

**ELEMENTARY TEACHERS' FEDERATION OF ONTARIO
- TORONTO OCCASIONAL TEACHERS' LOCAL**



**REFERENCE BOOK
2022-2023**

**Constitution
By-Laws
Committee Terms of Reference
Local Policies
Operating Procedures
Local Procedures**

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CONSTITUTION OF
THE ELEMENTARY TEACHERS' FEDERATION OF ONTARIO–TORONTO OCCASIONAL
TEACHERS' LOCAL

CONSTITUTION

Definitions:

1. “Union” means the provincial Elementary Teachers’ Federation of Ontario
2. “Local” means the Elementary Teachers’ Federation of Ontario – Toronto Occasional Teachers' Local (ETFO – Toronto O.T. Local)
3. “Board” means the Toronto District School Board.
4. “CBC” means the Collective Bargaining Committee
5. “Executive” means Local Executive as per Article VI, Section 1.
6. “Executive Committee” means a Committee of the President, First Vice President, Vice President(s) and Treasurer.
7. “Day” means a calendar day.
8. “School Day” means one of the 194 days of the school year calendar.
9. “Released Executive” means President, 1st Vice President, Vice President(s) and Treasurer.

ARTICLE I – NAME

- 1.1 This organization shall be known as the “Elementary Teachers’ Federation of Ontario – Toronto Occasional Teachers’ Local” (ETFO – Toronto O.T. Local).
- 1.2 In all Local communications, including but not limited to electronic, print, and oral, officers of the Local shall endeavour to use the official name of the Local which is the Elementary Teachers’ Federation of Ontario – Toronto Occasional Teachers’ Local.

ARTICLE II - JURISDICTION

- 2.1 The Local is a Local of the Elementary Teachers’ Federation of Ontario.

- 2.2 The jurisdiction of the Local shall be all occasional teachers in the elementary panel covered by the ETFO -Toronto Occasional Teachers' Collective Agreement.

ARTICLE III – OBJECTS

The objectives of the Local shall be:

- 3.1 to represent all elementary occasional teachers of the Local in a fair and equitable manner;
- 3.2 to regulate relations between the members of the Local and the Toronto District School Board including but not limited to securing and maintaining through collective bargaining, the best possible terms and conditions of employment;
- 3.3 to advance the cause of publicly funded education and the status of occasional teachers in the Local;
- 3.4 to promote a high standard of professional ethics and a high standard of professional competence;
- 3.5 to foster a climate of social justice and provide a leadership role in such areas as anti-poverty, non-violence and equity;
- 3.6 to promote and protect the interests of all members of the Local and the students in their care;
- 3.7 to promote and defend the health and safety of members in the workplace;
- 3.8 to work in concert with other Locals of the Union;
- 3.9 to cooperate with other organizations having the same or like objects; and
- 3.10 to communicate with members.

ARTICLE IV – MEMBERSHIP

Section 1 – Active Membership

- 4.1 Active members shall be all members within the jurisdiction of the Local who are in good standing with the Ontario College of Teachers and with the Union.

- 4.2 Active membership shall mean a member who has paid dues to the Local within the last one hundred and twenty (120) working days or who is on approved leave of absence.

ARTICLE V – RIGHTS AND RESPONSIBILITIES OF MEMBERSHIP

Section 1 – Rights and Responsibilities of Active Membership

- 5.1.1 An active member shall have full rights, privileges, and responsibilities of membership in the Union unless limited by disciplinary action taken in accordance with Article VII of the Union Constitution.
- 5.1.2 The rights of an active member shall be:
- (a) to hold office in the Local and in the Union;
 - (b) to attend General Meetings of the Local;
 - (c) to participate in all votes related to collective bargaining, including ratification of the collective agreement, as set out in the Ontario Labour Relations Act;
 - (d) to participate in any general membership votes;
 - (e) to request Local support through the grievance process;
 - (f) to request Local support in any problem directly related to professional duties.
- 5.1.3 The responsibilities of a member shall be:
- a) to recognize the Local as the official voice of all the members of the Local;
 - b) to adhere to the Constitution and Bylaws of the Local;
 - c) to honour the terms of the Collective Agreement;
 - d) to refrain from undertaking or supporting actions which undermine established bargaining procedures;
 - e) to strive to achieve and maintain a high degree of professionalism and to uphold the honour, dignity, and ethical standards of the teaching profession;

f) to follow the Code of Professional Conduct – Article VI of the Federation Constitution or be subject to disciplinary action under Article VII – Disciplinary Procedures of the Federation Constitution.

ARTICLE VI – LOCAL ORGANIZATION

Section 1 – Local Executive

- 6.1.1 The local executive shall consist of twelve (12) members and shall include:
- President
 - First vice-president
 - Second vice-president
 - Treasurer
 - Secretary
 - Seven (7) additional executive members
- A non-voting member from each of the other ETFO locals whose members are employed by the Toronto District School Board
- 6.1.2 In accordance with Article XI 11.2.2 of the ETFO constitution at least one member of the executive shall be a woman.

Effective 2023-2024 Executive Election

Section 1 – Local Executive

- 6.1.1 The local executive shall consist of twelve (12) members and shall include:
- a) President
 - b) First Vice-President
 - c) Vice-President - open
 - d) Vice-President - women only
 - e) Treasurer
 - e) Secretary
 - f) Six (6) additional executive members; three (3) open positions and three (3) positions open to women only.
- 6.1.2 A member appointed by ETFO Locals whose members are employed by the Toronto District School Board shall be a non-voting member of the Executive.
- 6.1.3 The term of office for the Executive shall be one (1) year. The term will commence upon the adjournment of the ETFO Annual Meeting and will end upon the adjournment of the ETFO Annual Meeting the following year.

6.1.3.1 Notwithstanding Article 6.1.3, no member shall be eligible to hold any released position on the Local Executive after having served a total of five (5) one-year terms at a position for which full time release has been provided/lifetime. This is inclusive of history, going back from the year 2021/2022.

Effective 2023-2024

6.1.3 Effective for the 2023 Executive Election, the term of office of the executive shall be one (1) year. The term will commence on July 1 of the year of the election and end on June 30.

6.1.4 An Executive must maintain active membership status in the Local to maintain a position on the Local Executive.

6.1.5 The Executive shall have the following Committees:

- a) Collective Bargaining Committee (CBC);
- b) Executive Committee.

Section 2 – Committees

6.2.1 There shall be the following Standing Committees:

- a) Budget Committee
- b) Constitution Committee
- c) Elections Committee
- d) Equity and Social Justice Committee
- e) New Members Committee
- f) Political Action Committee
- g) Professional Development Committee
- h) Racialized Members Committee
- i) Social Committee
- j) Status of Women Committee

6.2.2 Other ad hoc committees required to carry out the work of the Local may be established by the Executive or by General Meetings as necessary.

6.2.3 The term of office for committees shall commence on September 1 and end on August 31 of the following year.

Section 3 – Health and Safety Representatives

6.3.1 The Joint Occupational Health and Safety Committee shall reflect the TDSB's structure as developed in the Terms of Reference for Joint Occupational Health and Safety for the TDSB. The representatives shall be appointed by the Executive.

6.3.2 The term of office for representatives shall be two years, commencing on September 1 of the first year and ending on August 31 of the second year.

ARTICLE VII – ORGANIZATIONAL DUTIES

Section 1 – Duties of the Executive

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.

7.1.1 The Executive shall:

- a) uphold the Constitution, Bylaws and Policies of the Elementary Teachers' Federation of Ontario;
- b) execute the business of the ETFO - Toronto Occasional Teachers' Local in accordance with the Constitution and the decisions of General Meetings of the ETFO - Toronto Occasional Teachers' Local;
- c) hold at least three (3) General Meetings, including a Local Annual Meeting and at least five (5) regular Executive meetings;
- d) hold an Executive meeting at the call of the President, or at the call of the majority of the voting Executive;
- e) receive a financial report at each Executive meeting;
- f) forward to the provincial office by September 30 of each year the annual audited financial statement;
- g) develop an annual budget for presentation to the Local Annual Meeting:

- h) appoint members to committees; approve terms of reference for these committees and receive reports from the committee chairpersons;
- i) appoint when necessary, a successor to complete any unexpired term of an elected or appointed Local representative in accordance with Bylaw IV;
- j) recommend the appointment of the auditors to the Local Annual Meeting;
- k) develop investment policy;
- l) attend meetings regularly;
- m) appoint representatives as required to act in the interest of the Local;
- n) have the final authority to determine the specific duties of the officers of the Local.

Section 2 – Duties of Officers

7.2.1 The President shall:

- (a) be the official spokesperson of the Local;
- (b) be the official representative of the Local;
- (c) be a signing officer;
- (d) be an ex-officio member of all committees;
- (e) chair, or designate another to chair, all Local Executive and Local General Meetings;
- (f) transact the business of the Local between Executive Meetings subject to ratification by the Executive. The President shall seek approval from the Executive on all substantive issues prior to their execution;
- (g) represent the Local as a delegate to the ETFO Annual Meeting;
- (h) represent the Local or designate another to represent the Local on the Representative Council;

- (i) represent the Local or designate another to represent the Local on the Elementary Teachers' of Toronto Executive;
- (j) inform and advise members of the Local on issues affecting the Local and its members;
- (k) maintain accurate records of correspondence received by and sent on behalf of the Local
- (l) ensure that all Member meetings, including Opportunity to Respond Meetings and Follow Up meetings in which members are facing allegations, are documented with hard copy notes. These notes shall be stored in a central file in the Local's office so that they can be accessed by all Local officers when necessary;
- (m) forward to the provincial office each year the annual report of the Local.

Section 3 – Duties of the Vice-Presidents

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

- (a) The executive shall assign one (1) vice-president responsibility for health and safety;
- (b) The executive shall assign one (1) vice-president responsibility for social activities;
- (c) The executive shall assign one (1) vice-president responsibility for professional learning;
- (d) The executive shall assign one (1) vice-president responsibility for communications including social media;
- (e) The president and/or the executive shall assign additional responsibilities as required.
- (f) Notwithstanding the above, the first vice-president shall assume the duties and responsibilities of the president in the president's absence or at the request of the president;
- (g) The vice-presidents shall represent the local as delegates to the ETFO Annual Meeting.

- (h) ensure that all Member meetings, including Opportunity to Respond Meetings and Follow Up meetings in which members are facing allegations, are documented with hard copy notes. These notes shall be stored in a central file in the Local's office so that they can be accessed by all Local officers when necessary;

7.3.2 The Treasurer shall:

- (a) maintain a separate bank account for the funds belonging to the Local;
- (b) keep accurate and detailed financial records of the ETFO – Toronto Occasional Teachers' Local based on the Local's fiscal year, July 1 to June 30;
- (c) make a financial report to each Executive and General Meeting of the Local;
- (d) make investments with the approval of the Executive;
- (e) report investments during each financial report;
- (f) ensure the audit is completed;
- (g) forward the annual audited financial statement of the ETFO - Toronto Occasional Teachers' Local to the provincial office of the Union by September 30;
- (h) act as a signing officer for the Local;
- (i) submit to a security/credit check upon request of the Executive;
- (j) chair Budget Committee Meetings;
- (k) monitor, along with the President, the work of the bookkeeper if applicable;
- (l) represent the Local as a delegate to the ETFO Annual Meeting in August;
- (m) ensure that all Member meetings, including Opportunity to Respond Meetings and Follow Up meetings in which members are facing allegations, are documented with hard copy notes. These notes shall be stored in a central file in the Local's office so that they can be accessed by all Local officers when necessary.

7.3.3 The Secretary shall:

- (a) attend every Executive meeting and General meeting or designate an alternate.
- (b) maintain accurate records of all meetings of the Local;
- (c) prepare and circulate minutes of Executive and General Meetings.
- (d) represent the Local as a delegate to the ETFO Annual Meeting in August.

Section 3 – Duties of the Executive Members:

7.3.4 **The Executive Members shall:**

- (a) attend all meetings of the Local regularly;
- (b) fulfil their duties as assigned by the President and/or the Executive.

7.3.5 Any Executive Member who is absent for three (3) consecutive meetings may be replaced by motion of the Executive. (Subject to 8.1.6)

Section 4 – Duties of Committees

7.4.1 Committees are responsible to the Local Executive.

7.4.1.1 Each Standing Committee shall develop Terms of Reference.

7.4.2 The Collective Bargaining Committee:

- shall consist of the Local President and four (4) other Executive members who shall be elected by the Executive at the first Executive meeting each year;
- shall solicit input from the members.

7.4.3. The Elections Committee:

- shall recommend to the Executive the appointment of an Elections Officer, who shall not be a current Executive member or a candidate for any Executive position.
- shall develop/review Election Guidelines for approval by Executive
- shall provide the Elections Officer with the approved Elections Guidelines

7.4.4. The structure and duties of the other committees will be determined by the Executive.

ARTICLE VIII – MEETINGS

Section 1 – General Meetings

- 8.1.1 A quorum for General Meetings shall be 50% of the members present at the time the meeting is called to order. Should quorum be lost, no further business can be conducted.
- 8.1.2 A General Meeting shall be held no later than November 30 of each year. One of the agenda items shall be a report from the ETFO Annual Meeting.
- 8.1.3 A General Meeting shall be held no later than February 28 of each year. The Agenda items shall include the election of Delegates to ETFO Annual Meeting; approval of motions for the ETFO Annual Meeting; and the introduction of candidates for the next year's Executive.
- 8.1.4 The official authority for conducting all Local meetings shall be the current Roberts Rules of Order.
- 8.1.5 Any substantive motion altering the direction of the organization or impacting on the membership as a whole must be received by the Local office in writing or by email not less than thirty (30) days prior to a General Meeting, to enable communication of that motion to the membership.
- 8.1.6 At General Meetings, the Executive shall have the responsibility to determine whether a tabled motion is a substantive motion altering the direction of the organization or impacting on the membership as a whole.
- 8.1.7 At General Meetings members shall elect or acclaim successors to vacant Executive position(s) provided notice of motion is given.

Section 2 – Local Annual Meeting

- 8.2.1 A Local Annual Meeting of the members of ETFO – Toronto Occasional Teachers' Local shall be held no later than May 31, of each year.
- 8.2.2 The Local Annual Meeting shall:
 - a) receive the annual reports of the officers and committees of the Local;
 - b) approve the budget for the next fiscal year;
 - c) appoint the auditor;

d) consider amendments to the Local Constitution in accordance with Article XII;

8.2.3 Quorum shall be 75% of the members present at the time the meeting is called to order. Quorum cannot be less than 50 members. Should quorum be lost, no further business can be conducted.

Section 3 – Executive Meetings

8.3.1 A quorum for an Executive Meeting shall be the majority of the voting Executive.

8.3.2 Executive Meeting minutes shall be available to members upon request.

ARTICLE IX – EXECUTIVE ELECTIONS

Section 1 – Eligibility

9.1.1 An active member in good standing may nominate a member or be nominated to stand for elected office.

9.1.2 To stand for the office of president, first vice-president or treasurer a candidate must have served at least one (1) year on the ETFO – Toronto Occasional Teachers' Local executive unless no eligible candidate is nominated.

Section 2 – Nominations

9.2.1 Members shall be notified of the request for nominations in January, in the January newsletter, by Constant Contact, and on the website, and this shall be at least twenty-one (21) days prior to the nomination deadline.

