

**ETFO – TORONTO OCCASIONAL TEACHERS LOCAL
EXECUTIVE MEETING
DRAFT AGENDA**

Wednesday, December 14, 2022

9:00 a.m. - 4:00 p.m.

Present: Christina Meynell, Jeishan Rajakulasingam, Sharon Brown, Laura Barrett, Caini Ouattara Sano, Sarah Boomhower, Renée Massop, Gail James, Fletcher Jerome, Gabrielle Blais-Jones

Regrets: Rinat Evron

Parliamentarian: Ruth Ann Morley

- 1) Welcome – Ruth Ann Morley, Parliamentarian
- 2) Reading of the ETFO Human Rights Statement- read by Jeishan Rajakulasingam
- 3) Land Acknowledgement Statement - read by Sarah Boomhower
- 4) Approval of Minutes
 - a. November 15, 2022 Executive Meeting

Motion 22/23 - 50

Moved by Sharon Brown Seconded by Laura Barrett
BIRT the November Executive Meeting minutes be approved

CARRIED

5) Online Vote Results

a. Temporary Executive Member Appointment

There were 6 candidates. The vote results are as follows:

Jeremy Bass - 1

Kavita Roshni Chandoo - 1

Andreea Constantin - 1

Anisha Nanda - 0

Ritta Roach - 0

Caini Ouattara Sano - 6

Therefore Caini Ouattara Sano is appointed by the Executive to fill the temporary vacancy of Executive Member effective December 1, 2022.

Sean Graney Elections officer notified the candidates if they were successful or not. Christina will put Caini's name in the newsletter which goes to the printer tomorrow.

6) Approval of the December 14, 2022 Agenda

Motion 22/23 - 51

Moved by Sharon Brown Seconded by Caini Ouattara Sano
BIRT the December 14, 2022 Agenda be approved.

CARRIED

7) Elections and full vacancy

a. Executive Member position - full vacancy

i. Nomination Form – for approval

Motion 22/23 - 52

Moved by Sarah Boomhower Seconded by Laura Barrett
BIRT the executive member nomination form be approved.

CARRIED

ii. Voting Process for February 23, 2023
Winter General Meeting

High school students will get their community service hours and a free meal in exchange for handing out ballots at our in-person meeting. The school will be chosen pending the location of our Winter General Meeting.

b. Executive Election Campaign Guidelines – for approval

Motion 22/23 - 53

Moved by Gail James Seconded by Sharon Brown
BIRT the Executive Election Campaign Guidelines be approved.

Motion 22/23 - 53P

Moved by Sarah Boomhower Seconded by Fletcher Jerome
BIRT the vote on this be postponed to before adjournment.

CARRIED

The dates of election speeches are constitutionally-mandated (for now). Discussion of social media mentions by other people – all of which would be prohibited but is impossible to prevent. Social media comments can't be moderated by our Elections Officer, so they are not allowed as part of candidates' campaigns.

8) President's Report

a. Member Reps – database tracking

We had 19 member reps left over from last school year, which are wrapping up. Two types: PR 560 - Abuse and Neglect, and PR 515 - Human Rights Complaints. In both of these cases, our members are blocked from TDSB property.

We have 20 new member reps from the start of this year. ETFO Provincial is taking care of one of our members because they have in-house legal counsel to assist the member. For the first two weeks of the block, members are paid for any pre-booked work. On Day 11, they are compensated based on a weekly average so far from the previous year (pending cooperation with police and/or CAS).

Members are prohibited from contacting the school while blocked, so if schools are unresponsive to requests for meetings, member reps can take a long time to be resolved.

b. Office Administrator

Discussion of delegation of duties, to make sure the work is equitably distributed across the released officers and Office Administrator. Lieu time for evening meetings? It is a half-time job, so if the person works in the evening, they'd be compensated (either in lieu time or pay). This is a job where the hours will be in flux.

Description of pay:

The Office Administrator hours are based on the needs of the Toronto Occasional Teachers Local. These hours will be set on a weekly basis by the employer and are flexible in duration. Hours range from 9am to 5pm with occasional evening hours from 5pm to 9pm for major events/meetings. On average, the successful candidate could work 20 hours in one week with a wage of \$25/hour. There is a probationary period of 3 months from date of hire.

