

## **TRUSTEE VACANCY AFTER ELECTION**

### **Considered for addition to board's procedural by-law**

Some is legislated and some is good practice. Yellow highlights are for board info, NOT for the by-law.

- With a vacancy following a general election and as per the *Public Schools Act*, the seat will be filled by appointment immediately.
- The appointment will be carried out by resolution as prescribed in the *Public Schools Act, Section 26(6)*.

### **OPTION 1**

- The Board will offer a qualified person, as defined within the *Public Schools Act, Section 22(1)*, the position of trustee by written letter and the nominee will accept in writing.
- Additional competencies or experience considered in this offer will include governance, strategic planning, sitting on any other board, volunteering and volunteering within the school setting, project management, finances, community engagement, teamwork and planning.

### **OPTION 2**

- The position will be advertised locally in the newspaper and by digital means (whatever is standard for your board).
- The advertisement will cite desired qualifications or experience including but not limited to governance, strategic planning, sitting on any other board, volunteering and volunteering within the school setting, project management, finances, community engagement, teamwork and planning. The ad will include expected time commitment.
- Applicants will be invited to submit a letter of interest, along with their qualifications.
- When there is more than one applicant, candidates will be interviewed by (all / an ad hoc committee?) members of the board.
- Applicants may be shortlisted based on their submission.
- Interviews may be done by the outgoing board prior to the swearing in of the new board and they may make a recommendation but as per the PSA, the new board will, by resolution, appoint the new trustee.
- The appointment will be carried out as specified in the *Public Schools Act Section 26(6)*
  
- Once the decision is made, this person could be asked to come to the board office in advance to sign the oath and fill out the conflict-of-interest declaration so they are ready to participate in the next meeting.