



STUDENT SENATE STRUCTURE & BY-LAWS

Student Senate Mission Statement

✦ We are the representing student voice in the Upper Canada District School Board.

Student Senate Responsibilities and By-Laws

At each Senate meeting, one voting member and one delegate member will represent each secondary school. Voting member must be on Student Government/Council. Delegate will vote in the absence of the voting member. These two (2) Senators will fulfill this role for the duration of the school year. To ensure continuity at the Senate meetings, there will be no replacements for these positions.

A Student Senate member has responsibilities to themselves.

- Conduct yourself in a way consistent with the *Character Always!* Initiative.
- Have a positive attitude and contribute during Student Senate discussions.

A Student Senate member has responsibilities to their peers on Student Senate.

- Communicate student challenges and success stories to Student Trustee.
- Liaise pertinent information between your school and senate meetings.
- Develop and promote positive connections with other high schools.
- Provide feedback, information, advice, ideas, and successes/challenges.
- Bring forward issues affecting students for discussion.
- Maintain communication with Senate members beyond senate meetings.
- Be an ambassador of the *Character Always!* initiative.

A Student Senate member has responsibilities to our communities.

- Promote and raise awareness of the Student Senate in the Upper Canada District School Board.
- Represent the students in your school by sharing ideas, issues, and school actions to Student Senate.
- Communicate any information or decisions from Student Senate with your school.
- Implement any action items from Senate in your school.
- Promote local and global citizenship.
- Be a role model in your school and community.

ARTICLE 1

AUTHORITY AND DEFINITIONS

- 1.01** **THE EDUCATION ACT.** These By-laws are adopted with respect to, and in conformity with, *The Education Act*. Wherever discrepancies occur between these By-laws and *The Education Act*, and its accompanying regulations, the ruling and interpretation of said *Act* and regulations will have precedence.
- 1.02** **THE AMERICAN INSTITUTE OF PARLIAMENTARIANS STANDARD CODE OF PARLIAMENTARY PROCEDURE.** These By-laws are also drawn in conformity with the American Institute of Parliamentarians Standard Code of Parliamentary Procedure. When a discrepancy exists with these By-laws, then these By-laws and the procedures herein shall be considered to have precedence in the resolution of such discrepancy.
- 1.03** **INTERPRETATION OF BY-LAWS.** Any request for interpretation as referred to in Articles 1.01 and 1.02 may be made at any time to the Chair and must be presented as a Point of Order and dealt with accordingly.
- 1.04** **AMENDMENTS TO BY-LAWS.** These By-laws may be amended at any Senate Meeting by a two-thirds ($\frac{2}{3}$) vote of the membership present at such a meeting and entitled to vote, providing that such amendment has been presented at the prior Senate meeting.

ARTICLE 2

SENATE MEMBERSHIP

- 2.01** **APPOINTMENT OF SENATORS.** Two (2) Senators from each school shall be appointed to the Student Senate as follows:
- 2.01.1** One (1) voting member is to be a representative of their school's student council or government.
- 2.01.2** One (1) delegate member is to be a full-time student attending the school in which they are representing at Senate meetings. This Senator will vote in the absence of the voting member.
- 2.01.3** Both Student Senate Members must be appointed by June 20th prior to their designation of Student Senate in September to allow for preparatory means of the Student Trustees and automatic commencement in September. Home schools must notify the Trustee Liaison Officer by June 20th.
- 2.01.4** In the absence of both members, the vote will be forfeited for that school. Under special circumstances, a proxy vote may be allowed at the discretion of the Student Trustees.

ARTICLE 3 STUDENT TRUSTEES

- 3.01** **ELECTION OF THE STUDENT TRUSTEES.** At the February meeting, the members of the Senate shall elect the Student Trustees for the following year (August 1st to July 31st) as specified in UCDSB Student Trustee Procedure 315.1 and following the nomination process outlined in Article 3.02.
- 3.01.1** Upon election, the successful candidates shall assume the Student Trustee position effective August 1st.
- 3.01.2** Each Student Senate voting member present shall vote in the election of the Student Trustees.
- 3.01.3** Candidates will be permitted to address the Student Senate for no more than three (3) minutes. The speaking order will be determined by the order in which the nominations were received. An additional leadership-gauging activity may also be conducted at the discretion of the Student Trustees.
- 3.01.4** In the case of an election, the current Student Trustees shall appoint two (2) scrutineers from administration.
- 3.02** **NOMINATION OF CANDIDATES.** The completed nomination form of each candidate for the position of Student Trustee shall be with the consent of the nominee, their guardian(s) and supported by the Principal of their school.
- 3.02.1** If, when nominations have been closed, there is only one candidate, the election for Student Trustee shall be deferred until a minimum of two applications are received.
- 3.02.2** If, when nominations have been closed, there are at least two candidates, an election by instant runoff vote shall be held to determine who shall be the Student Trustees for the term, using the process specified in Articles 3.03 and 3.04.
- 3.03** **ELECTION OF THE CHAIR.** Student Trustees shall be elected through an Instant Runoff Vote (IRV) via online ballot, in which voting Senators rank each candidate in order of preference.
- 3.03.1** The Student Trustee to be appointed Chair must receive a majority of first-choice votes.
- 3.03.2** In the event a Chair is not elected with a majority, the candidate with the least number of votes shall be instantly dropped and their votes transferred to their voters' second choice. This continues until a majority is achieved.
- 3.03.3** In the event that there is a tie for the least number of first-choice votes, the candidate with the fewest second-choice votes will be dropped. This continues to third and fourth if the second-choice votes are also tied.

3.04 **ELECTION OF THE VICE-CHAIR.** The election for the next Student Trustee and Vice-Chair of the Student Senate is to follow a similar format to the procedure outlined in Article 3.03.

