



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: STUDENT TRUSTEE

POLICY NO: T. 02

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| <b>Date Approved:</b><br>April 18, 2007   | <b>Date of Next Review:</b><br><b>April 2023</b> | <b>Dates of Amendments:</b><br>January 26, 2012 – Board;<br>February 23, 2012 – Board;<br>January 24, 2013; February 19,<br>2015; <b>April 19, 2018</b> |
| <b>Cross References:</b><br>Education Act, S. 55, Student Trustees, O. Reg. 07/07<br>Trustee Services and Expenditures T.17<br><b>Ministry of Education “Student Trustees: Attendance and conflict of Interest Guidelines” (April 13, 2007)</b> |  |   |
| Appendix A - Rights and Responsibilities of a Student Trustee<br>Appendix B – Process for Election of the Student Trustee   |  |   |

### Purpose

This Policy provides **for the direct representation of the interests of students on the Board in accordance with the provisions of the Education Act, Ontario Regulation 07/07 and any guidelines issued by the Minister of Education under paragraph 3.5 of subsection 8(1) of the Education Act.** ~~direction on terms of reference and rules of engagement for two Student Trustees at TCDSB.~~

### Scope and Responsibility

The policy ~~extends~~ **applies** to the election of two Student Trustees and their terms of reference, as well as rules of engagement while participating at Board and Committee meetings. The Director of Education, with the assistance of the Superintendent of Education for Curriculum and Accountability, is responsible for this policy.



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### Alignment with MYSP:

Strengthening Public Confidence

Excellence in Governance

Fostering Student Achievement and Well-Being

### Financial Impact

~~Honoraria will be paid to Student Trustees, as well as reimbursement for approved expenses, as per the Education Act.~~

### Legal Impact

~~Generally, there is no significant liability associated with having Student Trustees participate at Committee or Regular Board meetings.~~

### Policy

In accordance with the provisions of the Education Act, the Toronto Catholic District School Board will establish and maintain two, full-year Student Trustee positions on its Board of Trustees.

### Regulations

1. The Toronto Catholic District School Board shall establish two Student Trustee positions to represent the interests of all students, ~~and candidates for the position will be in the last two years of the intermediate division and~~ **Student Trustees must be enrolled** in the senior division of the Board.
2. The Student Trustees may participate in TCDSB Board and Committee meetings, both in public and private session. A Student Trustee is not entitled to be present at a meeting that is closed to the public if the subject matter under consideration involves the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee of the board or a pupil or his/her parent or guardian. **Student**



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**Trustees are not considered elected members of the Board and are therefore not entitled to exercise a binding vote, not eligible to move or second motions but are entitled to suggest a motion and are entitled to require that a vote be recorded and have their vote recorded.**

3. The student trustees will serve two successive one-year terms beginning on August 1 of the year **in which he or she is elected and end on July 31 of the following year** of election, following a transition period from May until July 31, in the first year of election.
4. Only one trustee will be elected each year. Each student trustee will be elected in ~~March~~ **April** of their second year of secondary school, thus commencing their two year term **to begin August 1**. ~~(The 2015 Student Trustee election will require two trustees to be elected, one currently in their second year of secondary school and the second in their third year of secondary school.)~~
5. The student trustee elected may not be from the same secondary school as the **incumbent** student trustee ~~who is currently mid-term~~.
6. The Student Trustees will serve as the Co-Chairs of the Catholic Student Leadership Impact Team (CSLIT). The CSLIT will hold at least one meeting per month during the school year.
7. **A student trustee must resign from their position if they are absent from three (3) consecutive regular meetings of the board without being authorized by a resolution of the board. Authorizations by resolution must be provided to student trustees in the same manner as they are to board members and must be recorded in the meeting minutes. Student**



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**trustees are considered present at a meeting in which they participate through teleconferencing, videoconferencing or other electronic means.**

