



ADMINISTRATIVE PROCEDURES

STUDENT TRUSTEES (Policy Statement: Student Trustees)

Purpose

The role and mandate of Student Trustees are outlined in regulation 7/07 and are expanded upon as they pertain to the Student Trustees of the Algonquin and Lakeshore Catholic District School Board.

References

The Education Act
Regulation 7/07 – Student Trustees

Procedures

1.0 Role of Student Trustees:

- 1.1 The Algonquin and Lakeshore Catholic District School Board will have three (3) Student Trustees elected for each school year.
- 1.2 One Student Trustee will represent the Western Constituency of the Board, representing St. Paul Catholic Secondary School, St. Theresa Catholic Secondary School, and Nicholson Catholic College, as well as their elementary family of schools. One Student Trustee will represent the Eastern constituency of the Board, representing Regiopolis-Notre Dame Catholic High School and Holy Cross Catholic Secondary School, as well as their elementary family of schools. One Student Trustee will represent Indigenous students in the Board, secondary and elementary.
- 1.2 Each Student Trustees' term of office runs from August 1 to July 31. The Ministry of Education will be notified of the names of the Student Trustees within thirty (30) days after the election of the individuals.
- 1.3 The Student Trustees 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 Trustees will be reimbursed for out-of-pocket expenses in accordance with Board policies as if they were an elected trustee.
- 1.5 The Student Trustees shall receive an honorarium at the end of their 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 Student Trustees 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 Student Trustees are not members of the board and are not entitled to exercise a binding vote on any matter before the board or any of its committees. Student Trustees are 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 Student Trustees are not entitled to move a motion, but are 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 Student Trustees 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 Student Trustees are registered members of the Ontario Student Trustees’ Association (OSTA).

2.0 Student Senate

- 2.1 A system Student Senate, comprised of the elected heads of each of the system’s secondary school student governments will be established.
- 2.2 The Student Trustees act as the co-Chairs 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) hold the election of Student Trustees annually;
 - (b) advise the Student Trustee(s) as requested;
 - (c) raise with the Student Trustee(s) matters of system need or concern from the student perspective.

3.0 Election of Student Trustees

- 3.1 The election for Student Trustees must be held each spring in accordance with Regulation 7/07 for Student Trustees serving in the following school year (August 1 – July 31 term of office).

- 3.2 Each candidate for Student Trustee shall meet the following qualifications at the time of the elections:
- a) be a resident student of the Board;
 - b) be a full-time student of the board (“full time pupil” as outlined in the Average Daily Enrolment Regulation);
 - c) be in Grade 11 or 12 at the time the student holds the office of Student Trustee;
 - d) has not committed a serious breach of the school’s or the Board’s Code of Conduct;
 - e) is not serving a sentence of imprisonment in a penal or correctional institution.
- 3.3 Candidates for the East, West and Indigenous Student Trustee role must meet the eligibility criteria noted in 3.2. and submit a completed online application form.
- 3.4 Each secondary school may only select one candidate for the East/West and Indigenous Student Trustee election and two (2) voting members (the voting members are Student Council Executive Members and Indigenous Student Members).
- 3.5 Student Council Executive Members are eligible to run for these positions. 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 their 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 candidates will take an Oath of Office at a Regular Board Meeting, administered by the Director of Education, at the June Board of Trustees meeting.
- 3.9 A Student Trustee will be deemed disqualified if they fail 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.

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