



KENORA CATHOLIC DISTRICT SCHOOL BOARD

Policy 9: Board Operations

The Kenora Catholic District School Board is a Catholic board of education established under the *Education Act*, with power to perform all the duties conferred or imposed upon a Catholic school board by that or any other Act of the Legislative Assembly of the Province of Ontario. It shall operate in accordance with the provisions of the *Education Act*, other applicable legislation, the pertinent regulations of the Ministry of Education, the guidance of the Catholic Church and the following policy.

The Kenora Catholic District School Board believes that its ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organizational design. In order to discharge its responsibilities to the electorate of the district, the board shall hold regular meetings. The board has adopted policies so that the business of the board can be conducted in an orderly and efficient manner.

The board believes that a fundamental obligation is to preserve, if not enhance, the public trust in education generally, and in the affairs of the Kenora Catholic District School Board operations in particular. Consistent with its objective to encourage the general public to contribute to the educational process, board meetings will be open to the public. The board believes its affairs should be conducted in public to the greatest extent possible.

The board believes there are times when the public interest is best served by private discussion of specific issues during closed sessions. A meeting of a committee of the board, including a committee of the whole board, may be closed to the public when certain matters, as outlined in legislation, are discussed.

The rules and regulations contained in this policy shall be observed in all proceedings by the board and shall be the rules and regulations for the order and dispatch of the business of the board and its committees except where any statute or legislative regulation otherwise provides.

In any instance not provided in statute or in this policy, Robert's Rules of Order shall govern insofar as they are applicable.

A. MEETINGS OF THE BOARD

1. Inaugural and Annual Meetings

1.1 Definitions

- 1.1.1 "Annual Meeting" means the first meeting of the board following December 1st of each year, at which time the board elects a Chair and Vice Chair and representatives.
- 1.1.2 "Inaugural Meeting" means the first meeting of the board after December 1st following the municipal election of trustees.

1.2 Date

- 1.2.1 The board shall hold its first meeting not later than seven days after the day on which the term of office of the board commences on such date and at such time and place as the board determines and, failing such determination at 8 p.m. at the head office of the board on the first Wednesday following the commencement of the term of office.
- 1.2.2 Notwithstanding clause 1.1.1, on the petition of a majority of the members of a newly elected or appointed board, the Director of Education may provide for calling the first meeting of the board at some other time and date.
- 1.2.3 The board shall at a regular November meeting of each year determine, by resolution, the date in December for the annual meeting of the board.

1.3 Declaration and Oath of Allegiance

- 1.3.1 Every person elected or appointed to a board, on or before the day fixed for the first meeting of the new board, or on or before the day of the first meeting that the person attends, shall make and subscribe the following declaration before the secretary of the board or before any person authorized to administer an oath or affirmation and in default that person shall be deemed to have resigned:

1.3.2 Declaration

I am not disqualified under any Act from being a member of the Kenora Catholic District School Board.

I will truly, faithfully, impartially and to the best of my ability execute the office of trustee, and that I have not received and will not receive any payment or reward or promise thereof for the exercise of any partiality or malversation or other undue execution of the said, office and that I will disclose any pecuniary interest, direct or indirect, as required by and in accordance with the Municipal Conflict of Interest Act.

Declared before me at in the Province of Ontario
this day of, 20

1.3.3 Oath of Allegiance

Every person elected or appointed to a board, before entering on his/her duties as a trustee, shall take and subscribe before the secretary of the board or before any person authorized to administer the oath of allegiance in the following form:

Ido (swear or affirm) that I will be faithful and bear true allegiance to Her Majesty, Queen Elizabeth II (or the reigning sovereign for the time being).

(Sworn or affirmed) before me at in the Province of Ontario
this day of, 20

1.3.4 The declaration and oath or affirmation of allegiance shall be filed with the secretary of the board within eight days after the making or taking thereof, as the case may be.

1.4 Presiding Officer

At the first meeting in December of each year, the Director of Education shall preside until the election of the Chair or in his or her absence, the members present shall designate who shall preside at the election of the Chair and if a member of the board is so designated, he or she may vote at the election of the Chair.

1.5 Election Returns

At the inaugural meeting following an election of trustees, the secretary of the board shall read the returns of elections to the board as certified by the clerks of the municipalities concerned, whereupon the elected members shall take their places.

1.6 Election of Officers

1.6.1 At the first meeting in December of each year and at the first meeting after a vacancy occurs in the office of Chair, the members shall elect one of themselves to be Chair, and the Chair shall preside at all meetings.

1.6.2 At the first meeting in December of each year the board shall also elect one of themselves to be Vice Chair and that person shall preside in the absence of the Chair.

1.7 Term of Office

The term of office for Chair and Vice Chair shall be one year however; both shall remain in office until such time as a new Chair and Vice Chair have been duly elected. An individual shall not serve as Chair for more than three consecutive terms, unless excused from this requirement by a three-quarter majority vote of the board.

1.8 Procedure for Election of Officers

1.8.1 Election of officers shall be by open nomination and closed ballot.

1.8.2 In each case, nominations will be received from the floor. No seconder shall be required. The Presiding Officer shall call three times for further nominations and shall then declare nominations closed. The Presiding Officer shall then ask each candidate - from the last named to the first - if that person wishes to stand for office. If only one candidate remains, the Presiding Officer shall declare that person elected by acclamation. Otherwise a vote shall be taken.

1.8.3 Voting will be by secret ballot. Proxy voting shall not be allowed. The member receiving a majority of the votes cast, ignoring blanks, in each case shall be declared elected. If at the conclusion of the first ballot, no trustee has received a majority of the votes cast, the board shall proceed to a second ballot, but no vote shall be cast for the trustee who secured the lowest number of votes on the preceding ballot. This procedure shall continue until the officer has been elected.

1.8.4 The Presiding Officer shall announce the result of the ballot by declaring the name of the member who has received a majority of the votes cast for each office, but shall not declare the count. All ballots shall be destroyed after elections have been completed and after the results have been declared.

