

Procedure Title	Student Senate		
Date of Issue	October 6, 1998	Related Policy	BP 1802-D
Revision Dates	May 21, 2002, May15, 2007, May 19, 2010, October 27, 2010, February 23, 2011, November 16, 2011; April 30, 2014; June 3, 2015; May 10, 2017; September 17, 2019; March 10, 2021	Related Forms	
Review Date		Originator	Administrative Council
References			
Education Act, Section 55; The Road Ahead-II-A Report on the Role of School Boards and Trustees; Ontario Regulation 07/07; Education Act, Section 229 (1); Bluewater District School Board Procedural By Laws; AP 6822-D "Code of Conduct"			

1.0 RATIONALE

- 1.1 In accordance with board policy, student senators will be elected by their peers and the following procedure will guide their election as well as the election of student trustees who will ensure that student interests are appropriately represented at board meetings.
- 1.2 The student senate is comprised of:
 - one student senator from each secondary school;
 - one student senator from each First Nation
 - student trustees (number to be determined annually), elected from the student senators

2.0 PROCEDURE

2.1 Election Guidelines

- i) One student senator from each secondary school will be elected by their peers to serve a one-year term. One student senator from each First Nation (Saugeen First Nation and Chippewas of Nawash First Nation) will be elected from among the First Nations' students attending the board's secondary schools.
- ii) A student senator may serve a maximum of two consecutive terms if they fulfil the eligibility requirements noted in section 2.1 (iii) and are elected in accordance with section 2.1 (iv). If, after following the election policies of the school, a new student senator has not been elected, the principal may approve an additional term for a student senator (beyond the maximum two consecutive terms noted above).
- iii) To be eligible, candidates must:
 - a) be in full-time attendance at a Bluewater District School Board (BWDSB) secondary school;
 - b) be a resident of Grey County, Bruce County, Saugeen First Nation or Chippewas of Nawash First Nation; and
 - c) have firm plans to attend the same secondary school in the next school year.
- iv) The selection process for student senators will take place in accordance with the election policies of each secondary school student council.
- v) All student senators/trustees will be a member of their respective student council.

- vi) The student senators will elect up to three representatives (number to be determined by trustees following consultation with student trustees/senators on annual basis) to act as student trustees.
- vii) All student senators/trustees must attend an orientation seminar in the spring before the new school year.
- viii) Notice of the newly elected student trustees/senators will be given to the board at the regularly scheduled May board meeting, to take effect in August.

2.2 Student Senate Orientation Meeting

- i) The Student Senate orientation meeting will occur prior to the swearing in of the new student senators and student trustees.
- ii) All current and newly elected student senators will attend the orientation meeting.
- iii) The following will occur at the orientation meeting:
 - a) Student trustee elections
 - b) Review of the roles and responsibilities of student senators/trustees
 - c) Review of policies and procedures

2.3 Key Roles and Responsibilities for Student Senators and Student Trustees

- i) Student senators and trustees will:
 - a. represent the student voice on behalf of all BWDSB students;
 - b. be active participants in all discussions relevant to BWDSB students at board and committee meetings;
 - c. be responsible stewards of the resources allocated to the student senate;
 - d. communicate on a regular basis with their peers about the role of the Student Senate and the issues discussed at board meetings;
 - e. bring forward any relevant student issues.

2.4 Board Meeting Guidelines - Student Senators and Student Trustees

- i) No honorarium will be paid to student senators. An honorarium, as specified by legislation, will be paid to the elected student trustees. Travel expenses for board business will be paid as per board policy for all student senators and trustees.
- ii) Student trustees will attend all regularly scheduled public Committee of the Whole Board Meetings, as well as all regularly scheduled public Regular Meetings of the Board.
- iii) Student senators are expected to attend Committee of the Whole Board Meetings to prepare the student senate report and fully participate in all relevant discussions. Student senators are invited to attend Regular Meetings of the Board but are not required to do so.
- iv) Student senators will not attend Committee of the Whole Board In-Camera Meetings. The Student Senate voice will be presented through the student trustees at Committee of the Whole Board In-Camera Meetings.
- v) Student senators will have no voting or motion-making rights in the Committee of the Whole Board Meetings in Public Session.
- vi) If attendance is not possible at board meetings or assigned committee meetings, the student trustees must notify the superintendent of education responsible for the Student Senate.
- vii) Student senators/trustees will meet in advance of each board meeting to develop a consensus related to the student view on important issues.

