



**DURHAM CATHOLIC
DISTRICT SCHOOL BOARD**
Learning and Living in Faith

ADMINISTRATIVE PROCEDURE – 215-1

Student Trustees

Area: Governance
Policy Reference: Student Trustees (PO215)

Approved: March 26, 2007
Revised: June 8, 2020; March 6, 2023 (Interim)

1. Purpose

The purpose of this administrative procedure is to support the implementation of the Student Trustees Policy (PO215).

2. Definitions

Nil

3. Procedures

3.1 Election of Student Trustees

3.1.1 Any Durham Catholic District School Board student who, in accordance with the legislation and this Procedure, is qualified to act as a Student Trustee may declare their candidacy for such a position.

3.1.2 A student is qualified to act as a Student Trustee:

- a) if they are, on the first day of school after the term of office begins, enrolled in the senior division of a school of the board and is:
 - a full-time student as defined by s.234 of the Education Act; or
 - an exceptional pupil in a special education program for whom the board has reduced the length of the instructional program on each school day under subsection 3(3) of Regulation 298 of the Revised Regulations of Ontario, 1990 (Operation of Schools – General) made under the Act, so long as the pupil would be a full-time pupil if the program had not been reduced.

- 3.1.3 A person is not qualified to be elected or to act as a Student Trustee if they are serving a sentence of imprisonment in a penal or correctional institution.
- 3.1.4 Students shall declare their candidacy by submitting a Student Trustee Candidacy Declaration Form (PO013) to the Superintendent who resources the Catholic School Senate.
- 3.1.5 The Superintendent, who is resource to the Catholic School Senate, shall set a time and date for the election of the Student Trustees that is prior to the end of April of each year.
- 3.1.6 At the time set for elections, with the exception of any student senator who is a candidate, the Catholic Student Senate including current Student Trustees of the Board shall convene for the purpose of electing Student Trustees who will assume office on August 1st of the year in which elections are conducted.
- 3.1.7 Only one Trustee will be elected each year. Each Student Trustee will be elected in April of their second year of secondary school (grade 10), thus commencing their two-year term to begin August 1.
- 3.1.8 Every effort will be made to ensure that the elected Student Trustees are not from the same school at any given time.
- 3.1.9 The Superintendent who is resource to the Catholic Student Senate shall conduct the election and appoint two student senators not standing for elections as scrutineers.
- 3.1.10 Each candidate standing for office shall be given an opportunity to deliver a speech which shall not exceed five minutes in length.
- 3.1.11 Elections shall take place by secret ballot.
- 3.1.12 The Chair of the Board or designate together with the scrutineers shall retire to count the ballots and report the counts in writing to the Superintendent who is resource to the Catholic Student Senate.
- 3.1.13 The Superintendent who is resource to the Catholic Student Senate shall announce the name of the newly elected Student Trustee and ensure that all ballots are destroyed.
- 3.1.14 The term of office for a Student Trustee shall end July 31st of the year following their election.

3.2 Duties and Responsibilities

- 3.2.1 Student Trustees are expected to attend all regularly scheduled Board meetings and be present and participate in meetings of the Board. A Student Trustee is

not entitled to be present at a meeting that is closed to the public under clause 207(2)(b) of the Education Act.

- 3.2.2 Student Trustees are expected to promote Catholic values and education.
- 3.2.3 Student Trustees shall not have voting rights (Education Act, subsection 55(2)).
- 3.2.4 Subject to sections 3.2.1 and 3.2.3, Student Trustees shall have the same opportunities as members of the Board for participation at open session meetings of the Board and its sub-committees.
- 3.2.5 The Chair of the Board shall appoint a Trustee to act as a mentor for each Student Trustee.
- 3.2.6 The Superintendent who is resource to the Board's Catholic Student Senate shall be the staff contact for the Student Trustees.
- 3.2.7 Student Trustees shall receive Board communications and other relevant materials through processes established for members of the Board.

3.3 Honorarium

- 3.3.1 The Student Trustee honorarium shall be the amount set by the appropriate legislation (Ontario Regulation 354/18).
- 3.3.2 Student Trustees shall be paid their honorarium in a lump sum at the completion of each of the two successive one-year terms of office, or upon resignation, a pro-rated amount consistent with the term served. The Student Trustee will also be remunerated for out-of-pocket expenses according to the same rules that govern the reimbursement of Board member expenses.

3.4 Disqualification of a Student Trustee

- 3.4.1 A Student Trustee who ceases to meet the qualification criteria as outlined in section 3.1.2 shall resign their position.

3.5 Vacant Position Mid-Term

- 3.5.1 If the position of Student Trustee becomes vacant during the school year, and the Board determines that the vacancy shall be filled, it shall be filled by a by-election conducted in the same manner as the annual Student Trustee election.
- 3.6 Upon completion of the Student Trustee's term of office, the Student Trustee will be suitably recognized by the Board, including, but not limited to, the principal making a notation in the student's Ontario Student Record and inserting a letter of service, signed by the Chair of the Board.

4. Sources

- 4.1 [Education Act, Sections 55 and 207](#)
- 4.2 [Ontario Regulation 7/07: Student Trustees](#)

5. Appendices

- 5.1 [Student Trustee Candidacy Declaration Form \(Form 13\)](#)

6. Related Policies and Administrative Procedures

- 6.1 [Student Trustees Policy \(PO215\)](#)