- 3.04.1** Upon the successful election of the Chair, all votes will return to their original choices.
- 3.04.2** The newly elected Chair will be eliminated from the ballot and have their votes reallocated to voters' second choices.
- 3.04.3** Following the reallocation, the Student Trustee to be appointed Vice-Chair must receive a majority of all votes.
- 3.04.4** In the event a Vice-Chair is not elected with a majority, the candidate with the least number of votes shall be dropped and their votes reallocated to each of the dropped candidate's voters' second choice. This continues until a majority is achieved.
- 3.04.5** In the event of a tie for the least number of first-choice votes, the candidate with the fewest second-choice votes will be dropped. This continues to third and fourth if the second-choice votes are also tied.

3.05 **APPOINTMENT OF UCDSB STUDENT EQUITY AND INCLUSION COMMITTEE CHAIRS.**
The elected Student Trustees will assume the roles and responsibilities of Chair and Vice-Chair of the UCDSB Student Equity and Inclusion Committee as follows:

- 3.05.1** The Chair of the UCDSB's Student Equity and Inclusion Committee shall be the Student Trustee, Vice-Chair of Student Senate.
- 3.05.2** The Vice-Chair of the UCDSB's Student Equity and Inclusion Committee shall be the Student Trustee, Chair of Student Senate.

ARTICLE 4 SENATE MEETINGS

4.01 **SCHEDULE OF MEETINGS.** In-person Student Senate meetings shall take place four (4) times per year as follows: October, December, February, and May. These meetings of the Senate shall commence at 10:00 a.m. and adjourn at 2:00 p.m.

In addition, Senate shall meet online for the remaining six (6) months of September, November, January, March, April, and June. These Supplementary Student Senate meetings shall be completed via Microsoft Teams, commencing at 1:00 p.m. and adjourning at 2:00 p.m.

Student Trustee elections will take place at the February meeting in accordance with Ontario Regulation 7/07 and to allow the successors to attend the Ontario Student Trustees' Association (OSTA-AECO) Annual General Meeting with the outgoing Student Trustees.

4.02 **MEETING AGENDAS.** The agenda for all meetings of the Senate shall be set by the Student Trustees.

- 4.03** **ABSENCE OF CHAIR.** The Student Trustee acting as Chair of Student Senate shall chair each Senate Meeting and the Student Trustee acting as Vice-Chair shall vice chair each Senate Meeting. In the absence of the Chair, the Vice-Chair will assume the role of Chair for that meeting.
In the absence of the Chair and Vice-Chair, the Student Senate shall appoint one Student Senator to assume the role of Chair for that meeting.
- 4.04** **INCELEMENT WEATHER.** In the event of inclement weather, Student Senate meetings will be cancelled as per Student Transportation of Eastern Ontario (STEO) inclement weather procedures which can be found at <http://www.steo.ca/delays>.
- 4.05** **SENATOR ATTENDANCE.** All Senators are required to attend Student Senate meetings and attendance will be recorded in the minutes. Senators will also be considered present at any meeting (regular or supplemental) in which they participate through teleconferencing, videoconferencing, or other electronic means.
- 4.06** **QUORUM.** The presence of a majority of all members constituting the Senate is necessary to form a quorum.
- 4.07** **MEMBER CONDUCT.** All meetings of the Senate are to be conducted in a civilized, courteous fashion. A member whose behaviour disrupts a meeting or whose remarks are felt by the Chair to be offensive or inappropriate will be called to order and given an immediate opportunity by the Chair to withdraw the remarks. Refusal will result in eviction from the meeting.

ARTICLE 5 SENATE PROCEDURE

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- 5.01** **INTRODUCTION OF MOTIONS.** Motions may only be made on matters which have been included in the agenda as distributed and approved by Student Senate, or with approval by the chair during recognized open discussion sessions.
- 5.02** **ORDER OF PROCEDURE.** A motion shall be considered to be on the floor when the following conditions apply:
- 5.02.1** A speaker who has been recognized by the Chair has the floor and makes a
 - 5.02.2** motion. A seconder is obtained.
 - 5.02.3** The Chair reads the motion and invites open discussion.
- 5.03** **VOTING.** All motions before the Senate at meetings shall be voted on by either a show of hands or recorded online vote by voting members.
- 5.04** **SENATE MINUTES.** The Senate shall cause the Trustee Liaison Officer to keep minutes, subject to confirmation by the Senate, duly recording all actions and proceedings of the Senate.

5.05 GUEST SPEAKERS. Each Senate meeting may allow for guest speakers. At the September meeting, Senators shall discuss and decide focus areas of interest for future guest speakers. The Student Trustees will arrange and organize accordingly in conjunction with the Trustee Liaison Officer.

GLOSSARY

Chair: Leader and representative of the entire assembly (could also be referred as the presiding officer).

Vice-Chair: Vice-Chair: Leader and representative to assume the role of Chair when absent.

Motion: Formal statement of a proposal or question to an assembly for consideration and action.

Point of Order: To call the attention of the assembly and of the presiding officer (chair) to a violation of the rules, an omission, a mistake, or an error in procedure, and to secure a ruling from the presiding officer (chair) on the question raised.

Quorum: The number of members of an organization that must be present at a meeting in order to transact business legally. A quorum also refers to number of members present, not to the number voting.

Student Trustee Advisor: The Chairperson of the Upper Canada District School Board appoints a Trustee to be advisor to the Student Trustee.

Instant Runoff Vote: An electoral system in which voters rank candidates in order or preference. Candidates with the fewest votes are sequentially eliminated and their votes reallocated until a majority winner is decided.