ELECTIONS BY-LAWS

Section 3.12 of the TCDSB General Working By-Law 175 (2016) outlines the following rules for elections:

3.12 Elections

The election of Trustees and others to positions required to be filled by the Board of Trustees shall be conducted by the Presiding Officer as follows:

3.12.1 nominations shall be sought, each of which shall be moved and seconded;

3.12.2 after the nominations for the position have been closed and before the vote is taken, each candidate who has not already so declared and in the sequence nominated, shall declare whether or not such candidate will serve;

3.12.3 if there are two or more nominations for any position, the election shall be conducted by secret ballot, provided that, with the agreement of majority of Trustees, a recorded vote may be used pursuant to which the identity of both the Trustee voting and the name of the candidate are recorded and announced;

3.12.4 with the approval of the Board of Trustees, two returning officers shall be appointed, the duties of whom shall include the distribution and counting of the ballots; and

3.12.5 after each ballot has been counted in any round of balloting, the name of every candidate receiving no votes, and the name of the candidate otherwise receiving the lowest number of votes shall be dropped, and the balloting shall so continue until a candidate has received a majority of the votes of the Trustees present;

3.12.6 at any time that there are three or more names remaining on a ballot and two or more nominees are tied with the least number of votes, a vote shall be taken to decide which of such tied nominees shall remain on the list of names to be voted upon in the next round of voting; and

3.12.7 In the case of an equality of votes between two, or among three or more, candidates for any office or position, during three consecutive ballots, the candidates shall draw lots to fill the office or position.

PROCEDURES FOR CAUCUS MEETING

The directions below follow the numbering of the Caucus Agenda.

1. The Secretary of the Board (Director of Education) calls the meeting to order, welcomes the Trustees, and identifies himself as the Chair of the meeting for the evening until the Chair of the Board is elected.

2. The Associate Directors reads the memorials, if any.

3. Fr. Lehman is invited to open the meeting with a prayer, and leads the Trustees through the Rite of Renewal.

4. The Director then reads the roll call and indicates apologies, if any.

5. The Director calls for a motion to approve the Agenda, as presented. The Agenda may be amended to add urgent business from the Director, or to add urgent miscellaneous matters or inquiries from Trustees.

5a. The first matter the Board has to consider is the method of voting for Chair and Vice-Chair of the Board, and of the Statutory and Standing Committees. You will notice that according to **By-Laws Article 3.12.3 (p.2)**, which is included in the Agenda, the election shall be conducted by secret ballot, provided that, with the agreement of the majority of Trustees, a recorded vote may be used pursuant to which the identity of both the Trustee voting and the name of the candidate, are recorded and announced. The Director of Education will now ask the Trustees which manner of voting they prefer. All those in favour of a secret ballot, please vote now.

    - With the approval of the Board of Trustees, two (2) returning officers shall be appointed, one of whom will be the Board's Assistant Recording Secretary, and the other being the Associate Director, Academic Affairs, to act as Scrutineers.

6a. **Election of Chair of the Board for 2020-2021:**

Now that the ground rules and the manner of voting have been determined, we will proceed with the election of the Chair of the Board.

- The Presiding Officer calls for nominations for the office of Chair of the Board, which must be seconded.
- After each nomination has been made, and seconded, the Presiding Officer will ask the nominee if he/she is willing to let their name stand in nomination.
- After nominations are closed, the Presiding Officer will invite or allow the nominated Trustee to say a few words in support of his/her candidacy.
- The Presiding Officer instructs the Scrutineers to distribute the ballots, and the vote will commence.
- The Scrutineers tabulate the results, and hand a written record of the results to the Director of Education, who reads out the results.

6b. **Election of Vice-Chair of the Board for 2020-2021:**

For the election of the Vice-Chair of the Board, the same process is used here as was used for the election of the Chair of the Board. (refer to 6a).

7. Appointments to Statutory Committees for 2020-2021:

The next order of business is the appointment to Statutory Committees. This process can be done by a vote, or it can be done by consensus. The Presiding Officer will move through the Agenda asking for Trustees to be nominated. If there are more Trustees nominated than there are positions available, then the election process will proceed the same way as was used for the Chair and the Vice-Chair of the Board (refer to 6a and 6b). This process for appointments to Statutory Committees has traditionally been done by consensus, without the need of a vote.

- Catholic Parent Involvement Committee (1 Trustee, 1 Alternate)
- Supervised Alternative Learning (1 Trustee, 1 Alternate)

8. Election of Standing Committee Chairs for 2020-2021:

The election for the Chairs of these three Standing Committees will proceed in the same way as the election for the Chair and Vice-Chair of the Board (refer to 6a and 6b).

a. Corporate Services, Strategic Planning, and Property Committee (All Trustees)

b. Governance and Policy Committee (4 Trustees, 2 Ex-Officios)

c. Student Achievement and Well Being, Catholic Education, and Human Resources Committee (All Trustees)

9. Election of Standing Committee Vice-Chairs for 2020-2021:

The election for the Vice-Chairs of these three Standing Committees will proceed in the same way as the election for the Chair and Vice-Chair of the Board (refer to 6a and 6b).

a. Corporate Services, Strategic Planning, and Property Committee (All Trustees)

b. Governance and Policy Committee (4 Trustees, 2 Ex-Officios)

c. Student Achievement and Well Being, Catholic Education, and Human Resources Committee (All Trustees)

10. Reconstitution and Constitution of Ad-Hoc Committees for 2020-2021:

The next matter of business is the reconstitution of the Ad-Hoc Committees.

a. By-Laws Review Committee (5 Trustees):

- The Presiding Officer needs a motion to approve the reconstitution of the By-Laws Review Committee.
- There needs to be a motion to determine the membership of this Committee.

b. Director's Performance Appraisal Committee (4 Trustees):

- The membership of this Committee is the Chair and the Vice-Chair, and the Chairs of the Standing Committees, and one Trustee member. No further election is required to establish the membership of this Committee.

c. Executive Compensation Committee (4 Trustees):

- The membership of this Committee is the Director of Education, Executive Superintendent of Human Resources and 4 Trustees.

d. Labour Relations Committee (3 Trustees)

- The membership of this Committee is the Director of Education, Executive Superintendent of Human Resources, Senior Legal Counsel-Employee Relations, and 3 Trustees.

e. Political Action Advisory Committee (4 Trustees)

- The membership of this Committee is the Director of Education, Chief of Communications and Government Relations, and 4 Trustees.

11. Appointments or Re-Appointments to External/Internal Committees for 2020-2021:

These Committees are listed on the Agenda as Items 11)a – 11g; and 13a) – 13m). Typically, this is done by consensus, but in the event that more Trustees wish to serve than there are spaces available, an election will be held. Traditionally this is done by consensus by the Board.

12. Other Urgent Business:

Before calling for a Motion to Adjourn, the Presiding Officer asks the Trustees whether there is any other urgent business which needs to be dealt with at this

meeting. If there is no urgent business, the next item on the Agenda is a call for Adjournment.