



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD

Procedure n° 2025-CA-29:	Designation of Commissioner Emeritus
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Approved:	Resolution n°	CC-260128-CA-0049
Revised:	Resolution n°	CC-260625-CA-0111

NOTE: In keeping with its commitment to respecting diversity, the Sir Wilfrid Laurier School Board uses gender-inclusive language in all its written communications. In cases where eliminating references to gender is not possible, gender-specific pronouns and possessive determiners are used solely for purposes of clarity and concision.

1.0 PREAMBLE AND OBJECTIVES

The designation of **Commissioner Emeritus** is an honorary title conferred by the Council of Commissioners to recognize a former commissioner who has demonstrated exceptional service, leadership, and commitment to the mission, values, and governance of the school board.

2.0 ELIGIBILITY CRITERIA

To be eligible for the designation, a former commissioner must:

- a) Have completed at least one full term as commissioner (four years for elected commissioners and two years for parent commissioners);
- b) Have made a significant and positive contribution to student success, ethical governance, and/or community engagement;
- c) Have departed the Council in good standing with no outstanding ethical or disciplinary matters;
- d) Have not been found guilty of any breach of the *Code of Ethics & Professional Conduct for Commissioners of the Sir Wilfrid Laurier School Board*;
- e) Not hold any employment, consultancy, or contractual role with the school board at the time of consideration.

3.0 NOMINATION PROCEDURE

- 3.1 At least once during the term of the sitting Council of Commissioners (the term being defined herein as four years), the Council will announce, by resolution, that nominations may be submitted before a given date for the designation of a Commissioner Emeritus. The resolution must mention the date of the Council meeting at which the recommended designation will be voted upon.
- 3.2 A nomination may be submitted by any sitting commissioner, the chairperson, or the director general.

- 3.3 Nominations must be submitted in writing to the secretary general before the date specified in the Council resolution, in accordance with section 3.1 herein.

The nomination shall include:

- a) The name of the nominee;
- b) A description of their contributions and the reasons supporting the designation.

4.0 REVIEW AND RECOMMENDATION

- 4.1 Upon receipt, the secretary general shall refer the nominations to the Executive Committee.
- 4.2 The Executive Committee shall:
- a) Review the nominees' eligibility;
 - b) Assess the merits of the nominations;
 - c) Prepare a written recommendation to Council.
- 4.3 The recommendation shall be placed on the agenda of the Council meeting referred to in section 3.1 herein.

5.0 DECISION OF COUNCIL AND CONFERRAL OF TITLE

- 5.1 The Council shall consider the nomination and the Executive Committee's recommendation during a regular public meeting and at the date mentioned by resolution, as set out in section 3.1 herein. Should there be a need to postpone, the Council will do so by resolution.
- 5.2 The nominee or their family shall not be present during Council deliberations.
- 5.3 The designation of Commissioner Emeritus shall require the approval of two-thirds (2/3) of the commissioners present and entitled to vote.
- 5.4 Upon approval, the Council shall adopt a resolution naming the individual Commissioner Emeritus. The title becomes effective immediately upon adoption.
- 5.5 In exceptional cases, a resolution naming an individual Commissioner Emeritus can be adopted notwithstanding the nomination procedures outlined in sections 3 and 4 herein, as long as the eligibility criteria have been respected. The designation in this case would require the approval of all commissioners present and entitled to vote.
- 5.6 The decision of the Council shall be recorded in the minutes.
- 5.7 Public recognition may be arranged by the chairperson at a Council meeting or at an official school board event.

6.0 ROLES AND PRIVILEGES

6.1 The Commissioner Emeritus may:

- a) Be invited to attend school board public ceremonies, events, or special recognitions;
- b) Be acknowledged at public meetings of the Council;
- c) Receive public communications issued by the school board.

6.2 The title does **not** confer:

- a) voting rights;
- b) the right to attend in camera meetings;
- c) access to confidential information;
- d) any compensation, reimbursement, or authority.

7.0 REVOCATION

7.1 The Council may revoke the title by simple majority if the individual engages in conduct that may bring the school board into disrepute.

7.2 The reasons for revocation shall be recorded in the minutes and communicated to the individual in writing by the secretary general.

8.0 FINAL PROVISIONS

8.1 The present procedure may be reviewed as needed.