



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

Wednesday, January 10, 2024 at 5:00 p.m.

Present - Christina Meynell, Sharon Brown (-5:20), Laura Barrett, Rinat Evron (+5:15), Gabrielle Blais-Jones (-6:30), Caini Ouattara Sano, Efstathia Sotiropoulos

Regrets - Marisa Gallippi, Gail James, Sarah Boomhower, Jeishan Rajakulasingam, Jennifer Dietert (resignation)

Parliamentarian - Ruth Ann Morley

- 1) **Welcome** – Ruth Ann Morley, Parliamentarian
- 2) **Resignation** of Jennifer Dietert received as she has started a position with ETT. This results in a By-Elections as laid out in 4.1 of the By-Laws.

Motion 23/24 - 30

Moved by Christina Meynell Seconded by Laura Barrett
BIRT the 2023-2024 By-Election nomination form be approved.

CARRIED

- 3) **Land Acknowledgement Statement** - read by Laura Barrett
- 4) **Reading of the ETFO Human Rights** - read by Gabrielle Blais-Jones
- 5) **Human Rights Officer** - Ruth Ann Morley
- 6) **Approval of Executive Meetings Minutes**

Motion 23/24 - 31

Moved by Laura Barrett Seconded by Efstathia Sotiropoulos
BIRT the November 9, 2023 Executive Meeting Minutes and the December 5, 2023 Executive Reports be approved.

CARRIED

- 7) **Approval of the Agenda for January 10, 2024 Executive Meeting**

Motion 23/24 - 32

Moved by Laura Barrett Seconded by Efstathia Sotiropoulos
BIRT the January 10, 2024 Executive Meeting Agenda be approved as amended:
Item 2. Resignation of Jennifer Dietert / By-Election Form
Addition of New motions as timed item at 5:20:

Daytime Executive Meetings
Minimum Cost to In-Person Workshops

CARRIED as amended

- 8) **Time Sensitive Business: Notice of Motions**

a) Daytime Executive Meetings

Motion 23/24 - 33

Moved by Gabrielle Blais-Jones Seconded by Laura Barrett

BIRT Executive Meeting Operating Procedures 1.3 be amended so that "The Local Executive for 2023/2024 will meet for meetings in the evenings over Zoom, with no meal allowance and no dependent care." reads "Effective January 24, 2024, the Local Executive Meetings will be held during the school day with release time and coverage for LTO assignments provided with no meal allowance and no dependent care." Costs to come from Budget Line 625 Meetings - Monthly Executive.

CARRIED

b) Workshop Fees

Motion 23/24 - 34

Moved by Laura Barrett Seconded by Gabrielle Blais-Jones

BIRT 2.0 Committee Activities and Events be amended to read:

2.5 **In-person** workshops cost members a minimum of \$10

CARRIED

c) Updates to membership of Standing Committees:

Motion 23/24 - 35

Moved by Christina Meynell Seconded by Laura Barrett

BIRT the following changes to membership of Standing Committees be approved:

Budget Committee - addition of Helen Singer, addition of Sharon Brown

Constitution Committee - addition of Fletcher Jerome

Equity & Social Justice Committee - resignation of Alynah Hyder Ali, addition of Danielle De Sousa

Political Action Committee - resignation of Jennifer Dietert

Professional Learning Committee - addition of Taylor Jackson and Helen Singer

New Members Committee - resignation of Jennifer Dietert, addition of Serena Retson and Fletcher Jerome

Social Committee - resignation of Adil Ahmad and addition of Sharon Brown and Fletcher Jerome

Status of Women - resignation of Alynah Hyder Ali and LEEANNE SCHIRA and addition of Sophie

KROESSEN and LOREEN GALE

CARRIED

d) Elections Officer Recommendation:

Motion 23/24 - 36

Moved by Efstathia Sotiropoulos Seconded by Christina Meynell

The Elections Committee recommends to the Executive the following for the position of Election Officer 2023-2024:

Yolanda B'Dacy would be hired to cover the duties of the Election Officer for the Winter General Meeting including conducting the vote / acclamation of Delegates for the 2024 ETFO Annual Meeting, the Executive Member By-Election and moderating the Executive candidates for 2024-25 speeches and that Lynn Buckley be hired to fulfill all other duties of the 2023-2024 Elections Officer.