- 1.8.5 If any one nominee does not receive a majority of the votes cast, the Presiding Officer will report to the board the names of the candidates in order of the number of votes cast, beginning with the highest, but not the number of votes cast. The Presiding Officer will then proceed to administer the number of ballots required to elect a Chair.
 - 1.8.6 In the case of an equality of votes at the election of a Chair or Vice Chair (of the board), the candidates shall draw lots to fill the position of the Chair or Vice Chair, as the case may be.
 - 1.8.7 Ballots shall be prepared, in a number equal to the number of candidates tied for office, with one ballot stating the name of the position to be filled and the remainder blank. Each of the candidates tied for office shall draw a ballot, and the winner shall be the person who draws the ballot stating the designated position.
 - 1.8.8 The Presiding Officer shall appoint two scrutineers, who are not members of the board, to distribute, collect and count the ballots. One of the two persons appointed shall be named chief scrutineers and shall be responsible for reporting the election results to the Presiding Officer.
- 1.9 Committee and Other Appointments**
- 1.9.1 The Chair shall then appoint or reappoint members of those committees. The committees shall choose their Chair at their first regular meeting.
 - 1.9.2 The Chair shall then appoint representatives to internal committees and to outside agencies, boards and committees. The appointments may be made by way of volunteers.
 - 1.9.3 In the event that any position filled at the annual meeting becomes vacant for any reason during the year, the vacancy shall be filled in the manner prescribed above at the next regular meeting of the board after the vacancy occurs.

2. Regular Meetings Of The Board

2.1 Dates

Regular meetings of the board shall be held, at least once a month, on a schedule to be determined by the board, and in compliance with legislated requirements.

2.2 Subject Matter

Any regular meeting of the board of trustees may deal with policy and planning matters such as those listed below:

- future directions,
- board objectives,
- projects and reviews
- board structures and procedural by-laws
- formulation of and revisions to board policies
- capital needs
- the evaluation of the corporate performance of the board
- the annual budget
- staffing needs
- curriculum planning, programmes and guidelines
- student services planning, programmes and guidelines
- major staff presentations

2.3 Cancellation and Rescheduling

Regular meetings in any month may be cancelled by the board at its discretion at a preceding regular meeting or by poll of trustees. At the discretion of the Chair, a regular meeting may be rescheduled to another date.

2.4 Summer Adjournment

During the months of July and August all regular meetings of the board and its committees shall not be held unless deemed necessary by the Chair or the Director of Education.

2.5 Location

Regular meetings of the board shall be held in the board room at the Catholic Education Centre, unless otherwise determined by the board. If alternative sites are selected for board meetings, such location shall be determined by the board in regular session at a previous meeting. Nothing in this section shall prohibit the Chair from altering the site of a board meeting, should special or emergency consideration make such change advisable.

2.6 Notification of Meetings & Provision of Materials

2.6.1 The secretary of the board will give notice of all meetings of the board to the members by notifying them personally or in writing, by email or by sending a written notice to their residences.

2.6.2 Notice of all regular meetings of the board and its standing committees, including the agenda and relevant support materials shall be made available to each member no later than 4:00 pm. on the Friday prior to the Tuesday board meeting.

2.6.3 All communications or other documents intended for consideration by the board or its committees shall be in the hands of the Director of Education not later than 4:00 pm. on the Wednesday previous to regular meeting.

2.6.4 It shall be left to the discretion of the Chair of the board and the Director of Education to present or hold over documents coming to their attention after the specified time, unless they shall have reference to some matter which may arise during said meeting.

2.7 Determination of Agenda

The agenda of all meetings of the board shall be determined by the Chair and Vice Chair of the board and the Director of Education.

2.8 Minutes of the Meetings

2.8.1 Minutes of meetings of the Kenora Catholic District School Board shall be kept in accordance with the provisions of the Education Act.

2.8.2 The secretary of the board is responsible for keeping a full and correct record of the proceedings of every meeting of the board in the minute book provided for that purpose by the board and ensuring that the minutes when confirmed are signed by the Chair or presiding member.

2.8.3 It shall be the accepted rule that the secretary is bound only to record in the minutes the decisions made at the meetings. The general requirement is that the minutes shall be precise and show what was decided - not what was said nor what were the reasons for or against any particular proposal.

2.8.4 The minutes of meetings shall be confirmed as accurate at the next regular meeting of the Kenora Catholic District School Board.

2.8.5 Attendance of trustees shall be recorded in the minutes of all regular, special meetings of the board, and committee of the whole. The attendance, absence with regrets, and the absence without notice shall be recorded in the minutes.

2.9 Attendance of Trustees

It is the responsibility of every trustee to notify the office of the Director of Education, during business hours, in advance of any meeting of which that trustee is a member, of absence from or late arrival to such meeting.

2.10 Seat Vacated

If a member of a board is convicted of an indictable offence, or becomes mentally ill, or absents himself or herself without being authorized by resolution entered in the minutes, from three consecutive regular meetings of the board, or ceases to hold the qualifications required to act as a member of the board or becomes disqualified under *Education Act subsection 220(4)*, the member thereby vacates his or her seat, and provisions of the Education Act with respect to the filling of vacancies apply.

2.11 Public Access

2.11.1 To Minutes and Financial Information

Any person may, at all reasonable hours, at the head office of the board inspect the minute book, the audited annual financial report and the current accounts of a board, and upon the written request of any person and upon the payment to the board at the rate of 25 cents for every 100 words or such lower rate as the board may fix, the secretary shall furnish copies of them or extracts from them certified under the secretary's hand.

2.11.2 To Meetings

- The meetings of the board and, subject to *section 2.9 Public Access, paragraph 2.9.2.2*, meetings of a committee of the board, including a committee of the whole board, shall be open to the public, and no person shall be excluded from a meeting that is open to the public except for improper conduct.

- A meeting of a committee of the board, including a committee of the whole board, may be closed to the public when the subject matter under consideration involves,
 - a) the security of the property of the board;
 - b) 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 the pupil's parent or guardian;
 - c) the acquisition or disposal of a school site;
 - d) decisions in respect of negotiations with employees of the board; or
 - e) litigation affecting the board

- The presiding officer may expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting.

3. Special Meetings of the Board

3.0 Calling of Special Meeting

Special meetings of the board may be called at any time by order of the Chair in consultation with the Director of Education, or upon the written request of three members of the board.

3.1 Agenda

The notice calling a special meeting of the board shall state the purpose for which the meeting is called, and no other business shall be considered, unless each member of the board has been fully informed in writing and by telephone of such added purpose or where two-thirds of the members of the board agree to deal with matters other than those on the agenda.

3.2 Notice of Special Meeting

3.3.1 In ordinary circumstances, notice of a special meeting will be for-warded to all trustees forty-eight (48) hours or more prior to the holding of the meeting, and confirmed by telephone, if deemed necessary by the Chair.