End date: June 30th, 2023 with potential of renewal in September 2023.

Motion 22/23 - 54

Moved by Sarah Boomhower Seconded by Gabrielle Blais-Jones
BIRT the Office Administrator job description be approved.

CARRIED

c. Winter General Meeting

i. Location

Motion 22/23 - 55

Moved by Gabrielle Blais-Jones Seconded by Caini Uttara Sano
BIRT the February General Meeting be a hybrid meeting with the Zoom option available for members who cannot attend in person.

Motion 22/23 - 55A

Moved by Christina Meynell Seconded by Sharon Brown
Amend Motion 22/23 - 55 to make the February General Meeting fully remote.

CARRIED

Moved by Gabrielle Blais-Jones Seconded by Christina Meynell

Amendment to amendment to 55 - a meal reimbursement be provided only to members who attend and participate in 75% of the motions (with accommodation for technical issues reported to tech support).

CARRIED AS AMENDED

Kennedy Convention Centre

Minimum 100 - \$65 per person for food - includes hall rental

Tech is \$500

Parking is free

We would order enough food for 150-175. \$11,375 + 500 (tech) = \$11,875

Fully on-line: 200 members x \$50 = \$10,000 + tech

Hybrid would necessitate meal reimbursements in addition to banquet hall food

Discussion of meal reimbursements being given to people with very brief attendance. Webinar format allows for logging attendance, but doesn't show members on screen.

ii. Logo contest presentation

Logos 1 & 2 (variations by same person), 3, and 13 are the three top picks.

Swag ideas: T-shirts, long-sleeved shirt, lanyard, whistle, flashlight, reusable bag, notepad

iii. Resolutions to ETFO Annual Meeting

Any changes to our constitution will be dealt with in order of the articles of the constitution (not in the order in which they are received).

9) Chief Negotiator's Report

a. Member Survey

Member Survey will be out before the winter break.

10) 1st Vice-President's Report

a. PL Reimbursements

\$1652.82 this month - \$18,944.99 year to date

b. Committees

Motion 22/23 - 56

Moved by Sarah Boomhower Seconded by Laura Barrett

That the December 2022 Committee Names document with changes be approved.

CARRIED

c. Workshops

Mandatory January 10 session for all chairs and liaisons to meet with the released officers and Treasurer

Sarah will send out the OT Local swag Google Form, and poll regarding a January date for Chair/Liaison training.

11) 2nd Vice President's Report

a. Health & Safety – TDSB Joint Occupational Health & Safety Committee

Some OTs expressed concern that they didn't receive masks when they entered TDSB schools - the Board has confirmed that OTs can request N95s and they will be given when they do request them. On February 7th, two members (John Pacocha and Ferdinand Mejia) will be starting the Ministry Certification for Health & Safety representatives. There's been an increase in workplace violence incident reports (67 incidents from 30 individuals). There were five injuries that resulted in lost time (with WSIB involved).

12) Treasurer's Report

a. Current Financial Reports (See written report in appendix to these minutes).

13) Motions to update housekeeping issues in the Procedures in Reference Manual

Move En Bloc:

Moved by Sarah Boomhower Seconded by Laura Barrett

Motion 22/23 - 57a

That Committees Terms of Reference 1.2 be amended to read:

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 Committee Liaison** of the committee as soon as possible.

Motion 22/23 - 57b

That Committee Terms of Reference 1.4 be amended to read:

1.4 At the local's first executive meeting, each executive member may sign up for up to **serve as Committee Liaison for a committee and as committee member for an additional two of the committees**. Committees should be filled by members of the local who are not executive members as much as possible.

Motion 22/23 - 57c

That Committee Terms of Reference 1.6 a. be amended to read:
a. **establishing/reviewing/updating Committee Terms of Reference at the first meeting of the committee**

Motion 22/23 - 57d

Operating Procedures Executive 1.8 be deleted.

