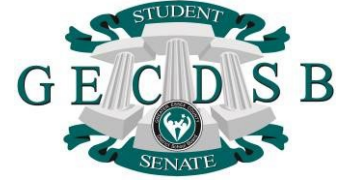


Greater Essex County District School Board Student Senate



Constitution

Article I - Name

- 1.1** This organization shall be known as the Greater Essex County District School Board Student Senate. It shall be herein referred to as the GECDSSB or the Senate.

Article II - Mission Statement

- 2.1** The GECDSSB exists to provide a forum for all student voices of the Greater Essex County District School Board to be heard and represented at every decision-making level.
- 2.2** The GECDSSB shall provide Student Parliaments with information pertinent to current issues facing education as requested by members of the GECDSSB or as seen fit by the Chair(s) of the GECDSSB.
- 2.3** The GECDSSB shall provide a forum for productive, intelligent, non-partisan discussion of educational issues as well as collaboration on system-wide initiatives.

Article III - Governance and Membership

- 3.1** The GECDSSB shall be chaired by the Student Trustee(s) of the Greater Essex County District School Board.
- 3.2** Each secondary school shall be represented by no less than one (1) and no more than three (3) representatives of each school. It is customary for representatives to consist of the Student Parliament leader, deputy leader, and one additional member which may be a rotating member.
- 3.3** Representatives shall be appointed by their respective school's Principal, or designate.

Article IV - Meetings

- 4.1 GECDSSB meetings shall take place at the GECDSSB Administration Office. Arrangements may be made for meetings to be held at an alternate venue or electronically, provided adequate notice is given to all members.
- 4.2 Regular meetings shall be held 11 times a year at a rate of once per month (excluding the month of July) at a date determined by the Director of Education or administration liaison.
- 4.3 Members may request extra/special meetings of the GECDSSB by notifying the Director of Education or administration liaison no less than one week (7 days) prior to the proposed meeting date.
- 4.4 Meetings may be cancelled due to inclement weather, lack of attendance or other circumstances at the discretion of the Director of Education or administrative liaison. Members shall be given reasonable notice of cancellation.
- 4.5 GECDSSB Elementary schools may choose to elect or appoint no more than two (2) student representatives to attend GECDSSB meetings. This may be done at any time and may be done on a permanent or ad-hoc basis. It is the recommendation of the GECDSSB that elementary school attendee(s) be in Grades 7 or 8.

Article V - Voting

- 5.1 Whenever possible, the GECDSSB shall attempt to take action by reaching consensus.
- 5.2 When voting is to take place, each school present shall receive one vote.
- 5.3 Votes shall be indicated by a show of hands or by secret ballot. The method of voting is left to the discretion of the Chair(s), however a member may request a secret ballot on any issue, in which case the vote shall be cast by secret ballot.
- 5.4 Votes shall be called at the discretion of the Chair(s) at any time.
- 5.5 Votes that result in the GECDSSB taking an official position shall require at least 60% of secondary schools be present at the time of voting.

Article VI - Amendments

- 6.1** Any member present may propose an amendment to the constitution, however, a notice of motion must be made at the prior meeting.
- 6.2** Amendments to the constitution require that at least 60% of secondary schools be present at the time of voting.
- 6.3** Amendments to the constitution require a majority vote (more than 50%) of all members present at an eligible meeting.

Article VII- Standing Committees

- 7.1** The GECDSSBSS shall strike the following standing committees at the start of each school year:
- a) Student Trustee Election Committee**
Members of the Student Trustee Election Committee are tasked with:
- i. promoting the Expression of Interest for Student Trustee to the GECDSSB secondary students and school communities; and
 - ii. reviewing the election process on an annual basis and bringing any proposed amendments to the GECDSSBSS for approval.
- b) Student Leadership Conference Committee**
Members of the Student Leadership Conference Committee are tasked with:
- i. promoting the conference to GECDSSB students and schools;
 - ii. providing suggestions for content and format; and
 - iii. taking on leadership roles during the conference as needed.
- c) Student Leadership Scholarship Committee**
Members of the Student Senate Leadership Scholarship Committee are tasked with:
- i. promoting the Scholarship to GECDSSB secondary students and school communities;
 - ii. reviewing student applications and contributing to discussions; and
 - iii. reviewing the criteria and selection process on an annual basis.
- 7.2** The rules and guidelines set out in this constitution shall apply to the Standing Committees of the GECDSSBSS.

