



## **Guidelines for a Meeting to Appoint a Trustee**

### **Guidelines for Candidates**

1. The order of the candidate presentations will be determined by a draw of all candidate names. A copy of the schedule will be provided to all candidates.
2. Candidates are asked to arrive 30 minutes prior to their scheduled time. Upon arrival, please sign in and proceed to the Boardroom.
3. Candidates will be called on in order by the Chair. Each candidate will have up to 5 minutes to make a presentation to the Board about why they should be selected to fill the trustee vacancy.
4. After their presentation, a candidate may remain in the Boardroom for the duration of the meeting.
5. Candidates may not distribute written material at the meeting. All trustees will have received a copy of each candidate's application and resume.

### **Guidelines for the Meeting**

1. The agenda will list the candidates in the order of the schedule.
2. Each candidate will be invited to make a five minute presentation.
3. Once all of the candidates have made their presentations, the Board will take a brief recess. When the meeting reconvenes the Director of Education and Secretary of the Board will appoint two election assistants to distribute ballots, tally the results and report the name of the successful candidate to the Director of Education who shall advise the Chair.
4. Trustees will then vote by secret ballot (candidate's names will be last name, first name and in alphabetical order).
5. To be elected a candidate must receive a majority of valid votes cast.
6. If after the first ballot, no candidate receives a clear majority then a second ballot shall be held.
7. If no candidate receives a clear majority on the second ballot, the name(s) of the person(s) receiving the fewest votes shall be dropped from the next ballot

and the members shall vote again on the remaining candidates (this continues until one candidate receives a majority vote).

8. Where it is necessary to break a tie vote, a second ballot shall be held between or amongst the candidates involved in the tie.
9. If a vote to break a tie results in a tie again, the candidates involved shall draw cards to determine the results, using the bridge convention to determine ranking of cards. Ace is high with card suit in the following order of priority; spade, heart, diamond and club.
10. The Chair shall announce the results of the vote for the election, but shall not declare the count.
11. At the conclusion of the election and once the successful candidate has been announced, the Chair will call for a motion to destroy the ballots.
12. The successful candidate will be sworn in during the regular Board meeting scheduled for 29 October 2024.