

ETFO - TORONTO OT LOCAL  
Executive Meeting Minutes  
Monday, Apr 4, 2022 6-9 pm via ZOOM

- 1) Welcome and Call to Order — Ruth Ann Morley, Parliamentarian
- 2) Reading of the ETFO Human Rights read by Marisa Gallippi. Land Acknowledgement Statement read by Jeremy Bass.
- 3) Human Rights Officer for the meeting – Jeremy Bass
- 4) Approval of the Minutes from the March 23, 2022 Executive Meetings

**Motion 21/22 – 102**

Moved by Greg Deitcher. Seconded by Rinat Evron

BIRT that the March 23rd, 2022 Draft Minutes be approved as amended.

***Carried***

Insert “Carried as amended” for Motion 21/22 -95 Section 4.1

- 5) Approval of the Agenda

**Motion 21/22 – 103**

Moved by Rob Fulford. Seconded by Gail James.

BIRT that the agenda be approved as amended.

***Carried***

- 6) Constitutional Amendments:

a) Continue review and approval of the working file from the Constitution Committee

Vacancies on the Executive 6.1.4 for approval to send to Annual Meeting from Executive.

**Motion 21/22 - 104**

Moved by Marisa Gallippi and seconded by Robert Fulford

To approve the proposed vacancy language as printed. ***Carried***

Be It resolved that articles 6.1.4 and 6.1.4.1 be deleted and that

Article VII Section 1 Duties of the Executive 7.1.1 i) be amended to read:

7.1.1 The Executive shall:

(i) appoint when necessary, a successor to complete any unexpired term of an elected or appointed Local representative in accordance with By-Law IV;

And that

By-Laws be amended by the addition of a new By-Law IV - Vacancies on the Executive to read:

**BY-LAW IV - VACANCIES ON THE EXECUTIVE**

4.1.1 Vacancies from an unexpired term of office on the Executive shall be filled in accordance with 7.1.1 (I) in the following manner:

4.1.2 A vacancy at the position of President shall be filled by the First Vice President.

4.1.3 A vacancy at the position of First Vice President shall be filled by one of the Vice Presidents as appointed by the Executive.

4.1.4 A vacancy at the position of Vice President shall be filled by one of the Executive Members as elected / appointed by the Executive.

4.1.5 A vacancy at the position of Secretary or Treasurer shall be filled in the following manner:

a) Nomination forms will be distributed to members by Constant Contact and on the Local

website within fifteen (15) days of a vacancy occurring.

- b) Completed nomination forms must be emailed to the Elections Officer. Candidates may also include a 8 1/2 x 11 pdf profile.
- c) Each candidate will be contacted by the Elections Officer to verify that their nomination form has been received.
- d) Nomination forms must be received by the Local not later than two (2) days prior to the Local Executive Meeting at which the election will take place.
- e) The Executive shall elect a candidate by secret ballot from among the nominations received.

4.1.6 A vacancy at the position of Executive Member shall be filled by a By-Election at a General Meeting in the following manner:

- a) If an Executive vacancy exists, the position is to be advertised to the membership at least 21 days prior to the next general meeting where the election will take place.
- b) The same eligibility criteria apply to candidates as for the annual executive elections.
- c) Members in good standing who are interested in running in the by-election must submit a nomination form by email to the Elections Officer no later than 15 days prior to the General Meeting.
- d) Candidates will be emailed the Campaign Guidelines for By-Election Candidates within 3 school days of the Election Officer receiving their nomination.
- e) Candidates may submit a pdf profile 8 1/2 x 11 inches to the Elections Officer no later than 10 days prior to the General Meeting where the elections is to occur.
- f) Profiles that comply with the Campaign Guidelines will be posted by the Election Officer on the Local's website no later than 7 days prior to the General Meeting.
- g) Each candidate may address the membership at the General Meeting for up to 2 (two) minutes.
- h) Voting will be conducted at the General Meeting by members present and voting.
- i) Plurality will determine the winning candidate.

4.2.1 Temporary Vacancies on the Executive resulting from a temporary approved leave of absence will be filled in the following manner.

4.2.2 A vacancy at the position of President shall be filled by the First Vice President.

4.2.3 A vacancy at the position of First Vice President shall be filled by one of the Vice Presidents as appointed by the Executive.

4.2.4 A vacancy at the position of Vice President(s), Secretary or Treasurer shall be filled by one of the Executive Members as elected / appointed by the Executive.

4.2.5 A vacancy at the position of Executive member shall be left unfilled if the temporary vacancy is less than 3 months. If the temporary vacancy is greater than 3 months, the vacancy will be filled in the following manner:

The Executive Member candidate with the next highest vote count from the Annual Meeting elections will be appointed by the Executive to fill the temporary vacancy.

If the candidate declines filling the vacancy, then the membership at large will be notified within 15 days of the vacancy occurring that nominations are being sought to fill a temporary vacancy.

Nomination forms must be submitted to the Elections Officer at least two days prior to the Executive Meeting where the election will take place. Candidates may also include a 8 1/2 x 11 pdf profile.

Each candidate will be contacted by the Elections Officer to verify that their nomination form been received.

The Executive shall elect a candidate by secret ballot from among the nominations received using plurality.

