

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

Wednesday, February 8, 2023

Present: Sharon Brown, Renée Massop, Rinat Evron, Gail James, Jeishan Rajakulasingam, Sarah Boomhower, Caini Ouattara Sano, Gabrielle Blais-Jones, Christina Meynell, Laura Barrett, Marisa Gallippi, Fletcher Jerome (joined at 10:00am)

Regrets: none

Parliamentarian: Ruth Ann Morley

- 1) Welcome – Ruth Ann Morley, Parliamentarian
- 2) Human Rights Officer - Ruth Ann Morley
- 3) Reading of the ETFO Human Rights Statement - read by Marisa Gallippi
- 4) Reading of the Land Acknowledgement Statement - read by
- 5) Approval of Minutes

Moved by Sarah Boomhower Seconded by Sharon Brown

Motion 22/23 - 68

That the minutes of the January 25, 2023 Executive Meeting be approved.

CARRIED

- 6) Approval of the February 8, 2023 Agenda

Moved by Christina Meynell Seconded by Gail James

Motion 22/23 - 69

That the February 8, 2023 Agenda be approved.

CARRIED

- 7) February General Meeting
 - a. Elections updates

Two nominations have been received for the Executive Member By-Election:

Jennifer Dietert
Sophie Kroesen

The nominations for the delegates to the ETFO Annual Meeting don't close until Friday, February 10.

b. Tech rehearsal date / time

Tuesday, February 21, 4:00 – with a backup date of Wednesday, February 22 at 4:00 p.m.

c. ETFO Resolutions received to date from members:

Mover: Lisa De Santis Seconder: Ken Nakamura

BIRT That ETFO lobby the government, the Ministry of Labour, to create legislation that guarantees any public or private sector worker a full-time position after two years in the same precarious or part time position.

Mover: Lisa De Santis Seconder: Ken Nakamura

BIRT the process for attendance at Representative Council and Provincial Executive meetings be reformed to give greater member access to these meetings. Release time shall be provided by ETFO Provincial to attend these meetings.

Mover: Lisa De Santis Seconder: Ken Nakamura

BIRT ETFO vigorously defend ALL members who are facing allegations at the OCT and contested all OCT hearings, whether the member be innocent or guilty.

Mover: Lisa De Santis No seconder

BIRT ETFO establish a task force to eradicate the anti-Christian, anti-Catholic, anti-Christ rhetoric that runs rampant in our schools, unions and society.

Won't go out with the motions for the meeting if a seconder is not provided.

8) Outstanding Financial Business – Gail James

a. GIC Motion

Motion 22/23 - 70

Moved by Gail James Seconded by Sarah Boomhower

BIRT a \$100,000 GIC and a \$450,000 GIC be reinvested in a one year cashable GIC at RBC Bank at an interest rate of 2.6500 and invest \$30,000 in a new one year cashable GIC at RBC Bank at an interest rate of 2.6500. The Maturity date of both of these GICs is Nov. 14/23 and the interest rate is 2.3500.

CARRIED

b. Other financial motions

Motion 22/23 - 71

Moved by Gail James Seconded by Christina Meynell

BIRT that the Local continue to employ the bookkeeping services of Targeted Accounting, with the President and Treasurer signing the Dec. 8/22 Engagement Letter. Costs to be expensed to budget line 600 Accounting.

CARRIED

c. Dependent Care motion

Postponed from January 2023 Executive Meeting:

Motion 22/23 - 60A

Moved by Christina Meynell Seconded by Marisa Gallippi

That Policy 5.17.1 be amended to read:

- The Local reimburse members for up to \$25.00 per hour of the meeting and/or workshop (social events not included) to a maximum of **\$100** per meeting and/or workshop.
- Payment for overnight care shall not exceed \$55.00 for the first child/adult dependent plus \$35.00 for each additional child/adult dependent to a maximum of \$125.00 per day.
- Eligibility Criteria: Dependent children, 12 years of age and under, **or older children 12 - 18 with disabilities that require supervision or medical support** and legally dependent adults whose care is solely the responsibility of the member, are eligible for reimbursement.
- Funding will be provided on a first-come, first-serve basis.
- A member may not claim more than \$750 per school year**
- A signed receipt from the caregiver, listing the dependents, their ages, and applicable dates, must be submitted with this form.

