

## **Guidelines for a Meeting to Appoint a Trustee to Zone 10**

### **Guidelines for Candidates**

1. The order of the candidate presentations will be determined by a draw of all candidate names. A copy of the interview schedule will be provided to all candidates.
2. Each candidate will have 5 minutes to make a presentation to the Board about why he/she is the right candidate to fill the trustee vacancy.
3. Candidates are asked to arrive 30 minutes prior to his/her scheduled interview time. Upon arrival, please go to the Trustees' Committee Room.
4. Candidates shall refrain from using electronic communication devices prior to or during the meeting.
5. Candidates will not be permitted in the Boardroom during the meeting until they have been invited for their interview. After his/her interview, a candidate may remain in the Boardroom for the duration of the meeting.
6. Candidates may use electronic media for their presentation. If a candidate wishes to do so they must advise Board Services (Nicole Guthrie at (613)596-8211 ext. 8643) prior to 12:00 noon on Monday, 10 February 2020.
7. Candidates may not distribute written material at the meeting. All trustees 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 interview schedule.
2. Each candidate will be invited to make a five minute presentation. Following the presentation, the Committee will have a maximum of ten minutes to ask questions of the candidate. In the interest of time and procedural fairness, the following process is recommended for handling questions:
  - The speaking order for questions will be done by rotation based on electoral zone. At the start of the first question period, the Committee Chair will draw an electoral zone number and that trustee will be invited to ask the first question. For example, for the first candidate, if the Chair draws Zone 6, the Trustee for Zone 6 will be invited to ask the first question, followed by the Trustee for Zone 7 and that order will continue

until the 10 minute question period has elapsed. The rotation will resume from where it left off for the second candidate (if the last Trustee to ask a question of the first candidate was the Trustee for Zone 8 then the Trustee for Zone 9 will be the first to ask a question of the second candidate).

- Student Trustees will be able to ask questions and therefore will be included in the question rotation at the end of the elected trustees.
3. The purpose of the question period is to seek clarification of the candidate's application and experience and his or her understanding of the roles and responsibilities of a trustee. Questions should be concise and reasonable in terms of complexity and ease of response. The question period is not intended to engage candidates in debate.
  4. As a general guideline, questions should take no longer than one minute to ask and no more than two minutes for response.
  5. A trustee may, on his or her turn, ask each candidate the same (or a different) question. It is understood that all candidates may not be asked all of the same questions.
  6. All candidates must be afforded a maximum of 10 minutes for the question and answer period, but this period may be less than 10 minutes if there are no further questions of the candidate.
  7. Once all of the candidates have been interviewed, 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. To begin the process the full slate of trustee candidates will be nominated and duly seconded.
  8. Trustees will then vote by secret ballot (candidate's names will be last name, first name and in alphabetical order).
  9. To be elected a candidate must receive a majority of valid votes cast.
  10. If after the first ballot, no candidate receives a clear majority then a second ballot shall be held.
  11. 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



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

12. Where it is necessary to break a tie vote, a second ballot shall be held between or amongst the candidates involved in the tie.
13. 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.
14. The Chair shall announce the results of the vote for the election, but shall not declare the count.
15. 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.
16. The Committee of the Whole recommendation of the successful candidate will be considered by the Board during its regular meeting to be held on Tuesday, 25 February 2020. If approved, the successful candidate will be sworn in during the meeting 25 February 2020.