



**REVISED**

**INAUGURAL BOARD MEETING  
EDUCATION CENTRE**

Tuesday, December 5, 2023  
5:00 p.m.  
H.E. Crowder Board Room

**AGENDA**

1. Chief Executive Officer/Secretary takes Chair as Presiding Officer and moves the Board into Open Session of the Organizational Meeting.
2. Review of Procedures for Conduct of the Annual Organizational Meeting of the Board.
  - Call to Order
  - Elections
3. Election of Chair of the Board.
4. Newly Elected Chair Assumes Chair for Balance of Meeting.
5. Election of Vice Chair of the Board and OPSBA Director and Alternate
6. Approval of Agenda

**B. Action Items**

7. B.1 Receipt of Election/Acclamation Results Chair Elect
8. Motion to Destroy Ballots.



## ALGOMA DISTRICT SCHOOL BOARD

### BALLOTING PROCEDURE FOR ELECTING CHAIR AND VICE CHAIR

**Tuesday, December 5, 2023**

1. Secretary or designate explains procedures to the Trustees.
2. Each Trustee is given one ballot.  
(N.B. – A “ballot” for Trustees attending virtually is either a vote by text message to their designated scrutineer or by email to designated scrutineer from their Trustee email account.
3. Ballots collected and counted.
4. Results of each ballot are in accordance with 7, 8, 9 and 10, given in a public format.
5. Until one individual has a clear majority, balloting to continue.
6. Until there is an individual with a clear majority, the individual(s) with the lowest number of votes shall be eliminated from the ballot.
7. Secretary or designate to announce at the end of each ballot the individual(s) eliminated.
8. Secretary or designate to announce successful candidates, when a clear majority is obtained.
9. In case of an equality of votes, the candidates shall draw lots to determine which candidate(s) shall remain on the ballot or be declared elected.
10. Two ballots shall be prepared; one stating the name of the position to be filled and the other blank; the person drawing the ballot stating the name of the position shall be declared the winner.
11. Motion that all ballots be destroyed.

### **3.0 INAGURIAL AND ANNUAL ORGANIZATIONAL MEETINGS**

#### **3.1 INAUGURAL MEETING**

The Inaugural Meeting of a newly elected Board shall be held within 7 days, following the start of the new term which begins on November 15<sup>th</sup>, at the call of the Board Secretary.

The meeting location shall be the Head Office of the Board in Sault Ste. Marie, Ontario. However, notwithstanding the provisions above, on the petition of a majority of the Members of the newly elected Board, the Director may provide for calling the Inaugural Meeting of the Board at some other time and date.

#### **3.2 ANNUAL ORGANIZATIONAL MEETING**

The Annual Organizational Meeting of the Board for the second, third and fourth years of a Board's term of office shall be held during the first full week in each succeeding December at the Board's Head Office, unless the Board otherwise directs and notice to Members, Student Trustees and the public has been given.

#### **3.3 QUORUM NEEDED**

It shall be necessary for the conduct of any business at a meeting of the Board, including elections at the Inaugural and Organizational Meetings, that there be a quorum present, being a majority of all the Members constituting the Board.

In the event of no quorum, the meeting shall be postponed for a period not exceeding seven (7) days.

#### **3.4 FIRST NATIONS REPRESENTATIVE**

As provided under Regulation, the Secretary shall announce, if available, the name of the member appointed by the First Nations within the Board's jurisdiction to represent the interests of First Nations pupils attending the Board's schools and that person so named shall be deemed, elected First Nations member or members of the Board, once appointed by the Council of the Band or Councils of the Bands, as the case may be.

#### **3.5 PROCEDURES**

The procedures at the Inaugural Meeting and each succeeding Annual Organizational

Meeting shall be as follows:

##### **3.5.1 Secretary As Presiding Officer**

The Secretary shall be the Presiding Officer of such meetings until the election of the Chair is complete. If the Secretary is absent, the Members present shall designate who shall preside and, if it is a Member, that Member may vote at the election of the Chair.