(Delete 1.8 as it repeats 1.3)

Motion 22/23 - 57e

That On-line Voting Procedure 1.12.2 d) be amended by the addition of "or Parliamentarian" to read:

The President **or Parliamentarian** will act as Chair for the course of the online voting duration.

Motion 22/23 - 57f

That 2.5 Winter General Meeting Section 2.5.12 be deleted.

(Delete 2.5.12 as it repeats 2.5.1)

Motion 22/23 - 57g

Local Procedures 2.0 Communication 2.1.8 be amended to read:

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 22/23 - 57h

That 3.7 Duties of the Treasurer 3.7.4 be amended by the deletion of “21-22” to read:

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 22/23 - 57i

That 7.4 Social Activities subsection 7.4.10 be deleted.

~~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.)~~

Motion 22/23 - 57a through 57i

CARRIED

14) Unfinished Business from September / October / November

a. Non-TDSB emails – Gail

All members need to provide a non-TDSB e-mail address to receive reimbursements.

b. Calendar Ad Hoc Committee (postponed from September until after Nov GM)

Discussion: no ad hoc committee needed, just a survey.

Motion 22/23 - 58

Moved by Gail James Seconded by Jeishan Rajakulasingam

BIRT the calendar is referred to executive committee.

CARRIED

Discussion: regardless of physical or digital format, someone still needs to create the calendar.

c. Power School – Gabrielle

Discussion: potential assistance from released officers on Power School for members in LTOs. Released executive will bring it to the EOTCC.

d. Local Code of Conduct - Sharon

Ruth Ann will collect code-of-conduct references, compile them, and send them to the executive for comment/suggestions.

e. Released officer poster for school/staff room bulletin boards – Fletcher

The telephone numbers belong to the local and will remain consistent across executives. We can Board-courier posters (with the new logo!) to TDSB schools in the new year.

15) Committees:

a. Committee Activities and upcoming events (can be shared via Committee Reports email).

Elections Committee (Chair: Andreea Constantin)

The Committee met again on Wednesday, December 7 and are forwarding two more forms to the Executive for approval at the December 14 Executive Meeting. The one is the DRAFT nomination form for the By-Elections for Executive Member being held at the Winter General Meeting. The other is the DRAFT Campaign Guidelines for the Executive Elections 2023-2024. Please see these draft forms attached. Please note that space has been left on the By-Election form for the new logo. The Committee also wrote an article for Constant Contact to go out with the By-Election form to the membership by December 21, 2022.

Status of Women Committee (Chair: Jatinder Randhawa)

Discussed the possibility of a Women's Conference (ETFO Local did this in about 2015 and it was on a weekend – no release time). Partnership with Toronto Rape Crisis Centre - date TBC. Granted \$300 for Take Back the Night (we have lanyards and flashlights – possible swag for tote bags for conference). Board (TDSB?) has \$25k to provide PL for our members. Discussion of full inclusion being necessary (all genders) to receive those funds. Possibility of a presentation by Julius (ETT) on non-binary pronouns, trans empowerment, French language offerings.

Retired Teachers Ad Hoc Committee (Chair: Gail James for first meeting, Elena Bozzo for future meetings)

Retired Members Ad Hoc Committee Terms of Reference:

1. to investigate issues that have an impact on members on OTHP in the Local:

- attitude of members of the local towards retired teachers working in schools, taking LTOs, whole day assignments, sometimes teaching "good" classes
- assumptions based on the fact that all retired teachers are wealthy and shouldn't be teaching but rather should be giving jobs to newly graduated teachers
- only newly graduated teachers have fresh, new ideas
- being paid an honorarium for the ETFO Provincial AGM and the local Strategic Planning Meeting as these days count towards days worked for the fiscal year (if 50 days is exceeded during the month of the meetings, a member's pension can be lost for the month)

2. to make recommendations to the Executive to address issues of negative impact on members who are on OTHP:

NOTE- Retired Teachers have never really had a voice in this local

- change the attitude towards retired teachers by a write up in the newsletter, a campaign
- establish a "fund" for all local attendees to draw on throughout the fiscal year to use for meal reimbursements, food shopping that can be drawn on at any time using a special reimbursement form and tracking spending rather than an honorarium

