will also include involvement in an infraction of the school's Student Code of Conduct and Catholic Values, and/or relinquishing full-time student status.
- In the event a student trustee does not complete the term of appointment, the Student Senate will:
  - hold a by-election.
- A student trustee shall be reimbursed for out-of-pocket expenses reasonably incurred in connection with carrying out the responsibilities, in accordance with the same policies that govern the reimbursement of Board members for such expenses.
- Term of Office Recognition and Acknowledgement of Services: Upon completion of their respective elected/appointed term, the student representative(s) shall, subject to Board approval, be acknowledged for their service to the Board in public session in the following manner:
  - a) Each individual will be provided with a letter of commendation signed by the Chair of the Board;
  - b) Each individual will be awarded a bursary of \$2,500.00 and/or other such forms of recognition or support as may be determined by the Board. If a student holds office for a portion of a year, \$2500.00 is pro-rated according to the portion of the year the student holds office.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: \_\_\_\_\_  
*Director of Education and Secretary of the Board*