

Student Trustee Elections

Administrative Procedure

Status:	Active
Effective:	September 2021
Revision Date:	November 2024
Review Date:	November 2028
Responsibility:	Director of Education

Objective

This procedure outlines the process for the annual election of Student Trustees.

Definitions

Student Trustee: A Student Trustee is a student representative elected annually to the Board of Trustees, as mandated by the Education Act.

Student Senate: The Student Senate is a body of student leaders composed of student representatives from the Board's elementary and secondary schools. The Student Senate acts as an advisory council to the Student Trustees.

Specific Directives

1. Student Trustee Candidates

- a. A call for candidates notice shall be sent to each secondary school no later than January 31, inviting qualified students to indicate their interest to be considered for candidacy as Student Trustee on the Halton District School Board for the upcoming year.
- b. Candidates must complete the following information on the Student Trustee Application (Appendix A)
 - i. reasons for candidacy; and,
 - ii. interests, qualifications and experience; and,
 - iii. candidate's parent/guardian signatures and school principal's signature.

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- c. Candidates will submit to the Director's Office by the first school day on/after February 5, a completed copy of Appendix A for distribution to the current Student Trustees and for posting on the Halton District School Board website.
- d. Following the submission of the candidate's signed application, candidates are invited to create an online campaign for their candidacy. All campaigns must be in compliance with relevant Board policies and procedures.
- e. Student Trustee campaigns can commence beginning February 6 provided that they have submitted their Student Trustee Candidate Application
- f. Candidates will be invited to an all Candidates' Meeting and the February Student Senate meeting to gain further information and to provide an opportunity to address questions or concerns to the incumbent Student Trustees regarding the role of Student Trustee.
- g. Candidates shall be provided the opportunity to use Board resources (as approved by the Director) to promote their campaign.
 - i. To avoid disruption to classes, campaigning should occur outside of class time i.e. there should be no class visits as part of the campaign
 - ii. Failure to comply with all aspects of this procedure may result in disqualification.

2. Election of Student Trustees

- a. The Student Trustees shall be elected by HDSB students no later than the last day of February of each school year. (O.Reg. 7/07 s.4, and O.Reg. 354/18 s.2)
- b. Candidates will have an opportunity to deliver a pre-recorded speech which will be posted electronically on the Halton District School Board website. A guideline for speeches will be made available to Student Trustees candidates after February 5th.

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- c. All HDSB students in Grades 7-12 in the Halton District School Board shall be provided the opportunity to cast votes electronically for the Student Trustee candidates after viewing the candidates' election speeches.
- d. The votes will be electronically tabulated and validated by designated staff. Each school's vote (elementary and secondary) will receive a weight of one (1) vote. The candidate receiving the most votes from a school will become that school's vote. For schools incorporating students from Grade 7 to graduation, the school will be treated as two separate schools (elementary and secondary).
- e. Whereby the successful candidates cannot be determined due to the same number of votes resulting in a tie amongst candidates, a run-off election will occur between the candidates who are tied. The run-off election will occur the following day and an email communication will be sent to all students communicating that there was a tie in the Student Trustee election and providing details on the run off election.
- f. Shortly after the election a public announcement will occur to announce the new Student Trustees.
- g. The incumbent Student Trustees shall also advise the Board of the names of the newly elected at the Board meeting immediately following the Student Trustee elections, at which time the Board will accept, by Board motion, the appointments of the new Student Trustees.
- h. Student Trustees are required to sign the "Oath of Office" declaration (Appendix B) at the first official Board Meeting immediately following the Student Trustees' election and appointment.

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Student Trustee Candidate Application

Appendix A

Student Trustee Candidate Name:

School:

Grade:

Reasons for Candidacy / Campaign Statement (maximum 250 words)

Interests, Qualifications, Experience: (maximum 100 words)

Signatures (Parent signature required if the student is under 18 years of age)

Candidate:

Candidate's Parent/Guardian:

Principal:

PLEASE SAVE THE FILE with the following format:

"STUDENT-TRUSTEE-YEAR_LASTNAME_FIRSTNAME.pdf"

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Oath of Office for Student Trustee Declaration

Appendix B

I, _____ do solemnly declare that:

1. In accordance with the Education Act, related legislation, and Halton District School Board policies and procedures, I will truly, faithfully, impartially and to the best of my ability execute the office of Student Trustee; and,
2. In my role as Student Trustee, I will comply with the Municipal Freedom of Information and Protection of Privacy Act, and the Municipal Conflict of Interest Act, recognizing the importance of maintaining the confidentiality of the Board with regard to matters that are dealt with in closed session, and declare not to divulge any information of the contents of any material shared with trustees in closed meetings, whether or not I am present and/or participating in the closed meeting(s); and,
3. I am not disqualified under any requirement from being a Student Trustee member of the Halton District School Board.

Declared before me at the City of Burlington in the Regional Municipality of Halton,
on the _____ day of September, _____.

Student Trustee

Director of Education

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Cross-Reference:

Legislation

Education Act, RSO 1990 c E.2 (S.55)

Ontario Regulations 7/07 and 354/18

Ministry Policy & Program Memoranda

Not applicable.

Board Policies, Procedures & Protocols

Appointments to Committees and Other Roles Governance Procedure - Student Trustee Mentor Terms of Reference

Board Governance By-law

Equity and Inclusive Education Policy

Student Trustees Policy

Student Trustees Governance Procedure

Trustee Code of Conduct Policy

Trustee Code of Conduct Governance Procedure

Trustee Expenses Policy

Trustee Expenses Governance Procedure

Trustee Honoraria Policy

Revision History

- November 2024 - minor changes
- November 2021