- provide local imprinted jackets, other clothing, backpacks, running shoes that attendees would wear to the meetings instead of an honorarium--some locals do this
- writeups in Constant Contact or newsletter when an important issue needs to be shared with Retired Teachers
- how to deal with accessibility issues in schools/local office--stairs, parking etc.
- find out the % of retired teachers that are members of the local
- do a survey of retired teachers to find out their issues/ suggestions and how the local can help them

- 16) Timed Item 3:30 pm New Business and New Business Motions
a. Collective Agreement workshop - Jeishan

- 17) Election Campaign Guidelines - postponed to time definite

Amendment to **Motion 22/23 - 53A1**

Moved by Sarah Boomhower Seconded by Gabrielle Blais-Jones

Add the text: The sharing of the hyperlink to the Elections page of the Local **and the approved profile of a candidate** on social media is allowed.

CARRIED

Motion 22/23 - 59

Moved by Gabrielle Blais-Jones Seconded by Laura Barrett

BIRT the Executive Meeting be extended to 4:15pm

CARRIED

Amendment to **Motion 22/23 - 53A2**

Moved by Gabrielle Blais-Jones Seconded by Laura Barrett

BIRT the Campaign Guidelines be amended to add:

The Local Elections Committee will host evening all-candidates meetings via Zoom for the membership to question candidates. Candidates running for released officer positions should be prepared to attend two sessions. (Held in April)

CARRIED

Motion 22/23 - 53

CARRIED AS AMENDED

- 18) Adjournment 4:15 pm

Treasurer Report

I. Balance Sheet as of Dec. 9 /22

ASSETS

- I. Chequing Account— \$209,146.10
—Total Current Assets are \$834,146.10



I. GIC Account Holdings—\$625,000

- 1). 1 year non-redeemable for \$75,000-collateral for credit cards-3.000%-matures Nov.14/23—anticipated interest \$2,250.00
- 2). 1 year cashable for \$100,000-2.3500%-matures Nov.14/23-anticipated interest \$2,350.00
- 3). 1 year cashable for \$450,000-2.3500%-matures Nov. 14/23-anticipated interest \$10,575.00

The One-Year Cashable GIC offers a competitive interest rate and maximum flexibility, without the need for a long-term commitment. It's cashable at any time, and interest is paid right up to the date it's cashed as long as you've held the investment for 30 days or more. Guaranteed interest rate for one year on minimum investment of \$1,000 to a maximum of \$999,999.99.

LIABILITIES AND EQUITY

1. Retained Earnings or income from last year is \$817,284.34.
2. The Profit from last year or the Net Operating Income is \$16,861.76.
3. Total Liabilities and Equity are:
\$834,146.10 ($\$817,284.34 + \$16,861.76 = \$834,146.10$).

2. Budget vs. Actuals Sheet

INCOME—\$185,563.16

THE ACTUAL COLUMN: shows that \$185,563.16 has been received so far this school year.

THE BUDGET COLUMN: shows the 2022-2023 Proposed Draft Budget of \$743,330 as of May 19/22.

THE OVER BUDGET COLUMN: shows that \$557,766.84 is left to receive this year. (this is evident if the amount is in brackets or has a minus sign in front of it).

THE % of BUDGET COLUMN: shows monies in a percent of what has been received so

far—24.96%

-Budget Line 405 ETFO Fee Rebates- This is the portion of ETFO union dues (31,5%) that ETFO provincial returns to locals each year-\$56,582.12 in Sept. Another 20% of the projected yearly fee rebate was deposited Nov. 15/22 (\$94,913.05) for a total of \$151,495.17. In December another \$94,913.05 will be deposited into the local chequing account.

-Budget Line 420 Local Levy- TDSB deducts 0.01% according to the Constitution from each member's salary as dues that are given back directly to the local to run it. The June/22 levy of \$1,579.56 was deposited in July/22. The July/22 levy of \$1,201.15 was deposited in August/22. The Sept./22 levy of \$1,372.76 was deposited in Oct./22. In Nov. \$1,429.62 was received. The total levy received so far is \$5,583.09.