9.2.2 The nomination form shall be mailed in January in the January newsletter and shall be posted on the Local website in January, and this shall be at least twenty-one (21) days prior to the nomination deadline.

9.2.3 The nomination deadline shall be at least three (3) days prior to the Winter General Meeting.

Section 3 – Election Procedures

9.3.1 All elections of the Executive shall be conducted at the Local Annual Meeting.

9.3.2 Candidates for the Executive shall be introduced to the membership at the Winter General Meeting and the Local Annual Meeting and shall be provided with the opportunity to address the members at both meetings.

9.3.3 Candidate profiles shall be mailed to the membership in the March newsletter and placed on the Local website within seven (7) days following the Winter General Meeting and at least six (6) weeks prior to the Local Annual Meeting.

9.3.4 Members in good standing will elect the following to the Executive: President, First Vice-President, Second Vice-President, Treasurer, Secretary and up to seven (7) Executive Members.

9.3.4.1 A members may run for up to two (2) positions on the Executive. Notwithstanding the foregoing, a member may run for only one (1) Executive Member position.

9.3.5 Votes will be counted in order of President, First Vice-President, Second Vice-President, Treasurer, Secretary and Executive Member. If a candidate is successful for a position, his/her name will be removed from subsequent vote counts. In the case of a tie for an Officer position or for the final Executive Member position, a re-vote will be held between the tied candidates only.

9.3.6 Each candidate or scrutineer of the candidate's choice may observe the counting of the ballots. A scrutineer must be a member of the Local.

9.3.7 The candidate with the highest vote count for each position shall be declared elected, subject to 9.3.5.

9.3.8 The vote count for all elected positions shall be released to the members and posted on the Local website within two (2) school days.

9.3.9 The ballots shall be destroyed thirty (30) days following the vote count.

Section 4 – Elections Officer

9.4.1 The Elections Committee shall recommend to the Executive the appointment of an Elections Officer who shall not be a current Executive member or a candidate for any Executive position.

9.4.2 The Elections Officer shall be provided with the Elections Guidelines.

ARTICLE X – DELEGATES TO THE ETFO ANNUAL MEETING

10.1.1 Delegates of the ETFO – Toronto Occasional Teachers' Local to the ETFO Annual Meeting shall be:

- (a) the elected President, Vice-Presidents (2), Treasurer and Secretary.
- (b) elected from the membership, by secret ballot, at the February Local General Meeting to make up the complement of Local delegates for the ETFO Annual Meeting.
- (c) Delegate candidates will follow the election procedures as developed by the Elections Committee and approved by the Executive.
- (d) The vote count for all elected positions shall be released to the members.

10.2.1 Names of delegates to the ETFO Annual Meeting shall be forwarded to the provincial office in accordance with provincial guidelines.

10.2.2 The ballots will be destroyed thirty (30) days following the vote count.

ARTICLE XI – RESOLUTIONS TO THE ETFO ANNUAL MEETING

11.1.1 Resolutions to the ETFO Annual Meeting shall be passed at a Local General Meeting.

ARTICLE XII – AMENDMENTS TO THE LOCAL CONSTITUTION

12.1.1 Proposed amendments to the Local Constitution must be submitted to the Local office in writing or by email no less than thirty (30) days prior to the Local Annual Meeting.

12.2.1 All proposed constitutional amendments shall be posted on the Local's website at least 14 days prior to the Local Annual Meeting.

12.3.1 Amendments to the Constitution may be made at the Local Annual Meeting by the affirmative vote of at least 60% of the members present.

ARTICLE XIII – FINANCES

13.1.1 The Executive of the Local shall develop a financial policy.

- 13.2.1 The signing officers of the Local shall be the President, the Treasurer and one other member appointed by the Executive.
- 13.3.1 All financial transactions shall be signed by two signing officers.
- 13.4.1 The fiscal year for the ETFO – Toronto Occasional Teachers' Local shall be the period from July 1 of one calendar year to June 30 of the succeeding calendar year.
- 13.5.1 Any unbudgeted expenditure between \$500 and \$999 shall be approved by the executive prior to the expenditure. (“Unbudgeted expenditure” shall be defined in this constitution as any expenditure not categorized within an existing budget line or a categorized expenditure that results in a sum total that exceeds the budget for that line.)
- 13.5.2 Unbudgeted expenditures between \$1,000 and \$25,000 require Executive approval by recorded vote prior to the expenditure. The recorded vote(s) will be reported at the next General Meeting. The total of Executive-approved unbudgeted expenditures shall not exceed \$25,000 per fiscal year.
- 13.5.3 Unbudgeted expenditures greater than \$25,000 requires approval by membership vote at a General Meeting prior to the expenditure.
- 13.5.3.1 Notice of the exact motion must be published to advise the membership when a major expenditure will be tabled at the next general meeting.
- 13.5.3.2 Notwithstanding 8.1.1, a General Meeting, at which a motion on an Unbudgeted expenditure greater than \$25,000 will be tabled, shall require quorum of 75% of the members present at the time the meeting is called to order. Quorum cannot be less than 50 members. Should quorum be lost, the motion cannot be tabled.

BYLAWS

BYLAW I FEES

- 1.1.1 Each member of the Local shall pay a daily fee as prescribed by the Bylaws of ETFO.
- 1.2.1 A local levy of .01 percent (gross salary x .0001) shall be deducted from each member's salary and the TDSB is authorized to make such deduction at source and remit the deducted funds to ETFO - Toronto Occasional Teachers' Local.
- 1.3.1 The method of payment of the daily fee and levy shall be as set out in the collective agreement between the Local and the Toronto District School Board.

BYLAW II RELEASE TIME

Section 1 – President's Release

- 2.1.1 The position of President shall be a full-time release position.
- 2.1.2 The President's salary shall be paid according to the following:
 - a) Q.E.C.O. placement;
 - b) all teaching experience including contract, daily and long-term experience to a maximum of A4, Step 10 on the Toronto District School Board Teachers' grid;
 - c) all Teacher Federation/Union paid Occasional Teacher release days shall be recognized to determine grid placement.
- 2.1.3 Documentation of the above experience shall be required.

Section 2 – Vice-presidents' Release

- 2.2.1 The positions of First and Second Vice-President shall be full-time release positions.
- 2.2.2 The Vice-President's salaries shall be determined by the same criteria as the president's salary.

Section 3 – Treasurer’s Release

- 2.3.1 The position of Treasurer shall be a minimum of a 0.2 release position.
- 2.3.2 Any additional release for the Treasurer shall be determined by the Local Executive.
- 2.3.3 The Treasurer’s salary shall be determined by the same criteria as the President’s salary.

Section 4 – Secretary’s Release

- 2.4.1 The position of Secretary shall receive a payment equivalent to a half day release at their daily rate for each set of Local minutes completed.

Section 5 – Member Release

- 2.5.1 Any member who is released by the Executive from teaching duties on a regularly scheduled basis for more than the LTO threshold, shall be paid at his/her long-term grid rate, as determined by the same criteria as the President’s salary.
- 2.5.2 Any member who is released by the Executive from teaching duties on an occasional basis shall be paid at his/her appropriate daily rate.

BYLAW III FINANCES

Section 1 – Reserve Funds

- 3.1.1 The Reserve Funds shall be the monies of the Local and shall be used for:
 - (a) expenditures as part of the operation of the Local, in a budget presented and approved at a General Meeting of the membership;
 - (b) Unbudgeted expenditures in accordance with 13.5.2 through to 13.5.2.3 inclusive.

BYLAW IV - VACANCIES ON THE EXECUTIVE

- 4.1 A vacancy from an unexpired term of office on the Executive shall be filled in accordance with 7.1.1 (I) in the following manner:
 - a) A vacancy at the position of President shall be filled by the First Vice President.

- b) A vacancy at the position of First Vice President shall be filled by one of the Vice Presidents as appointed by the Executive.
- c) A vacancy at the position of Vice President shall be filled by one of the Executive Members as elected / appointed by the Executive.
- d) A vacancy at the position of Secretary or Treasurer shall be filled in the following manner:
 - i) Nomination forms will be distributed to members by Constant Contact and on the Local website within fifteen (15) days of a vacancy occurring.
 - ii) Completed nomination forms must be emailed to the Elections Officer. Candidates may also include a 8 1/2 x 11 pdf profile.
 - iii) Each candidate will be contacted by the Elections Officer to verify that their nomination form has been received.
 - iv) 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.
 - v) The Executive shall elect a candidate by secret ballot from among the nominations received.
- e) A vacancy at the position of Executive Member shall be filled by a By-Election at a General Meeting in the following manner:
 - i) 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.
 - ii) The same eligibility criteria apply to candidates as for the annual executive elections.
 - iii) 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.
 - iv) Candidates will be emailed the Campaign Guidelines for By-Election Candidates within 3 school days of the Election Officer receiving their nomination.
 - v) 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 election is to occur.
 - vi) 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.
 - vii) Each candidate may address the membership at the General Meeting for up to 2 (two) minutes.

- viii) Voting will be conducted at the General Meeting by members who are present and voting.
- ix) Plurality will determine the winning candidate.

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

- a) A vacancy at the position of President shall be filled by the First Vice President.
- b) A vacancy at the position of First Vice President shall be filled by one of the Vice Presidents as appointed by the Executive.
- c) 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.
- d) 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:
 - i) 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.
 - ii) 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.
 - iii) 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.
 - iv) Each candidate will be contacted by the Elections Officer to verify that their nomination form has been received.
 - v) The Executive shall elect a candidate by secret ballot from among the nominations received using plurality.

Committees Terms of Reference

1.0 GENERAL COMMITTEE GUIDELINES

- 1.1 Committees are struck at the first executive meeting of the local executive, in accordance with the Constitution.
- 1.2 An all-member call out will be included in the summer newsletter asking members to submit their name and committee(s) of interest. The member will be notified of the executive decision by the chair of the committee as soon as possible.
- 1.3 Requests to join a committee can be ongoing throughout the year and are conditional on the availability of space on the committee.
- 1.4 At the local's first executive meeting, each executive member may sign up for up to two of the committees. Committees should be filled by members of the local who are not executive members as much as possible.

Updated Motion 21/22-84, Oct 3/22

- 1.5 Committee members choose a chair from amongst the group, either by consensus or election. The Executive appoint members to committees; approve terms of reference for these committees and receive reports from the committee chairpersons.
- 1.6 Unless otherwise specified, no committee shall have more than 10 officio members. A committee chair may appeal to the executive to add extra committee members under extenuating circumstances. Committee Chairs are responsible for:
 - a. establishing/reviewing/updating Committee Terms of Reference at the first meeting of the committee
 - b. preparing an agenda for meetings, where appropriate
 - c. submitting a report of all meetings to the next Executive meeting
 - d. submitting committee motions to the Executive
 - e. submitting a written report for General and Local Annual Meetings
 - f. submitting duties, expenses, and a reasonable remuneration schedule to the Executive for approval
 - g. tracking attendance and maintaining all Committee members' expenses including one's own
 - h. submitting the Local Expense Tracking Form to the President or Treasurer on a monthly basis or as arranged
 - i. submitting a proposed budget amount for the following year
 - j. to the Budget Committee prior to that committee meeting to create a draft budget proposal for the Executive.
 - k. Implementing final edit and approval for all committee documents (Terms of Reference & meeting notes)

2.0 COMMITTEE ACTIVITIES AND EVENTS

- 2.1 Committees meet to determine subjects for workshops, activities, and dates. The committee can be used to brainstorm ideas and provide feedback throughout the year.
- 2.2 Planning for all committees shall endeavor to coordinate with local communication and newsletters.
- 2.3 Proposed committee events and activities are reported to the Executive.
- 2.4 Registration:
 - a. Registration for events occurs by email to the determined email address for the event, Keep a record of members' names, and email addresses.
 - b. Set up and save an email contact group for each event.
 - c. Request members to notify the Local if they cannot attend.
 - d. Send an email reminder 3-5 days prior to the workshop.
- 2.5 For workshops with a cost to members:
 - a. Members send in their email request to attend.
 - b. Once they are accepted, a return email is sent advising them to send a cheque.
 - c. Their cheque must be received before they receive confirmation of registration.
 - d. An email confirmation is sent on receipt of the cheque.
 - e. Arrangements are made to have a member of the committee available to host the event and remain until the end time.
 - f. Take photos during the event if possible.
 - g. The website may be updated to include photos and information on committee events.

3.0 TERMS OF REFERENCE

3.1 Budget Committee Terms of Reference

- 3.1.1 The Committee shall be chaired by the treasurer and shall include members as approved by the executive. The purpose of the committee is to formulate a draft budget for consideration and approval by the executive at an executive meeting held prior to the local's annual general meeting. A final budget shall be presented to the membership at the May annual general meeting for their approval.
- 3.1.2 The Budget Committee shall:
 - a. Gather budget recommendations from local committee chairs;
 - b. Meet to prepare a draft budget;
 - c. Determine fixed and other costs, based on current and past budget year information;
 - d. Estimate revenue for the coming fiscal year;
 - e. Ensure that the budget reflects the priorities of the local.
 - f. Meet 3 times a year to discuss ongoing concerns of the budget and to

prepare a draft budget 2 days in advance of a budget meeting.

Updated Motion 21/22-46

3.2 Collective Bargaining Committee Terms of Reference

- 3.2.1 Collective bargaining is an ongoing process in the local. Between negotiation years, maintenance of the agreement is critical to ensure that the gains made through the collective bargaining process are reflected in the working conditions of members. Grievances are to be filed where the agreement has been violated. Records are to be kept of member concerns, on-going difficulties and contentious issues to be addressed in the next round of bargaining.
- 3.2.2 The local should include the following steps leading up to a round of negotiations:
 - a. A Collective Bargaining Team of the president and four executive members is elected from the executive at the first executive meeting of the year.
 - b. The executive selects a chief negotiator from among the team members.
 - c. The team reviews the areas of concern that have arisen since the last round of bargaining.
 - d. The team refers to ETFO's model Collective Agreement for Occasional Teachers and the terms and conditions contained in other occasional teacher and teacher contracts as well as collective agreements from outside sources including other unions and teacher affiliates.
 - e. The team reviews and follows ETFO's Collective Bargaining Procedures Manual as amended from time to time, ensuring that the Letter of Intent to bargain is sent to the Board according to timelines and that ETFO has notified the Board that the local has the right to bargain on behalf of its members.
 - f. The team develops and distributes to all members a survey to allow members to indicate their concerns and give recommendations for improvements to the contract. In the past this survey has been distributed in a hardcopy or electronic format. The survey should be completed in the year prior to the expiry of the current collective agreement.
 - g. Once the completed surveys have been reviewed and summarized, the team draws up a list of collective bargaining goals and has those goals endorsed by the membership at a general meeting.
 - h. The team then drafts up a preliminary submission and has it approved by the appropriate ETFO staff officer.
 - i. The chief negotiator and/or the ETFO staff officer make

arrangements for the first meeting of the Board and Union bargaining teams.

- j. The local collective bargaining team attempts to meet with the Board on neutral ground – or at least alternates between Board and Union sites.