3.3.2 In emergency or unusual circumstances, as determined by the Chair, the requirement of forty-eight (48) hours notice may be waived and notice may be given by telephone or oral communication as circumstances may require. Where such action is taken as required it shall be duly confirmed as proper procedure on the agenda of the meeting concerned. An attempt must be made to reach all trustees.

3.4 Action Binding

All decisions made, and action taken, at a special board meeting shall be considered as binding as if taken at a regular meeting

4. Electronic Meetings

4.1 A member of the Kenora Catholic District School Board who participates in a meeting through electronic means in accordance with board policy and Ministry of Education regulations shall be deemed to be present at the meeting for the purpose of every Act.

B. RULES OF ORDER

1. Quorum

1.1 Majority Needed

A majority of the members of the board or a committee shall constitute a quorum for the transaction of any or all business, and the action of a quorum in a regularly scheduled meeting shall be binding upon the whole board or committee.

1.2 Non Committee Members Not Counted

Members of the board may attend meetings of any committee or sub-committees of the board, of which they are not members and shall with the leave of the Chair have the right and privilege to speak to any issue, but, they shall not be entitled to vote on any question before the committee or count in determining the quorum of the committee.

1.3 Fifteen Minute Rule

Unless there shall be a quorum present within fifteen minutes after the time fixed for a regular or special meeting, the secretary shall record the names of the members then present and the meeting shall forthwith stand adjourned until the next regular meeting, unless a special meeting is called as provided in this by-law.

1.4 Loss of Quorum

If in the course of a meeting of the board or of a committee, the loss of a quorum should occur, the presiding officer shall forthwith adjourn the meeting and the secretary shall record the names of those present at the time of adjournment.

2. Presiding Officer

2.1 At the hour of the meeting, upon a quorum of the members being present, the Chair shall call the meeting to order.

2.2 Absence of Chair

2.2.1 In the absence of the Chair, or if the office of Chair is vacant, the Vice Chair shall preside, and during the period of absence or vacancy shall have all the powers of the Chair.

2.2.2 In the case of the absence of both the Chair and Vice Chair, the Director of Education shall, subject to the rules of quorum, call the meeting to order, and a Chair shall be chosen by the members, who shall preside and act during such absence.

2.3 Duties of the Chair

It shall be the duty of the Chair or other presiding officer of a meeting of the board or of a committee to maintain order, to decide all questions of order and procedure, to submit motions or other proposals to the final decision of the meeting, to state, without argument or comment, the rule applicable to any point, practice or order if called upon to do so, and to adjourn the meeting when the business of the meeting is concluded.

2.4 Vacating the Chair

Should it be necessary for the Chair to leave the Chair to take part in any debate or discussion or for any other reason, the latter shall call upon the Vice Chair, or, in the Vice Chair's absence, one of the members to fill the Chair's place until the Chair resumes it. The Vice Chair or any member temporarily occupying the Chair shall discharge

all the duties and enjoy all the rights of the Chair.

3. Order of Business - Regular Board Meetings

3.1 The business at regular board meetings shall be as follows:

- a) Call to Order and Opening Prayer
- b) Roll Call
- c) Committee of the Whole
- d) Declaration of Pecuniary Interest
- e) Consideration and Approval of Agenda
- f) Confirmation of Minutes of Regular and Special Board Meetings
- g) Business Arising from the Minutes
- h) Financial Report
- i) Delegations and Staff Presentations
- j) Unfinished Business
- k) Report of the Committee of the Whole
- l) New Business
- m) Information
- n) Future Meetings
- o) Adjournment

3.2 Approval of the Agenda

At the commencement of the board meeting the agenda shall be confirmed and approved by a majority vote of trustees present. The inclusion on the agenda of additional items of new business shall require the approval of the board in the form of an amendment requiring a two-third's majority vote of the trustees present.

3.3 Pecuniary Interest

3.3.1 Where a trustee has any pecuniary interest, direct or indirect with respect to any item(s) on the agenda, that person shall, prior to the consideration of the item(s), disclose personal interest and the general nature thereof, shall refrain from participation in any discussion thereon, shall not vote on any question in respect of the matter(s), and shall not attempt in any way, whether before, during or after the meeting, to influence the voting on any such question.

3.3.2 Where the meeting referred to in paragraph 3.3.1 is not open to the public, in addition to complying with the requirements of that subsection, the member shall forthwith leave the meeting or the part of the meeting during which the matter is under consideration.

3.3.3 Where the interest of a member has not been disclosed as required by subsection 3.3.1 by reason of that person's absence from the meeting referred to therein, the member shall disclose the interest and otherwise comply with subsection 3.3.1 at the first meeting of the board or committee, as the case may be, attended by that member after the meeting referred to in subsection 3.3.1.

3.4 Confirmation of Minutes

Minutes of previous meetings shall be considered by trustees only with reference to the accuracy of the minutes as recorded. Minutes of discussion other than with regard to the accuracy of the minutes shall be ruled out of order by the Chair.

3.5 Delegations to Board or Committee meetings

3.5.1 A request for a delegation to make a presentation at a regular board meeting or committee meeting shall be made in writing to the Director of Education at least seven (7) calendar days prior to the date of the meeting. The written request shall contain the following information:

- a) the intent and nature of the presentation;
- b) the organization or interested parties represented;
- c) the names of the members of the delegation;
- d) the name and authority of the spokesperson.

3.5.2 Late Request

The Chair of the board will consider the request and if, in his/her opinion, the subject to be discussed is emergent in nature, the Chair may waive the requirements of one week's notice providing there is sufficient time for the Director of Education to advise members of the board concerning the delegation's purpose prior to the meeting at which the delegation is to appear.

3.5.3 Referral to a Committee

If, in the opinion of the Chair of the board, the delegation may be adequately received by a committee of the board, or if the nature of the topic to be discussed is such that it should be dealt with by a committee of the whole, the Chair may direct the delegation to appear before a committee or a committee of the whole.

3.5.4 Impromptu Delegations

Impromptu delegations will not be heard and informed of the board's policy regarding delegations.

3.5.5 Position on the Agenda

Delegations will be received at the beginning of the regular board meeting.

3.6 Notice of Motion

3.6.1 Any member can introduce a notice of motion to be dealt with at the next regular meeting of the board.

3.6.2 Any member who has given notice of motion may withdraw the same only by consent of the majority of the members present.

3.6.3 Notice to Amend

If it is the intention of a trustees to amend an adopted motion, or policy a notice of motion with respect to such intention must be presented to the board at a meeting of the board previous to the meeting at which the motion is to be considered.