EXPENSES

-Budget Line 605-Communication -this budget line has an expense of \$27,378.70 for payments for the following: cell phone allowance, Internet Provider ICA- newsletters printed, Executive binder information printing, Postage, calendars, Fedex delivery of Executive binder information, stamps and Telephone. The Executive voted to increase this budget line by \$6,000, from \$36,000 to \$42,000.

-Budget Line 616 -IT Support- this budget line has an expense of \$1,600.70. At the Feb./22 Member Meeting this budget line was increased by \$14,000, from \$4,000 to \$18,000. This is to cover the cost of hiring a half-time office manager.

-Budget Line 625 -Meetings-Monthly Executive- this budget line has an expense of \$2,694.68. At the Feb./22 Member Meeting this budget line was increased by \$19,000, from \$8,000 to \$27,000. Expensed to this budget line are monthly daily meetings, Parliamentarian fees, Secretary minutes, venue, daily release pay and virtual expenses.

-Budget Line 626 -Meetings-Other- this budget line has an expense of \$29,387.78. At the Feb./22 Member Meeting this budget line was increased by \$5,000, from \$20,000 to \$25,000. However, the extra \$5,000 is only for Motion 8.

The Strategic Meeting cost \$27,385.33 as of Nov./22. Expensed to this meeting are photocopying, AV, venue, meals, hospitality, honorarium for Executive Members and facilitator. Perhaps this meeting needs its own budget line? POTS has \$1,773.25 expensed for dinner reimbursements, fee for 2 delegates, venue, meals and Parliamentarian fee for fall and spring meetings. Released Officer Training food was \$101.88. There is still GHOTS to pay for for the President's attendance as well as other meetings throughout the year.

-Budget Line 631 -Office Equipment- this budget line has an expense of \$2,343.60. At the Feb./22 Member Meeting this budget line was decreased by \$5,000, from \$6,000 to \$1,000. The Executive increased this budget line by \$1,000 = \$2,000. At the Feb./22 Member Meeting this budget line was increased by \$3,000 for a total of \$5,000.

-Budget Line 635 -Professional Learning Rebate- this budget line has an expense of \$17,392.17 out of a budget of \$55,000. Learning Rebates for this budget line cover courses from July 1/22 to June 30/23 as long as the budget is available.

-Budget Line 650 Website-\$9,923.66 has been expensed from a budget of \$8,000 for the monthly creative design fee for Union Digital to cover development, maintenance and updates of the website. Also, a new subscription was just taken out for storing grievance records—3 months for \$6,940.46 which has put the line over budget. This expense was not calculated into the budget when the budget was created.

TOTAL EXPENSES are actually \$168,701.40 so far this year. Some of the expenses are a carry over from June/22, as well as expenses incurred during the summer.

NET OPERATING INCOME or PROFIT - \$16,861.76 is calculated by subtracting the Total Expenses(\$168,701.40) from the Total Revenue (\$185,53.16).

3. Profit and Loss Sheet

THE ACTUAL COLUMN: the Total Column is the same as the Actual Column on the Budget vs Actuals financials page.

INFORMATION: is displayed monthly from July 1 to the end of June which encompasses the fiscal year of the local.

SUB CATEGORIES: can be found in some budget lines
i.e. 605 Communication shows 605-1 Cell Phone Allowance. 605-3 Internet Provider, 605-4 Newsletter Printing, 605-5 Postage and 605-6 Telephone.

FREQUENTLY ASKED QUESTIONS

Note:

The local will follow the ETFO Guidelines for expensing alcohol and Uber, Skip

the Dishes etc.—as long as all or part of the expense falls within the allotted reimbursement guidelines, they will be covered. However, an entire receipt for alcohol won't be covered. Past forms will be reviewed to check for any financial adjustments.

1. WHAT IS HAPPENING WITH THE FAX BELL TELEPHONE LINE 416-227-1868?

As the fax line has not been used for many, many years, since the use of the fax was obsolete, I began in January/22 to negotiate cancelling this extra telephone line. We had to make sure that this line did not host the local's internet. Finally after many discussions and emails with Bell, on Dec.8/22 the line was finally cancelled. They cannot refund our monies from Jan./22 when discussions began, but there will be a refund from Sept. 28/22 to Dec.8/22. The next financials hopefully will reflect the credit applied to the account.