**3.5.2 Call to Order**

The Secretary shall call the meeting to order and, in an election year,

- read the returns of the clerks of the municipalities, if available, certifying as to the election of each Member, and,
- declare and confirm all Members present have taken the DECLARATION and OATH and hold office.

**3.5.3 Ballots**

The Secretary shall have ballots prepared for each office.

**3.5.4 Scrutineers**

The Secretary shall designate two staff members to act as scrutineers.

**3.5.5 Elections**

The Secretary shall conduct the election for the office of CHAIR by calling for nominations from the floor and each Member so nominated shall indicate whether or not they will stand.

A seconder for a nomination is NOT required.

**The following provision shall apply:**

- a) Only one person nominated
  - If only one person is nominated OR elects to stand, that Member shall be declared elected by acclamation.
- b) Contested Nomination
  - Where more than one Member stands, a vote shall be taken by secret ballot and the Member receiving the majority of unspoiled ballots cast shall be declared elected.
- c) Time to Address Members
  - Time will be allocated for each candidate for the office of Chair to address the Board in public session.
- d) No Majority
  - If no nominee receives a majority of unspoiled ballots cast, the name of the Member receiving the fewest votes shall be removed and the Members shall proceed to vote anew, again by secret ballot, and so on until a CHAIR has been duly elected.
- e) Tie for Fewest Votes
  - If no nominee receives a majority and two or more nominees are tied respecting the fewest votes, those nominees so tied shall draw lots to determine which name shall remain on the ballot and which name shall be dropped.
- f) Equality of Votes
  - In the event of an equality of votes for the position of CHAIR, a further ballot shall be taken. If upon this last ballot, the equality remains, the nominees shall draw lots to fill the office of CHAIR.

**3.6 DRAWING LOTS**

Two ballots shall be prepared; one stating the name of the office to be filled and the other blank; the person drawing the ballot stating the name of the office shall be declared the winner.

**3.7 BALLOTING**

The Secretary shall announce the results of any ballot but shall NOT declare the count.

**3.8 PRESIDING OFFICER**

Upon election, the newly elected Chair shall be the Presiding Officer of the meeting and all other Regular and Special Board Meetings.

**3.8 DESTROYING BALLOTS**

As the first order of business on assuming the Chair, the newly elected Chair shall call for a motion, duly moved and seconded, to destroy the ballots.

**3.9 VICE-CHAIR**

The Chair shall then conduct the election of the VICE-CHAIR in the same manner as for the election of the Chair.



## **B.1 Director's Report to The Board**

**Date:** 2023 12 05

**Subject:** **RECEIPT OF ELECTION/ACCLAMATION RESULTS**

### **1.1.0 Background & Information**

1.1.1 The Ontario Public School Boards' Association (OPSBA) requests that each Board appoint a Director to OPSBA Board of Directors and a Voting Delegate to the Annual General Meeting of OPSBA. Boards are also requested to appoint alternates for these positions. It is the practice of the Board to appoint the same person to both positions. These appointments are for one-year terms.

1.1.2 Appointments to these positions are determined through election at this meeting.

### **1.2.0 Recommendation**

1.2.1 It is recommended that the Board acknowledge receipt of election/acclamation results and appointments of the Organizational Meeting of 2023 12 05.

| Position:                                  | Elected/Acclaimed Trustee: |
|--------------------------------------------|----------------------------|
| Chair                                      |                            |
| Vice-Chair                                 |                            |
| OPSBA Director & Voting Delegate           |                            |
| OPSBA Alternate Director & Voting Delegate |                            |

### **1.3.0 Proposed Resolution**

1.3.1 That the Board acknowledge receipt of election/acclamation results and appointments of the Organizational Meeting of 2023 12 05.

| Position:                                  | Elected/Acclaimed Trustee: |
|--------------------------------------------|----------------------------|
| Chair                                      |                            |
| Vice-Chair                                 |                            |
| OPSBA Director & Voting Delegate           |                            |
| OPSBA Alternate Director & Voting Delegate |                            |