



OTTAWA-CARLETON  
DISTRICT SCHOOL BOARD



## Trustee Selection Process: A Guide for Candidates

### Before the Meeting Date

We'll draw names to **determine the order of candidate presentations**. You'll receive a copy of this schedule so you know exactly when your turn is.

### On Meeting Day

Please **arrive 30 minutes before your scheduled presentation time**. Please **sign in** at the front door. A staff member will escort you to a waiting room. Remember, you **can't distribute any written materials** at the meeting. As all trustees will already have a copy of your application materials.

### Presentation Stage

The Chair will call on candidates in order. When it's your turn, a staff member will escort you from the waiting room to the Boardroom. You'll have **up to 5 minutes** to tell the trustees why they should choose you to fill the vacancy. After your presentation, you're welcome to **stay in the Boardroom**.

### Preliminary Vote

Once all candidates have presented, the Board will conduct a **preliminary vote by secret ballot**. Each trustee can vote for up to three candidates. If **at least two trustees vote for you**, you'll proceed to the interview stage. If not, you'll be invited to continue observing the rest of the meeting.

### Interview Stage

For candidates moving on to the interview stage, a staff member will escort you back to the waiting room. The Chair will call on candidates in order. Each candidate will return to the Boardroom one at a time. When you return to the Boardroom, the Chair will ask you **three predetermined questions** on behalf of the Board.

### Selection Vote

Once all candidates have answered the predetermined questions, the Board will conduct a **vote by secret ballot**. Each trustee can vote for only one candidate.

If a candidate receives a **majority of votes** that candidate is immediately declared the winner.

## **What if no Candidate Gets a Majority of Votes**

If no candidate gets a majority on the first ballot, we'll hold a second round of voting. If there's still no majority on the second round, the candidate(s) with the fewest votes will be dropped from the ballot, and the Board will vote again on the remaining candidates until one person receives a majority.

If the candidates with the highest number of votes each receive the same number of votes, a tie-breaking ballot will be held for those candidates. If tie-breaking ballot also results in a tie, the candidates involved in the tie-breaking ballot will **draw cards**. The candidate who draws the highest card is declared the winner. Ace cards are high. The suit order of priority is: spade, heart, diamond, and club.

## **Announcing the Results**

The Chair will announce the election results and declare that the successful candidate has been appointed as the trustee for Zone 9.

Since the votes are secret, the Chair will then call for a motion to destroy the ballots.

While the successful candidate will be declared at this meeting, the **successful candidate will be officially sworn in** at a later Board meeting on 23 September 2025.

## **Multiple Vacancies**

Where the process above requires the Board to fill more than one vacancy, the process will be amended as necessary to allow for separate votes on each of the vacancies to be filled. Likewise, candidates will be asked to specify which vacancy they are seeking to fill.