



REPLACEMENT OF A TRUSTEE

POLICY #: C-3

AUTHORITY: 98-172/11-182

POLICY STATEMENT

It is the intent of the Board to appoint a qualified replacement or to hold a by-election according to the Education Act and the terms of this policy, when an office of trustee becomes vacant for any cause, before the expiration of the term for which the trustee was elected.

POLICY REGULATIONS

1. When the effective date of a vacancy is within one month of the next municipal election, the vacancy shall not be filled.
2. 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. 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. 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. Advertising the Office - Appointment:

The Secretary of the Board shall advertise the office, qualifications and deadlines in a newspaper having circulation in the area to be represented and in the parishes located in the area.

- 6. 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 the Committee of the Whole Board at a date and time determined by the Chairperson and Secretary.
 - 6.3 Selection of a candidate shall be made by secret ballot at a Public Board meeting within the time frame stipulated by Section 221 of the Education Act.

- 7. 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.

Sample Advertisement

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 _____ for the remainder of the current term ending _____ .

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 _____ .

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

Secretary of the Board
 Northeastern Catholic District School Board
 101 Spruce Street North Timmins, ON P4N 6M9