



AGENDA

Inaugural Board Meeting

Monday November 20, 2023

Item	Responsibility	Page
1 Call to Order – 6:00 p.m.	K. Maclver	
2 Motion to Convene into Closed Committee of the Whole	K. Maclver	
3 Reconvene to Inaugural Board Meeting	K. Maclver	
4 Acknowledgement of Traditional Lands	E. Parsons	
5 Roll Call	K. Maclver	
6 Approval of the Agenda	K. Maclver	
7 Declarations of Conflict of Interest	K. Maclver	
8 Review the election process for Board Chair and Vice-chair	K. Maclver	2
9 Election of Board Chair	K. Maclver	
10 Election of Board Vice-chair	Chair	
11 Election of four members for the Governance and Policy Committee	Chair	
12 Election of Vice-chair of the Governance and Policy Committee from its members	Chair	
13 Motion to destroy ballots	Chair	
14 Adjournment	Chair	

Organizational and Regular Public Board Meeting: Monday November 27, 2023 at 6:00 p.m.

Upcoming Regular Public Board Meetings:

- Monday, December 11, 2023 at 6:00 p.m.
- Monday, January 22, 2024 at 6:00 p.m.
- Monday, February 26, 2024 at 6:00 p.m.
- Monday, March 25, 2024 at 6:00 p.m.
- Monday, April 22, 2024 at 6:00 p.m.
- Monday, May 27, 2024 at 6:00 p.m.
- Monday, June 17, 2024 at 6:00 p.m.

Decision ___ Information X

To: Hastings and Prince Edward District School Board

From: Katherine MacIver, Director of Education

Re: Election Process and Membership of the Governance and Policy Committee

Purpose

To provide a review of the election process and to determine the membership of the Governance and Policy Committee.

Background

At the Inaugural Board meeting, elections are held for the Chair, Vice-chair of the Board and four members of the Governance and Policy Committee. The Chair of the Board will automatically be appointed as Chair of the Governance and Policy Committee. A Vice-chair for the Governance and Policy Committee will be elected from the four members of the Governance and Policy Committee.

Board members submitted their expression of interest for committees they wish to participate in. See Appendix B for complete list of committees and possible members.

Appendices

- Appendix A – HPEDSB By-Laws section 3.4 Election Process
- Appendix B – Expression of Interest

3.4 Election Process

3.4.1 The election process will be used to select a Member for each of the following positions of responsibility during the Inaugural and Organizational Meetings of the HPEDSB:

- (a) Chair and Vice-Chair of the Board (Inaugural Meeting);
- (b) Three Members of the Governance and Policy Committee, subject to Sections 3.2.1(d) and 3.2.1(e) (Inaugural Meeting); and
- (c) Chair and Vice-Chair of two remaining Board Standing Committees (Organizational Meeting).

3.4.2 The election process for the HPEDSB will be as follows:

- (a) Voting will be by secret ballot;
- (b) A ballot vote may be taken by paper, electronic means (including fax, email, text, survey software to permit voting on-line or telephone) provided the means ensures the Member only voted once and can indicate a Member's choice without revealing how the individual Member voted, except to the scrutineer;
- (c) Members participating in a meeting to elect candidates must be Present during the discussion leading up to any vote;
- (d) Proxy voting is not permitted;
- (e) The Director shall appoint scrutineers to conduct the election as necessary, but no fewer than two scrutineers shall be appointed;
- (f) The scrutineers will be responsible for distributing, collecting, counting and confirming voting results to the Presiding Officer, without disclosing the count, nor the order of the results;
- (g) The Presiding Officer will call for nominations from Members for positions of responsibility described in Section 3.4.1;
- (h) All nominations require a mover and a seconder;
- (i) Candidates may nominate themselves;
- (j) After each nominee is nominated, the Presiding Officer will ask nominees whether they accept the nomination;
- (k) Following a final call for nominations, the Presiding Officer will call for a motion to close nominations. The motion to close nominations requires a mover, a seconder and a Majority Vote;
- (l) Where only one nomination is received for a position described in Section 3.4.1, the Presiding Officer will declare that Member acclaimed to the position;

