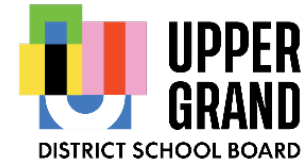


# Student Trustees Procedures 106-A



<b>Category:</b>	Governance
<b>Administered by:</b>	Chair of the Board/Secondary Superintendent
<b>First Adopted:</b>	October 2006
<b>Revision History:</b>	Sept 2010, Nov 2012, Oct 2013, Oct 2019, May 2024
<b>Next Review:</b>	2024-25 school year

## 1. General

These procedures outline the qualifications, expectations for participation, and the election procedures for student trustees in the Upper Grand District School Board.

## 2. Definitions

### Full-Time Student

A full-time student is one who is enrolled in a publicly-funded day school for an average of 210 minutes per school day. (O. Reg. 134/12)

### Rural/Urban Schools

For the purposes of this policy and procedures, the 11 secondary schools of the Upper Grand District School Board are divided into the two following groups (rural/urban):

#### Rural Schools:

Erin District High School  
Centre Dufferin District High School  
Centre Wellington District High School  
Norwell District Secondary School  
Wellington Heights Secondary School

#### Urban Schools:

Centennial Collegiate and Vocational Institute  
College Heights Secondary School  
Guelph Collegiate and Vocational Institute  
John F. Ross Collegiate and Vocational Institute  
Orangeville District Secondary School  
Westside Secondary School

### **Term of Office**

The term of office for a student trustee is one year running from August 1 of the year they are elected until July 31 of the following year. A student trustee is eligible for re-election.

### **Upper Grand Student Senate**

The Upper Grand Student Senate (Student Senate) is composed of one senior student representative from each of the board's secondary schools determined by the principal in conjunction with the school's student government representatives. Alternates may be chosen at the discretion of the school principal.

The Student Senate will meet at least four times per year with one meeting to be held not later than the last day of February of one school year for the election of student trustees to serve during the following school year.

## **3. Qualifications**

- 3.1 A student trustee will be enrolled as a full-time student in the senior division of one of the board's secondary schools. An exceptional student in a special education program for whom the board has reduced the length of the instructional program on each school day, so long as they would be a full-time pupil if the program had not been reduced, is also eligible to be a student trustee.
- 3.2 A student is not permitted to be elected to act as a student trustee if they are serving a sentence of imprisonment in a penal or correctional institution.
- 3.3 A student who ceases to be qualified to act as a student trustee will resign from the position.

## **4. Election Process**

- 4.1 The election of student trustees for a one-year term of office will be held not later than the last day of February in each year.
- 4.2 Annually, the principal of each secondary school, in conjunction with the school's student government, will select their representative to the Student Senate. Alternates may also be selected at the discretion of the principal.

- 4.3 The principal of each secondary school will inform the superintendent responsible for the Student Senate of the names of the selected members and alternates to the Student Senate.
- 4.4 Annually, the Student Senate will elect two of its members, one from an urban school and one from a rural school, to serve as student trustees.
- 4.5 When a student wishes to run for student trustee, their school principal will forward the nomination form to the Chair of the Board/designate no later than the date of the January Student Senate meeting. The school principal, the student, and, if required, the student's parent/guardian, must sign the nomination form.
- 4.6 The Chair of the Board/designate will forward the nominations to the superintendent responsible for the Student Senate.
- 4.7 At the February meeting of the Student Senate, the nominees will have the opportunity to speak to their nomination.
- 4.8 Each secondary school will have one vote. All schools may vote in the election for both the urban and rural trustee.
- 4.9 Students may be acclaimed to the position of student trustee.
- 4.10 If no members of the Student Senate wish to stand for election of the student trustees, applications will be accepted by the Student Senate (through the superintendent responsible for the Student Senate) from other senior secondary school students. Nominations will be accepted on or before the February meeting of the Student Senate.
- 4.11 The elected student trustees will serve as co-chairs of the Student Senate.
- 4.12 Annually, the Board will appoint the two elected student trustees to the Board.
- 4.13 The Chair of the Board/designate will serve as the student trustees' mentor.

## **5. Filling of Vacancies**

- 5.1 If a vacancy occurs during the term of office of a student trustee, the Board will determine if the vacancy will be filled.

- 5.2 If the vacancy is to be filled, the Student Senate will hold an election under the same terms and conditions of the annual election process.

## **6. Reporting of Student Trustees' Names**

The Board will report the names of the student trustees to the Ministry of Education within 30 days of their election by the Student Senate.

## **7. Participation of Student Trustees**

Student trustees:

- 7.1 are invited to provide input on issues before the Board and shall have the same opportunity to participate as a Board member
- 7.2 have the same status as a Board member with respect to access to Board resources and the opportunity for training
- 7.3 are eligible to attend all public sessions of the Board and standing committees
- 7.4 shall sign a confidentiality agreement before attending allowable Closed Session meetings of the Board
  - 7.4.1 Student trustees who are participating through electronic means will not participate in any proceedings which are closed to the public.
- 7.5 are eligible to attend all Closed Sessions of the Board except where the subject matter under consideration at the meeting or part of the meeting involves the disclosure of intimate, professional, personal or financial information in respect to a member of the Board or committee, an employee or perspective employee of the board, or a student or their parent/guardian
- 7.6 shall have their out-of-pocket expenses reimbursed on approval by the Chair of the Board and in accordance with board Policy 707 Reimbursement of Trustee Expenses and the Reimbursement of Expenses Handbook.

## **8. Membership on Board Committees**

- 8.1 A student trustee will be entitled to serve on board committees except where legislation requires that a committee must include one or more

Board members. A student trustee cannot count as one of these members as they are not a member of the Board.

- 8.2 Where committee membership is provided for by Board by-laws, policy or procedures, a student trustee may serve as a de-facto trustee member of the committee, provided they are not the only Board representative serving on the committee.

## 9. Voting

- 9.1 Student trustees are not Board members in that they are not entitled to a binding vote, but are invited to provide student input on issues before the Board and any of its committees. However, they are entitled to have their vote on any matter recorded in the Board minutes if they request it.
- 9.2 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 non-binding vote that includes the student trustee's vote, and
  - a recorded binding vote that does not include the student trustee's vote
- 9.3 A student trustee is not entitled to move a motion, but may suggest a motion on any matter at the meeting of the Board or a committee on which they sit. If no member of the Board or committee moves the suggested motion, the record will show the motion.

## 10. Honoraria

- 10.1 A student trustee will not receive the same honorarium as a Board member as determined by board Policy 105 Trustee Honoraria.
- 10.2 A student trustee will receive an honorarium of \$2,500.00 for a one year term of office. This honorarium will be pro-rated if a student trustee does not serve for a full term of office.