

**WELLINGTON CATHOLIC DISTRICT SCHOOL BOARD**

**SECTION: Board Governance and Operations**

**SUBSECTION: Elections**

**POLICY: Appointment to fill a vacancy on the Board**

**CODE: P.BGO.H.1**

When a trustee position is vacated, for whatever reason, the Board may fill the vacancy.

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**REGULATIONS: Appointment to fill a vacancy on the Board**

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1. When a vacancy is filled
  - 1.1 When a vacancy occurs on or before the first day of July in an election year, the Board will fill that vacancy in accordance with the provisions set out below. When a vacancy occurs after the first day of July in an election year, the vacancy will not be filled.
2. Advertising of Position
  - 2.1 Pastors in every parish in Wellington County shall be asked to include an announcement of the vacancy in parish bulletins. Announcements shall also be placed in local newspapers. The announcements shall state the term of the appointment, the area represented by the former trustee, the qualifications for office established by The Education Act and the date and time by which applications must be received at the Board office.
3. Applications
  - 3.1 Interested parties shall be asked to apply in writing, stating their qualifications. In each case the Director shall ascertain if the applicant meets the requirements for office established by The Education Act.
  - 3.2 Copies of the letters of application shall be sent to each trustee prior to the meeting at which an appointment is to be made. At the request of any trustee a discussion shall be held in-camera.
  - 3.3 Applicants may be asked to make a presentation to the Board, at the meeting where a decision will be made; they will be limited to the 10-minute delegation time-limit.
4. Voting
  - 4.1 Subject to 3.4, voting shall proceed, round by round, until one candidate obtains a majority of the votes cast. All trustees, including the chairman shall vote by secret ballot.
  - 4.2 At the end of each round of voting when a majority of the votes cast is not received by any candidate, any candidate for whom no votes are cast shall be dropped from the next round. In the case where two or more candidates tie for the least number of votes, the names of the candidates involved in the tie shall be placed in the container. The Chairman, or his designate, shall draw a name. The candidate whose name is drawn shall be dropped from the next round of voting.
  - 4.3 In the case where there are three or more candidates and they all receive an equal number of votes it shall be considered that they have ties for the least number of votes and the situation shall be resolved as described in Section 4.2 above.

- 4.4 Where the number of candidates has been reduced to two and a tie vote occurs, the two names shall be placed in a container, the Chairman, or his designate, shall draw a name. The remaining name shall be the name of the successful candidate.