



ADMINISTRATIVE PROCEDURE	
<i>Approval Date</i> 2016	<i>Replacing</i> All previous procedures
<i>Review Date</i> 2026	<i>Page</i> 1 of 5
<i>Contact Person/Department</i> Director of Education	<i>Identification</i> BD-2006

STUDENT REPRESENTATION ON THE BOARD

1.0 PURPOSE

Trillium Lakelands District School Board believes that student representation is essential for providing a firsthand perspective with regard to educational issues. Student representation enables the interests of the students to be expressed through mutual communication between the Board and student body.

The purpose of this procedure is to describe the roles and responsibilities and outline the process for the selection of the student trustee as the student representative on the Board.

2.0 REFERENCES AND RELATED DOCUMENTS

- 2.1. The Education Act – Ontario Regulation 55:1-14
- 2.2. The Education Act – Ontario Regulation 7/07
- 2.3. Organizational Bylaws BD-2060

3.0 TERMS AND DEFINITIONS

- 3.1. Student Trustee(s) – Student representative(s) on the Board.
- 3.2. G7 Student Senate– a committee made up of one elected student representative from each secondary school, chaired by the elected student trustee for the Board.

4.0 ADMINISTRATIVE PROCEDURE

4.1 QUALIFICATIONS

- 4.1.1 Student trustees must be attending a full time public school board operated secondary day school program in the senior division (grade 11 or 12) during the term of office.
- 4.1.2 A student trustee is not qualified if serving a sentence of imprisonment in a penal or correctional institution.

- 4.1.3 A student trustee shall be disqualified if:
- a) he or she does not continue to hold qualifications under 4.1.1 or 4.1.2;
 - b) there is a decision of a majority of the Board of Trustees to disqualify the student trustee.

4.2 TERM OF OFFICE

- 4.2.1 The term of office for each student trustee shall be for two (2) years.
- 4.2.2 The term of office for each student trustee shall be from August 1st of the first year to July 31st of the second year .
- 4.2.3 A person who ceases to be qualified to act as a student trustee shall resign from the position (4.1).
- 4.2.4 A student trustee shall be named each year through due process by April 30th of the school year preceding the term of office commencement date.

4.3 ROLES AND RESPONSIBILITIES

- 4.3.1 Each student trustee shall participate in accordance with the policies, by-laws, and Rules of Order of the Board.
- 4.3.2 Voting:
- a) Student trustees are not Board members and are therefore not entitled to a binding vote. A student trustee does have the right to have a vote recorded in the Board minutes if requested;
 - b) 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 trustees vote.
 - c) 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.

4.3.3 Participation at meetings

- a) Student trustees may have the same opportunity to sit on Board committees as other trustees. Note: where legislation requires that a committee must include one or more members of the Board, a student trustee cannot count as one of these;
- b) A Student Trustee is not entitled to be present at a meeting that is closed to the public under clause 207 (2) (b).

4.3.4 A student trustee will treat issues within the limits of confidentiality and with discretion.

4.3.5 A student trustee shall act on behalf of the Board only where authority has been specifically delegated by the Chairperson.

4.3.6 A student trustee shall, upon receipt of complaints, questions, or suggestions regarding a school or service, direct the person or persons to the appropriate principal or supervisor of the service.

4.3.7 A student trustee will make a reasonable effort to represent the interests of the students across the Board.

4.3.8 The student trustee in the second year of a two-year term will fill the role of chairperson and will be responsible for organizing meetings of the G7 Student Senate.

4.4 SELECTION PROCESS

4.4.1 There will be two student trustees for the board.

4.4.2 One student trustee will be elected each year for a two-year term. This means that one student trustee will be in their first year of a two-year term, and one student trustee will be in their second year of a two year term.

4.4.3 Candidates for student trustee must be in grade 10 at the time of the election in order to fulfil 4.4.1.

4.4.4 Secondary school principals will ensure that an election process is in place to allow eligible and interested individuals to be nominated as student trustee candidates.

4.4.5 Secondary school principals will ensure that nominees:

- a) are qualified to be a student trustee as set out in 4.1;
- b) are social and academic leaders within the school community;

- c) have demonstrated good character and civic engagement within the school and community.
 - 4.4.6 Students in each Trillium Lakelands DSB secondary school will elect a student representative for their school.
 - 4.4.7 Elected student representatives from each of the seven secondary schools in the Board will make up the G7 Student Senate for the following school year. Each elected student representative will then have the opportunity to be elected as a student trustee for the Board for the following two (2) school years.
 - 4.4.8 A personal letter of intent and/or a resume from newly elected student representatives from each secondary school will be received by the current student trustees to distribute to each member of the G7 Student Senate by April 15th.
 - 4.4.9 The incoming and outgoing G7 Student Senate will select by secret ballot one student trustee for the Board for the upcoming two-year term. Balloting will continue, dropping off the candidate with the fewest votes, until one candidate achieves a simple majority.
 - 4.4.10 G7 Student Senate members are welcome to attend Committee of the Whole and Regular meetings of the Board.
- 4.5 EXPENSES
- 4.5.1 Student trustees receive the same expense reimbursement and resources provided to school Board trustees.
 - 4.5.2 A \$2,500 honorarium per year is provided if the student trustee holds the position for a complete two-year term of office. This amount is prorated according to the proportion of a term for which a student trustee holds the position, if a student trustee holds the position for less than a complete term of office.
- 4.6 ATTENDANCE
- 4.6.1 A student trustee must resign from his/her position if he/she is absent from three consecutive regular meetings of the Board without being authorized by a resolution of the Board. Authorizations by resolution must be provided to student trustees in the same manner as they are to Board members and must be recorded in the meeting minutes.
 - 4.6.2 Student trustees are considered present at a meeting in which they participate through teleconferencing, videoconferencing, or other electronic means.
- 4.7 CONFLICTS OF INTEREST
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- 4.7.1 A conflict of interest arises when a student trustee (or a student trustee's parent, spouse, or child) has a direct or indirect financial interest in a matter being discussed at a Board or committee meeting.
- 4.7.2 An indirect financial interest arises when a student trustee (or a student trustee's parent, spouse, or child):
- a) owns shares or is a senior officer in a privately-held company;
 - b) has a controlling interest or is a senior officer of a publicly-held corporation; or
 - c) is the member of a body that has a financial interest in the matter being discussed at a Board or committee meeting.
- 4.7.3 For there to be a conflict, the financial interest must be of such a nature that it could reasonably be regarded as likely to exert influence over the student trustee.
- 4.7.4 When a student trustee realizes he or she is in a conflict of interest, the student trustee must declare this conflict to the Board or to the committee. The declaration must be recorded in the minutes of the meeting. During discussion of the matter that gives rise to a conflict, the student trustee cannot participate in the discussion, cannot attempt to influence the vote of Board members, is not entitled to a recorded vote and cannot suggest a motion.