Article VIII – Student Trustee Administrative Procedure

- 8.1** Any member present may propose an amendment to an article of the Student Trustee Administrative Procedure, provided that article is not mandated by the Education Act. A notice of motion must be given at a prior meeting.
- 8.2** Amendments to the Student Trustee Administrative Procedure require that at least 60% of secondary schools be present at the time of voting.
- 8.3** Amendments to the Student Trustee Administrative Procedure require a 2/3 vote (67%) of all members present at an eligible meeting.

Article IX – Appendices

- 9.3** Appendix A- GECSDB Student Senate Student of the Month Procedures
- 9.4** Appendix B- Student Trustee Administrative Procedure (AP-GV-01)

Greater Essex County District School Board Student Senate

Student of the Month Procedures

Article I - Rationale

- 1.1 As part of the GECDSB Student Senate's mission to provide a forum for all student voices to be heard and represented, the selection process for a GECDSB Student of the Month is intended to recognize the outstanding achievement, contributions and engagement of secondary school students.

Article II –Nominations

- 2.1 Each secondary school Student Parliament is invited to nominate one Student of the Month from its student body to be considered at a Student Senate meeting.
- 2.2 The Student Parliament Grade Representative(s), or equivalent, at each secondary school is invited to nominate one student from their respective grade to be considered by their Student Parliament. Each Student Parliament will consider the nominations and select one nomination to be considered at a Student Senate Meeting.
- 2.3 One Student Senator is invited to share their school's Student of the Month nomination with Student Senate.

Article III – Eligibility

- 3.1 Student Senators are eligible for nomination for Student of the Month, however, consideration should primarily include students who are not members of Student Parliament.
- 3.2 A student may be nominated more than once within a school year provided they have not been selected as Student of the Month by Student Senate in the same school year.
- 3.3 If a nominee has been selected as Student of the Month by Student Senate in past years, it must be disclosed to Student Senate upon nomination.
- 3.4 A historical list of Student of the Month recipients shall be maintained on the GECDSB Student Senate webpage. Student Senators are responsible for consulting the list before making a nomination to Student Senate.

Article IV Voting

- 4.1 Student Senate will consider the nominations with a vote taken of the members present and eligible to select the Student Senate Student of the Month.
- 4.2 Votes shall be indicated by a show of hands or by secret ballot. The method of voting shall be at the discretion of the Chair(s).
- 4.3 The Student of the Month shall be awarded to the nominee who receives the highest number of votes by members present and eligible to vote.

In the case of a tie, a subsequent vote will occur. If this also results in a tie, the election shall be determined by lot. The administrative liaison, or delegate, shall draw a name and announce the successful candidate without revealing the vote count.

Article V – Communicating the Good News

- 5.1 The Student Senate representative that put forth the selected nomination shall inform the student and the Principal. The communication shall include all relevant details including the date, time and location of the public presentation of the Student of the Month award.

Article VI – Presentation of the Student of the Month Award

- 6.1 The Student of the Month presentation is typically held at a meeting of the Board of Trustees-Public Session. It is a public meeting that may be attended by parents, teachers and friends. A certificate, citation and small token of appreciation are awarded to the Student of the Month by the Student Trustees at this time in a brief presentation.

Article VII - Amendments

- 7.1 Any Student Senator present may make a motion to amend to this procedure. Representatives must give notice of a motion that will be introduced at the next meeting. The Notice of Motion must include the wording of the actual motion.
- 7.2 Any amendment to this procedure requires at least 60% of secondary schools be present at the time of voting.
- 7.3 Any amendment to this procedure requires a majority vote (more than 50%) of all members present at an eligible meeting.

Greater Essex County District School Board

Administrative Procedure: Student Trustee

Reference No: AP-GV-01

1. Eligibility

In accordance with the GECDsB's Student Trustee regulation R-GV-01, two student trustees shall be elected, one from the Board's City secondary school population and one from its County secondary school population for each school year. To serve as Student Trustee, a student must:

- 1.1 Be a full-time student, and;
- 1.2 Be in Grade 11 or 12 in the year in which they will be a Student Trustee.