2. WHAT IS HAPPENING WITH GIFT CARDS AND THE LOCAL?

After many years of gift cards not being acceptable to be used at the local (due to the hint of financial mismanagement), I have contacted ETFO Provincial about reinstating the use of gift cards. I was told that if the local decides to distribute gift cards, they should be a nominal amount, less than \$50, and no Visa/credit gift cards. Two of the signing officers will keep track of gift cards bought, they will be in a locked cabinet when not used, and when given out they should be signed for with the member name, card name and number on the list. After each event, the lists will be checked to ensure that the correct number of cards have been given out and the correct number remain.

3. WHAT IS THE DEADLINE FOR 2022-23 SUBMISSIONS FOR REIMBURSEMENTS?

June 16/23 should be the latest date for submission of expense reimbursements. This would allow for two full weeks for processing payments. Knowing this, the last member event date can be determined in order to give the members time to submit their expenses.

4. WHY SHOULD RECEIPTS FROM THE ANNUAL MEETING MEAL ALLOWANCE BE SAVED?

Receipts should be kept in case of an audit from CRA. The receipts will show that it's a reimbursement of expense and therefore not a taxable income. This was the advice of the Treasurer of Provincial ETFO.

5. WHAT IS THE NEW REIMBURSEMENT FORM?

Committee & Event Meal Reimbursement Form is new. The VPs and I discussed how to set this up. The one form can be used for all committee meetings and committee events reimbursements. This form will be used for 2023.

6. HOW MANY MEMBERS ARE REQUESTING CHEQUE PAYMENTS THIS FISCAL YEAR?

Only one member has requested a cheque payment this year.

7. WHAT MONIES HAVE EACH COMMITTEE EXPENSED SO FAR THIS FISCAL YEAR?

There are also reimbursement forms that have not as yet been approved nor included in these financials.

604- Committee-\$267.44 of \$5,000

608- Election-\$0 of \$40,000

609- Equity and Social Justice-\$187.52 of \$4,000

628- New Members-\$290.10 of \$3,000

634- Political Action-\$253.64 of \$20,000

635- Professional Learning-\$733.09 of \$20,000

638- Racialized -\$1,009.91 of \$12,000

644- Social-\$2,584.23 of \$15,000

645- Status of Women \$2,755.37 of \$10,000

Thanks,

Gail James

Treasurer

ETFO Toronto Occasional Teachers' Local

gailjames@ica.net

Nomination Form

for By-Election Executive Member 2022 – 2023

for a vacancy for the remainder of the 2022-2023 term

ETFO - Toronto Occasional Teachers' Local Executive

Voting to be held at the Winter February 23, 2023 General Meeting as per By-Law 4.1

Nomination for the position of: Executive Member 2022-2023 for remainder of term to June 30, 2023

Name of person nominated _____

***TDSB employee number:** _____ **Phone Number:** _____

Non-Board email address: _____

(For confirmation of receipt of nomination)

The candidate agrees to comply with the [Code of Conduct](#) of Elementary Teachers Federation 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.

Signature of Candidate: _____ **Date:** _____

This nomination form must be received by **4:00 p.m. on Friday, February 3, 2023**. It must be sent by email to the Elections Officer, Sean Graney: TorontoOTElections@gmail.com

An **8.5 x11** candidate profile can be submitted, in PDF format, in the candidate's choice of colour or black/white. Profiles must be emailed to the Elections Officer with the nomination form by **4:00 p.m. on February 3, 2023**. This will be posted on the Local website by Wednesday, February 8, 2023.

Term of Office runs from February 23, 2023 until June 30, 2023 to fill a vacancy.