3.7 Recess

With the majority consent of those members present, the presiding officer may call a recess of at least fifteen (15) minutes at a point deemed appropriate.

4. Order of Business - Committees

4.1 The general order of business for committee meetings shall be as follows:

- a) Call to Order and Opening Prayer
- b) Approval of Agenda
- c) Declaration of Pecuniary Interest
- d) Delegations and Staff Presentations
- e) Items for Committee Consideration
- f) Items of Information
- g) Committee of the Whole
- h) Report of the Committee of the Whole
- i) Adjournment

4.2 Cancellation of a Committee Meeting

If, in the opinion of the Chair of the committee and the Director of Education, there is insufficient material to warrant the holding of a scheduled meeting of such committee, the meeting may be cancelled and the members advised thereof.

4.3 Adherence of Committee of the Whole to Rules of Order

Committee of the whole shall be governed by the rules and procedures set out in this policy.

5. Participation of Trustees at Board and Committee Meeting

5.1 To Obtain the Floor

Any member desiring to speak may so signify by addressing the Chair. The Chair, on being thus addressed, shall call the member by name and such member may then, but not before, proceed to address the board.

5.2 Addressing the Chair

A trustee, in speaking to any question or motion, shall address the Chair, confining him/herself to the question in debate and avoiding all personalities and discourteous language.

5.3 Two Speakers

When two or more members signify their desire to speak at the same time, the Chair shall identify the order in which the members shall speak.

5.4 Interruption Only on Point of Order

No trustee while speaking shall be interrupted unless that trustee permits it, except on a point of order or privilege, in which case the trustee shall desist from speaking. The member so interrupting shall state the point of order, (that is, the deviation or departure from the rules of ordinary procedure) and both members shall await the decision of the Chair on the point of order or privilege raised.

5.5 Deciding a Point of Order

When the Chair is called upon to point of order or practice the Chair shall state the rule applicable to the case without comment and render a decision. The ruling of the Chair shall be final subject only to an appeal to the assembly without debate.

5.6 Appeals

If any member challenges the ruling of the Chair that member shall indicate such challenge to the Chair who shall thereupon put the question to the members present in the following form: "Shall the ruling of the Chair be sustained?" and such appeal shall be decided by majority vote.

5.7 Question of Privilege

A question of privilege may be raised if a member considers that the member's own dignity, honour or reputation or safety, or that the assembly has been impugned. Procedure is the same for a point of order.

5.8 Limits of Debate

A trustee may speak more than once on any subject before the meeting, but the Chair may rule that members may speak only once and not longer than five (5) minutes on a particular matter before the meeting. However, a trustee proposing a question or motion shall be allowed five minutes to reply.

5.9 Reading of the Motion

Any member of the board may require the motion under discussion to be read but not so as to interrupt the speaker.

6.0 Adjournment

No meeting of the board or of a committee of the board shall remain in session later than 11:00 p.m. unless otherwise determined in each instance by a vote of a majority of those members present.

C. MOTIONS

1. Process for Placing and Passing a Motion

1.1 Purpose

The purpose of a motion is to place before the meeting a defined subject for orderly consideration and the collective decision of the board.

1.2 Main Motion (Debateable)

Except where otherwise specified, a motion must be moved by one member and seconded by another. It then may be adopted, amended, defeated or withdrawn.

1.3 Disposal of Motions

After a motion has been duly moved, seconded and read from the Chair, it shall be deemed to be in the possession of the meeting, shall be open to debate and shall be disposed of by vote, but it may be withdrawn at any time before the vote is taken only on consent of the mover and provided no one objects.

1.4 Motion Contrary to Policy

Whenever the Chair is of the opinion that a motion presented is contrary to the policies and privileges of the board, the Chair shall refuse to accept the motion and shall so apprise the members, stating the authority applicable to the case, without comment.

1.5 Motion to Put the Question (Not debatable)

1.5.1 A motion by a member for the previous question (i.e. that the question be now put) is designed to close debate, or force a direct vote on the main question and to prevent the proposing of amendments or further amendments. Its effect is confined to the immediately pending motion unless otherwise specified. A two thirds majority of the votes cast is required.

1.5.2 If the motion for the previous question is adopted the Chair shall put the main question, subsidiary motion or amendment as the case may be, but if negated further debate may occur.

1.6 Debate Terminated by Vote

After the Chair has put any question to a vote there shall be no further debate.

2. Changing or Amending Motions

2.1 Dividing the Motion

When the motion or question under consideration contains two or more distinct propositions, upon the request of any member, motion will be divided and a particular proposition, or all propositions, according to the request, will be considered and voted upon separately.

2.2 Amending the Motion

2.2.1 Once a motion has been moved and seconded, a motion to amend may be made, but such an amendment must be relevant to the subject matter of the main motion.

2.2.2 An amendment shall not change the basic nature of the main motion but may alter the latter in only one of the three ways:

- a) by deletion of certain words;
- b) by addition of certain words;
- c) by deletion of certain words and replacement by others.

2.2.3 While there is no limit to the number of amendments, not more than one amendment may be before the assembly at any one time, and no further amendments will be permitted until a decision is made on the amendment before the assembly.

2.3 Amendments to Amendments (Debateable)

2.3.1 The purpose of an amendment to an amendment is to modify the primary amendment by adding, deleting or substituting words, phrases or figures. An amendment to an amendment shall not change the nature of the main motion.

2.3.2 Only one amendment to an amendment is permitted.

2.4 Order of Consideration

All amendments to a motion shall be put before the motion in the reverse order in which they were moved:

firstly: on the amendment to the amendment;

secondly: on the amendment, as amended, or on the primary amendment;

thirdly: on the amended motion, or the original motion.

3. Postponement, Tabling and Referral Motions

3.1 To Defer or Postpone (Not debatable except as to time)

3.1.1 A motion to postpone is a motion to postpone consideration of a question temporarily and to a specified time. A motion to postpone removes that subject together with all its appendages and incidents from before the board.

3.1.1 The motion may be amended in respect to time, is open to the previous question and is debatable in respect of the advisability of the proposed postponement. A matter postponed may be taken up prior to the specified time by a two thirds vote of all the members.

3.2 To Refer (Debateable)

3.2.1 A motion to refer is a motion to commit, generally, to a standing or special committee for consideration in more detail than is possible in the whole body.

3.2.2 A motion to refer is amendable, e.g. by the substitution of a standing committee for a special committee; by increasing the number of members on the special committee, or by instructions to the committee.

