

**DATE:** October 10, 2023

**TO:** Board of Trustees

**FROM:** Darrel Robertson, Superintendent of Schools

**SUBJECT:** Confirmation of Board Positions

**ORIGINATOR:** Karen Mills, Director Board and Superintendent Relations

**REFERENCE** Education Act [Board Procedures Regulation](#) (Section 1)  
Trustees' Handbook (Sections 4, 5 and 16)

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## ISSUE

Trustee Estabrooks tendered her resignation as Board Chair on October 5, 2023. Trustee O'Keefe informed her Trustee colleagues that she was stepping down from her role as the Board's representative on the Edmonton Public Schools Foundation on September 26, 2023. Therefore, an Organizational Board meeting is being held to fill these positions

## BACKGROUND

Section 16.2 of the Trustees' Handbook regarding the resignation of the Board Chair states: An incumbent who wishes to resign from the position of Board Chair...must notify either the Board Chair or Vice-Chair and the Superintendent of Schools...Nomination and election to the vacant position will take place at a Board meeting using the same process as the annual Organizational Board meeting.

## RELATED FACTS

- Section 5.1 of the Trustees' Handbook outlines the process for electing the Board Chair.
- Section 5.5 of the Trustees' Handbook outlines the parameters for Board representatives on external committees.

## RECOMMENDATIONS

1. **That the Board elect a Chair.**
2. **That the Board elect a Trustee to serve as their representative for the Edmonton Public Schools Foundation Board of Governors.**
3. **That the Board hold elections at their October 10, 2023 public meeting for any other Board role vacancies created by the selection of a new chair and Foundation representative.**

## CONSIDERATIONS and ANALYSIS

The term of each role will be from election until the next Organizational Board meeting, which is currently scheduled for June 18, 2024.

## ATTACHMENTS and APPENDICES

ATTACHMENT I Trustees' Handbook Excerpt

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## 5. MEETINGS OF THE BOARD

### 1. Election of the Board Chair

Nominations will be received for the position of Board Chair. Nominees will have an opportunity to provide a one-minute speech with voting to follow. Election for the position of Board Chair will be by open vote unless one or more Trustees request that the vote be held by secret ballot ([Board Procedures Regulation AR82/2019, Section 9](#)). In that case, the vote will be held by secret ballot. The Corporate Secretary will collect and count the ballots and the Superintendent of Schools will act as scrutineer for the ballot count.

The Corporate Secretary will announce the name of the person who receives the majority of votes of the members present, as being declared elected by the Board.

If no candidate receives a majority of the votes of the members present, the nominee who receives the fewest number of votes will be dropped from the ballots and successive votes will be taken until one nominee receives a majority of votes of the members present.

In the case of a tie, nominations for Board Chair will again be called for and a vote on the persons nominated will be taken. This procedure will be repeated until a Chair is elected.

The newly elected Board Chair will assume the chair position and move seating positions as required.

### 2. Election of the Board Vice-Chair

Nominations and election for the office of Vice-Chair will proceed in the same manner as that of the Board Chair. Election for the position of Vice-Chair will be by open vote unless one or more Trustees request that the vote be held by secret ballot. In that case, the vote will be held by secret ballot, ([Board Procedures Regulation AR82/2019, Section 9](#)) as provided for the Board Chair position.

### 3. Elections for Membership - Standing Committees

#### a) Committees of the Whole

The Board will establish or confirm the retention of the following standing committees of the whole:

- Caucus Committee: The Vice-Chair serves as the chair of the committee.
- Audit Committee: A chair for the Audit Committee is elected at the organizational board meeting.

#### b) Other Standing Committees

The Board will establish or confirm any other standing committee required for the proper conduct of the Board's affairs including:

- Governance and Evaluation Committee
- Infrastructure
- Policy Review
- ASBA Issues and Resolutions
- Budget Planning /Results Reviews

Nominations will then be received for committee membership by verbal nomination from a Trustee. Once nominations are complete, the elections will be by an open vote in accordance with [Section 9 of the Board Procedures Regulation 82/2019](#).

**4. Elections for Membership - Ad Hoc Committees**

The Board may appoint special committees or subcommittees consisting of one or more Trustees to study, investigate, or act on specific matters. These committees will report either to the appropriate standing committee of the Board or directly to the Board, and will be discharged on the completion of their assignments. The Board Chair will be an ex-officio member of all ad hoc committees.

**5. Elections for Board Representatives on External Committees**

The Board will establish or confirm the Board's membership and/or participation in external committees and/organizations. These representatives are responsible to, and will report back to, the Board or committee that appointed them.

- The Board, or a committee, may appoint Trustee representatives to external committees that support the Board's strategic areas of focus and priorities.
- Trustees representing the Board on committees or boards of other agencies may request the Superintendent of Schools to appoint representatives of the Administration to attend meetings with them or as their envoys.