Costs to come from Budget Line 607 - Dependent Care.

(bolded font indicates changes made by mutual consent to the original wording of the motion)

Motion 22/23 - 60AA

Moved by Gabrielle Blais-Jones Seconded by Laura Barrett

Members would not receive dependent care reimbursement for events they are being paid to attend, or if attendance is part of their duties in their released-time role.

FAILED

Discussion of what counts as regular duties, distribution of committee roles and responsibilities, possibility of a responsibility allowance.

Motion 22/23 - 60AA2

Moved by Fletcher Jerome Seconded by Rinat Evron

BIRT the following line be removed: “•A member may not claim more than \$750 per school year“

Motion 22/23 - 60AR

Moved by Gabrielle Blais-Jones Seconded by Laura Barrett

BIRT that this dependent care motion be referred to the February General Meeting.

REFERRAL CARRIED

9. Timed Item - 11:00 am - Helen Victoros (ETT President) joined us to discuss unfilled jobs

President’s Report - Christina Meynell

Policy Grievance update – LTOs that should be contract positions

Unfilled Jobs:

- Roughly 6,000 unfilled jobs per month
- So far 141 members have put their names forward for a policy grievance around “faux LTOs” (brand-new classrooms that should entail a permanent position)
- Helen Victoros discussed the possibility of going public with this information (show the public the details of the staffing crisis)
- We’ve spoken to Derek about offering something small in exchange for a temporary change/piercing our cap - for instance, a 15-day reduction in number of days to qualify for our benefits - but we have heard nothing back
- This list is not shared with individual principals - this is split 50/50 between ETFO Provincial and TDSB management
- In Bluewater, once someone becomes an LTO they’re no longer on the list – this goes against our local’s constitution, but we could do it on a temporary basis if the membership agreed
- The cost-saving approach of hiring recent grads because of their lower salary grid position

- Teacher-VPs who don't fulfill the half-time teacher aspect of their role
- Temporary OCTs being hired as LTOs

Motion 22/23 - 72

Moved by Christina Meynell Seconded by Caini Ouattara Sano

BIRT the ETFO Toronto Occasional Teachers will connect with the Elementary Teachers of Toronto on a campaign to address the ongoing staffing crisis

CARRIED

Returning to 8d. **Updated reimbursement forms**

- We should have them back from Targeted by February 14th
 - e. Charitable Donations

Budget Line: 603 Children's Charities - \$19,400 remaining

Motion 22/23 - 73

Moved by Gail James Seconded by Marisa Gallippi

BIRT the local donate \$2,000 to each of the following charities. Donation monies to be expensed to budget line 603 Children's Charities.

Children's Breakfast Club

Kids with Incarcerated Parents (KIP) Canada

Anduhyan Neekan Second Stage Housing

Justice for Children and Youth

Indigenous Spirit Fund

CARRIED

The membership will be reminded again to complete the Children's Charities forms by the April Executive Meeting for the remaining funds to be allocated.

- f. Treasurer's written report

Motion 22/23 - 62 (reconsidered)

Moved by Gail James Seconded by Sharon Brown

BIRT the Executive recommend to the General Meeting that an unbudgeted expenditure of \$35,000 be approved for Budget Line 605 - Communication.