3.2.3 Debate on a motion to refer must be relevant to the advisability of referring the question and to such particulars as may be introduced by way of amendment.

3.3 To Extend or Limit Debate (Not debatable except as to time)

The intent of a motion to extend or limit debate is to limit or extend the number and lengths of speeches or to close debate at a specified time. A two-thirds majority of the votes cast is required for passage.

4. Reconsidering, and Rescinding Motions

4.1 To Reconsider (Debateable)

4.1.1 Following the passage of a motion, except a motion to adjourn, to suspend the rules or order of business, or to lay on or take from the table, such a motion can be reconsidered during the same meeting or at the next subsequent meeting of the board.

4.1.2 A motion to reconsider must be moved by one who voted with the prevailing side, is debatable only if the motion to which it applies is debatable, and requires only a majority of the votes cast.

4.1.3 A motion to reconsider cannot apply to a decision or action which cannot be reversed, nor to a vote that has been partially executed, and no question can be twice reconsidered.

4.2 To Rescind (Debateable)

4.2.1 A motion to rescind is a motion to strike out a previous decision motion, policy or regulation and to make it null and void motion to rescind effectively returns matters to the status prior to the original motion.

4.2.2 A motion to rescind or repeal a previous decision or action of the assembly cannot apply to an action that cannot be reversed.

- 4.2.3 A motion may be rescinded:
- a) without notice by a two-thirds vote of members present, or by a majority vote of the entire membership of the assembly or
 - b) with a notice of this particular motion having been given at the previous meeting or in the call of this meeting, by a majority vote of the members present.

5. Suspending Rules, and Withdrawing Motions

5.1 To Suspend Rules (Not debateable)

5.1.1 A motion to suspend the rules can be exercised when it is to the assembly that justice and equity will not be served by enforcement of the rules. In such exceptional circumstances the assembly can suspend the rules that interfere with the proposed action, but the motion must specify, and is limited to, the purpose for the suspension.

5.1.2 Nothing that requires previous motion or two-thirds of the votes cast for its amendment can be suspended by less than two-thirds of the votes cast.

5.2 To Withdraw (Not debateable)

5.2.1 A main motion may be withdrawn by the mover at any time before voting on the question has commenced, even though the motion has been amended, and without the consent of anyone, provided no one objects.

5.2.2 If objection is made, leave to withdraw may be granted by a motion to that effect moved by another member.

6. Recess and Adjournment

6.1 Recess (Not debateable)

A motion requesting a recess may be moved by the Chair or any member in order to permit a short intermission (no more than fifteen minutes). This does not bring the meeting to an end. After the recess the meeting will be resumed at exactly the point where it was interrupted. The motion to recess is not debatable.

6.2 Adjourn

- 6.2.1 A motion to adjourn shall be in order, except when a member is speaking or a vote is being taken, or when a previous question has been called.
- 6.2.2 A simple motion to adjourn shall not be open to amendment or debate; but a motion to adjourn to a certain time may be amended and debated only as to the time.
- 6.2.3 After a motion to adjourn has been negated a second motion to the same effect cannot be made until after some intermediate business has been transacted.

7. Managing Motions

7.1 Secunder Not Required

The following motions do not require a seconder:

- a) questions of privilege;
- b) points of order;
- c) division of the question;
- d) nominations;
- e) leave to withdraw a motion.

7.2 Precedence of Motion

7.2.1 The following order of precedence of motions, from the highest rank at the top of list to the lowest at the bottom, shall prevail during meetings of the board and its Committees:

1. To fix time of next meeting (when required) **
2. To adjourn or to recess (when required) **
3. To raise a question of privilege
4. To rise to a point of order
5. To appeal
6. To suspend the rules *2/3 of the votes cast*
7. To withdraw a motion
8. To divide a motion
9. To lay on/take from the table
10. To close debate (previous questions) *2/3 of the votes cast*
11. To limit or extend debate *2/3 of the votes cast*
12. To postpone to a certain time **
13. To refer to commit **
14. To amend **
15. To postpone indefinitely
16. Main motion **
17. To reconsider

18. To rescind *2/3 vote of the members present without notice*

*** signifies that the motion can be amended*

7.2.2 When any motion listed in 7.2.1 is immediately pending, the motions above it are in order, while those below it are out of order.

7.3 Limiting Motions

Those motions that take away rights or limit freedom of action require more than the usual majority vote for adoption, namely two-thirds vote.

D. VOTING PROCEDURES

1. Right to Vote

1.1 Member

Every member present when a question is put is entitled to vote thereon, unless that person is personally interested in the question. A member shall not vote on any question where it is forbidden to do so by the statutes.

1.2 Non-Committee Members

Members of the board attending meetings of any committee or sub-committees of the board, of which they are not members shall not be entitled to vote on any question before the committee.

1.3 Chair

On every question, the Chair of a meeting who is at the same time a member in full standing may vote on any question.

2. Types of Voting Procedures

2.1 Show of Hands

The procedure for taking the vote shall be by show of hands. Members present and voting shall indicate their vote upon the question by raising their hand at the appropriate time in response to the Chair's call for votes in favour of, in opposition to, or abstaining from the question, and the Chair shall announce the results thereof.

2.2 Secret Ballot

A vote by secret ballot may be ordered by a motion to that effect where such is not already required by board policy.

2.3 Recorded Vote

2.3.1 Each member's vote shall not be recorded upon any motion unless requested by a member before the Chair calls upon the members to vote upon the question.

2.3.2 Provided a request is made in the manner hereinbefore mentioned, the names of those who vote in favour of the question, those who vote in opposition and those who abstain, shall be entered upon the minutes.

2.4 Abstaining

A member may abstain from voting. If this action reduces the number voting to less than a quorum, the subject will be referred to the next meeting.

3.0 Voting

3.1 Putting the Question

No member shall speak to the question after it is finally put by the Chair, nor shall any other motion be made until after the result is declared; and the decision of the Chair as to whether the question has been finally put shall be conclusive.

3.2 Equality of Votes

Any question on which there is an equality of votes shall be deemed to be lost.

3.3 Majority

3.3.1 Where a simple majority vote is required for the passage of a motion, such shall mean any number greater than one-half of the votes cast where a quorum is present.

3.3.2 A majority vote of the members shall require any number of votes greater than one-half of the total membership of the board (both present and absent) for a motion to be carried.