3.2.3 Grievance / Arbitration

- a. When the union cannot resolve an alleged violation of the collective agreement through informal discussions, a Step One individual or policy grievance is filed against the Board in accordance with the timelines and other requirements detailed in the collective agreement.
- b. The ETFO staff officer will be kept informed of all grievances filed by the local. The assistance of the staff officer may be requested for writing and/or arguing complicated Step One grievances that seem likely to go to arbitration.
- c. The Board and the local will meet to attempt to resolve the grievance within required timelines.
- d. If the grievance cannot be resolved at Step One, the local may file for arbitration, (Step Two) within the required timelines. Step Two (arbitration) will only be initiated once the ETFO Provincial has agreed to carry the grievance to arbitration.
- e. The ETFO staff officer will give direction on the type of arbitration to be requested (expedited or regular); the number of arbitrators (single or Board), appointee, etc.
- f. Attempts will be made to settle the grievance prior to arbitration. If that is not possible, the local will prepare for, and attend, an arbitration hearing.
- g. The resolution of the grievance, at any step, is to be written up and signed by the Board and the local.

3.2.4 Release for CBC Members

All non full-time release members of the Local Collective Bargaining Committee be paid release at their daily rate for all Local bargaining sessions with the Board for the duration of the Local negotiations. Costs to come from the negotiations grievances budget line. **Motion 20/21-2**

3.3 Constitution Committee Terms of Reference

- 3.3.1** All proposed amendments to the local's Constitution must be signed and dated by the mover and signed and dated by two officers of the local upon its receipt by the local.
- 3.3.2** In the case of amendments submitted by the local's executive, the chair of the Constitution Committee must sign and date the final submission.
- 3.3.3** Any alteration or edit to proposed constitutional amendments

must be made at least 30 days before the local's annual general meeting and must be signed and dated by the mover as well as signed and dated by two officers of the local upon receipt of the alteration or edit.

- 3.3.4** Any alterations or edits to constitutional amendments proposed by the executive must be approved by the executive and signed and dated by the Constitutional Committee chair at least 30 days before the local's annual general meeting.
- 3.3.5** Any alterations or edits to the rationale of a proposed constitutional amendment must be signed and dated by the mover as well as two local officers upon receipt of the alteration or edit.
- 3.3.6** Any alteration or edit to the rationale of a constitutional amendment proposed by the executive must be signed and dated by the chair of the Constitution Committee.
- 3.3.7** To advise the executive on matters relating to the work of the committee.
- 3.3.8** To review the Policies and Procedures yearly.
- 3.3.9** To serve as a practical manual for the day-to-day operations of the local for the executive, committee members and any employees of the ETFO – Toronto Occasional Teachers’ Local.
- 3.3.10** To ensure that the policies and procedures outlined in this document are consistent with the intent of the Constitutions and/or By-Laws of the ETFO – Toronto Occasional Teachers’ Local and the Elementary Teachers’ Federation of Ontario, as amended from time to time, and with the current collective agreement.
- 3.3.11** To ensure the changes, additions, or amendments to the policies and procedures contained within the document will be made only by motion of the executive. If additions or modifications to the contents of the document are necessary, a recommendation may be made to the executive for approval. Housekeeping and proofreading changes may be made by the Committee without executive approval.
- 3.3.12** In the case where the executive makes an amendment to the policies and procedures, that the Committee be informed immediately, so that the Committee can ensure that the proposed changes are in alignment with the Constitution and the by-laws of the Local. **Updated Executive June 15, 2022**

3.4 Elections Committee Terms of Reference

- 3.4.1** To recommend guidelines to the Local Executive for Executive Elections, By-Elections and ETFO Annual Meeting Delegate

- Election Candidates in accordance with the Local's Constitution.
- 3.4.2 To recommend to the Executive a nomination form for Executive Elections outlining the responsibilities and requirements of each Executive position.
 - 3.4.3 To recommend to the Executive the appointment of an Elections Officer, who shall not be a current member of the local. Such appointment shall be approved by executive motion.
 - 3.4.4 To recommend to the Executive guidelines and responsibilities for the Elections Officer.
 - 3.4.5 To ensure the Executive adhere to constitutional timelines for both nomination and election processes in any elections.
 - 3.4.6 To arrange for the ballots to be distributed, collected, and counted at By-Elections and ETFO Annual Meeting Delegate Elections.
 - 3.4.7 To ensure the ballots from all Executive Elections, By-Elections and ETFO Annual Meeting Delegate Elections are destroyed, in the presence of the Elections Officer and the Local President, 30 days after the conclusion of such elections.
 - 3.4.8 To arrange for a location for the opening and counting of the ballots for Executive Elections by the Elections Officer, in the presence of candidates or scrutineers, on a date no later than two weeks prior to the Local's AGM.
 - 3.4.9 To review the elections procedures each year to ensure a fair, impartial, confidential Elections process and make recommendations to the Executive if necessary.
 - 3.4.10 To ensure the Executive publishes and distributes to members an Executive Election ballot package with a profile for each Executive Election candidate, should such a profile be received from the candidate(s).
 - 3.4.11 To ensure the Executive includes business reply mail postage envelopes with the Executive Elections ballot package.
 - 3.4.12 To ensure the Executive arranges for the return of mailed Executive Election ballots to a third-party address that is a secure, impartial location.
 - 3.4.13 To ensure the Executive announces to the membership the results of all Local Elections, with the specific vote count, within the timelines set out in the Local Constitution. **Local Executive on Dec 18, 2017**

3.5 Equity / Social Justice Committee Terms of Reference

- 3.5.1 To develop program recommendations related to equity and social justice for consideration by the executive
- 3.5.2 To plan equity and social justice workshops on behalf of the

members of ETFO Toronto occasional teachers and create initiatives related to equity and social justice

- 3.5.3** To recognize barriers that impede our members and then advocate on their behalf
- 3.5.4** To provide advice on the content, delivery and design of equity and social justice workshops for occasional teachers
- 3.5.5** To help check in members, set up chairs, provide snacks, distribute handouts, introduce and thank presenter, and help with cleanup for equity and social justice events
- 3.5.6** To ensure that the facilitators take the opportunity to provide a brief update on local issues at the start of equity and social justice events
- 3.5.7** To encourage member engagement in equity and social justice events
- 3.5.8** To accommodate members by ensuring that all venues are accessible whenever possible
- 3.5.9** To provide voluntary equity awareness training for local executive
- 3.5.10** To advise the Executive on matters relating to the work of the committee
- 3.5.11** To receive input from the members on future equity and social justice events and initiate member feedback at the conclusion of the program using short paper surveys (checklist/rating scales, jot not) to encourage a quick response
- 3.5.12** To make recommendations to the budget committee for the following budget year
- 3.5.13** To ensure the treasurer is provided with an invoice in order to create a cheque for the speaker/presenter when appropriate
- 3.5.14** To take advantage of ETFO-sponsored equity and social justice workshops/resources
- 3.5.15** To take advantage of ETFO-funding for equity and social justice events
- 3.5.16** To continue to build a resource file for future ideas (i.e. including an open question on the feedback survey to general member ideas/future interests. **Local Executive Dec 18, 2017**

3.7 New Members Committee Terms of Reference

- 3.7.1** educate new members about the role of ETFO, provincially and locally;
- 3.7.2** promote ETFO services, supports and publications;
- 3.7.3** provide opportunities for networking and professional development;
- 3.7.4** support new members during their first years teaching;

- 3.7.5 encourage new members to become actively involved with Union and Local activities;
- 3.7.6 inform new members of their rights and responsibilities as ETFO members **June 15, 2022 Executive**

3.8 Political Action Committee Terms of Reference

- 3.8.1 To implement actions and strategies that enhance the profile of political issues within the Local, Federation, and within the Province/Country.
- 3.8.2 To implement actions and strategies that will foster and encourage greater political involvement by Toronto Occasional Teachers.
- 3.8.3 To implement actions and strategies of Political Action that respond to issues at all levels of government.
- 3.8.4 To implement actions and strategies that will support ETFO Toronto Occasional Teachers' Local participation at meetings and conventions of political parties.
- 3.8.5 To attempt to organize and support political and/or associations/organizations beyond the Local and Federation level and to pursue common interests.
- 3.8.6 To report to the Executive the actions and strategies taken by the Political Action Committee
- 3.8.7 To make recommendations regarding the policies of political parties and other organizations interested in education

Approved March 23, 2022

3.9 Professional Learning Committee Terms of Reference

- 3.9.1 To plan professional learning opportunities for the members of the ETFO – Toronto Occasional Teachers' Local;
- 3.9.2 To develop program recommendations and initiatives related to professional learning for consideration by the executive;
- 3.9.3 To report to the executive on matters relating to the work of the committee;
- 3.9.4 To make recommendations to the Budget Committee for the following budget year;
- 3.9.5 To involve members and give them an opportunity to improve their professional skills;
- 3.9.6 To ensure that the facilitators take the opportunity to provide a brief update on local issues at PL events;
- 3.9.7 To encourage collaboration and networking amongst members before the start of the event (i.e. using icebreakers, group building activities, etc.)
- 3.9.8 To encourage membership feedback at the conclusion of

programs and consider input from the members on professional learning events;

- 3.9.9 To maintain a resource file for future ideas;
- 3.9.10 To provide funding through the funding form (up to \$250) on a first come first served basis for any form of professional development as approved by the First Vice President and/or the committee from the budget line up to \$45,000.
- 3.9.11 To provide funding through the funding form (up to \$50) on a first come first served basis for any professional resource as approved by the First Vice President and/or the committee from the budget line up to \$45,000.
- 3.9.12 To record gifts and payments for speakers;

Updated October 18, 2021

3.10 Social Committee Terms of Reference

- 3.10.1 To provide a welcoming social environment for all members within the organization and create a 'staff room' community for occasional teachers to communicate with their colleagues.
- 3.10.2 To plan and carry out social activities on behalf of the members of ETFO – Toronto Occasional Teachers' Local.
- 3.10.3 To encourage members to get involved in all matters of the organization.
- 3.10.4 To advise the executive on matters relating to the work of the committee.
- 3.10.5 To accurately track and record all expenses associated with running the committee and any social events put on by the committee.
- 3.10.6 To encourage input from the members on future social events and initiate member feedback.
- 3.10.7 To present a report to the membership at the local's AGM.
- 3.10.8 To make recommendations to the budget committee for the following budget year.
- 3.10.9 To encourage members to provide the local with updated data such as email, phone and address for more efficient communication with the membership.

3.11 Status of Women Committee Terms of Reference

3.11.1 The Status of Women Committee shall work under the general terms of reference to:

- a. Empower women within the organization, both in the teaching realm and leadership roles in the broader community to elevate, expand and support their skillset.
- b. Initiate action on items of its own creation within its own specific terms of

- reference;
- c. Act on matters referred by the local and/or executive;
 - d. Prepare for presentation to the executive, lists of specific activities that will be undertaken by the committee for the year;
 - e. Submit recommendations for committee action in the ensuing year, if appropriate;
 - f. Make a budget recommendation for the ensuing year and submit it to the treasurer prior to the first meeting of the budget committee.
 - g. Forward the committee's annual report to the President, to ensure it is forwarded to the general or annual meeting with other committee reports; and
 - h. Consider motions, resolutions and rationale for the ETFO Annual Meeting and get the local to endorse them through the local resolutions protocol, for submission to ETFO by March 1.

3.11.2 Consider:

- i. To advise the Executive on ways of enhancing the status of women in the teaching profession and in society.
- ii. To make recommendations to the Executive for possible action on issues related to the status of women.
- iii. To make recommendations to the Executive on outreach to community-based women's organizations.
- iv. To advise the Executive on how to include women members in all aspects of the local's organization and programs.
- v. To advise the Executive on how to promote opportunities for networking, leadership, and professional development for women members.
- vi. To advise the Executive on how to promote an ongoing commitment to human rights, equity, anti-racism, anti-oppression, and our commitment to combating anti-Indigeneity and anti-Black racism.
- vii. To advise the Executive how to promote culturally relevant mental health and psychological support specific to the diverse needs of women members.

Updated Motion 21/22 - 51

3.12 Racialized Members Committee Terms of Reference

3.12.1 The purpose of the Racialized Members Committee is to raise awareness and understanding about equity, inclusion, and anti-racism in education, as it impacts racialized members:

- a. To identify and recommend to the Executive, ways to raise members awareness of cultural, racial, and linguistic diversity with an anti-racist framework to promote equity and inclusion.
- b. To identify and recommend to the Executive, educational and leadership opportunities for racialized members within the Local.
- c. To provide advice to the Executive on the inclusion of racialized members in all aspects of the Local and its programming.
- d. To identify and recommend to the Executive, educational and leadership opportunities for racialized members within the Local.
- e. To advocate, support and follow up with racialized members who are in the process of filing a human rights complaint.

Approved Motion 21/22 – 48

LOCAL POLICIES

1.0 Investment Policy

- 1.1 Funds not required for the daily operations of the local will be conservatively invested in investment instruments that afford a higher rate of return than the bank rate. (ETFO)
- 1.2 The treasurer will review the investment portfolio with the president once a month. It will be reported for information to the executive at each regularly scheduled executive meeting.
- 1.3 The final decision on the investment of local funds must be made by the local executive.
- 1.4 The Reserve Fund shall be the monies of the local and shall be used:
 - 1.4.1 to cover expenses as part of the operation of the local in a budget presented and passed at a general meeting of the membership.
 - 1.4.2 to fund special/extraordinary expenses such as, but not limited to:
 - a. office relocation
 - b. office rental increases
 - c. emergency communications/meetings
 - d. purchase of a building
 - e. contingency salaries e.g. sick leave
 - f. strike action expenses not covered by ETFO
 - g. salaries for additional executive release to assist with strike action – if required
 - h. Operating expenses in case of lost income due to strike action
 - i. Legal fees not covered by ETFO
 - j. Hiring office staff if/when needed.

2.0 Leave Policies

2.1 Sick Leave Policy

- 2.1.1 ETFO – Toronto Occasional Teachers’ Local released executive officers shall receive sick leave in accordance with the current collective agreement. Any released executive officer who has exhausted her/his sick leave and is still unable to complete his/her required number of release days as stipulated in the Local Constitution and By-laws may request an unpaid leave of absence or resign from his/her position. Such leaves of absence shall be reported to the executive on an individual basis.

2.2 Personal Leaves

- 2.2.1 All personal leaves are without pay. A released executive officer shall inform the president of a personal leave of absence. Such leaves of absence shall be reported to the executive immediately. The officer requesting the leave should complete their own TDSB Leave of Absence request form. If the executive deems necessary,

the released officer in question shall be replaced in accordance to the Constitution VII Organizational Duties and the Procedures Manual, Section 1 Operations, G Elections, (IV) By-Elections.

2.3 Miscellaneous Leaves

2.3.1 Miscellaneous leaves shall be in accordance with Article 12 Miscellaneous Leaves of the current collective agreement.

