

# Toronto District School Board

Operational Procedure PR.588

Title: **STUDENT TRUSTEES**

Adopted: May 27, 1998<sup>1</sup>

Revised: **June 23, 2008**

Authorization:

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## 1.0 OBJECTIVE

To establish guidelines for the selection and key functions of student trustees

## 2.0 RESPONSIBILITY

Director

## 3.0 PROCEDURES

A complete description of the selection process for student trustees and the procedures that define their conduct, rights and responsibilities are outlined in the Education Act Section 55, O. Reg. 7/07, and Ministry Guideline issued April 13, 2007.

### 3.1. Selection Process

#### (a) Elections

Two student trustees are elected by their constituents/peers at a student conference at the time the Toronto District Student SuperCouncil Executive is elected. Elections for the following school year will take place each spring prior to April 30.

#### (b) Eligibility Criteria

Student trustees must:

- (i) be full-time pupils of the Board in the senior division (Grade 11 or 12); and
- (ii) not be serving a sentence of imprisonment in a penal or correctional institution. [O. Reg. 7/07, Student Trustees, s. 5]

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<sup>1</sup> Part of policy P.054: Student Trustees

### 3.2. Term of Office

The student trustees serve:

- (a) from August 1 to the following July 31; and
- (b) at the conclusion of their term, in the capacity of past-student trustee on the SuperCouncil Executive for an additional year. In order to hold the position of past-student trustee, the student is required to meet the eligibility criteria for student trustee.

### 3.3. Student Trustees

A staff advisor advises the student trustees during their tenure to serve to represent the interests of secondary school students through their participation in meetings of the SuperCouncil Executive, the Board, and its committees.

Student trustees require the approval of a staff advisor regarding:

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

### 3.4. Board Procedures

The student trustees will not count for quorum at the Board meeting. Student trustees are:

- (i) not members of the Board;
- (ii) permitted to attend in-camera meetings except when matters under consideration include the disclosure of 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 pupil or his or her parent or guardian;
- (iii) not entitled to exercise a binding vote;
- (iv) not eligible to move or second motions but are entitled to suggest a motion;
- (v) entitled to require that a vote be recorded and will have their vote recorded.

### 3.5. Conflict of Interest

A conflict of interest arises when a student trustee (or a student trustee's parent, spouse or child) has 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 com-

pany, (2) has controlling interest or is a senior officer of a publicly-held corporation, or (3) is a 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 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 of this reason, this must be recorded in the minutes of the meeting.

### 3.6. Honorarium

The student trustees shall receive an honorarium of \$2,500 for a complete term of office. If the student trustee holds office for less than a complete term of office, the honorarium is prorated. [O. Reg. 7/07, Student Trustees, s. 9]

### 3.7. Disqualification of a Student Trustee

A student trustee is disqualified if he/she:

- (a) is absent from three consecutive regular meetings of the Board without being authorized by resolution of the Board;
- (b) resigns from the position of student trustee; or
- (c) ceases to be a student of the Board.

### 3.8. Vacancies

A vacancy created during the school year may be filled through a by-election. Potential candidates for the by-election are members of the Toronto District Student SuperCouncil Executive.