

## GOVERNANCE POLICY

<b>Adopted</b>	June 19, 2013
<b>Last Revised</b>	October 2017
<b>Review Date</b>	September 2020

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## STUDENT TRUSTEES

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### 1. OBJECTIVE

The Halton District School Board is committed to involving students in the educational decision-making process, and participatory role in Board governance. By supporting and recognizing student trustees as representatives of the interests of students within the Board, the Halton District School Board honours the importance of the student voice in the Board's decision-making process. The Halton District School Board is committed to providing an opportunity for student voice through the annual appointment of Student Trustee(s) to the Board of Trustees.

### 2. 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 comprised of student representatives from the Board's elementary and secondary schools. The student senate acts as an advisory council to the student trustees.

### 3. POLICY STATEMENT

#### 3.1 Student Involvement

- a) In accordance with the Education Act (O.Reg 7/07 s.3), the Board shall provide for the appointment of a minimum of one (1), and a maximum of three (3) student trustees to the Board.
- b) The Board expects students who serve as student trustees will bring student perspectives to Board discussions, bring to the Board an increased awareness of issues of concern to students, and foster effective communication between the Board and students.

#### 3.2 Eligibility Criteria

To be eligible for the role of student trustee, students must:

- a) be entering or enrolled full-time in the senior division (Grade 11 or 12) of a secondary school within the jurisdiction of the Board, or be an exceptional pupil in a special education program for whom the Board has reduced the length of the program under subsection 3 (3) of Regulation 298;
- b) be a pupil of good standing at an Halton District School Board school for the entire school year of his/her appointment;
- c) have demonstrated an interest or prior involvement in school, co-curricular, and/or community activities; and
- d) have written consent from both their principal and parents/guardians (if under 18 years of age).

### 3.3 Student Trustee Candidates

- a) A call for candidates notice shall be sent to each secondary school student no later than March 1, inviting qualified students to indicate their interest to be considered by the Board for appointment as Student Trustee on the Halton District School Board for the upcoming school year.
- b) Candidates must complete the following information on the Nomination Form (Appendix A)
  - i. reasons for seeking the position;
  - ii. background, interests, qualifications, experience, concerns;
  - iii. any other pertinent information (discretionary).and obtain signatures on Appendix A from the candidate's parent/guardian and their school principal to constitute formal approval of the student's nomination prior to the start of their campaign
- c) Following the submission of the candidate's signed nomination form, candidates are invited to create an online campaign for their candidacy. All campaigns must be in compliance with relevant Board policies and procedures.
- d) Students may not declare themselves a candidate for Student Trustee or initiate a campaign until the appropriate forms are completed and submitted after March 1.
- e) Candidates will submit to the Director's Office by March 15, a completed copy of Appendix A for distribution to the current Student Trustees and for posting on the Halton District School Board website.
- f) Students interested in the role of Student Trustee will be invited to a Candidates' Meeting as part of the February Student Senate meeting, to gain further information and to provide an opportunity to address questions or concerns to the current 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.
- h) Failure to comply with all aspects of this policy may result in disqualification.

### 3.4 Election of Student Trustees

- a) The Student Trustee(s) shall be elected by the students of the Halton District School Board no later than April 30 of each school year.
- b) All students in Grades 7-12 in the Halton District School Board shall be provided the opportunity to cast electronically for the Student Trustee candidates after viewing the candidates' election speeches.
- c) The votes will be electronically tabulated and validated at the Board office under the supervision of the Director or designate.
- d) Each school's vote (elementary and secondary) will receive a weight of one (1). The candidate receiving the most votes from a school will become that school's vote. For schools incorporating students from Grade 7 to graduation, each school will be considered separately (elementary and secondary).
- e) Whereby the successful candidates cannot be determined due to the same number of votes resulting in a tie amongst candidates, the names of the candidates who are tied will be placed on separate ballots and placed in a ballot box. The Director of Education (or designate) shall draw a ballot, breaking the tie. The candidate whose ballot is drawn will serve as Student Trustee for the upcoming year. This process will be repeated as required to fill the remaining Student Trustee positions.
- f) The current Student Trustees shall advise the Board of the names of the elected Student Trustees at the Board meeting immediately following the Student Trustee elections.