3.3.3 A two-thirds majority vote means two-thirds of the votes cast where a quorum is present.

E. BOARD-COMMUNITY RELATIONS

1. General Communication

1.1 Recognized Value

The board recognizes its duty to keep parents and ratepayers informed, appreciates the value of good public relations and commits itself to regular planned communications with these groups.

1.2 Avenues of Communication

On behalf of the board the Director of Education will ensure that:

- a) the time and place of each public meeting of the board is announced publicly through the local news media;
- b) board meeting highlights are distributed to staff;
- c) system activities of a newsworthy nature are reported on, through the media;
- d) the board's mission and major annual goals/objectives are published in a timely fashion at least once a year.

1.3 Trustee Process For Managing Information Requests and Concerns

1.3.1 Trustees are encouraged to contact the Director of Education when they have any inquiries or concerns regarding school or for information on departmental operations. In most circumstances, these matters should be dealt with in a direct and routine fashion outside of board meetings.

1.3.2 When a complaint is made to a trustee concerning dissatisfaction with or criticism of the actions or methods of an employee of the school system, or with policies, procedures or programmes of a school or of the school system, the trustee shall deal with the complaint in accordance with the provisions and procedures of this policy and in the spirit of the administrative procedures concerning disposition of complaints.

1.3.3 Except by explicit direction of the board, individual board members or groups of members shall not undertake any action, investigation or negotiation that may be construed as acting on behalf of the board.

1.3.4 If a trustee receives a complaint, that trustee shall direct the complainant to communicate the concern directly to the following persons: first to the teacher or employee about whom the complaint is made but where the problem or difficulty is not resolved or where particular circumstances warrant, to the school principal followed by the Superintendent of Instructional Services and if necessary to the Director of Education.

1.3.5 For matters considered by a trustee as warranting an inquiry or investigation, the trustee shall discuss the matter thoroughly with the Director of Education before the issue is placed before the board.

F. STUDENT REPRESENTATION ON THE BOARD

It is the policy of the Kenora Catholic District School Board that pupil representation on the Board is an essential component of Catholic trusteeship. Pupil representation enables the interests of the student population to be clearly reflected in the decision making of the Board. The pupil representative shall be called "student trustee".

Guidelines:

1. The Kenora Catholic District School Board shall have one student trustee.
2. A student trustee shall have the following qualifications; that is,
 - a) be a Catholic in Union with the See of Rome
 - b) be a Canadian citizen
 - c) be a resident student of the Board
 - d) be enrolled full-time (i.e. in at least three credits per semester) at St. Thomas Aquinas High School and be in the senior division at the time of his/her term as a student trustee.
3. The student trustee will be elected at St. Thomas Aquinas High School every year.
 - a) The principal will be responsible for working with the student council to fill the vacancy for student trustee.
 - b) The vacancy for student trustee shall be filled by an election held by the student body of St. Thomas Aquinas High School.
 - c) The election process will be determined and conducted by the principal of St. Thomas Aquinas High School prior to April 30th each year.
 - d) Prior to May 1st, the principal shall notify the Director of Education of the name of the student trustee.

- e) At the first board meeting in May the board shall appoint the student trustee. This will permit the student trustee to participate in orientation activities with the acting student trustee.
4. If for some reason the elected student trustee cannot complete the term of office, the principal of St. Thomas Aquinas High School working with the Student Council shall determine if the seat should be filled by another election or by appointment. The new student trustee's name shall be determined and forwarded to the Director of Education within 15 days of the vacancy occurring.
5. The term of office for a student trustee shall be August 1st of each year to July 31st of the next year.
6. A student trustee shall be paid an annual honorarium of \$2,500. The honorarium will be prorated for the number of months served for a student trustee who does not serve a full term.
7. The board shall notify the Ministry with the names of the student trustees elected, not later than 30 days after the date of the election or by-election.
8. Student trustees will represent the interest of pupils by fulfilling the roles and responsibilities of student trustees as outlined in Appendix "A" of this policy. Student trustees have a non-binding vote.
9. Student trustees shall attend all regularly scheduled Board meetings and committees on which student trustees serve and be present and participate in meetings of the Board that are closed to the public except where a meeting is closed under clause 207 (2) (b) of the *Education Act* or where the subject matter under consideration puts them in a conflict of interest. The Municipal Conflict of Interest Act provisions that apply to members of the Board of Trustees apply to Student Trustees.
10. Student trustees shall receive out-of-pocket expenses and travel expenses reasonably incurred in connection with carrying out the responsibilities of student trustees. Reimbursement shall be in accordance with the board policy for trustees.
11. The Chair of the Board shall appoint a trustee to act as a mentor for each student trustee.
12. The Director of Education or designate shall be the staff contact for the student trustees.

13. Student trustees shall receive board communications and other relevant materials.
14. A student trustee who ceases to be qualified as a student trustee must resign as a student trustee. Student trustees may be disqualified from office for the following reasons:
 - a) as per trustee disqualification criteria outlined in the Education Act and Regulations
 - b) the student trustee ceases to be enrolled as a full time student in one of the Board's Catholic Secondary Schools
 - c) the student trustee commits a serious breach of his/her school's code of conduct
 - d) the student trustee's behaviour is deemed to be incompatible with the roles and responsibilities of the position.
 - e) a student who is serving a sentence of imprisonment in a penal or correctional institution is not qualified to be elected or to act as a student trustee.
 - f) a decision of a majority of the board of trustees.
 - g) Absence from three (3) consecutive board meetings will result in disqualification of the pupil representative.

G. TRUSTEE VACANCY

1. Filling a Vacancy on the Board

- 1.1 This policy establishes the process by which the Kenora Catholic District School Board shall fill a vacancy on the board when a board member (trustee) resigns, becomes ineligible or otherwise creates a vacancy on the board during the term of the board.
- 1.2 The *Education Act* in S. 221 allows a board to fill a trustee vacancy in one of two ways:
 - a) require the municipality to hold a by-election; or
 - b) appoint a qualified person to the position.The *Education Act* does not specify the method of appointment of a trustee
- 1.3 A by-election may not be held after March 31 in a municipal election year, that is, within the last eight months of a board's four-year mandate. All costs of a by-election are borne by the board, in accordance with the *Municipal Elections Act* S. 7(3).

2. Board Decisions

2.1 By-election

If the board chooses to fill a trustee vacancy through a by-election in the vacated electoral zone, the process becomes the responsibility of the local municipality and takes approximately ten weeks. The municipality will provide to the board information regarding the implications of holding a by-election, including previous election results and estimated costs.