OPERATING PROCEDURES

1.0 OPERATING PROCEDURES FOR EXECUTIVE MEETINGS

- 1.1 The duties of the Executive shall be to administer the affairs of the local between the Local Annual Meeting in accordance with the Constitution, Bylaws, and Policies and Procedures Manual of the Local.
- 1.2 The tentative dates for the following year's Executive Meetings should be determined by the incoming Executive to include in the annual pocket calendar.
- 1.3 Executive members may be compensated for attendance at executive meetings outside school hours as determined by the executive annually. (currently \$150 for each meeting attended)
- 1.4 There shall be a two-minute speaking limit for each speaker during discussion and debate on executive meeting motions.
- 1.5 No speaker can call the question on a motion during the same speaking time that they engage in debate on that motion.
- 1.6 Recording of Toronto OT executive/general meetings which are held virtually shall not be permitted.
- 1.7 Observers to Executive Meetings:
 - a. Shall be limited to a maximum of 15 active members in good standing as per the Local Constitution, or an invited guest with prior approval from the Executive.
 - b. Shall be required to email the Local's President or Vice-Presidents, notifying them of their intent to attend an Executive Meeting, at least 24 hours prior to the scheduled start time of the Executive Meeting.
 - c. Observers shall not speak to issues, unless invited to do so by the Executive. Observers shall not vote.
 - d. Observers shall be excused for in-camera sessions.
 - e. Executive meeting materials given to observers will remain in the meeting room.
 - f. There shall be no more than 15 observers allowed at a Local Executive Meeting. **Motion 20/21-15 August 2020**
- 1.8 All Local Executive members in attendance at Local Executive Meetings after the hours of a daily Occasional Teacher assignment during the 2021-2022 fiscal year receive an honorarium of a \$150. Cost to come from the Executive Honoraria budget line. **Motion 20/21-11A August 2020**
- 1.9 Executive Expectations:
 - a. All executive Members shall familiarize themselves with and abide by the current ETFO – Toronto Occasional Teachers' Local Constitution and By-laws and the *Policies and Procedures Manual*, which shall be made available by the president.

- b. Executive and committee members are expected to attend all meetings required for their position. If unable to attend any meeting, 24-hour advance notice should be given, if possible, to the president or committee chair as applicable.
- c. Changes, additions, or amendments to the policies and procedures contained within the document will be made only by motion of the executive. If additions or modifications to the contents of the document are necessary, a recommendation may be made to the executive for approval.
- d. Any executive member who is in a full-time LTO shall not be paid for a daytime executive meeting.

Motion 19/20 – 77

- e. An executive member in attendance at a virtual executive meeting who does not participate in votes or otherwise make their presence known, other than simply logging on, shall not be paid the executive meeting stipend.

Motion 20/21 – 7

- 1.10 Non-released executive members be released for a half-day to assist with processing professional learning rebate applications received by the Local. **Motion 20/21 – 11 (\$250)**
- 1.11 That a sitting executive member shall not serve on the Local elections committee. **Motion 20/21 – 9**
- 1.12 On-line Email Voting Procedure:**

1.12.1 Occasionally, situations may arise between scheduled Executive meetings where decisions must be made by the Executive regarding how to proceed. In these situations, our Local Online Motion Policy will provide guidance as to the manner in which motions, discussions and votes will be conducted.

1.12.2 Eligibility:

- a) It is appropriate to put forward motions in between Executive meetings if there are time considerations necessitating expedience.
- b) An online motion may be deemed out of order if it is decided that the motion could reasonably wait until the next Executive meeting.
- c) Any Executive member can voice objection to a motion on the grounds that it can wait until the next scheduled Executive meeting.
- d) The President will act as Chair for the course of the online voting duration.
- e) Should there be disagreement regarding whether the motion is time sensitive or not, the President will make the final decision.
- f) The official authority for conducting all online motion business shall be the current Roberts Rules of Order as much as it applies.

1.12.2 Procedure:

- a. Motions are moved and seconded (with rationale if they wish) and sent to all Executive members with a specified end time for discussion and a specified time frame for voting. The word ACTION/VOTE REQUIRED must be included in the email subject header.
- b. Executive will be given 48 hours, excluding weekends, for online discussion and debate, via email before the voting period commences.
- c. The voting shall commence immediately upon the end of debate. A minimum of 48 hours up to a maximum of 72 hours, excluding weekends, shall occur when voting by email.
- d. Executive members are to 'reply all' on their comments intended for debate.
- e. Comments inadvertently not sent to all will be forwarded to the entire Executive by the President/Chair.
- f. An individual member's vote, that does not reply all, will be sent to all Executive members by the President/Chair.
- g. It is each Executive member's responsibility to ensure that they reply before the voting deadline has passed.
- h. All members of the Executive are deemed to be present, via email, for a motion between meetings.
- i. Quorum of the Executive (of 50% + 1) votes must be cast, by the voting deadline, to consider a motion between meetings. If there are not enough votes to achieve quorum, the motion fails. A vote in favour, against or an abstention (actual email stating abstention) counts as a vote for the purpose of achieving quorum.
- j. The vote shall not be called until the voting deadline has passed in the event that an Executive member wishes to change their vote. The final votes will be counted only after the voting deadline has passed.
- k. Only a reply received within the set time frame will be counted.
- l. Minutes of any online discussions or motions between meetings will be recorded as part of the following Executive meeting minutes and shall be recorded as "Online Motion Report".
- m. For the purposes of BIRT number recording, online motions will count as any other motion and shall be recorded as such.
- n. In the event of disagreement or discrepancy about the final vote count, the President/Chair will rule if a re-vote is in order. (re-vote period a max of 48 hour voting period if a re-vote is required)

2.0 OPERATING PROCEDURES FOR GENERAL MEETINGS

- 2.1 All members attending local committee meetings will be reimbursed according to the ETFO meal guidelines. Cost to come from the appropriate committee budget line. **Motion 20/21 – 2**
- 2.2 The ETFO Toronto OT Local observe a two (2) minute speaking time limit at Local General Meetings. **Motion 20/21-4**

2.3 If a timed item is reached and a motion that has heard both pro and con debate is on the floor, the Parliamentarian acting as steering will proceed to a vote to call the question requiring a 2/3 majority vote. If the Call the question is passed, a vote on the motion will proceed. If the motion to Call the question is not passed, the motion will be tabled. **Approved February 24, 2022 General Meeting.**

2.4 Fall General Meetings:

- 2.4.1 A by-election for any unfilled Executive positions may be held at this meeting.
- 2.4.2 There will be a mandatory 15-minute question and answer period as a timed item at the end of the meeting.
- 2.4.3 Quorum for general meetings is 50 percent the number of members present at the start of the meeting
- 2.4.4 The Local Constitution (8.1.2) states “A General Meeting shall be held no later than November 30th of each year. One of the agenda items shall be a report from the ETFO Annual Meeting.”
- 2.4.5 A location must be chosen and permit applied for in early September (President or designate)
- 2.4.6 Speakers should be approved by the executive.
- 2.4.7 Catering is arranged for approximately 100-125 members, unless there is an issue of significant interest, in which case, the catering order could be increased.
- 2.4.8 If door prizes or member giveaways are to be provided, these must be ordered by recommendation of the Membership Recognition Committee and approval of the Executive.
- 2.4.9 A delay in the evening callouts and a message on SmartFindExpress will be requested from the Board for the day of General Meeting.
- 2.4.10 A by-election for any unfilled Executive positions may be held at this meeting.
- 2.4.11 Two persons (non-members) are hired to register members at the door using a membership list showing the name and postal code only of each member. Compensation will be determined by the Executive annually at the first Executive meeting. (Currently \$100)
- 2.4.12 Members are given a package containing at least an agenda, a financial statement, previous year end statement, accounting firm review and engagement report, name tag, and a copy of the minutes from the previous General Meeting. A ballot shall be included in the case of a by-election.
- 2.4.13 The draft agenda starts the business meeting at approximately 5:15 p.m. and the adjournment is set at 7:30 p.m. or as determined by the Executive.
- 2.4.14 There will be a mandatory 15-minute question and answer period as a timed item at the end of the meeting.
- 2.4.15 Quorum for General Meetings is 50 percent of the number of members present at the start of the meeting.
- 2.4.16 See Constitution for further requirements.

2.5 Winter General Meeting

- 2.5.1 A by-election for any vacant executive positions may be held at this meeting.
- 2.5.2 There will be a mandatory 15-minute question and answer period as a timed item at the end of the meeting.
- 2.5.3 Quorum for general meetings is the 50 percent of number of members present at the start of the meeting.
- 2.5.4 An election is held for the ETFO-assigned number of delegates to the ETFO Annual Meeting in August. (The president, vice-presidents, secretary and treasurer are automatically delegates without election.)
- 2.5.5 Resolutions for the August ETFO Annual Meeting must be presented for the consideration of the members in attendance at the winter general meeting. If approved, they shall be forwarded to ETFO by the resolution's deadline.
- 2.5.6 The Local Constitution (8.1.3) states, "A General Meeting shall be held no later than February 28 of each year. The Agenda items shall include the election of Delegates to ETFO Annual Meeting; approval of motions for the ETFO Annual Meeting; and the introduction of candidates for the next year's Executive.
- 2.5.7 A location must be chosen, site administrator contacted, and permit applied for in the Fall term.
- 2.5.8 Speakers should be approved by the Executive.
- 2.5.9 Catering is arranged for approximately 100-125 members, unless there is an issue of significant interest, in which case the catering order could be increased.
- 2.5.10 If door prizes or member giveaways are to be provided, these must be ordered by the recommendation of the Membership Recognition Committee and the approval of the Executive.
- 2.5.11 A delay in the Evening callouts and a message on SmartFindExpress will be requested from the Board for the day of the General Meeting.
- 2.5.12 A by-election for any unfilled Executive positions will be held at this meeting if required.
- 2.5.13 Two persons (non-members) are hired to register members at the door, using a membership list showing the name and postal code only of each member. Compensation will be determined by the Executive annually at the first Executive meeting. (Currently \$100)
- 2.5.14 Members are given a package containing at least an agenda, a financial statement, a name tag, and a copy of the minutes from the previous general meeting. Also included is a ballot for voting in the delegate election and for the by-election if necessary.
- 2.5.15 The draft agenda starts the business meeting at approximately 5:15 p.m. and the adjournment is set for 7:30 p.m. or as determined by the executive.
- 2.5.16 There will be a mandatory 15-minute question and answer period as a timed item at the end of the meeting.
- 2.5.17 Quorum for General Meetings is the 50 percent of number of members present at the start of the meeting.

- 2.5.18 An election is held for the ETFO-assigned number of delegate positions to the ETFO Annual Meeting in August. (The president, vice-presidents, treasurer and secretary are automatically delegates without election.)
- 2.5.19 Candidates for the following year's executive election are introduced and shall be given an opportunity to speak.
- 2.5.20 Resolutions for the August ETFO Annual Meeting must be presented for the consideration of the members in attendance at the winter general meeting. If approved, they shall be forwarded to ETFO by the resolution's deadline.
- 2.5.21 See Constitution for further requirements.

3.0 **OPERATING PROCEDURES FOR ANNUAL MEETING**

- 3.1 There will be a mandatory 15-minute question and answer period as a timed item at the end of the meeting.
- 3.2 The Local Constitution (8.2.1) states, "A Local Annual Meeting of the members of ETFO-Toronto Occasional Teachers' Local shall be held no later than May 31, of each year.
- 3.3 Executive approves the amount to be charged to the membership for dinner, keeping it low to ensure attendance. (Currently \$10) There is no cost for executive members or non-executive chair(s) to attend this meeting.
- 3.4 Invitation to Annual General Meeting included in March newsletter.
- 3.5 The Invitation should ask members to indicate if they are going to file for their teachers' pension this year. If so, they are guests of the local and will receive a retirement presentation.
- 3.6 Include general agenda, with start and end times, on invitation.
- 3.7 Include in March newsletter, the date that local constitutional change motions will be posted on the local website.
- 3.8 Contact events manager at venue (end of March, early April) to confirm rooms and arrange for specific menu for food and wine selection, pre-meeting refreshments, A/V requirements for microphones, screens, podia, etc.
- 3.9 In March, determine member giveaway – executive to approve expenditure and office to place order.
- 3.10 In March, invite guests – e.g. ETT President, ETT liaison, and Provincial Executive Officer. Other local presidents, and past local presidents should be invited to the dinner only with executive approval.
- 3.11 Ask guests to speak if executive so determines or if there is a timely issue.
- 3.12 Hire a parliamentarian if necessary, with executive approval of person and honorarium to be given.
- 3.13 Two persons (non-members) are hired to register members at the door, using a membership list showing the name and postal code only of each

member. Compensation will be determined by the executive annually at the first executive meeting. (Currently \$100)

- 3.14 Keep track of RSVPs and money. (Treasurer to deposit cheques prior to meeting.)
- 3.15 Post resolutions to be debated at AGM on local website at least 14 days prior to the AGM or the date printed in newsletter if earlier.
- 3.16 Determine speakers to executive motions – who will move, second, speak, etc.
- 3.17 Request that electronic versions of all committee chair reports be emailed to president and secretary, within specified time limit prior to the meeting.
- 3.18 One week prior to the meeting, have all print materials, including agenda, minutes, budget proposal and proposed motions, photocopied for approximately 175-200 people, depending upon RSVPs.
- 3.19 Have PowerPoint presentations, and other visual aid material prepared.
- 3.20 Make up PRO and CON signs for microphones.
- 3.21 A week prior to meeting, visit the venue and finalize all arrangements.
- 3.22 A delay in the evening callouts and a message on SmartFindExpress will be requested from the Board for the day prior and day of the Annual General Meeting.
- 3.23 Make up packages for 150-200 persons, depending upon number of members who have RSVP'd, etc. Packages to include, agenda, treasurer's report, proposed budget, resolutions, minutes from the previous general meeting and other pertinent material.
- 3.24 Print up a membership list showing only the members' names and postal codes – and divide list into two binders A-L and M-Z
- 3.25 Sort the packages alphabetically and place in two boxes for the registrars
- 3.26 One week prior to meeting, send email reminders to members who have indicated they are staying for dinner.
- 3.27 Have treasurer write cheques for registration people, parliamentarian and any guest speaker or entertainment honoraria, to be included in thank you card from President.
- 3.28 Early afternoon on day of meeting, released officers to go to hotel to put up banners, set up check-in tables, check AV equipment, check location of screens, microphones, etc.
- 3.29 Designated executive member presents cheque to pay parliamentarian, registrars, and entertainers if applicable.
- 3.30 Conduct meeting in accordance with agenda and timelines, using Robert's Rules of Order.
- 3.31 There will be a mandatory 15-minute question and answer period as a timed item at the end of the meeting.

- 3.32 Have membership information secured in locked room, along with local's equipment.
- 3.33 See Constitution for further requirements.

4.0 **GOLDEN HORSESHOE OCCASION TEACHERS (GHOTs) AND PROVINCIAL OCCASIONAL TEACHER MEETINGS (POTs)**

- 4.1 The president or designate and one (1) executive member shall be fully funded by the local to attend all GHOTs (Golden Horseshoe Occasional Teachers) meetings.
- 4.2 The president or designate and one (1) executive member shall be fully funded by the local to attend the POTs meetings.
- 4.3 Any local member approved by the president or the executive to attend a GHOTs or POTs workgroup, task force or committee shall be released for the meeting at the applicable daily rate.

