Simcoe County
District School Board

BOARD ADMINISTRATION   **2100**

TRUSTEE REPLACEMENT PROCESS   **2105**

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1. Rationale

The *Education Act* defines how boards are to deal with the resignation of members [Section 220(3)], and vacancies [Section 221 (1-5)].

2. Policy

If the office of a member of a board becomes vacant before the end of the member's term, the Board must determine how to fill the vacancy using one of the following two options:

2.1   the current elected members shall appoint a qualified person to fill the vacancy within 90 days after the office becomes vacant. This option requires the Board to advertise the vacancy through local media and develop a strategy to select a replacement from among those who apply for the position; or,

2.2   require that an election be held in accordance with the *Municipal Elections Act, 1996*, at the expense of the Board, within 90 days after the office becomes vacant.

Potential candidates, whether appointed or elected, must meet the qualifications for a member of a school board as described in section 219 of the *Education Act.*

3. Process for the Appointment Option

3.1   a notice of board resolution and memorandum outlining the trustee appointment process shall be sent to the municipality(ies) in electoral area(s) and school council chairs;

3.2   a digital advertisement will be placed in local newspapers in the electoral area(s);

3.3   information regarding the trustee appointment process shall be placed on the Simcoe County District School Board's (SCDSB) website and the websites of schools in the electoral area;

3.4   a Special Board meeting shall be held for candidate presentations and selection;

3.5   voting procedures for the appointment of a replacement trustee can be found in APPENDIX A.

4. Process for Election

4.1   The secretary of the board shall promptly send to the clerk of the appropriate municipality, a notice of resolution indicating that a by-election is required for the purpose of section 65 of the *Municipal Election Act, 1996.*

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5.   **Administrative Procedures**

The Director of Education is authorized to provide the administrative procedures necessary to implement this policy.

ADOPTED OCTOBER 25, 2017
REVISED NOVEMBER 24, 2021

VOTING PROCEDURES – APPOINTMENT OF A TRUSTEE
FOR THE SIMCOE COUNTY DISTRICT SCHOOL BOARD

1. Prior to voting taking place, candidates will have an opportunity to make a 10 minute presentation to the Board. Trustees will have 10 minutes for questions and/or clarification following each candidate presentation.

2. The presentation order of the candidates will be determined by drawing numbers prior to the meeting.

3. Following the candidate presentation, trustees will receive a ballot alphabetically listing all candidates for the appointment.

4. Voting will be taken by secret ballot. For each vote, trustees will put a check mark (√) beside the candidate of choice.

5. The candidate receiving a simple majority of the votes cast will be declared appointed.

6. On each ballot, the candidate receiving the fewest votes will be dropped and the voting will continue until a candidate is selected.

7. If no nominee receives a majority, and two or more nominees are tied, respecting the fewest votes, those nominees shall draw lots (numbers) to determine which name shall be dropped from the ballot. The nominee who draws the lowest number will be dropped from the ballot.

8. In the event that there is a ballot involving only two candidates and both candidates are tied after the vote is taken, the Chairperson of the Board, or designate, will draw lots (numbers) to determine the appointment. The nominee who draws the lowest number will be dropped from the ballot.

9. The Chairperson of the Board will appoint two persons, who are not trustees, to tabulate each vote.

10. The Chair will offer each candidate the option to select a scrutineer, who is not a member of the Board.

11. The Chairperson of the Board will announce the result of each vote but will not declare the count.