2. Summary of Election Procedure

In accordance with, O. Reg. 7/07, s. 4 (1), this election procedure provides for Student Trustees to be elected indirectly, by student representative bodies such as student councils.

- 2.1 Eligible secondary students shall submit an expression of interest for the position of Student Trustee. Secondary school student councils, or equivalent, will conduct a preliminary round of voting to determine their school's Student Trustee Candidate(s), if necessary. All secondary schools shall use the same process outlined below to elect its Student Trustee Candidates.
- 2.2 A General Election at Special Meeting of Student Senate shall be held to determine the board's Student Trustees for the following school year.

3. Annual Review

The Student Trustee Election Committee shall review this Administrative Procedure annually and bring any proposed amendments to Student Senate for approval prior to the opening date of the Expression of Interest for Student Trustee form.

4. Timeline

In accordance with O. Reg 7/07, s.4 (3), an election for a Student Trustee position for a one-year term of office shall be held not later than the last day of February in each year.

- Upon return from Winter Break- Expression of Interest Form opens
- Upon start of Semester 1 exam period- Expression of Interest Form closes
- February 15- School-based elections (as needed) completed
- No later than last day of February- General Election at Special Meeting of Student Senate

5. Expression of Interest

Eligible secondary students must submit the “Expression of Interest for Student Trustee” form by the deadline. Late, incomplete or altered forms will not be accepted.

6. Acclimation

If **up to three** eligible expressions of interest are submitted from students attending the **same secondary school**:

- 6.1. the student(s) shall be acclaimed as the Student Trustee Candidate(s) for their secondary school; and
- 6.2. the Student Trustee Candidates will be invited to represent their school in a General Election conducted at a Special Meeting of Student Senate.

7. School-based Preliminary Election (as needed)

If **four or more** eligible expressions of interest are submitted from students attending the **same secondary school**:

- 7.1 An election will be held to determine the school’s three Student Trustee Candidates.
The Principal or designate shall be present at the election to supervise the students, assist with procedural matters and tally the vote. The Principal or designate is not eligible to vote nor influence the voting in any manner.
- 7.2 The Principal or designate shall designate two students, who are not part of the Voting Delegation and who are not seeking election or re-election as Student Trustee, to be Scrutineers and oversee the vote.
- 7.3 The Voting Delegation shall be limited to members of Student Council or students designated by the Principal or designate. To be eligible to vote, a student must:
 - 7.3.1. be a full-time student;
 - 7.3.2. not be seeking election/re-election as Student Trustee; and
 - 7.3.3. be present for the duration of the election process.
- 7.4 Voting will be based on responses to pre-determined questions which appear on the “Expression of Interest for Student Trustee” form. Student council members may not pose any additional or follow up questions of any kind. Responses shall be timed by the Principal or designate, and limited to two minutes each.

8. School-based Voting Procedure

Each Voting Delegate shall submit a secret ballot to the Principal or designate.

- 8.1 The method of submitting votes shall be at the discretion of the Principal or designate, i.e., via Microsoft Forms, Edsby poll, paper ballot, etc.
- 8.2 The Principal or designate, overseen by the Scrutineers, shall tally the votes. The three students receiving the highest number of votes shall be declared the school’s Student Trustee Candidates.
- 8.3 The Principal or designate shall inform the Student Trustee Liaison of its school’s three elected Student Trustee Candidates by the deadline.

8.4 The Student Trustee Candidates will be contacted by the Student Trustee liaison to confirm their candidacy and will be invited to represent their school in a General Election at a Special Meeting of Student Senate.

9. General Election

Each secondary school's Student Trustee Candidates shall be invited to represent their school at a General Election during a Special Meeting of Student Senate.

10. Voting Delegates

All secondary schools shall be invited to send three Voting Delegates to the Special Meeting of Student Senate, regardless of whether a school has a Student Trustee Candidates(s) in the election.

10.1 Voting Delegates shall be appointed by each secondary school Principal or designate to represent their school at the General Election. Each Voting Delegate is entitled to one vote for one Student Trustee Candidate from the Board's City secondary school population and one Student Trustee Candidate from its County secondary school population.

10.2 Voting Delegates must be full-time students who are members of student council or designated by the Principal, who are not seeking election or re-election as Student Trustee.