**Motion 21/22 - 105**

Moved by Marisa Gallippi and Seconded by Rob Fulford

To approve the amended Duties of the Executive. **Carried**

Be it resolved that ARTICLE VII – ORGANIZATIONAL DUTIES be amended to read:

**ARTICLE VII - ORGANIZATIONAL DUTIES**

The Local, its officers and committees, shall carry out their duties and responsibilities in accordance with both Local and Union Constitution, By-Laws, policies, procedures and resolutions passed at the Annual Meeting.

And that

Section 1 – Duties of the Executive be amended with the deletion of:

The duties of the Executive shall be to administer the affairs of the Local between the Local Annual Meetings in accordance with the Constitution, Bylaws, and Policies and Procedures Manual of the Local. The Policy and Procedures manual may be amended at any time by motion of the Executive by simple majority.

And that

Section 1 - Duties of the Executive be amended to read as follows:

- (c) hold at least three (3) General Meetings, including a Local Annual Meeting and at least **ten (10)** regular Executive meetings;
- l) **hire a bookkeeper to an annual contract;**
- m) attend meetings regularly;
- n) appoint representatives as required to act in the interest of the Local;
- o) have the final authority to determine the specific duties of the officers of the Local;
- p) **once voted on, shall uphold decisions and positions of the majority of the Executive, regardless of personal stance;**
- q) **approve procedures of the Local by majority vote;**
- r) **assign a member of the Executive to each Standing and Ad Hoc Committee to serve as an Executive Liaison.**
  - (i) appoint when necessary, a successor to complete any unexpired term of an elected or appointed Local representative **according to By-Law IV;**

Treasurers Report – **timed item at 7:45 p.m.**

See written report (attached) by Treasurer Gail James.

Continue with Amendments to the Constitution:

**Motion 21/22 - 106**

Proposed amendments to Duties of President as amended and Vice Presidents approved by mutual consent. **Carried**

Be it resolved that Section 2 — Duties of Officers 7.2.1 be amended by the addition of new subsections n), o), p) and q) to read:

7.2.1 The President shall:

n) to act as Local Occasional Teacher representative on the Local Non-Occasional Teacher Executive;

o) to attend any negotiations sessions with the Board;

p) Counsel or designate a released officer to represent members through grievance/arbitration in accordance with the Labour Relations Act and the local collective agreement;

q) shall attend meetings of the Executive Committee.

Be it resolved that Article VII Section 3 — Duties of the Vice-Presidents, 7.3.1 be amended by the deletion of two (2) to read:

7.3.1 The duties of the ~~two (2)~~ vice-presidents shall be determined by the executive:

And that

7.3.1 d) be amended to read:

(d) The vice-presidents shall have responsibility for distribution and posting of communications approved by the Executive Committee, to the membership including the Local's website and social media;

And that 7.3.1 be amended by the addition of new subsections j), k) and l) to read:

j) All Vice Presidents shall attend meetings of the Executive Committee.

k) The 1<sup>st</sup> Vice President shall serve as a signing officer.

l) The Executive shall assign one (1) Vice President responsibility for advertising for members at large to express interest in joining Local Committees, to receive emails of interest, to provide member contact information to the Executive Liaison for the Committee and to maintain the List of Committee Membership.

**Motion 21/22 - 107**

Moved by Marisa Gallippi and Seconded by Christina Meynell

To approve the proposed amendments to the Treasurer's duties with amendment to k) to read "along with the President"

**Motion 21/22 - 107A**

Moved by Jeremy Bass and Seconded by Scott Maudsley

To amend k) "along with the President" to "assisted by the President" **Carried as Amended**

Be it resolved that 7.3.2 The Treasurer shall: shall be renumbered Article VII Section 4 Duties of the Treasurer 7.4.1 The Treasurer shall:

And that the following subsections be amended to read:

g) forward the annual audited financial statement of the Local to the Union by September 30;

i) to ensure prompt and accurate payment of expenses and deposit of receipts;

k) supervise the work of the bookkeeper if applicable, assisted by the President; to reconcile bank statements, credit card statements, bank accounts, receipt of dues, and levy fees.

- l) strike a draft budget in co-operation with the Budget Committee for approval by the Executive;
- m) to present for membership approval the proposed budget at the Local Annual Meeting and the finalized budget at the Local Fall General Meeting along with the fiscal year end financials;
- n) to attend the Federation Annual Meeting;
- o) provide financial training for Committee Chairs;
- p) to assume other financial duties as determined by the Executive.

**Motion 21/22 - 108**

Be it resolved that Duties of the Secretary be amended as printed

**Carried by mutual consent.**

Be it resolved that Section 7.3.3 The Secretary shall: shall be renumbered Article VII Section 5 —Duties of the Secretary 7.5.1 The Secretary shall:

And that

Section 7.5.1 subsections c and d be amended to read as follows:

- c) prepare and circulate draft minutes of Executive Meetings at least 3 (three) days prior to the next Executive Meeting.
- d) prepare draft minutes of General Meetings and the Annual Meeting for circulation to the membership at least a week prior to the next meeting.

And that

Section 7.5.1 be amended with the addition of new subsections to read:

- e) Update procedural motions passed after each Executive Meeting in the Reference Book – Procedures section.
- f) shall be responsible for providing the final edit approved minutes for posting on the Local's website.
- g) represent the Local as a delegate to the ETFO Annual Meeting in August.
- h) to assume other secretarial duties as determined by the Executive.

Call for orders of the day.9:00

Adjournment