2.2 Appointment Process

2.2.1 If the board chooses to appoint a replacement, the *Education Act* requires that the vacancy be filled within 60 days after the office becomes vacant.

2.2.2 The *Education Act* S. 219 (1) specifies the qualifications necessary to be elected as a member of a board, and, therefore, to be appointed to a board:

- a) qualified to vote for members of the board;
- b) a resident in the area of jurisdiction of the board; and
- c) not disqualified as outlined in S. 219(4), (5) and (7).

2.2.3 The board may choose to appoint one of the unsuccessful trustee candidates from the last municipal election, providing that the candidate remains a qualified person and is willing to serve.

2.2.4 If the board chooses to offer the position to a broader range of electors, the following actions will occur:

- a) the vacancy shall be advertised in the local media;
- b) persons interested in the position shall be required to submit an application in writing to the secretary of the board;
- c) persons interested in the position shall also be required to submit a résumé or summary including past accomplishments and experience;
- d) persons shall also submit a letter of intent outlining the reasons for wishing to serve on the board and ways in which the individual can contribute to its overall effectiveness;
- e) applicants will be informed that they should be prepared to make a short verbal presentation to a selection committee. The time for the presentation should not exceed five minutes;
- f) applicants must sign consent forms and declaration of qualifications forms;
- g) information packages including facts about the Kenora Catholic District School Board, a copy of *Policy 5 Trustee*

- Code of Ethics*, and a schedule of board and committee meetings will be made available to the applicants;
- h) applicants may request a public forum to review the role of a trustee;
 - i) the applications will be available for review by the public if requested.

2.3 Interview Process

- 2.3.1 Only candidates who have submitted written applications by the deadline date shall be interviewed.
- 2.3.2 Interviews shall be conducted on board premises, which may include a school or the Catholic Education Centre.
- 2.3.3 The secretary of the board shall ask trustees to indicate their intention about their attendance and participation in the interviews.
- 2.3.4 Trustees participating shall constitute an *ad hoc* selection committee. Committee membership shall be a minimum of three trustees. The selection committee shall select its Chair from among its members. Only trustees who have participated in all interviews shall vote on the committee recommendation. The selection committee shall make its recommendation to the board at the next meeting of the board.
- 2.3.5 The secretary of the board shall be the administrative liaison to the selection committee.
- 2.3.6 The selection committee shall establish its operating practices. These practices shall include a common set of questions for all applicants.
- 2.3.7 The appointed candidate shall be advised promptly of the board's decision and shall be sworn in at the next opportunity following the appointment.

H. TRUSTEE HONORARIA AND EXPENSES

Honoraria

1. Honoraria

The Kenora Catholic District School Board will pay an honorarium to its trustees in accordance with the provisions of section 191 of the Education Act as calculated as per Ontario Regulation 357/06 (Honoraria for Board Members).

- 1.1 The honorarium each trustee of the Kenora Catholic District School Board will receive for the period beginning December 1, 2006 to November 30, 2010 shall be \$6,315 (\$5,900 plus 100% of the annual enrolment amount as calculated according to the regulation) per year. The honorarium each trustee of the Kenora Catholic District School Board will receive for the period beginning December 1, 2010 to March 30, 2012 shall be \$6,315. On April 1, 2012 the trustee honorarium amount may be increased by the percentage increase in the Ontario Consumer Price Index as published by Statistics Canada. This honorarium is composed of the base amount and 100% of the annual enrollment amount as calculated according to the regulation;
- 1.2 Annually, the base amount and the enrolment amount may be adjusted according to the formula outlined in the Regulation;
- 1.3 In addition to the honorarium payable to a trustee, the Chair of the Board shall receive an additional honorarium of \$5,000 per year, plus the enrolment amount in the Regulation 375/06, 6(3).
- 1.4 In addition to the honorarium payable to a trustee, the Vice Chair of the Board shall receive an additional honorarium of \$2,500 per year, plus the enrolment amount payable in the Regulation 375/06, 6(4).
- 1.5 The trustee allocation for statutory committees will be payable beginning December 2006.
- 1.6 The Board of Trustees may, at any time, as outlined through section 4(2) of the Regulation, change its policy such that a component is not paid for a year, the amount of a component to be paid is lowered for a year, or the percentage of the enrolment amount limit to be paid is lowered for a year.
- 1.7 If the board changes its policy under subsection 4(2) of the Regulation, it may restore the original policy at any time.

2. Reimbursement of a Board Member's Expenses

The board shall reimburse a member of the board for expenses incurred for:

- a) travel to and from his/her residence to attend a meeting of the board, or a committee of the board, which is held within the jurisdiction of the board if travel is in excess of 200 km;
- b) travel and related costs of "designated" business of the board. "Designated" business shall include:
 - meetings of the Ministry of Education where the member's attendance is requested by the Ministry or the board;
 - meetings of trustee associations or other organizations where the member is directed to attend by the board;
 - school graduations and other school functions where the member is invited by the principal or Director of Education to attend as a representative of the board;
 - meetings of a School Council;
 - meetings called by the Director of Education or designate where the member is requested to attend;
 - conventions and conferences where the member is requested to attend by the board;
 - subject to the budget allotment, conventions and conferences of an educational nature;
 - non-electoral meetings of municipal councils, other ratepayer associations, and other organized groups where the member is requested to attend as a representative of the board;
 - other meetings or functions where a trustee participates as a representative of the board.
- c) The Board Chair may approve extraordinary travel expenses from time to time in exceptional circumstance (e.g. When a trustee does not drive and needs to pay for a taxi to and from a board meeting)
- d) For expenditures to be approved the following signatures are required:
 - for expenses of the Chair, signature are required by the Vice Chair and the Director of Education or Superintendent of Administrative Services
 - for expenses of the Vice Chair, signatures are required by the Chair and the Director of Education or the Superintendent of Administrative Services

- for expenses of the Trustees, signatures are required by the Chair and the Director of Education or the Superintendent of Administrative Services
 - for expenses of the Director of Education, signatures are required by the Chair or Vice Chair and the Superintendent of Administrative Services
- e) Trustees are encouraged to use the Board-issued credit card for all travel related expenses.

3. Conferences and Out-of-Jurisdiction Travel

- 3.1 Out-of-Jurisdiction Travel will be scheduled to occur, where possible, during regular business hours.
- 3.2 Each trustee will be allocated a sum of money annually for the purpose of attending approved conferences. This allocation will be used to cover travel, accommodation, fees and meal allowances. Any other allowable expenses will be over and above the allocation.