8. In the event that a Student Trustee is unable to continue in the role, the second Student Trustee will continue with his/her duties, and the vacancy will be filled by the Director of Administrative Affairs of CSLIT until such time as a by-election is held and a new Student Trustee is elected.
9. Each secondary school will be entitled to put forward one candidate for election to one of the positions of Student Trustee in any given year.
10. Each candidate for the position of Student Trustee shall meet the following qualification criteria:
  - (i) be a Roman Catholic student enrolled at a Toronto Catholic District School Board secondary school, and during his or her term of office must be a full-time student **or is an exceptional pupil in a special education program for whom the board has reduced the length of the instructional program on each school day under subsection 3(3) of Regulation 298 of the Revised Regulations of Ontario, 1990 (Operation of Schools—General) made under the Act, so long as the pupil would be a full-time pupil if the program had not been reduced;**
  - (ii) be elected by the local student body;
  - (iii) receive the written approval of his/her parent(s)/guardian(s), unless 18 years of age, to stand for election and also present a letter of reference from a teacher, guidance counsellor or Principal; **and**
  - (iv) maintain a grade average that will contribute to his/her successful graduation at the time of becoming a candidate for the position; **and**



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- (v) ~~meet the eligibility requirements within the Education Act related to Catholic District School Board Trustees, excluding those related to age and residence.~~

11. The Superintendent of Education, Curriculum and Accountability Department or designate, shall establish procedures and include suitable orientation to assist the Student Trustees in fulfilling their roles and responsibilities.

12. The Student Trustees will provide a verbal report and/or written report at each regular Board meeting.

13. A Student Trustee may be disqualified from holding office for one or more of the following reasons:

- (i) serious violation of the TCDSB Trustees' Code of Conduct;
- (ii) disclosure of intimate, personal or financial information in respect of a Trustee or committee, an employee of the TCDSB or a student or his/her parent or guardian;
- (iii) commission of a serious breach of his/her school's code of conduct;
- (iv) demonstrated behaviour that is deemed to be incompatible with the role and responsibilities of the Student Trustee.

14. Student Trustees shall be entitled to reimbursement of out-of-pocket expenses as if they were members of the Board.

15. Student Trustees shall be paid an honorarium **of \$2,500 for a complete term of office**, consistent with the provisions of the Education Act, which shall be prorated if the Student Trustee holds office for less than a full term.



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16. Student Trustees have the same status as a Board member with respect to access to Board resources and opportunities for training.
17. The successful candidates elected/appointed to the position of Student Trustee will have prescribed rights and responsibilities. ([\*hyperlink to Appendix A: Rights and Responsibilities of the Student Trustee\*](#))
18. The procedure for election of Student Trustees is determined by the Board. ([\*hyperlink to Appendix B: Election of the Student Trustee\*](#))
19. Student Trustees shall be required to wear their school uniform or business attire when **attending Board or Committee meetings**, representing the Board at either internal or external board-related business meetings, or when meeting with other students in the Board in the capacity of student trustee.
20. The opportunity to earn a secondary school credit towards the Ontario Secondary School Diploma in the area of Co-operative Education, consistent with Ministry of Education policies and procedures, will be offered to the Student Trustees.
- 21. The board shall provide the Ministry with the names of the student trustees elected, not later than 30 days after the date of the election or by-election.**



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### Evaluation & Metrics

~~Leadership of the Catholic Student Leadership Impact Team (CSLIT) through student feedback.~~

**The “Ratification of Student Trustee Nominees” report will be brought to the Student Achievement Committee in May of each year.**

**RIGHTS AND RESPONSIBILITIES OF THE STUDENT TRUSTEE**

**Student Trustees' Rights**

1. To receive public session materials for all Board and Standing Committee meetings; attend and participate in all public session meetings of the Board and Standing Committees;
2. To receive private session materials for all Board and Standing Committee meetings and to attend and participate in private session meeting. Student Trustees are not entitled to be present at a meeting that is closed to the public if the subject matter under consideration involves 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/her parent or guardian;
3. Student Trustees are entitled to require that a matter before the board or one of its committees on which the Student Trustees sit be put to a recorded vote, and in that case there shall be,
  - a. a recorded non-binding vote that includes the student trustees' vote; and
  - b. a recorded binding vote that does not include the student trustees' vote.
4. 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 Trustees sit, 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.
5. Student Trustees and Student Trustee Elects are entitled to attend the Ontario Student Trustee Association Annual General Meeting.



