



# Northeastern Catholic District School Board

## REPLACEMENT OF A TRUSTEE

**Policy Number: T-11**

**Authority: 98-172/11-182/15-116/18-92  
20-12**

### POLICY STATEMENT

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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 or to hold a by-election according to the *Education Act* in order to ensure the scope of responsibilities are executed by a complete Board of Trustees.

### REFERENCES

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- Education Act, S.224, S.225, S.226, S.227, S.228
- NCDSB Procedure: APT006 Replacement of a Trustee

### DEFINITIONS

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Nil

### POLICY REGULATIONS

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- 1.0 When the effective date of a vacancy is within one month of the next municipal election, the vacancy shall not be filled.
- 2.0 If the majority of the elected members remain in office, the vacancy shall be filled by appointment. However, if members of the Board are elected under *the Municipal Elections Act, 2001* the remaining elected members may by resolution require that an election be held in accordance with that Act to fill the vacancy if the vacancy occurs:
  - 2.1 in a year in which no regular election is held under that Act;
  - 2.2 before April 1 in the year of a regular election; or
  - 2.3 after the new board is organized in the year of a regular election.
- 3.0 If the majority of the elected members do not remain in office, a by-election shall be held to fill the vacancy in the same manner as an election of the board.
- 4.0 Effective Date of Vacancy

- 4.1 The Secretary of the Board shall report the cause of a vacancy at the first Public meeting of the Board after the cause is known.
  - 4.2 The remaining trustees shall pass a resolution declaring the office vacant effective on the date of the meeting, or on the date provided for by the *Education Act*.
- 5.0 The Secretary of the Board shall advertise the office, qualifications and deadlines using appropriate media sources across the jurisdiction of the NCDSB.
- 6.0 Selection Process - Appointment
- 6.1 The Committee of the Whole of the Board shall review the qualifications of applicants.
  - 6.2 Applicants may be interviewed by an Adhoc committee of 2-3 members of the Board of Trustees, along with the Director/Secretary of the Board.
  - 6.3 If more than one suitable applicant is presented, selection of a candidate shall be made by secret ballot at a Public Board meeting within the period stipulated by Section 221 of the *Education Act*.
  - 6.4 In the case of only one qualified applicant, the process above will still be applied.
- 7.0 The individual appointed to fill the vacant office of trustee may take office at the meeting at which the selection is made and shall hold office for the remainder of the term.
- 8.0 Administrative procedures shall outline specific details and requirements of filling a vacant office of trustee in accordance with the *Education Act* and the Procedural By-Law of the Board of Trustees.