



## REGISTER OF POLICIES, PROCEDURES, AND BY-LAWS

### POLICY ON STUDENT REPRESENTATION AT THE LESTER B. PEARSON SCHOOL BOARD

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*The addenda are for reference and administrative purposes; they are subject to updates and modifications without consultation.*

*In this document, the use of gender-neutral plural or collective form has been used whenever possible in the context.*

*This policy is intended for and applicable to students in the youth sector.*



## 1. **INTRODUCTION**

The Lester B. Pearson School Board (LBPSB) believes that students should acquire the necessary skills to become involved in a student life organization within the school, such as student-led groups, associations, leadership councils and governing boards.

In accordance with section 51 of the Education Act, secondary school students shall appoint representatives to the governing board each year during the month of September.

The Lester B. Pearson School Board believes in developing the social and political habits of all its students, including those who may be more vulnerable, underrepresented and marginalized, and that students should be informed of their roles and responsibilities as members of these groups. The School Board believes that they should have a voice in making decisions about their education.

To this end, the LBPSB established the Central Students' Committee (CSC) in 2002. The CSC is a student-led committee whose composition, mandate and constitution are self-determined.

The School Board believes that participation in board and school level governance will contribute to the development of leadership and citizenship skills among our students, and help them become actively involved in a democratic society.

In accordance with section 211.1 of the Education Act, the School Board must adopt a policy on introducing students to democracy in schools, providing, in particular, for a form of student representation with the Council of Commissioners.

The School Board believes that student representation on its Council of Commissioners is the next step in their development.

## 2. **CENTRAL STUDENTS COMMITTEE**

2.1 LBPSB supports the Central Students' Committee (CSC) with financial and material resources and the assignment of a board administrator to facilitate communication between CSC and the School Board.

2.2 LBPSB recognizes the CSC as a consultative partner.



- 2.3 The Council of Commissioners includes the CSC report as a standing item on its agenda.
- 2.4 Students from each secondary school shall appoint the number of representatives determined by the CSC. All secondary schools should be invited to appoint representatives.
- 2.5 The CSC appoints student representatives on Council and other School Board Committees where their representation is requested.

### **3. STUDENT COMMISSIONERS**

- 3.1 Each year, the CSC shall elect two members as representatives to the Council of Commissioners. These Student Commissioners must be full-time secondary 4 or 5 students of the School Board.
- 3.2 The students are invited to attend the public meetings of the Council of Commissioners to exercise the roles and responsibilities defined at Addendum A. Their parents or guardians are asked to complete the acknowledgment form at Addendum B.
- 3.3 The Student Commissioners' term of office begins when they are sworn in at the latest at the October Council meeting and it terminates at the end of that school year. Prior to that meeting, they will be asked to complete the Non-Disclosure and Confidentiality Agreement at Addendum C.
- 3.4 The Student Commissioners will submit the written CSC report to the Secretary General no later than the Wednesday preceding the Council meeting for its inclusion in the Council kit. The report is posted on the School Board website.
- 3.5 The Student Commissioners are not entitled to vote at Council meetings but may participate in discussions. While student Commissioners can read a resolution, said resolution must be officially moved into the record by a Commissioner, who will also approve any friendly amendments and provide any required explanation.
- 3.6 The Student Commissioners must demonstrate reserve if they have personal interest in an issue discussed during the Council meeting.



- 3.7 If they wish to propose a resolution to the Council of Commissioners, the Student Commissioners will submit it in writing at least 10 days before the Council meeting to the Secretary General who will seek approval for its addition on the Council agenda. The process to read and move the resolution indicated at paragraph 3.6 will apply.
- 3.8 The Council of Commissioners will determine an honorarium for their services as Student Commissioners.
- 3.9 Student Commissioners are expected to use appropriate language and respect the proceedings of Council and the authority of the Chair.
- 3.10 The Council of Commissioners reserves the right to remove the invitation to attend its meetings if a Student Commissioner fails to act and communicate in a manner that is professional and respectful.



### **Addendum A: Roles and Responsibilities**

The Student Commissioners:

- Represent all students of the Lester B. Pearson School Board
- Promote student involvement and encourage diversity, inclusion and equity
- Report student activities to the Council of Commissioners and attend its meetings
- Speak on behalf of all students of the Lester B. Pearson School Board on issues and interests that concern them
- Comply with the Lester B. Pearson School Board by-laws, policies and procedures, including but not limited to the Rules of Internal Management, the Code of Ethics and the Policy on Safe and Caring Schools, insofar as they apply to them, available at: <http://www.lbpsb.qc.ca/council-of-commissioners/policies-and-by-laws>.



## **Addendum B: Parent/Guardian Acknowledgment**

### **Student Representation at the Lester B. Pearson School Board**

Please read and sign the acknowledgment statement below:

I understand that my child \_\_\_\_\_ has been elected as a non-voting Student Commissioner at the Lester B. Pearson School Board Council of Commissioners for the term beginning at the latest at the October Council meeting and ending at the last Council meeting of the school year.

I further understand that my child will be attending monthly evening public meetings of Council<sup>1</sup>, which are recorded and posted on the website.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

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<sup>1</sup> Dates of Council meetings:

[http://www.lbpsb.qc.ca/Modules/FileManagement/files/Root/Council/docs/policies/by\\_laws/ATTACH\\_By-law\\_1\\_2020\\_Day\\_Time\\_and\\_Place\\_of\\_Council\\_of\\_Commissioners\\_Meetings.pdf](http://www.lbpsb.qc.ca/Modules/FileManagement/files/Root/Council/docs/policies/by_laws/ATTACH_By-law_1_2020_Day_Time_and_Place_of_Council_of_Commissioners_Meetings.pdf)



## **Addendum C: Non-Disclosure and Confidentiality Agreement**

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### **Non-Disclosure and Confidentiality Agreement**

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I, the undersigned, sitting as a Student Commissioner on the Council of Commissioners of the Lester B. Pearson School Board, solemnly affirm that I will not divulge or discuss, other than with Commissioners or officers of the School Board, any information regarding:

- The items on the Council agenda until it is approved at the meeting or any other information or document provided to me in preparation of the meeting;
- Any other information that will have been specifically identified as confidential by the Council of Commissioners.

Other than the information discussed during the Council of Commissioners public meetings, I will keep confidential all information provided to me as Student Commissioner.

If I am uncertain about the level of confidentiality of specific information I will verify with a Commissioner or an officer of the School Board before disclosing the information.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_