




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 him/herself.

- Conduct yourself in a way consistent with the *Character Always!* Initiative (Our Living Credo – Appendix A)
- Have a positive attitude and contribute during Student Senate discussions

A Student Senate member has responsibilities to his/her 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



Student Senate By-Laws

Revised and Updated February 25, 2022

Reference	Article	By-Law
The Education Act	1.00	These By-laws are adopted with respect to, and in conformity with, <i>The Education Act</i> . Wherever discrepancies occur between these By-laws and <i>The Education Act</i> , and its accompanying regulations, the ruling and interpretation of said <i>Act</i> and regulations will have precedence.
American Institute of Parliamentarians Standard Code of Parliamentary Procedure	1.05	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.
Interpretation of By-Laws	1.10	Any request for interpretation as referred to in Articles 1.05 and 1.10 may be made at any time to the Chair and must be presented as a Point of Order and dealt with accordingly.
Amendments to By-Laws	1.15	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.
Membership	2.00	Two (2) Senators from each school shall be appointed to the Student Senate as follows; <ol style="list-style-type: none"> 2.1 One (1) voting member is to be a representative of their school council or government. 2.2 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. 2.3 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. 2.4 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.
Election of Student Trustees	3.00	At the February meeting, the members of the Senate shall elect the Student Trustees for the following year (August 1 st to July 31 st) as specified in UCDSB Student Trustee Procedure 315.1. Upon election, the successful candidates shall assume the Student Trustee position effective August 1 st .

Each Student Senate voting member present shall vote in the election of the Student Trustees, with the election being conducted in the following manner:

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.

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.

If, when nominations have been closed, there is more than two candidates, an election by ballot shall be held to determine who shall be the Student Trustees for the term specified in 3.00.

Nominees will be permitted to address the Student Senate for no more than three minutes. The speaking order will be determined by the order in which the nominations were received.

In the case of an election, the current Student Trustees shall appoint two (2) scrutineers from administration.

The successful candidates must receive a clear majority of the votes cast. The first Student Trustee who will be appointed chair must receive the most votes. The candidate with the second most votes received will be the second Student Trustee and the Vice-Chair of Student Senate.

In the event a Student Trustee is not elected on the first ballot, the following procedure shall be followed:

a second ballot shall be taken if a clear majority is not attained for any reason;

ii) the candidate with the least number of votes on the first ballot shall be dropped from the second ballot; and

iii) in the event that there is a tie for the least number of votes, all candidates tied shall be dropped from the second ballot except where such action will reduce the number of candidates to less than two (2), in which event the candidate or candidates to remain on the ballot shall be determined by lot.

Lottery Process

3.00

In the event of a tie-vote, a lottery shall be conducted as follows:

i) A number of folded pieces of paper (4 times the number of candidates), one of which shall be marked, will be placed in a receptacle and the candidates shall draw in alphabetical order.

ii) If there is not a winner on the first draw, a second draw will be made with the candidate who drew second on the previous draw drawing first, and the candidate who drew first on the previous draw drawing last, this rotation in drawing to continue until a winner has been declared.

Meetings of the Senate

4.00

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

In addition, Senate shall meet virtually for the remaining six (6) months of September, November, January, March, May, and June. These

Supplementary Student Senate meetings shall be completed Via Microsoft TEAMS (subject to change) and shall commence at 1:00 p.m. and adjourn at 2:00 p.m.

Student Trustee elections will take place at the February meeting to allow the successor to attend an Ontario Student Trustees Association (OSTA) conference with the current Student Trustees.

Setting the Agenda	4.10	The agenda for all meetings of the Senate shall be set by the Student Trustees.
Absence of Chair	4.20	<p>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.</p> <p>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.</p>
Inclement Weather	4.30	Due to inclement weather, Student Senate meetings will be cancelled as per Student Transportation of Eastern Ontario (STEO) inclement weather procedures which can be found online at http://www.steo.ca/delays
Senator Attendance	4.40	All Senators are required to attend Student Senate meetings and attendance will be recorded in the minutes.
Quorum	4.50	The presence of a majority of all members constituting the Senate is necessary to form a quorum.
Member Conduct	4.60	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.
Motions May Be Made	5.00	Motions may only be made on matters which have been included in the agenda as distributed and approved by Student Senate.
Order of Procedure	5.10	<p>A motion shall be considered to be on the floor when the following conditions apply:</p> <ol style="list-style-type: none"> 1. A speaker who has been recognized by the Chair has the floor and makes a motion. 2. A seconder is obtained. 3. The Chair reads the motion.
Member's Vote	5.20	All motions before the Senate at meetings shall be voted on by a show of hands by voting members.
Minutes of Senate Meeting	5.30	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.
Guest Speakers	5.40	Each Senate meeting shall allow for up to two (2) guest speakers. At the first 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: 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.