CARRIED

- Separating out the VP pay amounts for clarity's sake
- June 15th is the reimbursement deadline (there is currently a delegate meeting scheduled for June 20th)

10) Constitution Amendments

- a. Constitution Amendment form for approval
(APPROVED)

Elementary Teachers' Federation of Ontario – Toronto Occasional Teachers

Amendments to the Local Constitution and By-Laws Form

60% of members present voting in favour at the Local Annual Meeting is required for an amendment to pass. The **Local Annual Meeting** is being held over two sessions on **Thursday, May 25 and Wednesday, May 31, 2023.**

Amendments are due to the Parliamentarian by email at TorontoOTConsitution@gmail.com by **Tuesday, April 25 at 4:00 p.m.** **The Parliamentarian will email confirmation of receipt of your amendment within three (3) school days.** If you do not have access to email, your form(s) can be sent by Canada Post to 30 Kirkton Court, London, Ontario N5X 1T2. If using this option please allow ten (10) business days for mail delivery.

Amendments received by the deadline that are in order will be **posted on the Local's website** by **Thursday, May 11, 2023.**

Mover: _____ Employee #: _____

Phone number: _____ Email: _____

Secunder: _____ Employee #: _____

Phone number: _____ Email: _____

Be It Resolved that Article _____ Section _____ be:

_____ deleted

_____ amended by the deletion of:

_____ amended to read:

_____ amended by the addition of:

___ amended by the addition of a new section / subsection to read:

Up to 100 words rationale can be typed into the body of your email to be posted with your proposed amendment on the Local website.

b. Amendments from Constitution Committee for approval

Agreed to by mutual consent:

Housekeeping Changes:

That Definitions 6 be amended by the deletion of parentheses to read:

1. 6. "Executive Committee" means a Committee of the President, First Vice President, Vice Presidents and Treasurer.

That Definitions 9 be amended by the deletion of parentheses and amending "1st" to read "First":

"Executive Committee" means a Committee of the President, **First** Vice President, Vice Presidents and Treasurer.

That Article II Jurisdiction 2.2 be amended with the addition of "Toronto District School Board" to read:

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 with the **Toronto District School Board.**

That Article III Objects, Subsection 3.2 be amended by the deletion of "Toronto District School" to read:

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;

That Article VI Local Organization, Section 1 - Local Executive be amended by the deletion of:

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~~

That Article VI Local Organization, Section 1 Local Executive, old subsection 6.1.3 be deleted and that “Effective 2023-2024” be deleted.

~~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.~~

~~Effective 2023-2024~~

That Article VI Local Organization, Section 1 Local Executive, new subsection 6.1.3 be amended by the deletion of “Effective for the 2023 Executive Election,” to read:

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

That Article VI - Local Organization, Section 2 - Committees, subsection 6.2.3 amend “September 1” to read “July 1” and amend “August 31” to read “June 30”:

6.2.3 The term of office for committees shall commence on ~~September 1~~ July 1 and end on ~~August 31~~ June 30 of the following year.

That Article VI - Local Organization, Section 3 - Health and Safety Representatives, subsection 6.3.1 be amend “TVDSB’s” to read “Board’s”:

6.3.1 The Joint Occupational Health and Safety Committee shall reflect the ~~TDSB’s~~ Board’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.

That Article VII - Organizational Duties, Section 1 - Duties of the Executive be amended to read:

~~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.~~

~~The Local, its officers and committees, shall carry out their duties and responsibilities in~~

accordance with both Local and Union Constitution, By-Laws, policies, procedures and resolutions passed at the Annual Meeting.

Section 1 – Duties of the Executive

Substantive Changes:

That Article III Objects, Subsection 3.5 be amended by the addition of “, anti-oppression” to read:

to foster a climate of social justice and provide a leadership role in such areas as anti-poverty, non-violence, anti-oppression and equity;

That Article IV Membership, Subsection 4.2 be amended to read:

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 have requested and been approved for a leave of absence from the board on a documented approved leave of absence.

That Article VI - Local Organization, Section 1 - **Local Executive** 6.1.1 be amended to read:

Effective 2024-2025

6.1 The local executive shall consist of twelve (14) members and shall include:

- a) President
- b) First Vice-President
- c) Vice-President - open
- d) Vice-President - women only
- e) Treasurer
- e) Secretary
- f) Eight (8) additional executive members; two(2) open, two (2) self-identified member designated group (FMNI / 2SLGBTQIAA+, racialized members) and four (4) positions open to women only.