- (m) Where more than one nomination for any position is received and accepted, the election process will be conducted by secret ballot;
- (n) Following the motion to close nominations, the Presiding Officer will ask nominees who accepted the nomination to speak, in the order of nomination, for up to two minutes regarding their candidacy;
- (o) In the event a Member nominated for office is not Present, the nominator or nominators shall satisfy the Presiding Officer that the Member's consent to nomination has been obtained;
- (p) Nominees who have not already declared otherwise, may also decline a nomination at this time;
- (q) The scrutineers will distribute ballots to the Members present in the Board room, and collect the ballots when completed by the Members;
- (r) Members shall record one name of a valid candidate of their choice on the ballot
- (s) The scrutineers will withdraw from the meeting room to count the ballots or verify the votes if cast electronically, and will share the name of the successful candidate with the Presiding Officer, who shall announce the name of the successful candidate to the Members;
- (t) To be declared elected to any position, the winning candidate must receive a Majority Vote of ballots cast by Members;
- (u) If no Member receives a clear majority, a second ballot shall be held. The names of the candidates shall be announced in order of the number of votes cast, beginning with the highest;
- (v) Where a simple majority cannot be determined on the second ballot, and there are more than two candidates, the candidate with the least number of votes will be dropped from the ballot and voting will continue with the remaining candidates until a simple majority can be determined. The scrutineers will share the name only of the candidate with the least votes with the Presiding Officer who shall announce the name before a new vote continues;
- (w) In the case of multiple candidates and a two-way tie vote for last place, a drawing of lots will take place among the candidates who are tied after the Presiding Officer is advised of the names by the scrutineers and the Presiding Officer announces those names. The name drawn is an affirmative vote in favour of the candidate and the candidate whose name is drawn will result in the candidate remaining on the ballot for the next vote;
- (x) A Member who is participating remotely or is not Present and is a candidate who is part of a tie may appoint another Member or Board staff to draw lots on their behalf;
- (y) In the case of a three or four way tie, each name drawn will result in the candidate remaining on the ballot for the next vote;

- (z) In the case of a tie vote with only two candidates remaining on the final ballot, one additional vote will be conducted before the drawing of lots by the candidates, as outlined in the Act (or in the case of the candidate participating electronically or not Present, as drawn by an appointed Member or Board staff); and
 - (aa) The Presiding Officer will announce the name of the newly elected Board Chair following the final ballot or drawing of lots.
- 3.4.3 Following the election result for Board Chair, the newly elected Chair will preside at the Inaugural Meeting. The Board Chair will conduct the elections for Vice-Chair of the Board and for members of the Governance and Policy Committee, in accordance with the HPEDSB election process.
- 3.4.4 The Board Chair will conduct the elections for the chair and vice-chair of Board Standing Committees during the Board's Organizational Meeting, in accordance with the HPEDSB election process.
- 3.4.5 In accordance with the Education Act, the Board Chair may cast a vote for all elected positions.
- 3.4.6 At the conclusion of the Inaugural and Organizational Meeting(s) the scrutineers will destroy all ballots.

Standing Committees (Minimum of 1 per trustee)			Statutory Committees				Advisory Committees			External Committees	
Governance and Policy (Board Chair plus 4 members)	Physical Planning, Finance and Building Committee (minimum of 5 members)	Student Learning, Well-Being and Equity Committee (minimum of 5 members)	SEAC (4 year term)	Audit (3 members)	SAL (2 members and 1 alternate member)	PIC (1 member and 1 alternate member)	Accessibility (1 member and 1 alternate member)	Equity (1 member and Indigenous Trustee)	Indigenous Education Council (1 member and Indigenous Trustee)	Food for Learning Steering Committee (1 member)	OPSBA (May election)
Rachael Prinzen	Rachael Prinzen	Rachael Prinzen	Rachael Prinzen (alt)	Rachael Prinzen							
Stacey Lewis		Stacey Lewis	Stacey Lewis		Stacey Lewis			Stacey Lewis			
	Amanda Robertson			Amanda Robertson			Amanda Robertson				Amanda Robertson
	Ernie Parsons (2nd choice)	Ernie Parsons		Ernie Parsons			Ernie Parsons				
Ron Speck	Ron Speck (2nd choice)	Ron Speck (2nd choice)			Ron Speck	Ron Speck				Ron Speck	
Shannon Binder	Shannon Binder		Shannon Binder								Shannon Binder (alt)
Kandis Hambly (2nd choice)	Kandis Hambly		Kandis Hambly (alt)		Kandis Hambly	Kandis Hambly		Kandis Hambly		Kandis Hambly	
	Erica Charlton	Erica Charlton (2nd choice)				Erica Charlton					
Kari Kramp (2nd choice)	Kari Kramp			Kari Kramp			Kari Kramp			Kari Kramp	
Sandra Maracle (2nd choice)		Sandra Maracle				Sandra Maracle		Sandra Maracle	Sandra Maracle		