



Northeastern Catholic District School Board

REPLACEMENT OF A TRUSTEE

Administrative Procedure Number: APT011

POLICY STATEMENT

Trustees of the Northeastern Catholic District School Board (NCDSB) occupy positions of public trust and confidence. Trustees are an integral part to governance in a Catholic school system, and serve students and communities across the broad geographic jurisdiction of the Board. In the event that a position becomes vacant for any reason before the expiration of the term for which the Trustee was elected, the NCDSB shall endeavour to appoint a qualified replacement as soon as possible and in accordance with the *Education Act*, to ensure the scope of responsibilities are executed by a complete Board of Trustees.

REFERENCES

Education Act

Part VII Board Members – Qualifications, Resignations, and Vacancies

NCDSB Policy

T-11 Replacement of a Trustee

Board of Trustees Procedural By-Law

DEFINITIONS

Nil.

PROCEDURES

1.0 GENERAL

- 1.1 The process shall be in accordance with the governing legislation and other related provisions.
- 1.2 Upon receipt of a letter of resignation, the Board of Trustees shall be informed by the Director of Education at the first Public meeting of the Board after the cause is known.
- 1.3 A motion shall be made at a regular meeting of the Board declaring the office vacant.

2.0 POSTING

- 2.1 Once the seat is vacant, a posting will be created by the Director of Education/designate and circulated to various media sources, including but not limited to newspapers, social media, radio, schools, and parish bulletins.
- 2.2 The posting remain open for a minimum of 2 weeks.

- 2.3 The posting will state the process, timelines, and qualifications of candidates in accordance with the *Education Act*:
- i) A Canadian citizen;
 - ii) A full 18 years of age;
 - iii) A resident of the jurisdiction of the board;
 - iv) A Roman Catholic; and
 - v) An English Catholic school elector.
- 2.4 Candidates will submit their applications to the Director of Education.

3.0 SELECTION PROCESS – Appointment

- 3.1 The Board of Trustees will be made aware of all applicants in a report delivered by the Director of Education at the next regular Committee of the Whole Board meeting, following the closing date of the posting.
- 3.2 The Board of Trustees will review the applicants.
- 3.3 An Adhoc Committee representative group of Trustees involving the Chair, Vice-Chair, and at least one other Trustee, along with the Director of Education, will engage in a conversation/interview with each of the qualified applicants.
- 3.4 The Director of Education will make all related arrangements to host these conversations/interviews.
- 3.5 Each candidate will engage in a conversation/interview, based on a series of approved questions determined in advance of the scheduled meetings with candidates. A maximum of 20 minutes will be allotted for each conversation/interview.
- 3.6 Candidates will be asked to provide the names and contact information of at least two, and no more than three references.
- 3.7 The Chair of the Board will conduct a reference verification process immediately following the scheduled conversation/interview with candidates.
- 3.8 Each candidate will be contacted by the Chair to share the outcome of the selection process.
- 3.9 The Director of Education will inform the public of the name of the person selected to fill the vacancy.
- 3.10 All related documentation and correspondence shall be filed in the office of the Director of Education.

4.0 SELECTION PROCESS – By-Election

4.1 A by-election shall be held to fill the vacancy, in the same manner as an election of the board, if a majority of the elected members do not remain in office.

4.2 The provisions of the *Education Act* shall be followed accordingly when a by-election occurs.

5.0 VACANCIES NEAR ELECTION TIMES

Where a vacancy occurs on a board,

- i) Within one month before the next election, it shall not be filled; or
- ii) After the election, but before the new board is organized, it shall be filled immediately after the new board is organized in the same manner as a vacancy that occurs after the board is organized.

6.0 RELATED FORMS AND TEMPLATES

Sample Posting for Trustee Vacancy

Director of Education: *Tricia Stephanie Weltz*

Date: November 2023

SAMPLE POSTING FOR TRUSTEE VACANCY

The Northeastern Catholic District School Board Invites applications for the Office of Trustee

Applications are invited from qualified candidates to fill the office of trustee to represent the municipalities of INSERT MUNICIPALITIES for the remainder of the current term ending INSERT TERM END DATE.

To qualify, a candidate must:

- a) be a Canadian citizen;
- b) be at least 18 years of age;
- c) be a resident of the Cochrane/Temiskaming districts; communities of Foleyet and Gogama
- d) be a Roman Catholic and an eligible English Catholic school elector; and
- e) not be disqualified by any legislation from holding office.

Written applications including a resume, biographical data and references must be delivered to the Secretary of the Board no later than 12:00 o'clock noon on INSERT DATE HERE.

Applications may be hand-delivered, mailed or sent by email to:

INSERT DIRECTOR NAME, Secretary of the Board
Northeastern Catholic District School Board
383 Birch Street North,
Timmins, ON
P4N 6M9

