



ADMINISTRATIVE PROCEDURE	
STUDENTS, PARENTS AND COMMUNITY	

Effective:	September 1, 2015
Last Revised:	

STUDENT SENATE COMMITTEE

1. PURPOSE

Rainbow District School Board is committed to involving students in the educational decision-making process, and supports members of the Student Senate Committee as representatives of the interests of students within the district.

This administrative procedure has been developed to establish a Student Senate Committee that will provide opportunities for students to become involved in the governance of the corporate Board, to understand Board duties and powers, and to increase awareness of issues related to public education.

2. DEFINITIONS

Student Senate Committee: The Student Senate Committee is a body of student leaders established by Rainbow District School Board and elected by students. The senate is made up of student voting representatives from district secondary schools. The student senate elects and advises the student trustee and represents students on the standing and advisory committees of the corporate Board.

Student Trustee: A student trustee is an elected student representative to the corporate Board.

Student Council: The student council is a student-run organization that represents the student body in a school and administers student-run activities to benefit students.

3. APPLICATION

This administrative procedure applies to members of the student senate committee.

PROCEDURES

4. Student Involvement

Rainbow District School Board recognizes the importance of effective student representation and supports a Student Senate Committee, which empowers students through active engagement and promotes unity amongst students of Rainbow District School Board.

5. Mandate of Student Senate Committee

- 5.1 The Student Senate Committee will liaise with student councils and secondary students in their schools for the purpose of:
- a) sharing information about student activities;
 - b) bringing a board-wide student perspective to the student trustee; and
 - c) collaboratively organizing board-wide student led initiatives.
- 5.2 The Student Senate Committee is responsible for the yearly election of the student trustee as set out in section 10 below, Election of Student Trustee.

6. Student Senate Committee Membership

- 6.1 A maximum of two students shall be selected from each secondary school in the board as voting members.
- 6.2 The student trustee shall be a voting member and shall act as chair of the Student Senate Committee.
- 6.3 The student trustee mentors and an administrative liaison shall be invited to meetings of the Student Senate Committee.

7. Selection of Student Senate Committee Members

- 7.1 A Student Senate Committee member must be a senior student enrolled in a secondary school of the Rainbow District School Board.
- 7.2 Aspiring Student Senate Committee members must obtain an application form from their guidance department prior to a deadline established by the student trustee.
- 7.3 The selection of Student Senate Committee members shall be made by May 31 each year for the upcoming term.
- 7.4 In order to ensure adequate representation from each secondary school within the board, it shall be the responsibility of the current member of the Student Senate Committee and the principal of the school to interview the students who apply and select the incoming student member of the Student Senate Committee for that school.
- 7.5 Prior to student trustee elections, the Student Senate Committee shall offer informative presentations to each secondary school within the Rainbow District School Board regarding the roles and responsibilities of a student trustee and Student Senate Committee members.
- 7.6 Prior to the end of the school year, the newly selected Student Senate Committee members shall meet with the incumbent Committee members for an orientation and to define the Committee's internal structure for the upcoming school year.

8. Term of Office

Student Senate Committee members may serve up to two (2) one-year terms.

9. Disqualification of a Member

9.1 During the school year, the Student Senate Committee members are expected to attend monthly meetings of the Student Senate Committee.

9.2 A Student Senate Committee member shall be disqualified from office and the position is deemed vacant if:

- a) The student is no longer enrolled in a secondary school of the board; or
- b) The student is absent from three consecutive meetings of the Student Senate Committee without an acceptable reason.

10. Election of Student Trustee

10.1 Student Senate Committee members become eligible for the position of student trustee after serving one term on the Student Senate Committee.

10.2 Student trustee elections shall be held no later than April 30 each year.

10.3 To become eligible for the position of student trustee, a Student Senate Committee member must be nominated by one of his/her peers on the Committee.

10.4 Each member of the Student Senate Committee is entitled to one vote towards the candidate of his/her choice. Nominees may vote for themselves.

10.5 The student trustee will be elected by a majority vote of the Student Senate Committee members present at the meeting.

10.6 Voting will take place by means of secret ballot. If no individual receives the majority of votes, all nominees except the top two will be removed from the candidate list. The Committee will then proceed to a second vote between the two leading nominees. In the case of a tie, the student trustee shall be chosen by a draw.

10.7 The student trustee mentors and/or administrative liaison shall oversee the elections.

11. Election of Student Senate Committee Executive

The Student Senate Committee members shall elect one member to serve as vice-chair and one member to serve as recording secretary following the same election procedure as described above in section 10.

12. Duties of Student Senate Committee Executive

12.1 The vice-chair shall aid the student trustee with his/her responsibilities and shall serve as the Committee chair in the absence of the student trustee.

12.2 The duties of the recording secretary shall be:

- a) to keep accurate minutes of the meetings; and
- b) to record attendance.

13. Meetings

13.1 Meetings of the Student Senate Committee shall be held on school/board property unless otherwise approved by the director of education.

REFERENCE DOCUMENTS

Legal:

Education Act, Section 55 Student Trustees
Ontario Regulation 7/07 Student Trustees—Election Process

Board:

Administrative Procedure Student Trustee