

**OPERATIONAL PROCEDURES – ELECTION OF STUDENT TRUSTEES**

**PROCESS FOR ELECTION OF THE STUDENT TRUSTEES**

1. The Student Trustee will be elected by representatives of each secondary school at a Catholic Student Leadership Impact Team meeting during the first week of April in each school year. For the election to be valid, there must be at least seventeen (17) secondary schools present at the meeting where the Student Trustees are elected. A vote by the school representatives will be conducted under the supervision and guidance of TCDSB staff.
2. Votes will be counted using a ranked ballot system. Each school will rank the candidates 1, 2, 3....and so forth. If no candidate is the first choice of more than half of the schools voting, then all votes cast for the candidate with the lowest number of first choices are redistributed to the remaining candidates based on who is ranked next on each ballot. If this does not result in any candidate receiving a majority, further rounds of redistribution will occur. [See diagram below]
3. Each secondary school is entitled to nominate one representative to run for the position of Student Trustee. Should the nominee be successfully elected to the position of Student Trustee, he/she will not be permitted to run for president or chair of his/her school's Student Council.
4. Each secondary school is allowed to have one vote in the election of each Student Trustee, but must be represented at the election meeting. The voting delegate must be selected by the school principal in September and must regularly attend Catholic Student Leadership Impact Team meetings throughout the school year as a student council or student leadership delegate.
5. Notice seeking the nomination of one candidate for one of the positions of Student Trustee from each TCDSB Catholic secondary school is sent to each school principal and Student Councils for posting and communication to students in November of each school year.
6. The student trustee elected may not be from the same secondary school as the incumbent student trustee.

## APPENDIX A

7. Each secondary school, via the Principal and Student Council, must appoint either the President of the Student Council or his/her designate to sit on a Student Trustees Selection Committee for the purpose of reviewing applications for the positions of Student Trustees and nominating candidates. If a secondary school is nominating a candidate for the position of Student Trustee, it is the responsibility of the Principal to ensure that the process is fair and equitable.
8. Applications will first be received and pre-screened by staff assigned by the Office the Director of Education to ensure each applicant is eligible under the requirements of the TCDSB policy, the Education Act and Regulations.
9. An all-candidates/election meeting will be held before April 1<sup>st</sup> of each school year at which time a presentation will be made by the nominees for Student Trustees.
10. A student is not permitted to serve as both a Student Council president or chair in the same year he/she holds the position of Student Trustee.
11. Where a vacancy occurs with one Student Trustee, the second Student Trustee will continue with his/her duties and the Director of Administrative Affairs of CSLIT shall fulfill the duties of a Student Trustee for the balance of the Student Trustee's term or until such time as a by-election is held and a new Student Trustee is elected.

DIAGRAM OF RANKED BALLOT SYSTEM