**Student Trustees' Responsibilities**

1. To promote a voice for all students in the Toronto Catholic District School Board.
2. To inform the student body at large through liaison with and seeking advice from TCDSB Student Councils;
3. Attend public and permitted private session meetings of the Board and its Standing committees;
4. Demonstrate confidentiality and discretion where required and act in accordance with the Board's Policies, By-laws, and Rules-of-Order;
5. Uphold and promote the Board's Mission and Vision in performance of his/her duties;
6. Once sworn in by the Board, the Student Trustees shall be the Co-Chairs of the Catholic Student Leadership Impact Team. The CSLIT will hold at least one meeting per month.
7. The Student Trustees will report regularly to the Board of Trustees and to the CSLIT on their respective activities. At the end of their terms, the Student Trustees will provide a report regarding issues of concern to students.
8. The Student Trustees will participate in Catholic student leadership development activities associated with the fulfillment of the roles and responsibilities of the student trustee including the organization of the "Voices That Challenge" Student Trustee conference.
9. The Student Trustees will hold membership in the English Catholic Board Council of the Ontario Student Trustees' Association.

## OPERATIONAL PROCEDURES – ELECTION OF STUDENT TRUSTEES

### PROCESS FOR ELECTION OF THE STUDENT TRUSTEES

1. The Student Trustee will be elected by representatives of each secondary school at a Catholic Student Leadership Impact Team meeting during the first week of March in each school year. For the election to be valid, there must be at least seventeen (17) secondary schools present at the meeting where the Student Trustees are elected. A vote by the school representatives will be conducted under the supervision and guidance of TCDSB staff.
2. **Votes will be counted using a ranked ballot system. Each school will rank the candidates 1, 2, 3....and so forth. If no candidate is the first choice of more than half of the schools voting, then all votes cast for the candidate with the lowest number of first choices are redistributed to the remaining candidates based on who is ranked next one each ballot. If this does not result in any candidate receiving a majority, further rounds of redistribution will occur.**
3. Each secondary school is entitled to nominate one representative to run for the position of Student Trustee. Should the nominee be successfully elected to the position of Student Trustee, he/she will not be permitted to run for president or chair of his/her school's Student Council.
4. Each secondary school is allowed to have one vote in the election of each Student Trustee, but must be represented at the election meeting. The voting delegate must be selected by the school principal in September and must regularly attend Catholic Student Leadership Impact Team meetings throughout the school year as a student council or student leadership delegate.
5. Notice seeking the nomination of one candidate for one of the positions of Student Trustee from each TCDSB Catholic secondary school is sent to each school principal and Student Councils for posting and communication to students in November of each school year.
6. The student trustee elected may not be from the same secondary school as the **incumbent** student trustee ~~who is currently mid-term.~~

## APPENDIX A

7. Each secondary school, via the Principal and Student Council, must appoint either the President of the Student Council or his/her designate to sit on a Student Trustees Selection Committee for the purpose of reviewing applications for the positions of Student Trustees and nominating candidates. If a secondary school is nominating a candidate for the position of Student Trustee, it is the responsibility of the Principal to ensure that the process is fair and equitable.
8. Applications will first be received and pre-screened by staff assigned by the Office the Director of Education to ensure each applicant is eligible under the requirements of the TCDSB policy, the Education Act and Regulations.
9. An all-candidates/election meeting will be held in February of each school year at which time a presentation will be made by the nominees for Student Trustees.
10. A student is not permitted to serve as both a Student Council president or chair in the same year he/she holds the position of Student Trustee.
11. Where a vacancy occurs with one Student Trustee, the second Student Trustee will continue with his/her duties and the Director of Administrative Affairs of CSLIT shall fulfill the duties of a Student Trustee for the balance of the **vacancy** ~~Student Trustee's term or until such time as a by-election is held and a new Student Trustee is elected.~~