

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
POLICIES AND PROCEDURES
SECTION A: GOVERNANCE**

REPLACEMENT OF A TRUSTEE	PROCEDURE
EFFECTIVE: 2004 09 28 / 2006 11 21 / 2009 08 25 / 2013 03 05 / 2015 04 28 / 2019 11 12	

ADMINISTRATIVE PROCEDURES:

1.0 Responsibility

- 1.1 The Secretary of the Board shall report the cause of a vacancy at the first regular meeting of the Board after the cause is known.
- 1.2 The remaining trustees shall pass a resolution declaring the office vacant effective on the date of the vacancy.
- 1.3 The secretary of the Board shall advertise the office, qualifications and deadlines through a variety of media, which may include, but is not limited to, the Board website, Board social media platforms, flyers and posters in parishes, parish bulletins, print and broadcast.
- 1.4 A committee of trustees and the Secretary of the Board shall review the qualifications of applicants and report selected candidates to the Board.
- 1.5 Selected applicants will be interviewed by the Committee of the Whole Board – Public Session, at a date and time determined by the Chair and Secretary.
- 1.6 Selection of a candidate shall be made by a vote at a regular meeting of the Board. In the case where no candidate achieves a clear majority, the lowest candidate will be removed and another vote will be held. This process will continue until one candidate receives a clear majority of the votes cast.
- 1.7 In the case where all candidates have received an equal number of votes such that no candidate is removed from the field, a further vote shall be held. If the result of the vote has changed such that the process can move forward, trustees will continue the voting procedure until one candidate receives a clear majority of the votes cast.
- 1.8 If the further vote results in a second tie vote, the Chair shall declare the voting deadlocked and the names of the remaining candidates will be placed in a draw. The Director of Education will draw one name and the candidate whose name is drawn shall be declared the winner and appointed to the Board.

2.0 Timelines

- 2.1 When the effective date of a vacancy is 60 days or fewer before a municipal election, the vacancy shall not be filled.
- 2.2 If the effective date of the vacancy occurs 61 days or more prior to a municipal election, the Board of Trustees shall appoint a replacement trustee using the method outlined in section 1.3 and 1.4 of these procedures.
- 2.3 The individual appointed to fill the vacant office of trustee may take office at the meeting at which the selection is made and shall hold office for the remainder of the term.

3.0 Additional Information

- 3.1 The St. Clair Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all Board policies, programs, guidelines, operations and practices.

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REFERENCES:

Ontario Education Act
Ontario Municipal Elections Act