

**TITLE: STUDENT TRUSTEES**

**Date Issued: 16 April 2004**  
**Last Revised: 17 December 2019**  
**Authorization: Board: 13 April 2004**

**1.0 OBJECTIVE**

- 1.1 To provide for matters relating to Student Trustees in accordance with the *Education Act* and its regulations.
- 1.2 To establish opportunities for students to become informed and involved in Board governance.
- 1.3 To provide for the payment of honoraria for Student Trustees and resources for Student Trustees to fulfill their responsibilities.

**2.0 DEFINITIONS**

In this policy,

- 2.1 **Board** means the Board of Trustees of the Ottawa-Carleton District School Board.
- 2.2 **District** means the Ottawa-Carleton District School Board.
- 2.3 **Student Trustee** means an elected student representative to the Board.
- 2.4 **Student Presidents' Council** means the organization composed of student presidents and co-presidents from each secondary school.
- 2.5 **Student Senate** means a committee comprised of one student voting representative per secondary school (grades 10, 11 or 12) that advises Student Trustees and represents students on Board Standing and Advisory Committees.
- 2.6 **Student Trustee Candidate** means a student elected by students at their secondary school to seek election for the office of Student Trustee.

**3.0 POLICY**

- 3.1 Student Trustees are elected student representatives responsible for promoting and advancing the interests of pupils.
- 3.2 The Board shall have two Student Trustees.
- 3.3 The Board recognizes the value and mentorship that comes when a Student Trustee serves two consecutive terms. Whenever possible, a Student Trustee serving their first-year is encouraged

to consider seeking election for a second term of office in accordance with election directives and qualifications below.

- 3.4 A Student Trustee's term of office begins on August 1 of the year in which the student is elected and ends on July 31 of the following year.
- 3.5 Appropriate Board documents and reasonable access to the District's electronic mailing system shall be provided to Student Trustees.

## **4.0 SPECIFIC DIRECTIVES**

### **Elections**

- 4.1 Every Secondary school shall hold an election for the position of Student Trustee Candidate before February 14 in each year.
- 4.2 Where students express interest in running for Student Trustee Candidate elections, each secondary school shall directly elect one Student Trustee Candidate.
- 4.3 The District shall hold an election for the office of Student Trustee no later than the last day of February in each year.
- 4.4 Student Trustees shall be elected from the list of Student Trustee Candidates. The elections shall be done indirectly by a plurality of votes of the combined-incumbent Student Senate and the incumbent Student Presidents' Council. Each member of the Student Senate shall be entitled to one vote. Each secondary school's delegation of presidents shall be entitled to one vote.
- 4.5 As per the Board's by-laws, in the event of a tie vote, a second ballot shall be held between or amongst the members involved in the tie, to break the tie. If a vote results again in a tie, the members involved shall draw cards to determine the results, using Bridge Convention to determine ranking of cards.
- 4.6 Should a Student Trustee be unable to complete the term, the Board will determine whether the vacancy should be filled and the Student Senate and Student Presidents' Council shall jointly elect a replacement through a by-election from the list of elected Student Trustee Candidates.

### **Qualifications**

- 4.7 A Student Trustee must be elected from the list of Student Trustee Candidates.
- 4.8 A Student Trustee must be a full-time pupil of the District in the senior division.
- 4.9 A Student Trustee may not be serving a sentence of imprisonment in a penal or correctional institution.
- 4.10 A Student Trustee will be disqualified if the student is absent without approval of the Board from three consecutive regular Board meetings which s/he has been designated to attend.
- 4.11 A Student Trustee who ceases to be qualified to act as a Student Trustee shall resign from the position. If a Student Trustee fails to resign for disqualification purposes, the Student Trustee shall be removed from office by the Director of Education or Designate.

- 4.12 If a Student Trustee wishes to resign, the student must notify the Board Chair and the chair of the Student Senate in writing, preferably 30 days in advance. Such a letter will be deemed to be a resignation.

### **Meetings of the Board**

- 4.13 A Student Trustee shall have the same opportunities as a member of the Board for participation at meetings of the Board, including Committee of the Whole and Committee of the Whole – in camera, with the exception of a meeting that is closed to the public where 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 District, or a pupil or his or her parent or guardian (clause 207 (2) (b) of the *Education Act*).\*
- 4.14 A Student Trustee may speak to any matter before the Board, in accordance with the Board Governance Bylaws. Such participation shall provide for a student perspective to be heard at the table, and for feedback to students regarding Board discussions and Board decisions.
- 4.15 When representing the views of the majority of the members of the Student Senate, the Student Trustee shall so indicate.
- 4.16 A Student Trustee is able to attend a standing or advisory committee meeting of the Board. However, a Student Trustee shall not replace the role of the Student Senate members appointed in accordance with P.010.GOV: Community Involvement on Board Standing Committees.
- 4.17 A Student Trustee is not a member of the Board and is not entitled to exercise a binding vote on any matter before the Board or any of its committees.
- 4.18 A Student Trustee is not entitled to move a motion, but is entitled to suggest a motion on any matter at a meeting of the Board, and if no member of the Board moves the suggested motion, the record shall show the suggested motion.
- 4.19 Student Trustees may indicate during Board debate or at the conclusion of debate prior to wrap-up their views on a motion under consideration and may request that their views be recorded in the minutes of the Board meeting.
- 4.20 A Student Trustee is entitled to require that a matter before the Board 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.

### **Resources and Training, Honorarium, and Reimbursement of Expenses**

- 4.21 A Student Trustee shall have the same status as a Board member with respect to access to Board resources and opportunities for training.
- 4.22 A Student Trustee shall receive the maximum honoraria prescribed in the *Education Act* and/or regulations issued thereunder. The honorarium may be paid as a scholarship upon conclusion of the term.
- 4.23 The honoraria shall be 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.

- 4.24 The District shall reimburse Student Trustees for reasonable out-of-pocket expenses in accordance with Board member policy and procedures.
- 4.25 Student Trustees shall conform to the Code of Conduct required of Board members.
- 4.26 The Director of Education is authorized to issue such procedures as may be necessary to implement this policy.
- 4.27 The Student Senate shall advise the Board as soon as possible following an election or by-election of the names of the Student Trustees elected and the District shall provide the Ministry with such names, not later than 30 days after the date of the election or by-election.

## **5.0 REFERENCE DOCUMENTS**

The *Education Act*, § 55; 191.2 and *Education Act* Regulations 7/07 and 354/18  
Board By-Laws and Standing Rules  
Board Policy P.004.GOV: Board Member Honoraria  
Board Policy P.010.GOV: Community Involvement on Board Standing Committees  
Board Policy P.039.FIN: Travel, Meal and Mileage Claims  
Board Policy P.113.GOV: Student Senate  
Board Procedure PR.503.GOV: Trustee Expenses for Professional Development, Constituency Communications and Support Services