That Article VII - Organizational Duties, Section 1 - **Duties of the Executive**, subsection 7.1.1 c, l, p, q, r, s be amended to read 7.1 The Executive shall:

- c) hold at least three (3) General Meetings, including a Local Annual Meeting and at least five (5) ten (10) regular Executive meetings;
- l) hire a bookkeeper to an annual contract;
- n) have the final authority to determine the specific duties of the officers of the local;
- p) once voted on, shall uphold decisions and positions of the majority of the Executive;

regardless of personal stance;

q) approve procedures of the Local by majority vote;

r) ~~and~~, assign a member of the Executive to each Standing and Ad Hoc Committee to serve as an Executive Liaison;

s) and, train / educate members new to Executive positions for succession purposes.

That Article VII - Organizational Duties, Section 2 - Duties of Officers be amended to read “**Duties of the President**, 7.2 The President shall:” and that 7.2 be amend by the addition of new subsections n, o,p and q to read:

Section 2 – ~~Duties of Officers~~ the President

7.2.1 The President shall:

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

(o) to attend any negotiation sessions with the board; counsel or designate a released officer to represent members through grievance / arbitration in accordance with the Labour Relations Act and the collective agreement;

(p) Co-chair Elementary Occasional Teachers’ Consultation Committee (EOTCC);

q) shall attend meetings of the Executive Committee.

That Article VII - Organizational Duties, Section 3 - **Duties of Vice Presidents**, subsection 7.3.1 be amended to read:

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

And that subsections f and g be amended read:

(f) Notwithstanding the above, the first vice-president shall:

i. assume the duties and responsibilities of the president in the president’s absence or at the request of the president;

ii. be one of the signing officers.

(g) The First Vice President and two (2) vice-presidents shall represent the local as delegates to the ETFO Annual Meeting

That Article VII - Organizational Duties, Section 7.3.2 be amended to read: “Section 4 - **Duties of the Treasurer**, 7.4 The Treasurer shall” and subsections g, i, k, l, m, n, o, and p be amended to read:

7.3.2—Section 4 – Duties of the Treasurer The Treasurer shall:

7.4 The Treasurer shall:

- (g) forward the annual audited financial statement of the Local ~~ETFO – Toronto Occasional Teachers' Local to the provincial office of~~ to the Union by September 30;
- (i) ~~submit to a security/credit check upon request of the Executive;~~ ensure prompt and accurate payment of expenses and deposit of receipts;
- (k) ~~monitor~~ supervise, along with the President, the work of the bookkeeper if applicable to reconcile bank statements, credit card statements, bank accounts, receipt of dues, and levy fees;
- (l) strike a draft budget in co-operation with the Budget Committee for approval by the Executive;
- (m) to present for membership approval the proposed budget at the Local Annual Meeting and the finalized budget at the Local Fall General Meeting along with the fiscal year end financials;
- (n) represent the Local as a delegate to the ETFO Annual Meeting in August;
- (o) provide financial training for Committee Chairs;
- (p) to assume other financial duties as determined by the Executive.

That Article VII - Organizational Duties, Section 7.3.3 be amended to read: “**Section 5 – Duties of the Secretary** - 7.5 The Secretary shall:” and that subsections c, d, e, f, g, be amended to read:

7.3.3—The Secretary shall:

Section 5 – Duties of the Secretary

7.5 The Secretary shall:

- (c) prepare draft minutes and attendance of General Meetings and the Annual Meeting for circulation to the membership at least a week prior to the next meeting;
- (d) Update procedural motions passed after each Executive Meeting in the Reference Book – Procedures section;
- (e) be responsible for providing the final edit approved minutes for posting on the Local’s website;
- (f) represent the Local as a delegate to the ETFO Annual Meeting ~~in August;~~
- (g) assume other secretarial duties as determined by the Executive.

