



Date of Issue	March 2, 2010
Original Date of Issue	June 17, 1988
Subject	PUPIL REPRESENTATION ON THE BOARD
References	<i>Education Act</i> - Section 55 Regulation 7/07 2115 – Trustee Expenditures 2130 – Pupil Representation On The Board 2170 – Student Trustee Honorarium Education Student Trustees: Attendance and Conflict of Interest Guideline, 2009 Education Trustee Expense Guideline, 2009
Links	FORM A3010–1; FORM A3010–2
Contact	Administrative Council

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1. Background

- 1.1 Regulation 7/07 requires boards, in accordance with section 55 of the *Education Act*, to develop and implement a policy for the representation of the interest of pupils on the board.
- 1.2 Policy 2130 requires that three pupil representatives be appointed by the board by April 30 in each school year for the next school year.

2. Guidelines

- 2.1 Eligibility
 - 2.1.1 The Simcoe County District School Board will have three pupil representatives on the board.
 - 2.1.2 The term of office for a pupil representative will be August 1 to July 31.
 - 2.1.3 A pupil representative must be a full-time student within the Simcoe County District School Board and enrolled as a full-time student during the entire term of his/her appointment.
 - 2.1.4 A pupil representative must have completed at least two years of secondary school before commencing duties with the board.
 - 2.1.5 Pupils under the age of 18 years must have parental permission to assume the duties of pupil representative.
 - 2.1.6 A pupil representative must maintain regular school attendance.
 - 2.1.7 A pupil representative must conduct himself/herself with proper demeanour at all times in accordance with board by-laws and procedures.



- 2.1.8 A student trustee may be re-elected for a second term if he/she meets eligibility requirements.

2.2 Selection

- 2.2.1 For each school year, three pupil representatives will be elected to the board, one to represent each region of the board.
- 2.2.2 By April 1, a notice shall be sent to the principal of each secondary school and learning centre inviting qualified pupils to submit a written application to the board for the position of pupil representative. It shall be the responsibility of the principal to ensure that qualified pupils are informed of the opportunity to apply. A timeline of significant dates, including the date of the election, will be communicated to principals through this notice.
- 2.2.3 Pupil applicants shall be required to provide a written application to their principals as outlined in Forms 1 and 2.
- 2.2.4 Applications will be received at the Education Centre until 4:30 p.m. on a school day in April fixed by a memorandum to principals.
- 2.2.5 The superintendent with responsibility for student trustees will review the application packages and confirm an eligibility list of student trustees.
- 2.2.6 Secondary principals will be invited to send their student senators to take part in the election process at a time and location specified in the original notice.
- 2.2.7 Student trustee candidates will be permitted a fixed amount of time to present to members of the student senate on the day of the election.
- 2.2.8 Voting will occur through secret ballot. One vote will be allowed per school. Two scrutineers appointed by the superintendent of education overseeing the elections will count votes. Tie votes will be decided by drawing lots.
- 2.2.9 The names of the successful candidates will be forwarded to the board through a trustee update and announced to the system at the next regular meeting of the board.
- 2.2.10 The names of the successful student trustee candidates must be submitted to the Ministry within 30 days of the election.

2.3 Disqualification

- 2.3.1 A pupil representative who ceases to be a student of the Simcoe County District School Board, or who loses his/her full-time status during the term of appointment, shall be disqualified from serving as a pupil representative.
- 2.3.2 A pupil representative who absents himself or herself from three consecutive regular meetings of the board will be disqualified from serving as a pupil representative on the board.
- 2.3.3 A pupil representative who is convicted of an indictable offence shall be disqualified from serving as a pupil representative on the board.



2.3.4 A pupil representative who is suspended from school, or is not maintaining satisfactory performance at school, may be disqualified from serving as a pupil representative on the board.

2.3.5 A pupil representative who, in the opinion of the director and chairperson, behaves in a manner which is deemed to be incompatible with the responsibilities of the position shall be disqualified from serving as a pupil representative on the board.

2.4 Vacancy

2.4.1 If a position of pupil representative becomes vacant, it shall be filled by means of a by-election.

2.5 Participation

2.5.1 In accordance with the *Education Act*, Section 55(3), pupil representatives will be entitled to cast a non-binding advisory vote only.

2.5.2 Pupil representatives shall have the right to suggest motions, but not have the right to move or to second motions.

2.5.3 The pupil representative will not count for quorum at board or committee meetings.

2.5.4 Subject to any restrictions specified in ss.55(2) to (5) of the Act, pupil representatives shall have the same opportunities for participation at meetings of the board, and at meetings of committees of the board, as a board member.

2.5.5 Pupil representatives will receive all materials relevant to public sessions of the board and committees.

2.5.6 Pupil representatives shall receive an honorarium.

2.5.7 Student trustees may not be absent from three consecutive meetings without authorization from the board.

2.5.8 Student trustees may participate in board meetings through teleconference, videoconference, or other electronic means.

2.6 Mentoring

2.6.1 The vice-chairperson of the board or other trustee appointed by the chairperson of the board shall act as a board mentor to the pupil representatives.

2.6.2 The principal (or designate) of the pupil's secondary school shall act as an in-school mentor to the pupil representative.



2.7 Education Credit

A pupil representative may apply to the principal at his/her school before the beginning of his/her term to use the experience of pupil representative to fulfil the requirements for an education credit(s) through co-operative education or independent study. This credit may not be used as a substitute for a compulsory credit required by the Ministry of Education.

2.8 Reimbursement of Expenses

Pupil representatives shall be reimbursed for their out of pocket expenses reasonably incurred in connection with carrying out the responsibilities of pupil representative in accordance with the same policies that govern the reimbursement of expenses to board members.

2.9 Accountability

Pupil representatives will be expected to provide reports to students through newsletters, e-mail or other communication strategies.

Approved

June 17, 1998

Revised

May 17, 2001, May 5, 2003, September 1, 2005, March, 2010

Issued under the authority of the Director of Education



APPLICATION FOR STUDENT TRUSTEE CANDIDATE

Name: _____ Date of Birth: _____

Home address: _____

Telephone Number: _____ School: _____

DESCRIBE YOUR ACADEMIC, SCHOOL, EXTRA-CURRICULAR AND/OR COMMUNITY INVOLVEMENT EXPERIENCE
(Use additional sheets if necessary)

DESCRIBE YOUR INTEREST IN THE ROLE OF STUDENT TRUSTEE
(Use additional sheets if necessary)

Signature of Student

Date

Please attach any letters of reference or endorsements for this position.



APPLICATION FOR STUDENT TRUSTEE CANDIDATE

PARENT/GUARDIAN CONSENT (for students under the age of 18)

This will confirm that _____ has my permission to stand as a Student trustee candidate with the Simcoe County District School Board for the upcoming school year.

I am aware of the time and travel commitments of this position. I further understand that my daughter/son is required to be entering a full-time Grade 11 or Grade 12 program within the jurisdiction of the board and to maintain a minimum average of 60% in all subjects throughout her/his term as student trustee.

Signature of Parent/Guardian

Date

Signature of Student

Date

PRINCIPAL'S SUPPORT NOMINATION CRITERIA

This will confirm that I support the nomination of _____ (Student Name) of _____ (School Name) to stand for election as a student trustee candidate and confirm that the following eligibility criteria have been met:

- is entering a full-time Grade 11 or Grade 12 program in the upcoming school year;
- has achieved a minimum overall average of 60% during the current school year;
- and
- has provided evidence of parental consent to participate.

Signature of Principal

Date