

## **Procedure for the Election of Chair and Vice-Chair of the Board and Standing Committee Members**

**From:** Denise Joseph-Dowers, Manager, Board Services, Governance and Board Services

The purpose of this memorandum is to present two procedures for elections: Option One: Secret Ballot and Option Two: Recorded Vote.

**IT IS RECOMMENDED** that one of the following two procedures for appointing the Chair, Vice-Chair, standing committee members and members of other committees and groups be approved.

<b><u>Option One:</u></b> Election by Secret Ballot (procedure used since 2006)
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- (a) That candidates be permitted to nominate themselves;
- (b) Chair and Vice-Chair only: That speeches be permitted, that they be given in the order of nomination, and that they be limited to a duration of five minutes;
- (c) Chair and Vice-Chair only: That questions of the candidates be permitted;
- (d) For standing committees:
  - That the meeting recess for up to ten (10) minutes to permit the members to informally develop a consensus concerning the membership of standing committees.
  - Trustees will join breakout rooms in Zoom to facilitate this process.
    - The meeting will reconvene and consider, by motion, the membership of the standing committees. If consensus is not achieved, then committee memberships will be determined by secret ballot.
- (e) That all voting be conducted by electronic secret ballot;
- (f) That trustees in attendance at the meeting e-mail their vote to **both** Executive Officer, Legal Services, Leola Pon at [Leola.pon@tdsb.on.ca](mailto:Leola.pon@tdsb.on.ca) and Manager, Board Services, Denise Joseph-Dowers at [denise.joseph-dowers@tdsb.on.ca](mailto:denise.joseph-dowers@tdsb.on.ca);
- (g) That Leola Pon and Denise Joseph-Dowers (staff delegated by the Director) certify the results of secret ballots and advise the Chair of the meeting of the results;
- (h) That, in accordance with Board Bylaw 3.4.3. (see Appendix A), the election of Chair and Vice-Chair will require a majority vote of the members present. If no one receives a majority of votes cast, then the candidate in last place will be dropped from the ballot and another vote will be conducted with the remaining candidates;
- (i) If there is a tie for last place, the vote will be conducted once more amongst the candidates who are tied for last place. If the tie remains, a draw will be conducted amongst the candidates who are tied, and the candidate who loses the draw will be dropped from the ballot. To conduct the draw, the names of each candidate will

be written on a piece of paper and folded and concealed so that the names are not visible and the papers indistinguishable. The papers will be deposited into a ballot box, and the Manager, Board Services will randomly select one of the papers. The name on the paper that is selected will remain on the ballot;

- (j) If there is a tie vote on the final ballot, the vote will be conducted once more before drawing lots as required by the *Education Act*. To draw lots, the names of each candidate will be written on a piece of paper and folded and concealed so that the names are not visible and the papers indistinguishable. The papers will be deposited into a ballot box, and the Manager, Board Services will randomly select one of the papers. The name on the paper that is selected will be declared the winner of the vote;
- (k) That the results of the vote be announced in public and published in the minutes, but that there be no further disclosure;

**Option Two:** Election by Recorded Vote (procedure used 2005 and earlier)

- (a) That the elections be held in public;
- (b) That candidates be permitted to nominate themselves;
- (c) For Chair and Vice-Chair only: That speeches be permitted, that they be given in the order of nomination, and that they be limited to a duration of five minutes;
- (d) For Chair and Vice-Chair only: That questions of the candidates be permitted;
- (e) For Chair and Vice-Chair only: That voting be conducted by recorded vote;
- (f) For standing committees:
  - (i) That the meeting recess for up to ten (10) minutes to permit the members to informally develop a consensus concerning the membership of standing committees.
    - Trustees will join breakout rooms in Zoom to facilitate this process.
    - The meeting will reconvene and consider, by motion, the membership of the standing committees.
  - (ii) Recorded Vote: (only necessary if consensus is not completely achieved)
    - That candidates be permitted to nominate themselves
    - That voting be conducted by recorded vote
    - That the results be published in the minutes

- (g) For other committees, groups, etc.: That appointments be determined by recorded vote.
- (h) That, in accordance with Board Bylaw 3.4.3., the election of Chair and Vice-Chair will require a majority vote of the members present. If no one receives a majority of votes cast, then the candidate in last place will be dropped from the ballot and another vote will be conducted with the remaining candidates;
- (i) If there is a tie for last place, the vote will be conducted once more amongst the candidates who are tied for last place. If the tie remains, a draw will be conducted amongst the candidates who are tied and the candidate who loses the draw will be dropped from the ballot. To conduct the draw, the names of each candidate will be written on a piece of paper and folded and concealed so that the names are not visible and the papers indistinguishable. The papers will be deposited into a ballot box, and the Manager, Board Services will randomly select one of the papers. The name on the paper that is selected will remain on the ballot;
- (j) If there is a tie vote on the final ballot, the vote will be conducted once more before drawing lots as required by the *Education Act*. To draw lots, the names of each candidate will be written on a piece of paper and folded and concealed so that the names are not visible and the papers indistinguishable. The papers will be deposited into a ballot box, and the Manager, Board Services will randomly select one of the papers. The name on the paper that is selected will be declared the winner of the vote;

Note that all members of the Board are members of the Committee of the Whole<sup>1</sup>  
[Bylaw 4.5.1, December 1, 2018]

### **Nominations**

#### **Chair**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

#### **Vice-Chair**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

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<sup>1</sup> Committee of the Whole may be changed to Planning and Priorities Committee at the November 11, 2020 Regular Meeting.

**Finance, Budget and Enrolment Committee**

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|----------|-----------|
| 1. _____ | 7. _____  |
| 2. _____ | 8. _____  |
| 3. _____ | 9. _____  |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |
| 6. _____ | 12. _____ |

**Governance and Policy Committee**

- |          |           |
|----------|-----------|
| 1. _____ | 7. _____  |
| 2. _____ | 8. _____  |
| 3. _____ | 9. _____  |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |
| 6. _____ | 12. _____ |

**Program and School Services Committee**

- |          |           |
|----------|-----------|
| 1. _____ | 7. _____  |
| 2. _____ | 8. _____  |
| 3. _____ | 9. _____  |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |
| 6. _____ | 12. _____ |

Appendix A

**3.4 Election of Board and Committee Chair and Vice-Chair**

- 3.4.1 The Board will adopt a process for the election of members to various offices and positions.
- 3.4.2 Nominations for Chair and Vice-Chair of the Board and its Committees will be received from members, including through self-nomination.
- 3.4.3 The election of Chair and Vice-Chair of the Board and Committees and other offices will require a majority vote of the members present.
- 3.4.4 Tie votes on a final ballot will result in another vote to be conducted before drawing lots, as outlined in the *Education Act*.
- 3.4.5 Following the election for Chair of the Board, the new Chair will preside at the Organizational Meeting and subsequent Board meetings.
- 3.4.6 If a Committee Chair and Vice-Chair have not been elected at the Organizational Meeting, the Committee members will elect a Chair and Vice-Chair from amongst themselves at the first Committee meeting.
- 3.4.7 The term of office of a Committee Chair and Vice-Chair will expire on November 14 each year.
- 3.4.8 The Committee Chair and Vice-Chair may be re-elected to a subsequent term(s) of office by the Committee, subject to the appointments made at Organizational Meeting each year.

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