

Topic:	Filling a Trustee Vacancy
Effective:	September 2023
Cross-Reference:	Education Act, Municipal Elections Act, Filling a Trustee Vacancy Governance Procedure
Revision Date:	
Review Date:	September 2027
Responsibility:	Director of Education

INTENDED PURPOSE:

This Administrative Procedure outlines staff procedures to fill a Trustee position declared vacant by the Board of Trustees.

This procedure will be used to support the Board's resolution to fill a mid-term Trustee vacancy by appointment or by-election, and the provisions outlined in the Filling a Trustee Vacancy Governance Procedure.

PROCEDURES:

The Communications and Engagement Department of the Halton District School Board ("HDSB") shall publicize the Trustee vacancy by:

- a. issuing a media release;
- b. announcing the Trustee vacancy via social media accounts to encourage interested individuals to apply or seek nomination in a by-election; and/or
- c. using available HDSB communication channels to issue targeted communication to affected communities, as the case may be.

All communications regarding the Trustee vacancy shall include information pertaining to appointment or by-election timelines, established in consultation with the Board of Trustees or municipal clerk(s), as the case may be.

When Trustee Vacancy Filled by appointment

1. The Director and Superintendent of Human Resources, shall establish a list of interview questions and time allotted per question, on topics provided under the Filling a Trustee Vacancy Governance Procedure (subsection 4.b.iii).
2. The Director, in consultation with the Chair and Vice Chair, shall finalize the list of interview questions to determine the maximum interview time allotted per candidate.
3. The Director shall:
 - 3.1. Accept complete applications in-person at the HDSB head office, by appointment. Interested individuals must submit their applications to the Director's Office.
 - 3.2. Prepare a candidate file for each complete application received.

- 3.3. Provide a package of all candidate files to the Board of Trustees, one week prior to the Special Board Meeting called for the purpose of interviewing candidates for appointment.
4. Complete applications must include:
 - a. a letter of intent outlining a candidate's personal interest and reasons for becoming a Trustee;
 - b. resume / Curriculum Vitae;
 - c. signed affidavit declaring the applicant has met all qualifications to be a School Board Trustee under the Education Act, section 219; and
 - d. other relevant documents (e.g., letters of community support, letters of reference, etc.).

When By-Election is called to fill a Trustee Vacancy

The Director, or designate, shall ensure legislated requirements to communicate Board resolutions to Municipal Clerk(s) regarding the calling of a by-election are fulfilled.