That Article VII - Organizational Duties, Section 3 be amended to read: Section 6 - **Duties of the Executive Members**, 7.6.1 The Executive Members shall:” and amend the subsection with the addition of subsection c) to read:

Section 3 6 – Duties of the Executive Members:

7.6.1 The Executive Members shall:

(c) serve on at least one committee as Executive Liaison, Chair or member.

And that subsection 7.3.5 be renumbered 7.6.2 and amended to read:

~~7.3.5~~ 7.6.2 Any Executive Member who is absent for three (3) consecutive meetings may be replaced by motion of the Executive. ~~(Subject to 8.1.6)~~

That Article VII - Organizational Duties, be amended by the addition of a new section, Section 7 - Duties of the Chief Negotiator, to read:

Section 7 – Duties of the Chief Negotiator:

7.7 The Chief Negotiator shall:

- a) act as Grievance Officer when designated by the President;
- b) chair or designate the chair of Collective Bargaining Committee Meetings;
- c) act as liaison with the Union Staff Officer and the Local Executive;
- d) report to General Meetings and Executive on bargaining issues and the status of negotiations;
- e) share as permitted with the Collective Bargaining Committee all communications, procedures and policies from the Union and from the Board;
- f) prepare the agenda for CBC meetings;
- g) present a draft of the proposed preliminary submission to the Local Executive for approval;
- h) work with the Union Staff Officer to ensure proposed preliminary submission has Union approval;
- i) present the preliminary submission to the membership for approval;
- j) present the approved preliminary submission to the Board;
- k) conduct negotiations based on the priorities of the Local and the Union directives;
- l) work closely with the Local President and the Union Staff Officer in all matters;
- m) assume other duties as determined by the Executive.

That Article VII - Organizational Duties, be amended by the addition of a new section, Section 8 - Duties of the Executive Liaisons, to read:

Section 8 – Duties of the Executive Liaisons:

7.8 Executive Liaisons shall:

- a) facilitate communication between Committees of the Local and the Executive;

- b) organize and chair the first meeting of the Committee they are assigned to as soon as possible in the fall;
- c) conduct the election of the Committee Chair from the members of the committee at the first meeting;
- d) receive communications from the Committee Chair and share this information with the Executive as required;
- e) ensure that motions from the Committee that require Executive approval are placed on the Executive Meeting agenda and move these motions;
- f) present the Committee's developed or updated Terms of Reference to the Executive for approval.

That Article VII - Organizational Duties, Section 4 - Duties of Committees be renumbered to Section 9 - Duties of Committees and amended to read:

Section 9 – Duties of Committees

7.9.1 Committees are responsible to the Local Executive to:

- a) develop or update Terms of Reference for approval by the Executive;
- b) elect their own Chair and Secretary for the Committee;
- c) plan events and activities within the budget for the Committee that meet the Terms of Reference of the Committee;
- d) receive and act upon proposals and referrals from the Local Executive;

~~7.4.1 Committees are responsible to the Local Executive.~~

~~7.4.1.1 Each Standing Committee shall develop Terms of Reference.~~

7.9.2 Chairs of Standing Committees and Ad Hoc Committees shall:

- a) prepare an agenda for meetings, where appropriate;
- b) preside at all meetings of the committee;
- c) submit approved minutes of all meetings through the Executive Liaison for the next Executive meeting;
- d) submit committee recommendations through the Executive Liaison for approval at the next Executive meeting;
- e) provide a summary written report for the Local Annual Meeting;
- f) track attendance and maintaining all Committee members' expenses including one's own;
- g) monitor the Committee's budget to ensure that it does not exceed the Committee's budgetary allotment as approved in the Budget;
- h) submit a proposed budget amount for the following year to the Budget Committee

prior to that committee meeting to create a draft budget for the Executive;

- i) make reports upon request to the Executive and the general membership;
- j) communicate with the Executive Liaison assigned to the Committee.

