



# Governance and Planning

## Student Trustee Representation on the Board

Policy Number GP-19

The Simcoe Muskoka Catholic District School Board values the gifts that our students bring to our Catholic learning communities. As such, the Board shall establish procedures for the election of two student trustees.

The Board shall establish a Student Senate that represents the voice of all students in our Catholic secondary schools.

### Procedural Guidelines follow

<i>Approved:</i>	<i>Board Meeting #16-2006 (Wednesday, September 27, 2006)</i>
<i>Revised:</i>	<i>Board Meeting #10-2007 (Wednesday, June 13, 2007)</i>
<i>Revised:</i>	<i>Board Meeting #04-2015 (Wednesday, March 04, 2015)</i>
<i>Revised:</i>	<i>Board Meeting #14-2017 (Wednesday, November 22, 2017)</i>
<i>Revised:</i>	<i>Board Meeting #13-2019 (Wednesday, October 30, 2019)</i>
<i>Reviewed:</i>	<i>Board Policy Review Meeting #01-2021 (Wednesday, January 27, 2021)</i>
<i>Revised:</i>	<i>Board Meeting #04-2021 (Wednesday, February 3, 2021)</i>
<i>Reviewed:</i>	<i>Board Policy Review Meeting #01 (Wednesday, December 14, 2022)</i>
<i>Reviewed:</i>	<i>Board Meeting #03-2023 (Wednesday, January 18, 2023)</i>



# Procedures and Guidelines Supporting Student Trustee Representation on the Board

Policy Number GP-19

## 1.0 ELIGIBILITY

To be eligible for the role of student trustee, students must:

- 1.1 be a full time pupil of the board and enrolled in the senior division of a school of the board as of the first day of school after the term of office begins, in accordance with the *Education Act O. Reg. 7/07, s. 5 (1)*;
- 1.2 maintain regular school attendance; must demonstrate that they are able to complete the duties of student trustee without jeopardizing their academic standing;
- 1.3 provide written confirmation of support from the student's principal;
- 1.4 provide written confirmation of support and acknowledgement of the student trustee's responsibilities from the parent/guardian for students under the age of 18;
- 1.5 be willing to commit the necessary time to attend all meetings and perform the duties and responsibilities of a student trustee;
- 1.6 meet the eligibility requirements within the *Education Act* related to Catholic District School Board Trustees, excluding those related to age and residence.

## 2.0 HONORARIUM

- 2.1 In accordance with the *Education Act O. Reg. 7/07, s. 5 (1)*; The amount of the honorarium referred to in subsection 55(8) of the *Act* is,
  - (a) \$2500 for each year that the student holds office; and
  - (b) if a student holds office for a portion of a year, \$2500 prorated according to the portion of the year the student holds office. *O. Reg. 354/18, s. 5.*

## 3.0 RESPONSIBILITIES

The responsibilities of the student trustees include the following:

- 3.1 To maintain consistent, regular attendance and participate at all Board meetings. Student Trustees are to inform the Office Administrator to the Director of Education and Secretary-Treasurer of the Board when they are unable to attend a meeting. The student trustee may participate in private session of the Board but is not entitled to be present at a meeting that is closed to the public under clause 207 (2) (b) of the *Education Act*;



- 3.2 To be knowledgeable about, and comply with Board bylaws, procedures and the *SMCDSB Trustee Code of Conduct*;
- 3.3 To conduct themselves with proper demeanour at all times;
- 3.4 To serve as co-chairs of the Simcoe Muskoka Catholic District School Board Student Senate; Student Senate meeting agendas will be developed by the Student Trustees in collaboration with the **Superintendent of Student Engagement and Learning K-12**;
- 3.5 To declare a conflict of interest in matters that have a direct pecuniary interest to the student or members of the student's immediate family;
- 3.6 To present (a minimum of two written reports per term of office) at Board meetings on the activities of the Student Senate in collaboration with the **Superintendent of Student Engagement and Learning K-12**.

#### 4.0 EXTENT OF PARTICIPATION

Student trustees may participate in the OCSTA AGM and OSTA-AECO conferences. The Director of Education will review the appropriateness of other professional development opportunities.

Even though the student trustees are non-voting members of the Board, they will have the opportunity to participate at Board and committee meetings. However, where legislation requires that a committee must include one or more "members of the Board", a student trustee may not count as one of these.

If the composition of a committee is governed solely by Board motion and the motion provides that the committee consists of, for example, three trustees and three non-trustees, the Board may amend the composition to allow a student trustee to replace one of the three trustees.

#### 5.0 TERM OF OFFICE

The term of office for student trustees shall be two years commencing August 1st of the year they are elected to and concluding July 31st of their second year.

#### 6.0 ELECTION PROCEDURES

- 6.1 During the spring term of each school year, appropriate information will be provided to schools to share with students regarding the election for the subsequent school year;
- 6.2 When an eligible student determines that they wish to stand for election, they will indicate such on the prescribed *Expression of Interest for Student Trustee Form* (Appendix A);
- 6.3 Each spring, any interested Grade 10 student will present themselves at the last regularly scheduled Student Senate meeting and declare their candidacy for student trustee beginning August 1st of that year;
- 6.4 The Student Senate will conduct an indirect vote and will elect, by secret ballot, the student who will be the student trustee. This student would be elected to a two-year term;



- 6.5 In the event a vacancy arises prior to the expiration of the term of a student trustee and the Board decides to fill the vacancy, it shall be filled by a by-election held (in accordance with *O. Reg. 7/07, s. 7 of the Education Act*) within 30 days of the date of vacancy.

## 7.0 VACANCIES

- 7.1 In the event a vacancy arises prior to the expiration of the term of a student trustee and the Board determines that a vacancy will be filled, it will be filled in accordance with the process outlined in the election procedures section 6.5;
- 7.2 A secondary administrator will be appointed by the **Superintendent of Student Engagement and Learning K-12** to co-facilitate the operation of the Student Senate and to act as a resource.

## 8.0 DISQUALIFICATION

A student trustee may be disqualified by motion of the Board if they become ineligible during the term, or is unable to or fails to fulfill the responsibilities of the position.

## 9.0 ORIENTATION

Orientation for the newly-elected student trustee will be the responsibility of the Chair of the Board.

## APPENDICES

[Appendix A - Part One - Expression Of Interest For Student Trustee Form](#)

[Appendix A - Part Two - Principal's Support Of Nomination](#)

[Appendix A - Part Three - Parent/Guardian Consent \(For Students Under The Age Of 18\)](#)

Revised: Board Policy Review Committee Meeting - Wednesday, October 16, 2019  
Revised: Board Policy Review Committee Meeting #01-2021 (Wednesday, January 27, 2021)  
Revised: Board Meeting #04 (Wednesday, February 3, 2021)  
Reviewed: Board Policy Review Meeting #01 (Wednesday, December 14, 2022)  
Reviewed: Board Meeting #03-2023 (Wednesday, January 18, 2023)