### 3.5 Roles and Responsibilities of Student Trustees

- a) The Student Trustee will regularly attend all public Board meetings, and attend and participate in Board standing committees whenever possible.
- b) The Student Trustee will operate within Board policies and procedures, and comply with all relevant legislation including the Education Act, Municipal Freedom of Information and Protection of Privacy Act and the Ministry of Education Attendance and Conflict of Interest Guidelines for Student Trustees (*Appendix B*).
- c) In assisting the Board to achieve a better understanding of educational issues among students, the Student Trustee will bring student perspectives directly to the Board and will represent the views of the student senate when participating in Board discussions.
- d) The Student Trustee will also serve as co-chairs of the Student Senate, and keep the Student Senate informed about Board issues of interest and concern to students. The Student Trustee will encourage Student Senators to keep their respective student bodies informed about issues of interest and concern to students.
- e) The Student Trustee(s) will be encouraged to be involved with the Ontario Student Trustees' Association (OSTA-AECO).

### 3.6 Meeting Expectations

- a) The Student Trustee will notify the Office of the Director and the Chair if they are unable to attend a meeting.
- b) While the vote of a Student Trustee will be noted, their vote(s) will not count for quorum or decision at Board and Board Committee meetings.
- c) The Student Trustee will have the right to participate in the examination and discussion of matters brought to the Board table in the same manner as a trustee.
- d) A Student Trustee is not entitled to move a motion but may suggest a motion on any matter at a meeting of the Board or Committee on which the Student Trustee sits. If no member of the Board or Committee moves the suggested motion, the record shall show the suggested motion.
- e) The Student Trustee may attend closed/in camera meetings of the Board except those that involve the disclosure of intimate, personal or financial information in respect of any individual, or when directed by the Director or Chair.
- f) The Student Trustee will demonstrate confidentiality and discretion at all times, and is required to sign a declaration agreeing to maintain confidentiality with respect to Board business dealt with in closed sessions of Board and/or Committee meetings.

### 3.7 Board and Committee Agendas

The Board shall ensure student trustees receive and have an opportunity to review regular copies of the public session of the Board and Board committee agenda packages in accordance with Board policy and procedures. Furthermore, Student Trustees may receive and have an opportunity to review copies of the private session agenda ~~package~~. Information regarding intimate, personal or financial information in respect of a member of the Board or committee, an employee or prospective employee of the Board, or a student or his or her parent or guardian will be omitted.

### 3.8 Student trustees require the approval of the Director of Education and/or Chair for:

- a) the use of Board resources and opportunities for training;
- b) the use of outside media and system-wide communications; and
- c) all expenditures related to student trustees.

### 3.9 Trustee Mentors/Advisors

- a) A maximum of two trustees as designated by the Board's Striking Committee, shall serve as mentor(s) to the student trustees.
- b) Orientation for the newly-elected student trustees shall be provided by the Chair of the Board and the Director of Education or designates prior to the end of the previous school year for which the Student Trustees have been elected. The Chair of the Board and the Director of Education or designates will also provide additional training prior to the regular meeting of the Board in September. During their term, student trustees may request additional information or assistance, as required.

### 3.10 Term of Office

- a) The term of office for student trustees shall be August 1 in the year of election, to July 31 of the following year, with the student trustees commencing office following their election by the student senate and approval by the Board.
- b) Student trustees shall normally occupy the position for a one-year term. A student trustee can, however, stand for re-election for an additional term providing they continue to meet all qualifying requirements.

### 3.11 Vacancies

- a) A person who ceases to be qualified to act as a Student Trustee shall resign from the position.
- b) In the event one or more of the student trustees is not able to complete the term of office, the candidate who received third-place in the previous Student Trustee election shall be asked to fill the vacancy. In the event there is no third place candidate, the vacancy shall not be filled.

### 3.12 Reimbursement of Expenses

- a) Student Trustee(s) shall have the same status as a Board member with respect to access to Board resources and opportunities for training and professional development.
- b) Student Trustee(s) shall receive the maximum honoraria outlined in the Education Act and/or regulations issued thereunder.
- c) If a Student Trustee holds office for less than a complete term of office, the honoraria shall be prorated according to the proportion of the term for which the Student Trustee held the position.
- d) The Halton District School Board shall reimburse Student Trustees for reasonable out-of pocket expenses. Such reimbursement of expenses shall be in accordance to the same rules that govern the reimbursement of Board members' expenses.
- e) Student Trustee(s) shall be provided a Board computer. The laptop may be purchased by the Student Trustee(s) at the end of their term of office at fair market value, or returned to the Halton District School Board.