CARRIED

e) Approval of Campaign Guidelines 2024-2025

Motion 23/24 - 37

Moved by Laura Barrett Seconded by Christina Meynell

BIRT the Campaign Guidelines 2024-2025 Executive Elections be approved as amended.

CARRIED

See Appendix A at end of minutes for text of nomination form.

f) Tech Support for Winter General Meeting

Motion 23/24 - 38

Moved by Christina Meynell Seconded by Efstathia Sotiropoulos

BIRT The Local hire Nick Tharani, Free Computer Checkup to be the tech support for the Winter General Meeting on February 13, 2024.

CARRIED

g) On-Line Vote Results:

Motion 23/24 - 39

Moved by L. Barrett Seconded by S. Boomhower

BIRT the wording of Professional Learning Committee Terms of Reference be amended to read: "To provide funding through the funding form (up to \$250) on a first come first served basis for any occasional teacher who has been a member for a year and did not receive Professional Learning professional development funding **in the school year immediately preceding the current school year**. Such funding will be approved by the released officers and/or the committee as available from the budget line 637 Professional Learning Rebate, and **this alternating-year funding schedule takes effect September 1st, 2024.**"

CARRIED

Laura will have the forms updated with this new information and Christina will send out a Constant Contact to the membership on the issue to update everyone.

h) Nut Free Local Meetings

Motion 23/24 - 40

Moved by Efstathia Sotiropoulos Seconded by Laura Barrett

BIRT ETFO Toronto Occasional Teacher Local in person events be nut free.

Moved by Gabrielle Seconded by Laura

Motion 23/24 - 40A:

BIRT refreshments provided at ETFO Toronto Occasional Teacher Local in-person events shall be nut free.

Amendment CARRIED

i) Updating Procedures in Reference Manual

Motion 23/24 -41

Moved by Rinat Evron Seconded by Christina Meynell

BIRT the General Committee Guidelines 1.2 be amended by the addition of:

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.

And that 1.5 be amended to read:

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.

And that 1.6 section titled "Committee Chairs are responsible for" be amended to read:

1.7 Committee Chairs are responsible to:

- 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.

CARRIED

Motion 23/24 - 42

Moved by Christina Meynell Seconded by Rinat Evron

BIRT Operating Procedure 2.4 Fall General Meetings and 2.5 Winter General Meetings be amended to read:

2.4 Fall General Meetings:

1. A by-election for any unfilled Executive positions may be held at this meeting.
2. ~~There will be a mandatory 15-minute question and answer period as a timed item at the end of the meeting.~~

3. ~~Quorum for general meetings is 50 percent the number of members present at the start of the meeting~~
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."~~
5. A location must be chosen and permit applied for in early September (President or designate)
6. Speakers should be approved by the executive.
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.
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.
9. A delay in the evening callouts and a message on SmartFindExpress will be requested from the Board for the day of General Meeting.
10. ~~A by-election for any unfilled Executive positions may be held at this meeting.~~
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. ~~(\$75 Oct 2022)~~ (Currently \$100)
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 Annual Meeting. A ballot shall be included in the case of a by-election.~~
13. The draft agenda starts the business meeting at approximately 5:1500 p.m. and the adjournment is set at 7:30 p.m. or as determined by the Executive.
14. ~~There will be a mandatory 15-minute question and answer period as a timed item at the end of the meeting.~~
15. ~~Quorum for General Meetings is 50 percent of the number of members present at the start of the meeting.~~
16. ~~See Constitution for further requirements.~~

2.5 Winter General Meeting

1. A by-election for any vacant executive positions may be held at this meeting.
2. ~~There will be a mandatory 15-minute question and answer period as a timed item at the end of the meeting.~~
3. ~~Quorum for general meetings is the 50 percent of number of members present at the start of the meeting.~~
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.)~~
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.
6. The Membership may vote on if they wish the Winter General Meeting to be virtual due to weather / access concerns.
7. ~~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.~~
8. If an in person meeting is planned:

- a. a location must be chosen, site administrator contacted, and permit applied for in the Fall term.
- b. 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.
- c. If door prizes or member giveaways are to be provided, these must be ordered by the recommendation and the approval of the Executive.
- d. 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)
- e. Members are given a package containing an agenda, a financial statement, a name tag, and a copy of the minutes from the previous general meeting.