LOCAL PROCEDURES

1.0 GENERAL PROCEDURES

- 1.1 Changes, additions, or amendments to the policies and procedures contained within the document will be made only by motion of the executive. If additions or modifications to the contents of the document are necessary, a recommendation may be made to the executive for approval.
- 1.2 Where the existing *Policies and Procedures Manual* does **not** address a situation, the user is advised to consult with the Constitution and/or By-Laws of the Local in conjunction with the executive and/or the local president.

2.0 COMMUNICATION PROCEDURES

2.1 Communication by Executive

- 2.1.1 Released Executive members shall endeavour to respond to all member enquiries within two (2) business days.
- 2.1.2 All official communication requires the approval of the president.
- 2.1.3 Local letterhead shall be used for all official hardcopy documents and communication. Letterhead can be obtained from the office.
- 2.1.4 Special circumstances may warrant mailings/e-communications in addition to those already scheduled, for example, during collective bargaining situations.
- 2.1.5 Official social media communication from the local shall be moderated by the vice-president responsible for communications and shall be restricted to union business and shall not be personal in nature.
- 2.1.6 Any new financial content on the website also requires the approval of the treasurer.
- 2.1.7 Membership List:
 - a. The database containing the membership list, with the information fields defined, shall reside on one computer in the office. Other office computers shall be networked to that database, ensuring that changes to the master data base may be made from any office computer and are immediately available to all released officers.
 - b. The information on the membership database is to be used confidentially, for union purposes only, and accessed only from the local office. See Collective

Agreement 7.3.0 for the information that the Board must provide.

- c. The membership list should be backed-up on a regular basis and a copy kept off site.
 - d. The membership list (excluding those who receive e-communications) is sent electronically to the mailing house in the format required by the mailing house to be used for mailing pertinent information to members' homes. All members shall receive executive election ballots.
 - e. The membership list is updated regularly, using data received from the Board, including but not limited to the Levy Submission List, the Board Occasional Teacher List, moved to contract List, etc. and updates from our members. See Collective Agreement 7.3.0, 18.3.0, and 26.1.3.
 - f. The list is culled when Board information advises of members who are no longer working for the Board as elementary occasional teachers.
- 2.1.8 The Local sends updates every second Thursday during the school year to the membership via constant contact, commencing November 26th, 2020. **Motion 20/21 – 10 (November 23, 2020).**
- 2.1.9 The approved minutes of all Local meetings be posted on the Local's website within one week of each meeting minutes being approved. **20/21-21A**

2.2 Newsletters

- 2.2.1 Newsletters are written by the president using a standard template with the local logo.
- 2.2.2 Newsletters may have specific input from other members of the executive, committees or others as determined by the president.
- 2.2.3 Newsletters are sent out throughout the school year (electronically, or where possible by third class mail) with information relating to upcoming meetings, workshops, social events, nomination forms, pocket calendars, surveys, etc.
- 2.2.4 Fall Newsletter mailing/e-communication must include a notice of our Fall General Meeting and a notice of deadline for substantive motions to be submitted at least 30 days prior to a General Meeting. (Call for a by-election if necessary, may also be included.) It will also include information, where applicable, on social events, professional learning events, equity events, and other

- committee events.
- 2.2.5 Winter Newsletter mailing/e-communication must include the Executive nomination form, notice of the winter general meeting, a call for candidates to run for delegate positions to represent the local at the ETFO Annual Meeting in August, a call for motions to be submitted to the ETFO Annual Meeting, and a notice of deadline for motions to be submitted at least 30 days prior to a general meeting. (Call for a by-election if necessary, may also be included.) It will also include information, where applicable, on social events, professional learning events, equity events, and other committee events.
 - 2.2.6 Winter Newsletter: Sent to the printer by December 15th, or the closest working day to that day, and is not to be mailed until December 27th, or the closest working day. **June 14, 2018.**
 - 2.2.7 Spring Newsletter mailing/e-communication must include a notice of the Local's Annual Meeting, a call for Constitutional amendment motions for the Local Annual Meeting, and a notice of deadline for motions to be submitted at least 30 days prior to a general meeting. It will also include information, where applicable, on social events, professional learning events, equity events, other committee events.
 - 2.2.8 Sent to the printer by March 5th, or the closest working day to that day. **June 14, 2018**
 - 2.2.9 Summer Newsletter mailing/e-communication must include an announcement of the successful candidates for executive positions for the following year, and a notice of deadline for motions to be submitted at least 30 days prior to a general meeting. It will also include information, where applicable, on social events, professional learning events, equity events and other committee events.
 - 2.2.10 Summer Newsletter – Sent to the printer by June 25th, or the closest working day to that day, and is not to be mailed until July 1st , or the closest working day. **June 14, 2018**
 - 2.2.11 Special circumstances may warrant additional content in the Newsletter package.
 - 2.2.12 Newsletters will be posted on the local website immediately after it is sent out for mailing/e-communication.
 - 2.2.13 Fall Newsletter: Sent to the printer by October 7th, or the closest working day to that day. **June 14, 2018**

2.3 Calendar

- 2.3.1 Development of the local's calendar booklet for the next school year should take place during the Spring of each school year. The draft calendar is reviewed by the Executive prior to the June executive meeting. Final approval by the executive shall take place no later than the June executive meeting.
- 2.3.2 The Local calendar booklet should reflect the School Board calendar, school holidays, professional development and activity days, Local General and Annual Meeting dates, Local Executive Meeting dates and other key dates required by our members.
- 2.3.3 The names of the Local Executive for the year and the email addresses for released Executive members should be included in the front of the calendar.
- 2.3.4 Pay dates are confirmed with the Board's payroll manager and a page of pay dates and the periods covered (with total number of working days for LTOs and daily occasional teachers in each pay period) is printed up for inclusion in the calendar.
- 2.3.5 A page of TDSB Payroll Assistance and Benefits Assistance numbers is included with the names of TDSB contacts based on the member's surname.
- 2.3.6 One page in the calendar shall be devoted to documentation required by LTOs in order to be paid on the teachers' salary grid.
- 2.3.7 The calendar will also include a section on How to Access Jobs on SmartFindExpress.
- 2.3.8 The calendar will contain Important Reminders to protect members from allegations and give them directions on contacting Professional Relations Services at ETFO before being interviewed by the Police, CAS or the Board.
- 2.3.9 Other information may be included in the calendar from time to time.
- 2.3.10 The number of additional calendar booklets to be printed shall be determined by the executive.

2.4 Documents

- 2.4.1 Constitution and By-Laws
 - a. The local Constitution shall be available to the membership on the local website.
- 2.4.2 Policy and Procedures Manual
 - a. The local Policy and Procedures Manual shall be made available to the local executive and available, on request to members.

- 2.4.3 Collective Agreement
 - a. When ratifying the collective agreement, members shall be made aware of all amendments. The local's current collective agreement shall be available on the local website. See 20.0.0 in the Collective Agreement (currently the TDSB provides every member with a hard copy).

3.0 DUTIES OF THE EXECUTIVE

3.1 The Local's signing officers for the 2021-2022 fiscal year will be the local President, Treasurer and First Vice-President. **Motion 20/21-3**

3.2 Executive and Committee Expectations

- 3.2.1** All executive and committee Members shall familiarize themselves with and abide by the current ETFO – Toronto Occasional Teachers' Local Constitution and By-laws and the Policies and Procedures Manual, which shall be made available by the president.
- 3.2.2** Executive and committee members are expected to attend all meetings required for their position. If unable to attend any meeting, 24-hour advance notice should be given, if possible, to the president or committee chair as applicable.
- 3.2.3** Committee meetings are held outside of school hours unless authorized by the president or approved through a motion passed by the executive.
- 3.2.4** There shall be at least one released officer on every committee.

3.3 Conflicts of Interest

- 3.3.1 A conflict of interest is a situation in which someone has both professional and personal interests that would make it difficult to fulfill his/her duties fairly.
- 3.3.2 Should an executive/committee member declare a conflict of interest before the executive/committee, the executive/committee member shall withdraw at the inception of the process. Should a member become aware of a conflict of interest during the meeting, the member will withdraw from the process and his/her withdrawal shall be recorded in the minutes. The member will withdraw from voting or participating in consideration of the matter, unless all the executive/committee members present at the meeting agree that the executive/committee member may participate in the consideration of the matter.

3.4 Lieu Time

- 3.4.1 Lieu time will be given for released executive to compensate for overnight (1/2 day), weekend work (full day for each day) or summer work (tracked by hours) where attendance is expected by the union and/or local, and authorized by the president or approved through a motion passed by the executive.
- 3.4.2 This lieu time is only for weekend or overnight work. It is not for evening work during the week.
- 3.4.3 Earned lieu time shall be tracked in the local's office by the president and the designated vice-president and presented at executive meetings.
- 3.4.4 Use of lieu time for released executive must be used within the same school year.

3.5 Highlights of duties for positions on the Executive:

<p style="text-align: center;">President</p> <ul style="list-style-type: none"> <input type="checkbox"/> Full-time LTO release position at grid rate <input type="checkbox"/> Access to a central office workspace <input type="checkbox"/> Is paid to attend all Executive Meetings of the Local as a voting member <input type="checkbox"/> Ex-officio member of all committees, including the Collective Bargaining Committee <input type="checkbox"/> Official spokesperson for the Local <input type="checkbox"/> Communicates with the membership through newsletters and the Local website <input type="checkbox"/> Local signing officer <input type="checkbox"/> Attends numerous meetings at locations across the Toronto District School Board <input type="checkbox"/> Counsels and represents members through to grievance/arbitration <input type="checkbox"/> Co-chairs Board/Union Consultation Committee <input type="checkbox"/> Attends ETFO Annual Meeting in August <input type="checkbox"/> Represents Local at ETFO Representative Council <p style="text-align: center;">First Vice President</p> <ul style="list-style-type: none"> <input type="checkbox"/> Full-time LTO release position at grid rate <input type="checkbox"/> Access to a central office workspace <input type="checkbox"/> Is paid to attend all Executive Meetings of the Local as a voting member <input type="checkbox"/> Attends all Local General Meetings <input type="checkbox"/> Attends numerous meetings at locations across the Toronto District School Board <input type="checkbox"/> Counsels and represents members through to grievance/arbitration 	<ul style="list-style-type: none"> <input type="checkbox"/> Attends numerous meetings at locations across the Toronto District School Board <input type="checkbox"/> Counsels and represents members through to grievance/arbitration <input type="checkbox"/> Sits on Board/Union Consultation Committee <input type="checkbox"/> Attends ETFO Annual Meeting in August <input type="checkbox"/> May attend ETFO Representative Council <input type="checkbox"/> Attends and/or chairs committee meetings <p style="text-align: center;">Treasurer</p> <ul style="list-style-type: none"> <input type="checkbox"/> A minimum LTO release position of 0.2 at grid rate <input type="checkbox"/> Access to a central office workspace <input type="checkbox"/> Is paid to attend all Executive Meetings of the Local as a voting member <input type="checkbox"/> Attends all Local General Meetings <input type="checkbox"/> Conducts Local's banking as a signing officer <input type="checkbox"/> Presents financial report at all Local meetings <input type="checkbox"/> Prepares and oversees the annual budget of the Local <input type="checkbox"/> Assists with the annual financial review of the Local's budget by an accounting firm <input type="checkbox"/> Attends ETFO Annual Meeting in August <p style="text-align: center;">Secretary</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is paid to attend all Executive Meetings of the Local as a voting member
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<input type="checkbox"/> Sits on Board/Union Consultation Committee <input type="checkbox"/> Attends ETFO Annual Meeting in August <input type="checkbox"/> May attend ETFO Representative Council <input type="checkbox"/> Attends and/or chairs committee meetings <input type="checkbox"/> Assumes duties of President as necessary <p style="text-align: center;">Second Vice-President</p> <input type="checkbox"/> Full-time LTO release position at grid rate <input type="checkbox"/> Access to a central office workspace <input type="checkbox"/> Is paid to attend all Executive Meetings of the Local as a voting member <input type="checkbox"/> Attends all Local General Meetings	<input type="checkbox"/> Attends all Local General Meetings <input type="checkbox"/> Attends and/or chairs committee meetings <input type="checkbox"/> Attends ETFO Annual Meeting in August <input type="checkbox"/> Is paid to prepare minutes for Executive and General Meetings and emails an electronic copy to the Executive <p style="text-align: center;">Executive Member</p> <input type="checkbox"/> Is paid to attend all Executive Meetings of the Local as a voting member <input type="checkbox"/> Attends all Local General Meetings <input type="checkbox"/> Attends and/or chairs committee meetings Approval by Executive - December 15, 2021
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3.6 The First Vice President will:

3.6.1 Compile a Committees List along with the names of members on the respective committee, once Committees are established at the Strategic Planning meeting (and updated on an ongoing basis). **June 14, 2018**

3.6.2 Provide Committee Chairs/Co-chairs their responsibilities listed in the Policy and Procedures Manual, as well as the contact information for the members on their committee. **June 14, 2018**

3.7 Duties of the Treasurer:

3.7.1 The Local's contact person for its RBC financial accounts only be the Treasurer of the Local. **Motion 20/21 – 9**

3.7.2 The Local Treasurer release be increased from 0.2 to 0.5. Cost to come from the Released Officer's Budget Line. **Motion 20/21 – 13**

3.7.3 The Local's contact person for the Bookkeeper and Targeted Bookkeeping be only the Treasurer of the Local. **Motion 20/21-19**

3.7.4 All Toronto OT Local financial statements prepared by Targeted Accounting be emailed to all members of the 21-22 Toronto OT Executive directly from Targeted Accounting in Microsoft Excel format within 3 school days of completing each bookkeeping update for the Toronto OT Local. **Motion 20/21-30**

3.7.5 The Local Treasurer develops the member reimbursement and dependent care forms for all member meetings. All forms should be returned directly to the Treasurer. **Motion 20/21-13**

3.7.6 The Treasurer develop appropriate standard committee

reimbursement forms and the committee chairs use and distribute them at meetings and events and return all forms directly to the Treasurer. **Motion 20/21-14A**

3.7.7 Treasurer Responsibilities:

- a. One of three signing officers of the Local
- b. Pays all approved invoices and expenses
- c. Keeps records of all income and expenses on Quick Books
- d. Reconciles bank statements
- e. Liaises with bank regarding accounts and investments
- f. Accounts for and reconciles receipt of dues rebates from ETFO
- g. Accounts for and reconciles receipt of levy fees from Board
- h. Submits appropriate invoice/forms to ETFO for reimbursement for applicable release time monies for President and additional released Executive members
- i. Keeps records of all investments/due dates and interest rates
- j. Ensures that there is enough money in chequing accounts to cover projected cash flow
- k. Cashes GICs when necessary to ensure adequate funds in chequing account
- l. Prepares reports for all executive, general and Budget Committee meetings
- m. Chairs Budget Committee and oversees the preparation of draft budget for:
 - i. approval by executive and
 - ii. approval by membership at Annual General Meeting
- n. Prepares materials for auditor and oversees preparation of auditor's review
- o.
- p. Forwards copy of auditor's report to ETFO by ETFO deadline
- q. Prepares not-for-profit organization report for government as required* (Form 1044)
- r. WSIB * (Submits quarterly remittance to WSIB based on office staff salaries)

3.7.8 Duties of the Secretary

- a. Prepares draft and revised minutes and emails electronic copies to the executive at least 3 days prior to the next executive meeting
- b. Shall be responsible for the final edit of the minutes

Motion 20/21-27

- c. The Draft Minutes of all Meetings be sent to all the Executive within one week of the meeting.