- viii) A student senator/trustee will be selected prior to each Regular Meeting of the Board to present the student senate report at that meeting.
- ix) Student senators/trustees shall act in accordance with the Bluewater District School Board Procedural By-Laws.

2.5 Board Meeting Guidelines - Student Trustees Only

- i) Student trustees are not entitled to exercise a binding vote on any matter before the board.
- ii) Student trustees can request that a matter before the board be put to a recorded vote. In this instance two votes shall be taken, one that is recorded and is not binding that includes the student trustees vote, and the other, that is a recorded binding vote, that does not include the student trustees vote.
- iii) Student trustees are not entitled to move a motion, but they may suggest a motion, based on the coordinated voice of the student senate, on any matter that is before the board. If that motion is not moved by a board member the record will show the suggested motion.
- iv) Student trustees may be present at meetings that are closed to the public except for those that deal with the disclosure of intimate, personal or financial information in respect of a member of the board or committee, and employee or prospective employee of the board or a student or the student's parent or guardian.

2.6 Committee Guidelines

- i) Student senators/trustees will be appointed to the various committees that are directly related to student interests.

Examples:

- Business Committee of the Whole
- Policy Standing Committee
- Special Education Advisory
- Strategic Planning, etc.

- ii) Student senators/trustees attending committee meetings will comply with the guidelines for board meetings.

2.7 Follow-up after Board and Committee Meetings

- i) Student senators and trustees will:
 - a. share highlights of the meetings with their respective student councils
 - b. bring forward any student issues to be discussed as part of the next Student Senate report

2.8 Planning Meetings

- i) Additional student senator/trustee meetings may be arranged, separate from the regularly scheduled board meetings, and all student senators/trustees will be encouraged to attend.
- ii) Planning meetings will occur on a regular and ongoing basis.
- iii) The purpose of the planning meetings will be to establish the Student Senate goals each year, monitor the budget, review school-based student issues and plan a legacy project.

2.9 Student Senator/Trustee Guidelines for Actions

- i) Student senators/trustees will demonstrate discretion and respect for confidential information at all times.

- ii) Upon receipt of complaints, questions or suggestions regarding a school or service, a student senator/trustee should direct the person or persons to the appropriate principal or supervisor of the service.
- iii) It is expected that student senators/trustees will faithfully and responsibly represent the secondary school and elementary school perspective during deliberations of the board and that every effort will be made to consult with other bodies or groups of students and to report back to them in order to provide effective representation.
- iv) Student senators/trustees will be governed by the Education Act, Section 229 (1) as it pertains to the attendance required to act as a member of the board.

2.10 Student Senator/Trustee Guidelines for Attending Provincial Conferences as Representatives of Bluewater District School Board

- i) Conference registration and hotel accommodation must be made through the office of the superintendent of education responsible for student senators/trustees (enables payment through the board).
- ii) Student senators/trustees will be given an opportunity during their term in office to provide input on the Student Senate budget allocation. The budget will be monitored to ensure there are no over expenditures.
- iii) A parental consent form must be signed to assure parents have read all the material provided and are fully aware that:
 - a) the conference is not run by the board
 - b) students are responsible for arranging their own transportation
 - c) driver liability is the responsibility of the vehicle owner and driver not Bluewater District School board
 - d) the board's insurance carrier, Ontario School Boards' Insurance Exchange (OSBIE) continues to endorse the risk management recommendation that students should not transport other students
- iv) Receipts for meals and mileage should be kept and presented to the board for reimbursement.
- v) Conference opportunities will be discussed with respect to budget allocation. A rotation schedule will be developed to ensure equitable access for all student senators/trustees.
- vi) Accommodation is provided for student senator/trustees only - no guests, and no co-ed rooms allowed.
- vii) As a representative of Bluewater District School Board, it is expected that student senator/trustees will follow administrative procedure AP 6822-D "Code of Conduct", as well as their school's "Code of Student Behaviour" while at the conference.
- viii) Expenses not covered by the board should be covered by individual student councils, if appropriate.