

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
POLICIES AND PROCEDURES
SECTION A: GOVERNANCE**

STUDENT TRUSTEE ON THE BOARD	PROCEDURE
EFFECTIVE: 2000 12 01 / 2002 05 28 / 2007 08 01 / 2012 07 01 / 2017 10 24 / 2019 02 19 / 2019 10 23	

ADMINISTRATIVE PROCEDURES:

1.0 Responsibility

- 1.1 The Supervisory Officer responsible for secondary schools will lead the process of selection for two student trustees to serve each school year.
- 1.2 The secondary school will work cooperatively to develop and implement a publicly accessible process to elect, in each school year, two students to the position of student trustee, one from Chatham-Kent and one from Sarnia-Lambton.
- 1.3 Elections for the position of student trustee for a one year term of office shall be held not later than last day of February in each year.
- 1.4 The Secretary of the Board (or designate) will meet with the student trustees prior to the first Regular Board Meeting in September, to provide them with an orientation package.
- 1.5 The Chair of the Board may appoint a member of the Board of Trustees to act as a mentor for the student trustees.
- 1.6 Student trustees are expected to attend all Board meetings and to notify the Office of the Secretary of the Board if unable to attend a scheduled meeting.
- 1.7 Student trustees may be assigned to, and would be expected to attend, meetings and discussions of Standing Committees of the Board and to notify the Committee Chairperson if unable to attend a scheduled committee meeting.
- 1.8 Student trustees are not members of the Board.
- 1.9 Student trustees do have the right to a non-binding vote on motions before the Board and may request to have the vote recorded. A student trustee cannot move a motion or second a motion; however, he/she may suggest a motion and have that suggestion moved and seconded by members of the Board. If no member of the Board acts to put forward a motion, the record shall show the suggested motion. A student trustee may request that a matter before the Board 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 trustee's vote.
- 1.10 Disqualification of a Student Trustee
 - a) A student trustee, though not a member of the Board, will comply with the spirit and substance of Sec. A Policy – *Trustee Code of Conduct*.

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- b) A student trustee may be disqualified for non-attendance at three consecutive meetings of the Board or Standing Committees of the Board, to which the student trustee has been assigned. The Board may exercise discretion due to extenuating circumstances, when implementing this clause.
- c) A student trustee will be disqualified if he/she discontinues studies at a secondary school within the St. Clair Catholic District School Board; or no longer attends as a full time student in the senior division of a St. Clair Catholic secondary school; or is prohibited from attendance due to expulsion according to S309 of the Ontario Education Statute and Regulations.
- d) Disqualification for any reason shall be made pursuant to a formal motion of the Board, which is followed by a majority vote.

2.0 Expectations

- 2.1 Two full time Catholic students shall be elected by their peers to the position of student trustee each year, one from St. Patrick's Catholic Secondary School and one from Ursuline College (UCC).
- 2.2 The term of office for student trustees begins on August 1 of the year in which he or she is elected and ends on July 31 of the following year.
- 2.3 Any student elected to the position of student trustee must be Catholic.
- 2.4 Any student elected to the position of student trustee must regularly attend school as a full time senior division student during the time of office.
- 2.5 Notwithstanding 2.1, 2.2, 2.3 and 2.4 above, a person is not qualified to be elected to the position of student trustee or to act as a student trustee, if he/she is serving a sentence of imprisonment in a penal or correctional institution or custodial facility.
- 2.6 A student elected to the position of student trustee must have access to a vehicle for transportation or have a parent/guardian, who will accept responsibility for transportation. Students under the age of eighteen (18) years must have parental/guardian approval in writing, to accept the position of student trustee.
- 2.7 Student trustees are expected to attend all meetings of the Board, unless there are extenuating circumstances and the student trustee has obtained prior approval from the Director of Education (or designate). Missed meetings without prior authorization from the Director of Education (or designate) will result in a deduction from the student trustee honorarium.
- 2.8 If a student trustee is absent from three consecutive meetings of the Board, without prior authorization, he/she thereby vacates his/her seat and forfeits his/her honorarium.
- 2.9 The honorarium for the position of student trustee shall be \$2,500 as per subsection 55 (8) of the Education Act.

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3.0 Additional Information

- 3.1 Where a vacancy in the position of student trustee exists, it shall be filled in the same manner as for student trustee elections at the beginning of the term.
- 3.2 Where a vacancy becomes available after the first day of April in any school year, the position shall not be filled.
- 3.3 The student trustee will be reimbursed for travel and other reasonable expenses incurred while on approved business of the Board.
- 3.4 The rate of reimbursement for transportation shall be at the same Board kilometric rate approved for elected trustees and the student trustee will receive the same reimbursement in other matters, as is approved for elected trustees.
- 3.5 The St. Clair Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all Board policies, programs, guidelines, operations and practices.