



Trustee Vacancy Appointment Procedure

1. If the office of a Trustee becomes vacant, the remaining members of the Board shall, subject to the provisions of Part VII of the *Education Act*, hold a by-election or appoint a qualified person to fill the vacancy.
2. If the Board of Trustees determines that the vacancy shall be filled by appointment, the appointee must be selected within ninety (90) days after the office became vacant.
3. To fill a vacancy by appointment, the Board shall advertise the opening, the eligibility criteria, and the date by which interested candidates may submit a written application and any accompanying documents they deem relevant.
4. Each eligible applicant will be invited to make a five (5) minute presentation at a special meeting of the Board of Trustees.
5. The order of presentation will be determined by each candidate drawing a number.
6. Following the presentations, the Board of Trustees may resolve to dissolve the public meeting and meet *in camera* to discuss the candidates' applications.
7. Selection of the appointee shall be determined by ballot at a public meeting of the Board of Trustees, in accordance with the following procedure:
 - a. All candidates who submitted an application and made a presentation to the Board of Trustees shall be eligible for appointment;
 - b. The Presiding Officer will appoint two returning officers to act as scrutineers for the vote;
 - c. The successful candidate must receive a majority of the votes cast;
 - d. If after the initial vote no one candidate has received a majority of the votes cast, the process shall be repeated, provided that any candidate who did not receive any votes shall be eliminated;
 - e. If after a second round no one candidate has received a majority of the votes cast, a third and if necessary further subsequent voting rounds will be held, in each instance eliminating any candidates who did not receive any votes, or if

- all candidates received one or more votes, eliminating the candidate(s) with the fewest votes;
- f. If a tie results which cannot be broken by a vote, an appointee shall be chosen by drawing lots, where the candidate who draws the longest lot shall be appointed to fill the vacancy.
8. In each round of voting, after the ballots have been counted, both the vote count and how each trustee voted shall be announced by the Presiding Officer of the meeting.
 9. The Presiding Officer will announce the name of the successful candidate, who shall hold the office for the remainder of the term of the member who vacated the office.

Effective June 30, 2021