9. Speakers should be approved by the Executive.

~~10. 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.~~

~~11. 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.~~

12. A delay in the Evening callouts and a message on SmartFindExpress will be requested from the Board for the day of the General Meeting.

~~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)~~

~~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.~~

15. The draft agenda starts the business meeting at approximately 5:1500 p.m. and the adjournment is set for 7:30 9:00 p.m. or as determined by the executive.

~~16. There will be a mandatory 15-minute question and answer period as a timed item at the end of the meeting.~~

~~17. Quorum for General Meetings is the 50 percent of number of members present at the start of the meeting.~~

~~18. An election is held for the ETF0 assigned number of delegate positions to the ETF0 Annual Meeting in August. (The president, vice-presidents, treasurer and secretary are automatically delegates without election.)~~

~~19. Candidates for the following year's executive election are introduced and shall be given an opportunity to speak.~~

~~20. Resolutions for the August ETF0 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 ETF0 by the resolution's deadline.~~

~~21. See Constitution for further requirements.~~

CARRIED

j) PL due dates

Motion 23/24 - 43

Moved by Laura Barrett Seconded by Efstathia Sotiropoulos

BIRT Completed Professional Learning Reimbursement forms and Professional Learning Resources Reimbursement forms must be at the Local no later than June 14, 2024 and pertain to courses completed / resources purchased after June 27, 2023.

CARRIED

Laura will have forms updated and sent out to membership.

k) Third Party Consultant

Motion 23/24 - 44

Moved by Christina Meynell Seconded by Rinat Evron

That Motion 23/24 -27 be amended to read:

BIRT up to \$15,000 be used to hire Charles C. Smith Consulting to facilitate mediation with the Released Officers as per his quote. Costs to come from \$5000 from Budget 626 Meetings Other and \$10,000 from Budget 625 Meetings - Monthly Executive.

Motion 23/24 - 40P

Moved by Gabrielle Blais-Jones Seconded by Laura Barrett

Moved that Motion 23/24-44 be postponed until the daytime January 24, 2024 Executive Meeting.

POSTPONEMENT LOST

QUORUM LOST at 6:30 p.m. Main Motion not completed and will have to be dealt with at the January 24, 2024 Meeting.

NOTE: As Motion 23/24 -33 for Daytime Executive Meetings carried earlier in the meeting requiring the remaining funds in Budget 625 Meetings - Monthly Executive, this budget line can no longer be accessed for the Third Party Consultant. The Executive still has the authority to pass a motion but it would need to be amended as an unbudgeted expenditure under Article 13.5.2 of the Constitution.

As Quorum was lost with the following remaining motions, two on-line votes will be held:

On-Line Vote #1

Debate: January 11 - 12

Voting: January 15-16

Motion 23/24 - 45

Moved by Efstathia Seconded by Caini Ouattara Sano

That Motion 22/23 - 148 Procedure 7.4 Social Activities be amended so that "Events will cost members a minimum of \$20." amended to read "A non-refundable deposit will be required for Social Committee events with a cost. The amount of the non-refundable deposit will be determined by the Social Committee depending on actual costs to hold the event and the available funds in the Committee's budget."

On-Line Vote #2

Debate: January 17-18

Voting: January 19-22

Motion 23/24 - 46

Moved by Laura Barrett Seconded by Christina Meynell

BIRT an 2SLGBTQIA+ Ad Hoc Committee be formed for advocacy for 2SLGBTQIA+ issues. Costs to come from 604 Committee and Incentive Funding from ETFO.

9)Adjournment 6:40 p.m.

Candidates for Executive 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 / post on the website to all members:
 - a) The Nomination Form by **January 12, 2024**;
 - b) Candidates' profiles with the **March 2024** newsletter.
- 2) The Local Elections Committee will host evening (via zoom) Candidates Meetings in **April 2024** for the membership to hear candidates' responses to questions submitted by members.
- 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 TOROT.ElectionsOfficer@gmail.com by **4 p.m. on Thursday, February 15, 2024** in order to be posted.
 - 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 the candidate's platform
- 4) Candidates will have up to **2 minutes*** to address members attending the **February 13, 2024 Winter General Meeting** and at the **May 14 or May 16, 2024 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) Candidates are to refrain from using Committee email communications to campaign.
- 10) 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.
- 11) 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 for resolution:

TOROT.ElectionsOfficer@gmail.com **Candidates determined to have infractions will have these 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 Jan 10/24