Motion 20/21-27

3.7.9 Duties of Executive Members:

- a. Serves on/chairs at least one committee
- b. Participates in debates and votes on issues affecting members

4.0 ELECTION PROCEDURES

4.1 Elections Officer:

- 4.1.1** Annually, in accordance with the Constitution, the Elections Committee shall recommend to the executive the appointment of an Elections Officer, who shall not be a current member or a candidate for any Executive position.
- 4.1.2** The Elections Officer is a paid position with compensation determined by executive vote.
- 4.1.3** When appointed, the Elections Officer will receive the Elections Officer Guidelines, Election Officer Responsibilities, Campaign Guidelines for ETFO AM Delegate Candidates, Campaign Guidelines for Executive Candidates and Campaign Guidelines for Executive By-election Candidates.
- 4.1.4** In the event the Elections Officer is unable to complete his/her duties, the executive shall approve a designate/replacement.

4.2 Elections Officer Guidelines:

The Local's Constitution, Article IX - Executive Elections Section 4 - Elections Officer 9.4.1. states:

The Elections Committee shall recommend to the Executive the appointment of an Elections Officer, who shall not be a current Executive member or a candidate for any Executive position. Such appointment shall be approved by executive motion.

- 4.2.1** The Elections Officer will receive an Elections Officer package which shall include:
 - a. Elections Officer Guidelines
 - b. Elections Officer Responsibilities
 - c. Campaign Guidelines for Executive Election Candidates
 - d. Campaign Guidelines for Executive By-Election Candidates
 - e. Campaign Guidelines for ETFO Annual Meeting Delegate Election Candidates

- f. Nomination Form for Executive Election Candidates
- 4.2.2 The Elections Officer is a paid position. Compensation structure for:
- 4.2.3 For receiving any nominations for any local elections during the school year, acknowledging receipt of these by email to the candidates and providing candidate guidelines, the Elections Officer shall be paid \$300.00
- 4.2.4 If attendance is required at a Local General Meeting to run an Executive by-election or ETFO Annual Meeting delegate election, Elections Officer shall be paid \$250.00
- 4.2.5 For receiving, investigating, reporting, and ruling on alleged violations of the:
 - a. Executive Election Campaign Guidelines
 - b. Executive By-Election Campaign Guidelines; and
 - c. Campaign guidelines for ETFO Annual Meeting Delegate Candidates:
 - d. the Elections Officer shall be paid additional monies at an hourly rate of \$40/hr.
 - e. Payment shall be based upon a report that the Elections Officer would submit to the Local's Executive no later than May 30 of each year.
 - f. This report would document all additional hours that were required in their role beyond what is stated here
 - g. For responsibilities related to online balloting, the Elections Officer shall be paid \$350.00
- 4.2.6 The Elections Officer will ensure that the election process is followed as per the election documents provided.
- 4.2.7 In the event the Elections Officer is unable to complete their duties, the Executive shall appoint a designate.
- October 29, 2020**
- 4.2.8 The Elections Officer be compensated as per the Elections Officer Guidelines in the Local Policy and Procedures Manual "to a maximum of \$15,000 in the offer to Sean Graney."

Motion 21/22 -72A

4.3 Elections Officer Responsibilities:

- 4.3.1 As approved by the 2020-2021 Executive on October 29, 2020
- 4.3.2 The Elections Officer duties will begin at the opening of nominations and conclude once the Elections Officer submits their summary report (not later than May 30 of that year).
- 4.3.3 The Elections Officer shall maintain confidentiality regarding the ETFO Toronto Occasional Teachers' Local elections (with the exception the ETFO General Secretary

- if required).
- 4.3.4 The Elections Officer shall set up an independent email account, through an encrypted email service, such as Gmail, for the duration for the elections.
 - 4.3.5 All Executive Election nomination forms are to be initialed, dated and time stamped by the Elections Officer to verify that they were received before the cut-off date and time on the nomination form.
 - 4.3.6 The Elections Officer shall post, on the local's website, the names of all candidates and the position for which they are running, organized by category for all local elections within 2 school days of the close of nominations.
 - 4.3.7 The Elections Officer shall email candidates confirming receipt of nomination within 3 school days after the nomination has been received. Included with this email will be an electronic copy of the approved Campaign Guidelines for Executive Election Candidates.
 - 4.3.8 The Elections Officer will ask each candidate to acknowledge, by return email, receipt of the appropriate Campaign Guidelines for Executive Election Candidates and their agreement to abide by these Guidelines.
 - 4.3.9 The Elections Officer will receive, investigate, and report on any violations of Campaign Guidelines as per the Campaign Guideline violations process.
 - 4.3.10 The Elections officer will introduce candidates, by category, who are running for the Executive election, at the Local's Winter General Meeting.
 - 4.3.11 The Elections Officer shall request the results of the elections from the electronic voting company and post them on the website no later than three (3) days after the close of the online balloting.
 - 4.3.12 The Elections Officer shall provide a return address to the electronic voting company for receiving returned mail and return the envelopes to the Local office thirty (30) days after the close of the elections.
 - 4.3.13 The Elections Officer shall preside over any balloted elections at Local General Meetings. They will:
 - a. Introduce the candidates for Delegate positions
 - b. Offer each Delegate candidate an opportunity to address the members for up to 2 minutes
 - c. Preside over the distribution and counting of the ballots:
 - i. The ballot must clearly show the intent of the voter

- ii. The Elections Officer shall decide if a ballot is spoiled
 - iii. Announce election results (acclimation may be possible)
 - iv. The results shall be posted on the Local website within two (2) school days by the Elections Officer
 - v. The Elections Officer shall ensure that all ballots handed out at General Meetings for a Local By-Election and ETFO Annual Meeting Delegate Election are numbered.
 - vi. The Elections Officer shall ensure the doors to the General Meeting are tiled, all candidate speeches are concluded, and all members are seated before beginning the distribution of ballots for a By-Election or ETFO Annual Meeting Delegate Election. At the time the Elections officer gives instructions for the doors to be untiled, the Elections officer shall inform the delegates that should there be a tie, a subsequent vote, to break the tie shall occur.
 - vii. The Elections Officer shall ensure that only one ballot per member is distributed at General Meetings where a By-Election or ETFO Annual Meeting Delegate Election is taking place.
 - viii. The Elections Officer shall retain possession of all election ballots after an election takes place. The Elections Officer shall take the election ballots to the Local's office 30 days after the date of the vote count to witness, along with the full-time released officers, the ballots being destroyed as per the Local's Constitution.
 - ix. The Elections Officer will ensure that candidates will follow the rule of the law of the country
- October 29, 2020**

4.4 ETFO Annual Meeting Delegates

- 4.4.1 Members in good standing who are interested in serving as a delegate must advise the local's Elections Officer by email by a set deadline at least 10 calendar days prior to the winter general meeting.

- 4.4.2 The Elections Officer shall send an email confirmation, including Campaign Guidelines for ETFO AM Delegate Candidates, to each candidate within three days of receiving their email advising their interest to serve as a delegate.
- 4.4.3 The Elections Officer will draw up a ballot with the names of all members who are running for delegate positions.
- 4.4.4 The delegate candidates will be introduced at the winter general meeting by the Elections Officer or by the Elections Chair if the Elections Officer is not present.
- 4.4.5 Should an election for delegates be necessary, each delegate candidate will be given up to 2 minutes to speak at the winter general meeting. The order of speaking will be determined by a candidate draw supervised by the Elections Officer.
- 4.4.6 After the speeches, members in attendance will be asked to mark the ballots that will be handed out with their meeting packages.
- 4.4.7 Ballots will be collected, counted and recorded, in a sequestered place, by the Elections Officer and at least 3 local designates not running for a delegate position
- 4.4.8 Every delegate candidate will have the right to appoint a scrutineer, who is a member in good standing, to witness the count.
- 4.4.9 In the event of a tie for the final delegate position, the issue will be settled by a coin toss.
- 4.4.10 Once the count is complete, the Elections Officer or Elections Chair will announce the count for each Delegate candidate and declare the successful Delegates. The election results will be posted on the website within three (3) school days.
- 4.4.11 Ballots will be destroyed 30 days after the vote count
- 4.4.12 The number and names of Alternates are determined by the executive at an executive meeting once the successful delegates have been elected. The number of Alternates shall be dependent upon the overall availability of the Delegates. Those who have run unsuccessfully and those who have been involved with the local previously shall be given priority consideration.
- 4.4.13 At the June delegate meeting, a whip will be selected from the current executive.
- 4.4.14 The president will be responsible, in the case of last-minute cancellations (when there is not sufficient time for the executive to make this determination), for ensuring that all delegate and alternate positions are filled for the ETFO Annual General Meeting.
- 4.4.15 At the ETFO AM, the whip will organize a delegate/alternate caucus immediately prior to the commencement of the AM, review voting procedures and AM protocol, and oversee

delegate/alternate introductions and coverage on the floor of the AM.

4.5 Campaign Guidelines for ETFO Annual Meeting Delegate Candidates:

- 4.5.1 The ETFO – Toronto Occasional Teachers’ Local thanks you for your interest in representing our Local as a delegate to the ETFO Annual Meeting in August.
- 4.5.2 Candidates for office agree to comply with the Code of Conduct of the Elementary Teachers’ of Ontario (ETFO), the Ethical Standards of the Ontario College of Teachers (OCT), and the Constitution, By-Laws, Election Procedures, and Campaign Guidelines of the Local. TDSB email is not to be used for Local Elections as per TDSB PR572.
- 4.5.3 The Local Elections Committee will post on the Local website in alphabetical order by last name for each position sought on behalf of all candidates:
 - a. the candidate’s name;
 - b. the candidate’s message of up to 200 words. This message must be received by the Elections Officer email by 4 p.m. on ___ day, _____ in order to be posted.
TorontoOTElections@gmail.com
- 4.5.4 Candidates will have up to 1 minute* to address members attending the _____, 202__ Winter General Meeting of the Local.
- 4.5.5 Voting will occur immediately following the candidate speeches at the _____, 202__ Winter General Meeting.
- 4.5.6 No other campaign materials are permitted. Campaign materials include concrete materials (e.g., posters, bookmarks) or web-based materials (e.g., blog, webpage). Only the sharing of the hyperlink to the Delegate Elections page of the Local on social media is allowed. No candidate or current Executive members, or Elections Committee members shall post any comment that identifies another candidate in any way that might positively or negatively effect that candidate’s candidacy.
- 4.5.7 Candidates are prohibited from using Board emails or the Local’s Constant Contact information for the Candidate’s campaign.
- 4.5.8 Campaign communications must comply with the ETFO Human Rights Statement and comply with the Code of Conduct for ETFO, Ethical Standards of the OCT, and provisions of the Constitution, By-Laws, Election Procedures and Campaign Guidelines of the Local.
- 4.5.9 There shall be no candidate giveaways or distribution of campaign materials.
- 4.5.10 Candidates are to refrain from using Committee email communications to campaign.

- 4.5.11 Members at large participation in the election is through their vote. Any support that a member at large provides for an individual candidate is expected to allow that candidate to comply with these rules.
- 4.5.12 Alleged infractions or violations of these guidelines will be referred to the Local's Elections Officer for resolution:
TorontoOTElections@gmail.com
- 4.5.13 Candidates determined to have infractions may have these posted on the Local's web site and publicly announced at the Winter General Meeting at the beginning of the candidate's minute speech time leaving the remaining time for the candidate to address the assembly. **Approval by Executive December 15, 2021**

4.6 By-Election Procedure

- 4.6.1 If an Executive vacancy exists, the position is to be advertised to the membership at least 21 days prior to the next general meeting and an election will take place at that general meeting.
- 4.6.2 The same eligibility criteria apply to candidates as for the annual executive elections.
- 4.6.3 Members in good standing who are interested in running in the by-election must advise the local's Elections Chair by email by a set deadline at least 5 calendar days prior to the election.
- 4.6.4 Candidates will be emailed the Campaign Guidelines for By-Election Candidates within 3 calendar days of the local receiving their nomination.
- 4.6.5 Ballots will be printed and numbered by the local office to include the names in alphabetical order of all candidates in good standing who have declared prior to the deadline.
- 4.6.6 Candidates are given the opportunity to speak for up to 2 minutes at the general meeting, in an order determined by a candidate draw.
- 4.6.7 The ballots are then marked, collected and counted, in a sequestered space, by the Elections Officer or designate plus three other persons not running in the election.
- 4.6.8 Every candidate has the right to appoint a scrutineer to witness the count.
- 4.6.9 Once the count is complete, the Elections Officer or designate will announce the count for each candidate and declare the successful candidate(s).
- 4.6.10 In the case of a tie, an additional ballot will be held immediately involving only the candidates who are tied until a winner is determined. Members will be presented with a blank ballot paper that is unique in size and colour and will be instructed to write the name(s) of their chosen candidate(s) on that ballot.

- 4.6.11 The ballot count of all candidates will be posted on the local website within three calendar days and the successful candidate(s) published in the next newsletter.
- 4.6.12 Completed ballots will be destroyed 30 days after the vote count.
- 4.6.13 In the event that no candidate is elected or acclaimed at the general meeting, in accordance with the Constitution, the Executive may appoint a successor, who must be a local member in good standing, to complete any unexpired term of an elected local representative or fill an unfilled vacancy.
- 4.6.14 If the executive decides to appoint a successor, the name of any member may be brought forward by an executive member and the executive will vote at the first subsequent executive meeting.
- 4.6.15 For a candidate to be considered, there must a two-thirds majority of the executive approving the candidate.
- 4.6.16 The approved candidate(s) name(s) will be placed on a ballot and the candidate(s) with the greatest number of votes will be placed in the position(s).

4.7 By-Election for Executive Member Campaign Guidelines:

- 4.7.1 The ETFO – Toronto Occasional Teachers’ Local thanks you for your interest in serving on the executive of the Local.
- 4.7.2 Candidates for office agree to comply with the Code of Conduct of the Elementary Teachers’ of Ontario (ETFO), the Ethical Standards of the Ontario College of Teachers (OCT), and the Constitution, By-Laws, Election Procedures, and Campaign Guidelines of the Local.
- 4.7.3 The Local Elections Committee will have posted on behalf of all candidates:
 - a. the candidate’s name posted on the Local’s website;
 - b. The candidate’s pdf profile 8.5 x 11 inches in the candidate’s choice of colour or black/white. This profile shall not contain any embedded links to additional material or other organizations / individuals. This profile must be received by the Elections Committee Chair by 4 p.m. on _____, 202_ in order to be posted.
- 4.7.4 Candidates will have up to 2 minutes* to address members attending the _____, 202_ Fall General Meeting of the ETFO – Toronto Occasional Teachers’ Local via ZOOM. Voting will occur electronically immediately following the candidate speeches at this meeting.
- 4.7.5 No other campaign materials are permitted. Campaign materials include concrete materials (e.g., posters, bookmarks) or web-based materials (e.g., blog, webpage).