3.3 Approved Conferences

- 3.4.1 A Trustee may attend any conference on the board's approved list and may request approval for attendance at others at any regular meeting of the board.
- 3.4.3 All arrangements for attendance at a conference will be made through the office of the Director of Education.
- 3.4.5 The list of approved conferences for Trustees (subject to budget allocations) is:
- 3.4.5.1 OCSTA Annual Conference
 - 3.4.5.2 Thunder Bay Diocesan Conference
 - 3.4.5.3 The Canadian Catholic School Trustees Association Annual Conference
 - 3.4.5.4 Chair/Vice Chair Conference

3.4 Travel

- the lowest cost alternative is used, while trying to minimize time away from the trustees home and place of employment.

3.5 Lodging

- Trustees must retain the original lodging receipt to support their expense claim.
- Trustees are to claim only allowable items from the lodging bill. (Do not claim bills with alcoholic beverages, movies or other personal expenses).
- If trustees make personal arrangements for private accommodation they may claim \$30.00 per night.

3.6 Meals

- Meals will be based on the actual receipted costs up to a maximum of:

Breakfast	\$20.00
Lunch	\$20.00
Dinner	\$40.00

- Meal allowance is not provided for meals that are part of the conference or meeting
- Meal allowances cannot be carried forward to another meal if it is under the max (for example if you miss breakfast that \$25 cannot be used to now make the dinner allowance \$75)
- An original itemized receipt is required
- Alcohol will not be reimbursed
- Meals purchased at a grocery store may be reimbursed if the items purchased are reasonable for personal consumption for the meal replacing a restaurant meal

3.7 Tips and Gratuities

Tips and gratuities will be reimbursed:

- on restaurant meals: 10% to 15%
- on taxi's: 10%
- \$2 - \$5 for housekeeping for up to two nights in a hotel, up to \$10 for a longer stay
- \$2-\$5 per bag for a porter

3.8 Alcohol

- Alcohol will not be reimbursed for business travel
- Alcohol purchased for special events must be purchased by the Director or the Chair.

3.9 Incidental Expense Allowance

- a trustee who is required to travel on board business overnight may be paid an incidental allowance that covers a number of miscellaneous expenses not otherwise provided for in this policy.
- the daily incidental expense allowance is \$20
- a trustee must submit a Request For Funds form for the incidental expense allowance

| 3.10 Additional Expenses of the Chair

The Chair of the board or his/her designate will be reimbursed for any reasonable additional conference expenditures related to the duties of his/her office.

I. TRAVEL

1. Rate of Reimbursement

Approved out-of-jurisdiction travel by automobile will be reimbursed at a rate set on September 1 of each year and calculated as the maximum allowable reasonable rate by Canada Revenue Agency on that date. Where more than one Trustee or members of the Administration are travelling, every effort will be made to car pool, or use a car rental or board vehicle to minimize costs to the Board.

2. Conferences Attended by Administrative Officials

Conferences attended by administrative officials will be approved in the annual budget, or where circumstances require, by the Chair of the Board in consultation with the Director of Education.

J. APPROVALS: FINANCE AND CONSULTING

1. Finance

- 1.1 The board shall by resolution authorize the Treasurer to borrow from time to time from chartered banks in accordance with the provisions of the Education Act.
- 1.2 The Treasurer with the approval of the board, may invest surplus monies with chartered banks on a temporary basis at the best available interest rates and shall report same to the board.

2. Consulting

- 2.1 All new matters requiring the services of a professional consultant or consulting firm must receive board approval prior to an appointment being made if the amount of the contract is greater than \$25, 000.
- 2.2 The appointment of a consultant or consulting firm must receive board approval prior to an appointment being made.

K. BOARD REVIEW/SELF-EVALUATION

1. On an annual basis the board will review their successes,
areas of concern,
communication strategies,
motions from board meetings and
yearly plans.
2. The focus of the review will be the improvement of the overall performance of the board for the following year.

Legal References

Education Act S. 55 Pupils on boards; S. 176 Trustee benefits; S. 191 Trustee honoraria and expenses; S. 207 Closed session; S. 208 First meeting; S. 209 Trustee declaration; S. 221 Trustee vacancy
Ontario Regulation 461/97—Pupil Representation on Boards
Ontario Regulation 463/97—Electronic Meetings
Municipal Freedom of Information: Protection of Privacy Act
Robert's Rules of Order

Education Act Regulation 07/07 - Student Trustees, Bill 78: Education Statute Law Amendment Act (Student Performance) June 1, 2007

Approval Date: June 2006
Date of Latest Review: September 2010, November 2011
Date of Latest Revision: September 2010, September 2011

APPENDIX "A"

Role and Responsibility of Student Trustee

Board of Trustees Role and Responsibility

1. Attend all regularly scheduled public Board meetings and committees on which the student trustee may be assigned. If a conflict prevents attendance at the meeting, notice must be sent to the Director of Education or designate prior to the start of the meeting. Transportation to and from Board and committee meetings may be via family member, public taxi or the student's vehicle (if of legal age).
2. Represent their own views and those of students within the board on any matter before the Board of Trustees including but not limited to government legislation and policies or operational practices enacted by the Ministry of Education, the Board or individual schools.
3. Represent the Board's students at public/official functions and on Board committees as assigned.
4. Report regularly to the Board of Trustees on their activities with the School Council and Ontario Student Trustee's Association.
5. The student trustee shall act on behalf of the Board only where authority has been specifically delegated by the Chair.

School and Student Representative Role and Responsibility

1. The student trustee must make a reasonable effort to represent the interests of students across the board.
2. Provide leadership within the school to promote the distinctiveness of a Catholic Education within the Kenora Catholic District School Board.
3. Participate as a member of his/her student council as an ex-officio member. The degree of participation beyond attendance at regular Student Council meetings is at the discretion of the student trustee.
4. Report regularly to the Student Council on the activities of the Board of Trustees and the Ontario Student Trustee's Association.

Leadership Role and Responsibility

1. Participate in student leadership development activities associated with their school, or board roles. All participation is subject to the board's excursion policy where appropriate supervision must be available. If the excursion is outside of Board jurisdiction, supervision is to be provided by the student trustee parents. All excursions are subject to the availability of funds.

Confidentiality

1. **The student trustee must treat issues within limits of confidentiality and with discretion.**
3. The Student Trustee shall follow the normal process of dealing with complaints, questions or suggestions regarding a school or service by advising the principal, Superintendent of Instructional Services or the Director of Education.