10.3 In the event that a secondary school's Voting Delegate(s) is absent from the Special Meeting of Student Senate, the secondary school forfeits the vote(s) for the absent delegate(s), i.e., if only two voting delegates are present, the secondary school is entitled to only two votes.

11. Supervisor

The Student Trustee Liaison and/or the designated Superintendent of Education, or designates, shall supervise the General Election. The Student Trustee Liaison and Superintendent are not eligible to vote and may not influence students to vote in any manner.

12. Moderators

The current Student Trustees, who are not seeking re-election, shall serve as moderators. In the event that one or both Student Trustees are seeking re-election, the Supervisor shall appoint one or two students from the Board's City and/or County secondary school population as appropriate to serve as Moderators. A Moderator may not be a Voting Delegate.

13. Scrutineers

Two students, one student from the Board's City secondary school population and one student from its County secondary school population, who are not seeking election or re-election as Student Trustee, shall be appointed by the Supervisor to serve as scrutineers. A scrutineer may not be a Voting Delegate.

14. Timekeepers

One student who is not seeking election or re-election as Student Trustee, shall be appointed by the Supervisor to serve as Timekeeper. A Timekeeper may not be a Voting Delegate.

15. Additional Roles

Students who are not seeking election as Student Trustee may be appointed by the Supervisor to serve in additional roles as required to facilitate the election.

16. Election Campaigning

Any campaigning outside of the Special Meeting of Student Senate is prohibited. Student Trustee Candidates who are found to be in violation may be disqualified from the General Election.

17. Format

For the ease of facilitating the vote for one Student Trustee from the Board's City secondary school population and one from its County secondary school population, it is recommended two distinct, consecutive election procedures be held. The order of the elections shall be determined by lot by the Supervisor in advance of the General Election.

18. Opening Remarks

Each Student Trustee Candidate shall be invited to give opening remarks to the Voting Delegates.

19.1 The order of Opening Remarks will be determined by the Supervisor in advance of the election by lot.

19.2 Opening Remarks shall consist of a timed presentation.

19.3 When the Student Trustee Candidates have delivered their opening remarks, Opening Remarks shall be declared closed.

19. Town Hall

Upon the closing of the Opening Remarks, the Student Trustee Candidates shall participate in a Town Hall-style question and answer period. The duration of the Town Hall portion of the election shall be determined by the number of Student Trustee Candidates multiplied by 5 minutes each, i.e., if there are 10 Candidates, the duration of the Town Hall shall be 50 minutes in length.

20.1 The Voting Delegates may ask the candidates questions about their leadership experience, skills or opinions on relevant educational issues or their intentions for the position of Student Trustee, etc. A Voting Delegate may ask a question in one of two ways:

20.1.1 generally, to the Student Trustee Candidates; or

20.1.2 directly, to one specific Student Trustee Candidate.

20.2 The Town Hall Moderators shall moderate the questions.

20.3 A Voting Delegate may direct a question to one specific Student Trustee Candidate a maximum of two times.

20.4 In the event that the Voting Delegation has exhausted their questions of the Student Trustee Candidates before the time limit allotted, questions may be asked from a bank of questions previously submitted by GECDSB secondary students at large.

20.5 When the allotted time for the duration of the Town Hall has been reached, the Town Hall shall be declared closed.

20. Closing Remarks

Upon the closing of the Town Hall, each Student Trustee Candidate shall be invited to give timed closing remarks. The order of closing remarks shall be determined by the Supervisor in advance by lot. When the Student Trustees Candidates have delivered their closing remarks, Closing Remarks shall be declared closed.

21. General Election Voting

Upon the closing of the Closing Remarks, a vote by secret ballot shall be conducted by the Scrutineers and witnessed by the Supervisor. In the event of no candidate receiving a majority of votes, balloting will continue. In each subsequent round of voting, the candidate receiving the fewest number of votes shall be eliminated from further consideration.

21.1 If the voting results in a tie between the remaining candidates, a second vote will occur. If the second vote results in a tie, the General Election shall be determined by lot. The Moderator shall draw a name from the tied candidates and announce the successful candidate without revealing the vote count.

22. Motion to Destroy Ballots

By Student Senate Motion, the ballots shall be destroyed at the conclusion of the General Election during the Special Meeting of Student Senate.