Niagara Catholic District School Board

STUDENT TRUSTEES POLICY

ADMINISTRATIVE OPERATIONAL PROCEDURES

100 – Board **Policy No 100.4**

Adopted Date: March 28, 1998 Latest Reviewed/Revised Date: September 8, 2026

ROLE OF THE STUDENT TRUSTEES

1. It is expected that the Student Trustees who serve on the Board will present their own views and the perspective of students within the Board on any matter before the Board. Student Trustees will assist the Board in achieving a better understanding of educational issues that impact all students of the Board.

2. As Co-Chairs of the Niagara Catholic Student Senate, Student Trustees will present a verbal report on the activities of the Student Senate monthly at the Committee of the Whole Meetings of the Board.

3. Student Trustees will be responsible for reporting Board activities to the Student Senate on a regular basis.

4. Student Trustees will represent Niagara Catholic students at public and official Board functions and Board committees as assigned by the Chair of the Board and/or Chief Executive Officer.

5. Student Trustees are expected to wear their school uniform when in attendance at Board events or Board Committee meetings, when representing the Board at either internal or external Board-related meetings and/or events. Exceptions require the approval of the Chief Executive Officer.

6. Student Trustees are expected to regularly attend and participate in the Public Sessions and Part A of the In-Camera Sessions of the Committee of the Whole Meetings, and Board Meetings. Student Trustees are to inform the Administrative Assistant to Corporate Services of the Board when they are unable to attend a meeting.

   In accordance with the *Education Act* – Section 207, Student Trustees are not eligible to attend In-Camera meetings when the subject matter under consideration involves:
   - the security of the property of the Board;
   - 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;
   - the acquisition or disposal of a school site;
   - decisions in respect of negotiations with employees of the Board; or
   - litigation affecting the Board.

7. A Student Trustee will not count towards quorum at Committee Meetings or at Board Meetings. Student Trustees are not entitled to a binding vote, but they have the right to have their vote recorded in the Board Minutes upon request through the Chair of the Board.

8. A Student Trustee may request that a matter before the Board or any of its committees, be put to a recorded vote, in which case there must be two votes, a non-binding recorded vote that includes the Student Trustee's vote; and a recorded binding vote that does not include the Student Trustee's vote.

9. A Student Trustee is not entitled to move a motion, but is entitled to suggest a motion on any matter at a meeting of the Board or of one of its committees 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.

10. A Student Trustee may be disqualified from serving as a Student Trustee based on:
    - legislative criteria
    - ceasing to be a student within the Board
    - ineligibility to meet the terms of the Student Trustees Policy and/or Administrative Operational Procedures
    - committing a serious breach of Board Policy or Code of Conduct infraction as determined by the Chief Executive Officer and/or Board
    - breaking the conflict-of-interest regulations or disclosed in camera information
    - being absent from three consecutive meetings of the Board
    - conduct as determined by the Board which is incompatible with the roles and responsibilities of the position of Student Trustee

11. The consequences for a Student Trustee who may be disqualified will be in consultation with the Chief Executive Officer.

ELECTION AND TERMS OF OFFICE

In accordance with Ontario Regulation 7/07, the Board shall have at least two but not more than three student trustees.

An election for a student trustee position for a two -year term of office shall be held no later than April 30, in each school year.

The Student Senate will host a Niagara Catholic Student Leadership Symposium for all current and newly elected secondary Student Councils, Student Senators and elementary incoming and outgoing Family of Schools' Student Councils.

At the annual Niagara Catholic Student Leadership Symposium, one student will be elected by the newly elected Student Senate to serve as the incoming Student Trustee on the Board and as Co-Chair of the Student Senate. The student must be enrolled in Grade 10 at a Niagara Catholic secondary school at the time of the election and must be eligible to serve a two-year term.

Given the importance placed on the role of Student Trustees in serving on the Board of Trustees, and as Co-Chairs of the Niagara Catholic Student Senate, one of the Student Trustees must have one year of experience as a Student Trustee before the start of the new term.

MENTORING FOR STUDENT TRUSTEES

The newly elected Student Trustees will be mentored by current Student Trustees upon accepting the role of the Student Trustee of the Board.

STUDENT TRUSTEE VACANCY

If a Student Trustee is disqualified by the Board, and/or is unable or unwilling to fulfill their duties or term, a by-election of Student Senate members will take place to fill the vacancy. The term for an interim Student Trustee will be for the remainder of the school year.

CONFLICT OF INTEREST

In accordance with the Education Statutes and Regulations of Ontario, Ontario Municipal Conflict of Interest Act, the Niagara Catholic District School Board By-Laws and the Trustee Code of Conduct Policy, if a Student Trustee is present at a meeting where a matter in which they have a direct, indirect or deemed pecuniary interest is considered, they must act as follows:

- The Student Trustee's interest and the general nature of that interest must be disclosed prior to any consideration of the matter.
- The Student Trustee must not take part in the discussion of, or vote on any question in respect of the matter.
- The Student Trustee must not attempt in any way whether before, during or after the meeting to influence the voting on any such question.
- In the case of a meeting that is closed to the public ("in-camera meeting"), the Student Trustee must, in addition to complying with the above, leave the meeting.
- If absent from a meeting where such a matter is considered, the Student Trustee must disclose their interest and comply with the requirements provided above at the next meeting.

Direct/Indirect or deemed pecuniary interest:

- A "pecuniary interest" is an interest in a matter that is related to or measurable in money.
- A "direct/indirect pecuniary interest" occurs when the Student Trustee or a parent of a Student Trustee has an interest in, or works for a business that has a pecuniary interest in a matter before the Board, or is a member of a body or organization that has a pecuniary interest in the matter before the Board.
    - An exception to an indirect pecuniary interest is when the matter relates to the Student Trustee's whole school community.
- A "deemed pecuniary interest" is a pecuniary interest direct or indirect of a parent. If the parent would have a pecuniary interest in the matter whether direct or indirect, the Student Trustee has a pecuniary interest.

REIMBURSEMENT FOR STUDENT TRUSTEES ON THE BOARD

1. The Board will provide reimbursement to Student Trustees for travel expenses and other expenses incurred in connection with carrying out the responsibilities, approved by the Chair of the Board and the Chief Executive Officer in compliance with relevant Board Policy Governance.

2. A Student Trustee shall receive an honorarium as specified in legislation. The amount of the honorarium shall be prorated according to the proportion of a term for which the Student Trustee holds office, if the Student Trustee holds office for less than a complete term of office.

3. A Student Trustee shall be allocated an amount for professional development in accordance with Board Policy Governance and Administrative Operational Procedures.

Adopted Date:	**March 24, 1998**
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