- 4.7.6 Candidates and members who are working on behalf of the candidate are prohibited from using Board emails or the Local's Constant Contact information for the Candidate's campaign.
- 4.7.7 Campaign communications must comply with the ETFO Human Rights Statement and comply with the Code of Conduct for ETFO, Ethical Standards of the OTC, and provisions of the Constitution, By-Laws, Election Procedures and Campaign Guidelines of the Local.
- 4.7.8 There shall be no candidate giveaways or distribution of campaign materials.
- 4.7.9 Candidates and members who are working on behalf of the candidate are to refrain from using Committee email communications to campaign.
- 4.7.10 Alleged infractions or violations of these guidelines will be referred to the Local's Elections Committee Chair for resolution: TorontoOTElections@gmail.com
- 4.7.11 Candidates determined to have infractions may have these posted on the Local's web site and publicly announced at the Fall General Meeting at the beginning of the candidates two-minute speech time leaving the remaining time for the candidate to address the assembly. **Approved October 2021**

4.8 Local Executive Elections Procedures:

- 4.8.1 The Local shall notify members of nominations in the January newsletter and mail the nomination form by Canada Post with the January newsletter; nominations notification and the nomination form shall also be placed on the Local website and provided by Constant Contact; all at least twenty-one (21) days prior to the Winter General Meeting (See Constitution 9.2.1)
- 4.8.2 The nominations deadline shall be at least 3 days prior to the Winter General Meeting (see Constitution 9.2.3).
- 4.8.3 Nomination forms shall include a description of the responsibilities of the various executive positions and the eligibility requirements of each position, if any.
- 4.8.4 Nominated candidates must be active members in good standing with ETFO (see Constitution 6.1.5 and 4.1.2).
- 4.8.5 Completed nomination forms shall be mailed by Canada Post to the local's Elections Officer by the given deadline in a sealed envelope to an address off-site or emailed to the Elections Officer, in accordance with the Local Constitution and By Laws (see Constitution 9.2.3).
- 4.8.6 6) The Elections Officer shall send the Campaign Guidelines for Executive Election Candidates to each eligible candidate within three (3) calendar days from when the nomination form is received by the Elections Officer or designate.

- 4.8.7 7) The Campaign Guidelines for Executive Election Candidates shall include details for the submission of Candidate Campaign Flyers including content, format and deadlines.
- 4.8.8 8) Once nominations are closed, the names of candidates and the positions they are running for shall be posted in alphabetical order on the local website within three (3) calendar days.
- 4.8.9 9) The Campaign Flyers (if provided) of candidates running for executive positions shall be posted in alphabetical order on the local's website within the timelines required by the Constitution, mailed out by Canada Post or by email in the March Newsletter, and removed after the posting of the election results on the local website (see Constitution 9.3.3).
- 4.8.10 10) All elections of the Executive shall be conducted at the Local Annual Meeting under the supervision of the Elections Officer or designate (see Constitution 9.3.1)
- 4.8.11 11) Candidates for the Executive shall be introduced to the membership at the Winter General Meeting and the Local Annual Meeting and shall be provided with the opportunity to address the members at both meetings. The order of speaking shall be determined by a candidate draw. The usual speaking time limit is two (2) minutes per candidate (see Constitution 9.3.2)
- 4.8.12 12) Candidates shall be listed in alphabetical order on the election ballots and the ballots shall be distributed to each member (if at an in person meeting) at the Annual General Meeting.
- 4.8.13 13) Members in good standing shall elect the following to the Executive: President, First Vice-President, Second Vice-President, Treasurer, Secretary, and up to seven (7) Executive members (see Constitution 9.3.4).
- 4.8.14 14) A member may run for up to two (2) positions on the Executive. Notwithstanding the foregoing, a member may run for only one (1) Executive Member position (see Constitution 9.3.4.1).
- 4.8.15 15) The ballots shall be marked, collected and counted in a sequestered space if at an in person meeting by the Elections Officer or designate plus three (3) other persons not running for election.
- 4.8.16 16) Each candidate or scrutineer of the candidate's choice may observe the counting of the ballots if at an in person meeting. A scrutineer must be a member of the Local.
- 4.8.17 17) The three elections officials excluding the Elections Officer or designate plus the scrutineers in the sequestered space shall be given a tally sheet to keep the tally of votes for each candidate for each position. The Elections Officer or designate shall read the selected names from the ballots while the other three (3) officials keep the official tally. Then all tallies shall be compared for

accuracy. If the Elections Officer or designate believes a ballot to be spoiled or unintelligible, the Elections Officer or designate shall consult with the other officials. The Elections Officer or designate will make the final determination.

- 4.8.18 18) Votes shall be counted in order of President, First Vice-President, Second Vice-President, Treasurer, Secretary, and Executive Member. If a candidate is successful for a position, his/her name shall be removed from subsequent vote counts. In the case of a tie for an Officer position or for the final Executive Member position, a re-vote shall be held between the tied candidates only. For this re-vote, if an in person meeting, members shall be presented with a blank ballot paper that is unique in size and colour and shall be instructed to write the name of their chosen candidate on that ballot.
- 4.8.19 19) The candidate with the highest vote count for each position shall be declared elected by the Elections Officer or designate subject to number 18 above (see Constitution 9.3.7).
- 4.8.20 20) The vote count for all elected positions shall be released to the members and posted on the Local website within two (2) school days (see Constitution 9.3.8).
- 4.8.21 21) The ballots shall be destroyed thirty (30) days following the vote count if there is an in person meeting. (see Constitution 9.3.9). **Motion 21/22 - 39**

4.9 Local Executive Campaign Guidelines:

- 4.9.1 The ETFO – Toronto Occasional Teachers’ Local thanks you for your interest in serving on the executive of the Local.
- 4.9.2 Candidates for office agree to comply with the Code of Conduct of the Elementary Teachers’ of Ontario (ETFO), the Ethical Standards of the Ontario College of Teachers (OCT), and the Constitution, By-Laws, Election Procedures, and Campaign Guidelines of the Local. TDSB email is not to be used for Local Elections as per TDSB PR572.
- 4.9.3 The Local Elections Committee will mail/email to all members:
 - a) The Nomination Form by Friday, January 21, 2022.
 - b) Candidates’ profiles with the March 2022 newsletter.
- 4.9.4 The Local Elections Committee will post on the Local website in alphabetical order by last name for each position sought on behalf of all candidates:
 - a. the candidate’s name and position(s) sought;
 - b. the candidate’s pdf profile 8.5 x 11 inches in the candidate’s choice of colour or black/white. This profile must be received by the Elections Officer by 4 p.m. on Tuesday, March 1, 2022 in order to be posted.
 - c. The candidate’s profile may not use:

- i. The logo of the Local
 - ii. The slogan of the Local
 - iii. any embedded links to additional material or other organizations / individuals
 - d. The candidate's profile may contain
 - i. Candidate's name and photo
 - ii. Candidate's skills / experience
 - iii. Candidate's personal vision / goals / priorities for the Local
- 4.9.5 Candidates will have up to 2 minutes* to address members attending the February 24, 2022 Winter General Meeting and the May 19, 2022 Annual Meeting of the ETFO – Toronto Occasional Teachers' Local.
- 4.9.6 Voting will occur immediately following the candidate speeches for each position at the May 19, 2022 Annual Meeting.
- 4.9.7 No other campaign materials are permitted. Campaign materials include concrete materials (e.g., posters, bookmarks) or web-based materials (e.g., blog, webpage). Only the sharing of the hyperlink to the Executive Elections page of the Local on social media is allowed. No candidate or current Executive members, or Elections Committee members shall post any comment that identifies another candidate in any way that might positively or negatively effect that candidate's candidacy.
- 4.9.8 Candidates are prohibited from using Board emails or the Local's Constant Contact information for the Candidate's campaign.
- 4.9.9 Campaign communications must comply with the ETFO Human Rights Statement and comply with the Code of Conduct for ETFO, Ethical Standards of the OCT, and provisions of the Constitution, By-Laws, Election Procedures and Campaign Guidelines of the Local.
- 4.9.10 There shall be no candidate giveaways or distribution of campaign materials.
- 4.9.11 Candidates are to refrain from using Committee email communications to campaign.
- 4.9.12 Members at large participation in the election is through their vote at the Annual Meeting. Any support that a member at large provides for an individual candidate is expected to allow that candidate to comply with these rules.
- 4.9.13 Candidates shall reply within 3 school days to the Elections Officer email to acknowledge receipt of the Executive Election Campaign Guidelines and to agree to abide by those guidelines.
- 4.9.14 Alleged infractions or violations of these guidelines will be referred to the Local's Elections Officer for resolution:
TorontoOTElections@gmail.com

- a. *Candidates determined to have infractions may have these posted on the Local's web site and publicly announced at the General Meeting or Annual Meeting at the beginning of the candidates two-minute speech time leaving the remaining time for the candidate to address the assembly. **Approval by Executive December 15, 2021**

5.0 FINANCIAL PROCEDURES

5.1 Fee Rebates

5.1.1 ETFO Fee Rebates are received as follows:

- a. November 20% of projected annual rebate
- b. December 20% of projected annual rebate
- c. February 20% of projected annual rebate
- d. May 20% of projected annual rebate
- e. September 20% reconciled to fees received

5.2 Calculation of Rebates:

5.2.1 The ETFO – Toronto Occasional Teachers Local receives fee rebates from ETFO based on 31.5% of the net fees collected by ETFO. From the total gross fees collected by ETFO from Toronto public elementary occasional teachers, the following deductions are made for each full-time equivalent (FTE) member:

- a. Defense Fund
- b. PA/PR Fund
- c. OTF/CTF fees
- d. QECO fees
- e. OFL fees
- f. CLC fees
- g. The amount of the gross fees and deductions vary from year to year and are determined or reported at the ETFO Annual Meeting.

5.3 Levy Codified in Constitution

5.3.1 The Local Constitution stipulates that each member shall have a local levy deducted by the Board from each pay. This levy is forwarded to the local once per month. The amount of the levy is set in the Constitution at 01% of gross salary (gross salary times .0001).

5.4 Daily Operating Funds

5.4.1 Daily operating funds, not to exceed one school term costs as projected, will be held in a daily interest chequing account, a higher interest short-term savings account, or in cashable guaranteed investment certificates.

5.5 Reserve Funds

- 5.5.1 A minimum of one year's operating costs (ETFO recommended cash reserves – total expenses for one year), should be held in the Local's Reserve Funds.
- 5.5.2 Funds should not be invested in instruments that exceed the CIDC limits at any financial institution without executive approval.
- 5.5.3 Reserve Funds can be invested in fixed term investments provided there are separate and laddered maturity dates no longer than one year.
- 5.5.4 Reserve Funds may be accessed to replenish Daily Operating Funds.

5.6 Expenditures

- 5.6.1 The signing officers of the local shall be the president, the first vice-president and the treasurer.
- 5.6.2 All cheques shall be signed by two signing officers, other than the recipient.
- 5.6.3 The fiscal year for the Local is July 1 of one year to June 30 of the next year.
- 5.6.4 The budget for the following fiscal year is approved at the Local's Annual Meeting.
- 5.6.5 Any unbudgeted expenditure between \$500 and \$999 shall be approved by the executive prior to the expenditure. ("Unbudgeted expenditure" is defined in the Constitution as any expenditure not categorized within an existing budget line or a categorized expenditure resulting in a sum that exceeds the budget for that line.)
- 5.6.6 Unbudgeted expenditures between \$1,000 and \$25,000 require executive approval by recorded vote prior to the expenditure. The recorded vote(s) will be reported at the next general meeting. The total of executive-approved unbudgeted expenditures shall not exceed \$25,000 per fiscal year.
- 5.6.7 Unbudgeted expenditures greater than \$25,000 require approval by membership vote at a general
- 5.6.8 meeting prior to the expenditure. Notice of the exact motion must be published to advise the membership when such a major expenditure will be tabled at the next general meeting.

5.7 Salaries for Released Officers

- 5.7.1 All released officers shall provide to the local full documentation to substantiate all teaching experience, including daily OT experience, permanent teaching experience, Federation release experience, as well as a copy of the current QECO evaluation.
- 5.7.2 A letter shall be sent to the TDSB by the president outlining the respective salary rates and release percentages of all the released officers by the end of June.

- 5.7.3 Any letters changing the salary rate of a released officer during the school year sent to the Toronto District School Board shall be signed by two signing officers, not the recipient of the salary change.
- 5.7.4 The president, first and second vice-presidents, and the treasurer are released in accordance with the Constitution.
- 5.7.5 Additional release will be determined by a motion to membership at a general meeting.
- 5.7.6 Determination of grid placement for salary purposes shall be in accordance with the Constitution and the Collective Agreement (“Salaries – Long Term Occasional Teachers.”)
- 5.7.7 Members who are released by the local on a regularly scheduled basis for longer than the LTO threshold in the current collective agreement are to be paid at their grid salary. Should additional days of service in the same capacity, beyond the originally approved assignment, be required, those days are to be paid at the same grid rate. These extra days will be reported at the executive meeting for approval in accordance the Constitution.

5.8 Salaries for Occasionally Released Officers

- 5.8.1 Members released from teaching responsibilities to represent the Local on an occasional basis shall be reimbursed at their appropriate daily salary. Such release time should be approved by the executive.
- 5.8.2 Once approved, release time requests shall be submitted to the Board by the president or designate.
- 5.8.3 Amounts and procedures for claiming expenses for meals, hotels and kilometrage shall be the same as those expenses chargeable under Executive Expenses (see Member Expenses below).

5.9 Corporate Credit Cards

- 5.9.1 The Local's President and Vice-Presidents have a credit card to use for the business of the Local for the 2021-2022 school year.

Motion 20/21-5

- 5.9.2 Corporate credit cards (e.g. VISA) are to be provided to the president, first vice-president, and second vice-president for their term of office.
- 5.9.3 Corporate credit cards are to be used for local purchases only, not for personal use.
- 5.9.4 All credit card receipts are to be given to the treasurer, with explanation for the expenditure written on the receipt.
- 5.9.5 Any loyalty points that accrue as a result of the use of a corporate credit card are the property of the local.

- 5.10 A **mobile communication** allowance of up to \$80/month, during the school year, will be provided to the released officers of the Local. The allowance shall be prorated based on the level of release for each released

officer. This rate should be set by the executive annually at its first executive meeting.

5.10.1 A mobile phone allowance of up to \$80.00 per month be provided for all released officers using their mobile number for Local business and having the number posted and available to the membership. The allowance shall be prorated based on the level of release for each officer in the 2021-2022 school year. Cost to come from the Communication budget line. **Motion 20/21-9**

5.11 Retail Membership Fees

5.11.1 Any retail memberships or membership costs incurred by the local are to be approved by the executive prior to expenditure.

5.12 Forms and Invoices

5.12.1 Forms for general expenses and kilometrage are available from the local office.

5.12.2 Expense forms must be filled out completely in a timely manner; shall be reviewed by the treasurer and signed by an additional signing officer and submitted with required back-up documents before payment is made by the treasurer.

5.12.3 All invoices must be reviewed by the treasurer and approved by an additional signing officer who is not the recipient of the payment, before payment is made by the treasurer.

5.12.4 All executive expenses should be submitted within the same fiscal year.

5.13 WSIB

5.13.1 WSIB insurance is provided by the local for all released executive officers and any office staff.

5.14 Gift Cards for Services Rendered

5.14.1 Professional development presenters, parliamentarians and others who provide service to the local who are not paid a fee may receive a \$25.00 gift card.