Executive Member

- Is paid to attend all Executive Meetings of the Local as a voting member
- Attends all Local General Meetings
- Attends and/or chairs meetings of at least one Local committee

* All candidates must be on the TDSB Elementary Occasional Teachers List and must be an active member: a member who has paid dues to the Local within the last one hundred and twenty (120) working days preceding the nomination deadline or be on an approved leave of absence as per 4.1 and 4.2 of the Local's Constitution.

The Elections Officer will contact you by email to confirm receipt of your nomination form.

PLEASE NOTE: All inquiries about the Election process or the nomination form must be emailed to the Elections Officer only: TorontoOTElections@gmail.com

Approved at December 14, 2022 Executive Meeting.

Campaign Guidelines 2023 – 2024 Executive Elections

For February 23, 2023 Winter General Meeting to the May 25 & May 31 Annual Meeting

The ETFO – Toronto Occasional Teachers' Local thanks you for your interest in serving on the Executive of the Local.

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](#).

- 1) The Local Elections Committee will mail / email to all members:
 - a) The Nomination Form by January 27, 2023;
 - b) Candidates' profiles with the March 2023 newsletter.
- 2) The Local Elections Committee will host evening (via zoom) All Candidates Meetings for the membership to question candidates. Released Officers should be prepared to attend two sessions (Held in April)
- 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 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 email by **4 p.m. on Monday, February 27, 2023** in order to be posted. TorontoOTElections@gmail.com
 - c) The candidate's profile may not use:
 - i) The logo or slogan of the Local
 - ii) Any embedded links to additional material or other organizations / individuals
 - iii) social media contact information
 - d) The candidate's profile may contain:
 - i) The candidate's name and photo
 - ii) The candidate's skills / experience / personal vision / goals / priorities for the Local
 - iii) The candidate's personal email if individual members wish to contact the candidate with questions on their platform
- 4) Candidates will have up to **2 minutes*** to address members attending the **February 23, 2023 Winter General Meeting** and the **May 25 or May 31, 2023 Annual Meeting** session of the Local.
- 5) Voting will occur immediately following the candidate speeches at the **Annual Meeting**.
- 6) No other campaign materials are permitted. Campaign materials include concrete materials (e.g., posters, bookmarks) or web-based materials (e.g., blog, webpage, Facebook, WhatsApp discussions). The sharing of the hyperlink to the **Elections** page of the Local and the **approved profile** of a candidate 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 affect that candidate's candidacy.
- 7) Candidates are prohibited from using Board emails or the Local's Constant Contact information for the Candidate's campaign.
- 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.
- 9) There shall be no candidate giveaways or distribution of campaign materials.
- 10) Candidates are to refrain from using Committee email communications to campaign.
- 11) 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.
- 12) Candidates shall reply within three (3) school days to the Elections Officer's email to acknowledge receipt of the Executive Campaign Guidelines and to agree to abide by those guidelines.

Alleged infractions or violations of these guidelines will be referred to the Local's Elections Officer, Sean Graney for resolution: TorontoOTElections@gmail.com ***Candidates determined to have infractions these will be posted on the Local's web site and publicly announced at the Winter General Meeting / Annual Meeting at the beginning of the candidate's speech time leaving the remaining time for the candidate to address the assembly. Approved Dec 14/22**

BY-ELECTION AT WINTER GENERAL MEETING

Executive Member Sujatha Chintakunta accepted a full-time job and therefore offered her resignation to the Executive. Due to this resignation, there is a vacancy for the position of Executive Member for the remainder of the 2022-2023 term. Under the constitution By-Law 4.1, a by-election is **being held at the Winter General Meeting on Thursday, February 23, 2023. This is an in-person meeting with location to be determined.** Voting will be by secret ballot by members present at the meeting. Nomination forms for this position are included in this email and are on the Local's website under the **Elections tab** in the top right navigation bar. Nomination forms are due to the Elections Officer, Sean Graney, by **Friday, February 3, 2023, at 4:00 p.m.** Candidates may also submit an 8 ½ x 11 profile by February 3. This will be posted on the Local website by Wednesday, February 8 for the membership to review.

Nomination forms and all elections inquiries are emailed to the Election Officer, Sean Graney: [**TorontoOTElections@gmail.com**](mailto:TorontoOTElections@gmail.com)