7.9.3 The Collective Bargaining Committee shall:

- a) Shall consist of the Local President and four (4) other members of the Executive who shall be elected by the Executive at the first Executive meeting each year;
- b) appoint a Chief Negotiator from among the members of the committee
- c) ensure that the Chief Negotiator shall be recognized as the official liaison with the Board;
- d) appoint a secretary for the committee;
- e) solicit input from the general membership for inclusion in the preliminary submission;
- f) present the proposed preliminary submission to the Local Executive for approval;
- g) ensure that any preliminary submission and collective agreement is approved by the Union prior to a general membership presentation and vote;
- h) present a preliminary submission for a vote at an All Member Meeting;
- i) coordinate a ratification meeting for the collective agreement with the Union's Staff Officer;
- j) prepare for and conduct negotiations under the guidance of the Union Staff Officer;
- k) collect information from and distribute information to the membership of the Local.

7.4.2 ——— The Collective Bargaining Committee:

~~—shall solicit input from the members.~~

7.9.4 The Budget Committee shall:

- a) be chaired by the Treasurer;
- b) consist of up to 10 (ten) members;
- c) submit a draft proposed budget to the Executive, for approval at the Local Annual Meeting each year;
- d) update the proposed budget each fall based on actual expenditures and unexpected events and submit to the Executive for approval of a Final Budget at Fall General Meeting;
- e) assist the treasurer in developing investment strategies, where possible,

for recommendation to the Executive;

f) ensure the financial solvency of the Local.

7.9.5 The Constitution Committee shall:

a) Consist of up to 10 (ten) members;

b) assist members in submitting proposed amendments to the Local Constitution and By-Laws;

c) identify to the Executive, areas of the Constitution and By-Laws that would benefit from review and revision;

d) accept on behalf of the Executive proposed amendments to the Constitution and By-Laws;

e) process the proposed amendments for distribution and notification of members as per time lines in the Constitution and By-Laws;

f) develop proposed By-Laws to augment and clarify the Constitution;

g) ensure that a revised Reference Book is available each year, in the fall, containing the updated Constitution, By-Laws, Terms of Reference for Committees, Policy and Position Statements, Operating Procedures, and Procedures of the Local and is updated as required throughout the school year;

h) follow the Terms of Reference for the Committee.

7.9.6 The Elections Committee shall:

a) be appointed or elected by the Executive;

b) consist of at least three (3) Active Members on the committee;

c) recommend to the Executive the appointment of an Elections Officer, from outside the Local;

d) ensure the Executive adhere to constitutional timelines for both nomination and election processes in any elections;

e) ensure that all nomination forms, communications about elections, and campaign guidelines comply with the election procedures in the Constitution and By-Laws;

f) ensure a sitting Executive member or candidate running for elected office shall not serve as a member of the Elections Committee;

g) be responsible for those duties listed in the Terms of Reference for the Committee.

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

7.9.7 The Equity and Social Justice Committee shall:

- a) consist of at least four (4) Active Members;
- b) be appointed or elected by the Executive;
- c) be responsible for those duties listed in the Terms of Reference for the Committee.

7.9.8 The New Member Committee shall:

- a) consist of at least four (4) Active Members;
- b) be appointed or elected by the Executive;
- c) be responsible for those duties listed in the Terms of Reference for the Committee.

7.9.9 The Political Action Committee shall:

- a) consist of at least four (4) Active Members;
- b) be appointed or elected by the Executive;
- c) be responsible for those duties listed in the Terms of Reference for the Committee.

7.9.10 The Racialized Members Committee shall:

- a) consist of at least four (4) Active Members;
- b) be appointed or elected by the Executive;
- ci) be responsible for those duties listed in the Terms of Reference for the Committee.

7.9.11 ~~7.4.4~~ The structure and duties of the other committees will be determined by the Executive.