#### **Legal References:**

*Education Act, section 55 Student Trustees*

*Ontario Regulation 7/07 Student Trustees*

*Ontario Regulation 298 Operation of Schools—General*

#### **Board References:**

*Board By-Laws*

*Board Policy: Student Senate*

*Trustee Expense Policy*

**Student Trustee Candidate Name:**  
**School:**

**Grade:**

**Interests: (*maximum 100 words*)**

**Reason for Candidacy / Campaign Statement: (*maximum 250 words*)**

**Signatures**

Candidate:

Candidate's Parent/Guardian:

Principal:

**PLEASE SAVE THE FILE with the following format:**  
**“STUDENT-TRUSTEE-2019\_LASTNAME\_FIRSTNAME.pdf”**

*Please be guided by the intent of the Municipal Freedom of Information and Protection of Personal Privacy legislation, in that information collected and shared is for the express use of those participating in the Student Trustee elections, and should not be shared beyond those participants.*

**MINISTRY OF EDUCATION  
STUDENT TRUSTEES:  
ATTENDANCE AND CONFLICT OF INTEREST GUIDELINES**

**PURPOSE**

The purpose of this guideline is to address the issues of attendance and conflicts of interest in relation to student trustees. This guideline was created with the intention of having the same principles that apply to Board members under the Municipal Conflict of Interest Act and the Education Act apply to student trustees.

Under the Education Act student trustees are not considered members of the Board. As a result, they are not covered by the Municipal Conflict of Interest Act and are not subject to the same conflict of interest and attendance criteria that apply to Board members.

These guidelines are established by the Minister of Education under the authority of paragraph 8(1) 3.5 of the *Education Act* and are effective upon release.

**ATTENDANCE**

A student trustee must resign from their position if they are absent from three consecutive regular meetings of the Board without being authorized by a resolution of the Board.

Authorizations by resolution must be provided to student trustees in the same manner as they are to Board members and must be recorded in the meeting minutes.

Student trustees are considered present at a meeting in which they participate through teleconferencing, videoconferencing or other electronic means.

**CONFLICTS OF INTEREST**

A conflict of interest arises when a student trustee (or a student trustee's parent, spouse or child) has a direct or indirect financial interest in a matter being discussed at a Board or Committee meeting.

An indirect financial interest arises when a student trustee (or a student trustee's parent, spouse or child):

- 1) owns shares or is a senior officer in a privately-held company,
- 2) has a controlling interest or is a senior officer of a publicly-held corporation, or
- 3) is the member of a body that has a financial interest in the matter being discussed at a Board or Committee meeting.

For there to be a conflict, the financial interest must be of such a nature that it could reasonably be regarded as likely to exert influence over the student trustee.

When a student trustee realizes he or she is in a conflict of interest, the student trustee must declare this conflict to the Board or to the committee. The declaration must be recorded in the minutes of the meeting.

During discussion of the matter that gives rise to a conflict, the student trustee cannot participate in the discussion, cannot attempt to influence the vote of Board members, is not entitled to a recorded vote and cannot suggest a motion.

In the event that there is a conflict of interest at a closed meeting, the student trustee must leave the meeting during the time that the matter giving rise to the conflict is being discussed. When a student trustee leaves for this reason, this must be recorded in the minutes of the meeting.



# Halton District School Board

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## OATH OF OFFICE FOR STUDENT TRUSTEES DECLARATION

I, \_\_\_\_\_ do solemnly declare that:

1. In accordance with the Education Act, related legislation, and Board policies and procedures, I will truly, faithfully, impartially and to the best of my ability execute the office of Student Trustee.
2. In my role as Student Trustee, I will comply with Freedom of information and Protection of Personal Privacy, and Conflict of Interest legislation, 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; and
3. That I am not disqualified under any requirement from being a Student Trustee member of the Halton District School Board.

*Declared before me  
at Burlington in the  
Regional Municipality  
of Halton, on the  
\_\_\_ day of September \_\_\_\_.*

\_\_\_\_\_  
*(signature of Student Trustee)*

\_\_\_\_\_  
*Director of Education*