



LBPSB Replacement Process of a Vacant Commissioner's Position

As prescribed by section 199 of the Act Respecting School Elections, the following replacement process applies in all cases where a vacancy in the position of Commissioner (including Chair position) occurs between 4 and 12 months before the scheduled date of the next school elections.

If a vacancy in the position of Commissioner occurs within 4 months of the scheduled date of the next school elections, the Council of Commissioners may fill the vacancy by following this replacement process or leave the position vacant until the next school elections.

TIMELINE

SCENARIO 1: The position of Chair becomes vacant

SCENARIO 1A): There are internal candidates for the position of Chair

- **DAY 1**

Secretary General calls for internal candidates to the position of Chair (email to all Commissioners). Responses of interested candidates are due within 10 days (email to Secretary General).

Secretary General initiates the consultation under s. 199 of the Act Respecting School Elections with the Parents Committee (email to Parents Committee Chair, cc to all Commissioners).

The Parents Committee may make recommendations to the Council of Commissioners on the criteria of a potential candidate (email to Secretary General) before DAY 11.

- **BEFORE DAY 9**

Secretary General sends a special meeting notice to all Commissioners and posts it on the LBPSB website.

- **DAY 10**

Parents Committee provides its recommendations (if any) by email to the Secretary General.

- **DAY 11**

Special meeting of the Council of Commissioners:

Resolution adopted to appoint an internal candidate to the position of Chair by a majority vote. The position vacated by the appointed Chair must be filled thereafter starting the process again from DAY 1.

The Secretary General publishes a notice of the appointment on the LBPSB website and in the newspaper.

OR

Resolution adopted to seek external candidates for the position of Chair if no internal candidate is appointed.

AND

A selection committee composed of at least 7 commissioners, including at least one Parent Commissioner, wishing to participate in the review of external applications for the position of Chair is formed, with the mandate to make recommendations to the Council of Commissioners meeting scheduled on DAY 30.

- **DAY 12**

If no internal candidate is appointed, the Secretary General publishes a notice in the newspaper to seek external candidates to the position of Chair, with responses of interested candidates due within 5 days (email to Secretary General). Applicants are asked to include a 100-word "bio" to be published on the LBPSB website.

- **DAY 18**

Secretary General posts the applicants' "bios" on the LBPSB website

- **DAYS 19 to 29**

Meeting(s) of the selection committee, taking into account the Parents Committee's recommendations.

- Selection committee reviews applications.
- Secretary General arranges for individual interviews.
- Selection committee recommends one name to be moved forward to Council for consideration.

- **BEFORE DAY 28**

Secretary General sends a special meeting notice to all Commissioners and posts it on the LBPSB website.

- **DAY 30**

Special meeting of the Council of Commissioners:

Resolution adopted to appoint the external candidate as Chair by a majority vote.

Secretary General subsequently publishes a notice of the appointment on the LBPSB website and in the newspaper.

SCENARIO 1B): There is no internal candidate to the position of Chair

The consultation with the Parents Committee on the criteria of a potential candidate has been initiated (refer to DAY 10).

- **DAY 3**

Secretary General publishes a notice in the newspaper to seek external candidates to the position of Chair, with responses of interested candidates due within 7 days (email to Secretary General). Applicants are asked to include a 100-word "bio" to be published on LBPSB website.

- **DAY 10**

Parents Committee provides its recommendations (if any) by email to the Secretary General.

- **DAY 11**

Secretary General posts the applicants' "bios" on the LBPSB website.

- **DAYS 12 to 29**

A selection committee composed of at least 7 commissioners, including at least one Parent Commissioner, wishing to participate in the review of external applications for the position of Chair is formed, with the mandate to make recommendations to the Council of Commissioners meeting scheduled on DAY 30.

Meeting(s) of the selection committee, taking into account the Parents Committee's recommendations.

- Selection committee reviews applications.
- Secretary General arranges for individual interviews.
- Selection committee recommends one name to be moved forward to Council for consideration.

- **BEFORE DAY 28**

Secretary General sends a special meeting notice to all Commissioners and posts it on the LBPSB website.

- **DAY 30**

Special meeting of the Council of Commissioners:

Resolution adopted to appoint the external candidate as Chair by a majority vote.

Secretary General subsequently publishes a notice of the appointment on LBPSB website and in the newspaper.

SCENARIO 2: The position of Commissioner representing a ward becomes vacant

- **DAY 1**

Secretary General initiates the consultation under s. 199 of the Act Respecting School Elections with the Parents Committee (email to Parents Committee Chair, cc to all Commissioners).

The Parents Committee may make recommendations to the Council of Commissioners on the criteria of a potential candidate (email to Secretary General) before DAY 11.

Secretary General publishes a notice in the newspaper to seek candidates to the position of Commissioner representing the vacant Ward, with responses of interested candidates due within 10 days (email to Secretary General). Applicants are asked to include a 100-word "bio" to be published on the LBPSB website.

- **DAY 10**

Parents Committee provides its recommendations (if any) by email to the Secretary General.

- **Day 11**

Secretary General posts all applicants' "bios" on the LBPSB website.

- **DAYS 12 to 29**

A selection committee composed of at least 7 commissioners, including at least one Parent Commissioner, wishing to participate in the review of applications for the position of Commissioner is formed, with the mandate to make recommendations to the Council of Commissioners meeting scheduled on DAY 30.

Meeting(s) of the selection committee, taking into account the Parents Committee's recommendations.

- Selection committee reviews applications.
- Secretary General arranges for individual interviews.
- Selection committee recommends one name to be moved forward to Council for consideration.

- **BEFORE DAY 28**

Secretary General sends a special meeting notice to all Commissioners and posts it on the LBPSB website.

- **DAY 30**

Special meeting of the Council of Commissioners:

Resolution adopted to appoint the candidate as Commissioner representing a Ward by a majority vote.

Secretary General subsequently publishes a notice of the appointment on the LBPSB website and in the newspaper.

SCENARIO 3: A position of Commissioner representing the Parents Committee becomes vacant.

In accordance with sections 145 and 147 of the Education Act: Parents Committee Chair or Secretary General schedules a special meeting of the Parents Committee to appoint a Commissioner representing the Parents Committee by a majority vote.