That Article VIII - MEETINGS, Section 1 General Meetings, subsection 8.1.2 be amended to read:

8.1.2 A Fall 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. The~~ agenda items shall include:

- a) a report from the ETFO Annual Meeting;
- b) a by-election for any unfilled Executive positions as required by By-Law IV;
- c) amendments to By-Laws of the Local;
- d) approval of the Final Budget of the Local;

- e) presentation of the auditor's report
- f) a minimum 15 minutes of questions from members at large and answers from released officers as a timed item at the end of the meeting.

8.1.3 A Winter 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.

- a) approval of resolutions for the ETFO Annual Meeting;
- b) a by-election for any unfilled Executive positions as required by By-Law IV;
- c) amendments to the By-Laws of the Local;
- d) introduction of candidates for the next year's Executive;
- e) a minimum 15 minutes of questions from members at large and answers from released officers as a timed item at the end of the meeting.

Items referred to the Constitution Committee to develop sample language for:

CBC - selection of Chief Negotiator

- as a Executive member on the Committee selected by the Executive
- as a position on the Executive selected by the membership
- CBC as a standing committee with table team and larger committee made up of membership at large

Delegates for the ETFO Annual Meeting

- wording to move the election for this to the Annual Meeting after the election of Executive to accommodate the designated positions on the delegation for the 6 positions on the Executive.

c. Terms of Reference for approval

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~~ are received by the Parliamentarian who will email confirmation of receipt of amendment within three (3) days.

3.3.2 In the case of amendments submitted by the local's executive, ~~the chair of the Constitution Committee~~ the Parliamentarian must sign and date the final submission.

3.3.3 Any alteration or edit to proposed constitutional amendments proposed by the mover / seconder must be made at least 30 days before the local's annual general meeting and submitted to the Parliamentarian by the deadline.

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 are shared with the mover/seconder prior to publication in the Annual Meeting Workbook required fourteen (14) days prior to the Local Annual Meeting. ~~chair at least 30 days before the local's annual general meeting.~~

3.3.5 The mover / seconder can include up to 100 word rationale with their amendment by the deadline. 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. confirmed by email to the mover / seconder by the Parliamentarian.

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. confirmed by email to the Executive.

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 at any Executive Meeting. 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 February 2023 Executive referred for approval.**

d. Motion request:

Motion 22/23 - 74

Mover Jeishan Rajakulasingam Seconder Sharon Brown

That the Constitution Committee request for a full-day release in early March to finish the review of the Constitution for the Executive and a full-day release in June (prior to June 10) to update the Reference Book with amendments passed to change the Constitution and to edit the policies and procedures for redundancies be approved with costs to come from Budget 604 Committees.

CARRIED

11) **Executive Committee** – follow up assigned tasks

- a. Safe Space - Sharon will forward to the Executive Committee information she received at an ETFO workshop and Executive Committee will look into seeing if this training can be made available in the Local

- b. Info on Local poster for schools

As we had an evolving situation with our 1st and 2nd VPs in the first term of this year, and cellphone number assignments, it was deemed prudent to wait to print Local posters for posting in schools.

- c. Calendar survey

2nd Vice President will coordinate with the Treasurer to determine when this information is needed for the Budget Committee process and prepare a survey of membership.

12) **Timed Item 3:30PM New Business Motions**

- a. Motions from Retired Teachers' sub cttee

Motion 22/23 - 75

Mover Gail James Seconder Jeishan Rajakulasingam

That local members who serve as delegates / alternates to the 2023 ETFO Annual Meeting will receive a \$200 meal allowance from the local. Costs to come from Budget 620 Meetings - ETFO AM.

b. French Teachers' ad hoc committee

Motion 22/23 - 76

Moved by Gabrielle Blais-Jones Seconded by Marisa Gallippi

That the Executive establish an ad hoc committee for French Teachers.

CARRIED

c. Committee Membership

The updated Committee membership list was shared by Sarah Boomhower and changes for February 8 approved by mutual consent.

17) Adjournment 4:00 p.m.