5.15 Collective Bargaining Committee

5.15.1 All non-full time release members of the Local Collective Bargaining Committee be paid release at their daily rates for all Local Bargaining Sessions with the board for the duration of the current Local Negotiations. Costs to come from the Negotiations / Grievances Budget Line. **Motion 20/21-25**

5.15.2 All non-full time release members of the local collective bargaining committee be paid release at their daily rate for all local bargaining sessions with the board for the duration of the local negotiations. Cost to come from the negotiations grievances budget line. **Motion 20/21-2**

5.15.3 The local may donate funds to any ETFO OT local that is in the same district school board as a teacher local that is on strike or

locked out for five (5) days or more. The amount of the donation shall be determined by motion of the executive.

- 5.15.4 In a strike or lockout, the local may provide further financial support to a local as determined by the executive.

5.16 Levy Submission List

- 5.16.1 A levy submission list is received from the Board electronically for each pay period of the year.
- 5.16.2 The levy submission list contains the following information: employee name, employee number, classification (LTO, daily, retired, part-time contract, etc.), home address, phone number, number of days worked in pay period, amount of earnings and levy paid to Local.
- 5.16.3 The levy submission list is used to advise the local of additions to the membership list, changes to addresses and phone numbers, and changes in classification of members, for updating the local membership database.
- 5.16.4 The information on the levy submission list is used to produce a cumulative list of days worked by each member and to compare Local income from levies with previous periods.
- 5.16.5 The levy submission list also enables the treasurer to determine the total number of dollars paid in Federation fees and to reconcile the amount of fee rebate received from ETFO in any given year.

5.17 Member Expenses

- 5.17.1 The Local reimburse members for up to \$25.00 per hour of the meeting / event plus one hour of transition time, plus an additional \$10 per hour for 3 or more dependents or if specialized care is required to a maximum of 7 hours for a full day meeting (upon presentation of receipts) for **dependency care** when they attend Local General Meetings, Committee Meetings, Executive Meetings or Local Events. Cost to come from the Dependent Care budget line. **Updated June 15, 2022**
- Executive**
- 5.17.2 All Local **Executive members** in attendance at Local Executive Meetings after the hours of a daily Occasional Teacher assignment during the fiscal year receive an honorarium of \$150. Cost to come from the Executive Honoraria budget line. **Motion 20/21-11A**
- 5.17.3 Where a meal is not provided, **committee members** attending committee meetings shall be entitled to a **meal reimbursement** upon submission of receipt, that adheres to the following ETFO Provincial meal allowance guidelines: Breakfast \$20.00 maximum,

- Lunch \$25.00 maximum Dinner \$50.00 maximum. Cost to come from the Committee's Budget line. **20/21-12 Amended Oct 3/22**
- 5.17.4 The Local offers a **meal reimbursement** of up to \$50 per member for members who attend (registered as signing in via Zoom) any future **virtual Membership meetings** in the fiscal year. **Motion 20/21-16**
- 5.17.5 The Local follow the current ETFO **meal allowance** amounts during the fiscal year for any member eating a meal at their own expense while representing the Local Executive for **Local business**. **Motion 20/21-6**
- a. Executive members, committee members and members, approved by the Executive to conduct local business, shall adhere to the following ETFO Provincial meal allowance guidelines when a meal is not provided during the local business.
 - b. Breakfast \$20.00 maximum
 - c. Lunch \$25.00 maximum
 - d. Dinner \$50.00 maximum (**Amended Oct 3/22**)
 - e. When release time or an honorarium payment is approved by the Executive when conducting local business there shall be no meal allowance provided.
 - f. Receipts must be submitted to the Treasurer in order to be compensated by cheque.
 - g. **On-line events:**
 - i. All active members attending **committee events** are entitled to submit up to **\$25.00 for a meal reimbursement** upon date of event proof of receipt and form to be submitted to the Treasurer. **Motion 21/22-29**
- 5.17.6 The **Local travel allowance** for the fiscal year be \$0.61/ km for drivers and an additional \$0.05/ km for each passenger for travel incurred while representing the Local for Local business. **Motion 20/21-7 Amended Oct 3/21**
- a. The kilometrage rate shall be \$0.61 per kilometre with an additional \$0.05/km for drivers taking each additional passenger, who would have otherwise been eligible for a mileage claim up to a maximum of a 70 km round trip unless otherwise approved by the executive.
 - b. Kilometrage will be paid for committee meetings, as authorized by the president or designate up to the maximum of 35 kilometres each way.
 - c. Kilometrage claims should indicate the point of origin, point of destination, number of kilometres travelled and the purpose of the trip.

- d. Claims may be verified on a recognized mapping application +/- 0.5 kilometers each way.
 - e. Kilometrage will not be paid for local executive and committee Meetings held during school hours for which release time has been paid, nor for general or annual general Meetings.
 - f. Kilometrage claims should accompany expense claims that refer to the same event.
 - g. Members travelling by transit, on Local business, shall be reimbursed their actual fare.
- 5.17.7 **Hotel accommodations** for the fiscal year, for members approved by the Executive to represent the Local for union business, be single rooms if the member wishes. Cost to come from the Meetings-Other budget line. **Motion 20/21-8**
- a. Hotel accommodations for Local members approved by the Executive to represent the local at overnight events shall be in single rooms, unless mutually agreeable to the members involved.
- 5.17.8 All non-full time release members of the Local Collective Bargaining Committee be paid release at their daily rates for all Local Bargaining Sessions with the board for the duration of the current Local Negotiations. Costs to come from the Negotiations / Grievances Budget Line. **Motion 20/21-25**

6.0 OFFICE PROCEDURES

6.1 Hours of Operation

- 6.1.1 The regular days of operation of the office will coincide with the school year calendar.
- 6.1.2 Released officers should be available to answer members' calls from 8:30 a.m. to 5:00 p.m.

6.2 Local Website

- 6.2.1 The domain name www.etfo-torots.org is the property of the local and is renewable with Network Solutions. This is the only official website of the local.
- 6.2.2 The local website is currently designed and technically supported by Union Marketing with a monthly fee. Union Marketing may be contracted to provide updates to the website and for support at any time. The website information file is in the local office.
- 6.2.3 The website content is reviewed on a regular basis by the executive and updates are made with the approval of the president.

6.3 Equipment

- 6.3.1 All equipment purchased by the Local shall remain at the local office, unless the equipment is being used for required for local business off-site. In such case, it will be returned to the office as soon as possible.

6.4 Keys

- 6.4.1 Extra keys to the local office must be available in the local office for use by executive members and committee chairs.
- 6.4.2 Every key holder must return their keys at the end of their term/employment.

6.5 Office Insurance

- 6.5.1 Adequate insurance coverage for the office property and all its equipment will be purchased annually (currently OTIP).
- 6.5.2 The office insurance policy is to include insurance coverage for off-site events (currently OTIP).

6.6 Local Employee Insurance

- 6.6.1 The treasurer will ensure that WSIB premiums are paid on a quarterly basis to cover the local's released officers.

6.7 Year-end Office Closing Procedures

- 6.7.1 After the Local's Annual Meeting:
 - a. Advise the TDSB Officer for Occasional Teaching and Central Co-ordinating Principal or designate of released officers, grid placement and percentage of release for up-coming school year.
- 6.7.2 Ensure that all daily release requests have been submitted to the Board.
- 6.7.3 Request invoice from Board for all outstanding release time costs for the current school year so that these can be paid prior to the end of June (end of fiscal year).
- 6.7.4 Pay Board for all release time costs for the school year.
- 6.7.5 Invoice ETFO for President's release and any outstanding additional release.
- 6.7.6 Pay all outstanding VISA charges, including pre-paid amount to cover the known costs over the summer, e.g. Internet provider, telephone, website etc.
- 6.7.7 Review the levy list to identify those who have not worked the required 25 days to stay on the list. (President or designate)
- 6.7.8 Finalize the Local pocket calendar and send it to the printers. (President or designate)
- 6.7.9 Write final newsletter and send it to the printers for mailing with the calendar in early July.
- 6.7.10 After June 30, send printer and mailing house cheques dated after June 30th for July mailing.
- 6.7.11 Leave message on phone line that office is closed and that all emergencies requiring legal assistance are referred to the provincial office at 416-962-3836
- 6.7.12 Place same message on Local website. (President or designate)

- 6.7.13 Turn off and unplug fax machine over the summer to prevent the receipt of junk mail.

7.0 MEMBER SERVICES

7.1 Member Recognitions

- 7.1.1 A \$50.00 contribution will be made to various charities in the memory of a member or a member's immediate family or for an associate of the Local.
- 7.1.2 Greeting cards and/or floral tributes (up to \$50) may also be sent to individual members, their families and associates of the local in recognition of significant events.
- 7.1.3 The co-operation of employees of the Board may be recognized through gifts or gift certificates each Christmas. A record is kept of each year's gifts. (Currently \$25)
- 7.1.4 Contributions may be made to fundraising events of ETFO, ETFO Locals or other Unions.

7.2 Member Representation

- 7.2.1 One of the main services offered by our local to members is union assistance and/or representation when members find themselves in difficulty. Union assistance may range from simple direction or problem-solving over the telephone, physical representation at a meeting with school administrators, filing and arguing a grievance against the Board, to attending arbitration hearings on unresolved grievances.
 - a. When a serious allegation has been made against a member, e.g. physical contact, that member will be suspended by the Board, pending the results of investigations by the police and/or the Children's Aid Society.
 - b. Local released officers should advise the member to respond to all queries with the statement: "I am willing to co-operate, but I am unable to comment until I contact the Federation and legal counsel."
 - c. A member who finds himself or herself in this situation and calls the local office shall be immediately directed by a local released officer to call Professional Relations Services (PRS) at ETFO Provincial for legal representation and advice.
 - d. Local released officers are cautioned to refrain from discussing the situation with the member, since that released officer could be subpoenaed as a witness.
 - e. Once both the police and the Children's Aid Society have signed off, the member is advised by the Board that she/he may return to work except at the school where the alleged incident occurred. At that point, the school will do its own

- investigation and a meeting will be scheduled between administration and the member, with local representation.
- f. For other types of less serious complaints, members are usually blocked from the school in question until such time as the school administration has investigated the alleged complaint and the member and his or her union representative have met with the school administration.
 - g. Local representatives attempt to ensure that the member can return to teaching as soon as possible with as little financial penalty as possible.
 - h. Every attempt will be made to recoup any wages lost during the investigation period.
 - i. Every attempt will be made to minimize the impact on the member's career, including avoiding disciplinary letters in files, suspensions, etc.

7.3 Professional Learning

- 7.3.1 Members are encouraged to participate in workshops, conferences and other opportunities for professional advancement. The local is committed to providing on-going professional learning opportunities for our members.
- 7.3.2 Currently the Board provides the Local with \$25,000 annually for PD.
- 7.3.3 Partnerships with Board and ETFO should be developed.
- 7.3.4 Presenters can be approached to modify PD workshops to meet Occasional Teacher needs.
- 7.3.5 Bulk orders for dinnerware, tablecloths, etc. can be placed for future workshops.

7.3.6 Planning Specific Workshop

- a. Choose presenter from Board, ETFO, personal recommendations, etc. Book presenter(s). Meet with presenter(s) and preview workshop if possible.
- b. Determine requirements of the presenter(s) and request short personal biography and workshop synopsis for inclusion in Professional Development flyer and introductions on day of workshop.
- c. Choose site based on location accessibility, parking, public transportation, seating capacity, break-out rooms (if required), audio/visual equipment, food availability, etc.
- d. If using Fairmeadow Centre, book the gym or room you need well in advance.
- e. If selecting a Board site other than Fairmeadow Centre, complete and submit a Board permit application well in

advance. Check for availability with the site supervisor prior to submitting the application.

- f. Confirm the presenter's audio/visual requirements, room set-up, agenda for day, etc.
- g. Prepare handouts, certificates and name tags (if being used).
- h. Cheque should be requested from treasurer if presenter is being paid by cheque.
- i. Gift cards (e.g. The Bay, Tim Horton's, Canadian Tire) should be purchased in advance as thank-you gifts for some presenters depending on the circumstances.

7.3.7 Evening Before or Day of Workshop

- a. Co-ordinate with caretaker the evening before or morning of the workshop to ensure that the room is set up and ready for the workshop.
- b. Set up sign-in tables, hand-outs, name tags, refreshments, plug in coffee etc.
- c. Confirm that chairs, tables and equipment are set up as required by presenters.
- d. Test audio/visual equipment.
- e. Put up direction signs if needed.

7.3.8 During Workshop

- a. PD chair or designate to welcome participants and introduce presenter.
- b. Present honorarium and thanks to presenter at the end of the workshop. The presenter should sign a receipt for payment as produced by the treasurer.
- c. Request feedback formally/informally
- d. Name tags should be collected at the end of the workshop to be filed alphabetically for future workshops.
- e. PD chair or designate remains until the presenter and participants have left the premises. All equipment is returned to the office and the room is left tidy.

7.3.9 After Workshop

- a. Forward names of participants to Board or ETFO if paid release is involved.
- b. A letter / email of appreciation could be written to the presenter with a copy to presenter's supervisor if appropriate.
- c. All bills are to be presented to the Treasurer with explanation of costs.
- d. Send emails to those who failed to attend without advising Local.
- e. Process PL Dependent care subsidy requests.

7.4 Social Activities

- 7.4.1 The Social Committee will consider the diversity of the membership, expressed interests of members, geographical variations and previously popular activities.
- 7.4.2 The Social Committee will discuss and finalize proposed events within the limits of the budget, prior to mailing of the Local's newsletter package.
- 7.4.3 Venues will be scouted to ensure that they are appropriate for our needs.
- 7.4.4 Events are finalized to meet mailing deadlines for the Local's newsletter package.
- 7.4.5 A Social flyer is produced for inclusion in the newsletter and on the website.
- 7.4.6 Confirmations or notifications of being on the waitlist are sent by email to registrants and, if necessary, any registration requirements and payment details are provided.
- 7.4.7 Any committee member actively involved with a social event shall attend at no cost.
- 7.4.8 Released officers may attend social events at no cost.
- 7.4.9 Registration, costs, payments and attendance lists for all social events are tracked on an Excel spreadsheet.
- 7.4.10 (Note: This process must change going forward – when members must pay for events again. Any cheques that are received must be deposited and then reissued if necessary or members must make electronic deposits that can be returned. The auditor is not happy with uncashed cheques being held by committee chairs until an event occurs. It is a risk to the person writing the cheque and to the person holding the cheque.)
- 7.4.11 For events that have a cost to members:
 - a. Members send in their email request to attend
 - b. Once the member is accepted, a return email is sent advising him/her to send a cheque.
 - c. The cheque must be received before he/she receives confirmation of registration.
 - d. An email is sent on receipt of the cheque.
- 7.4.12 The Social Committee host member shall bring an attendance list to the event.
- 7.4.13 The chair of the Social Committee is responsible for ensuring that all event expenses are paid, and receipts are provided to the treasurer.

7.4.14 The Social chair, after consultation with the committee, shall present an estimated budget total to the Budget Committee for approval at the Local Annual Meeting.

Last updated: October 3, 2022