

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

# **REFERENCE BOOK**

## **2025-2026**



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

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**CONSTITUTION**  
**Amended June 7, 2022**  
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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 Presidents 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, First Vice President, Vice Presidents 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 Toronto District School Board.

## **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 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:
  - 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 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.

6.1.3.1 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.

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 July 1 and end on June 30 of the following year.

## **Section 3 – Health and Safety Representatives**

6.3.1 The Joint Occupational Health and Safety Committee shall reflect the 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.

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**

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.

### **Section 1 – Duties of the Executive**

7.1 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, Vice-Presidents, Treasurer, Secretary and up to six (6) 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, Vice-Presidents, 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, 1<sup>st</sup> Vice 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 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 Vice President, Vice-President Open, and Vice-President Women Only shall be full-time released 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 The Treasurer's salary shall be determined by the same criteria as the President's salary.

## **Section 4 – Part-time Release**

2.4.1 Any additional release time for part-time Released Executive must be approved by the membership at the Local Annual Meeting.

## **Section 5 – Secretary's Release**

2.5.1 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 6 – Member Release**

2.6.1 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.

2.6.2 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 8½ 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 ½ 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.

# 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 Miscellaneous Leaves

- 2.2.1 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 of the Local.
- 1.2 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. **Updated January 10, 2024**
- 1.3 There shall be a two-minute speaking limit for each speaker during discussion and debate on executive meeting motions.
- 1.4 No speaker can call the question on a motion during the same speaking time that they engage in debate on that motion.
- 1.5 Recording of Toronto OT executive/general meetings which are held virtually shall not be permitted.
- 1.6 The incoming executive shall be invited to participate and attend ETFO's Leadership Conference in the new executives upcoming year. **Updated Oct. 4, 2023.**
- 1.7 Agenda items for Executive Meetings shall have Executive names attached to them. **Updated March 5, 2024.**
- 1.8 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. In the case of virtual meetings, they will be shown on the screen when being discussed. **Updated Nov. 18/24**
- 1.9 Executive Expectations:
  - a. All executive Members shall familiarize themselves with and abide by the current ETFO – Toronto Occasional Teachers' Local Reference Book (Constitution, By-Laws, Terms of Reference, Policy, Operating Procedures, Procedures), 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 be released for a daytime executive meeting. **Updated Nov. 18/24**
- 1.10 That a sitting executive member who does not put a nomination in by the February

deadline for Executive Elections can serve on the Local elections committee.

**Updated January 2024.**

**1.11 Online Email Voting Procedure:**

1.11.1 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.

**1.11.2 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 or Parliamentarian 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.

**1.11.3 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.

- I. 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 The ETFO Toronto OT Local observe a two (2) minute speaking time limit at Local General Meetings.

### **Motion 20/21-4**

2.2 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 motion to 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.**

### 2.3 Fall General Meetings:

- 2.3.1 A by-election for any unfilled Executive positions may be held at this meeting.
- 2.3.2 The Executive shall determine whether the meeting shall be held online or in person.
- 2.3.3 If an in-person meeting is planned:
  - a. a location must be chosen, site administrator contacted, and permit applied for in early September.
  - 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. If door prizes or member giveaways are to be provided, these must be ordered by recommendation and approval of the Executive.
- 2.3.4 If a virtual meeting is planned:
  - a. an online platform must be chosen, and all technical support people contacted.
  - b. no meal reimbursement or dependent care shall be provided.
- 2.3.5 Speakers should be approved by the executive.
- 2.3.6 A delay in the evening callouts and a message on SmartFindExpress will be requested from the Board for the day of the General Meeting.
- 2.3.7 Members are provided with an agenda, a financial statement, previous year end statement, accounting firm review and engagement report, and a copy of the minutes with attendance from the previous General Meeting. **(Updated March 5, 2024)**
- 2.3.8 The draft agenda starts the business meeting at approximately 5:00 p.m. and the adjournment is set at 7:30 p.m. or as determined by the Executive.

**Updated January 10, 2024**

### 2.4 Winter General Meeting

- 2.4.1 A by-election for any vacant executive positions may be held at this meeting.
- 2.4.2 An election is held for the ETFO-assigned number of delegates to the ETFO Annual Meeting in August.

- 2.4.3 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.
- 2.4.4 The Executive shall decide, based on feedback from the Membership, on whether the Winter General Meeting shall be in person or virtual due to weather / access concerns.
- 2.4.5 If an in- person meeting is planned:
  - a. a location must be chosen, site administrator contacted, and permit applied for before the Winter Break.
  - 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)
- 2.4.6 If a virtual meeting is planned:
  - a. an online platform must be chosen, and all technical support people contacted.
  - b. no meal reimbursement or dependent care shall be provided.
- 2.4.7 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.
- 2.4.8 Speakers should be approved by 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 the General Meeting.

**Updated Nov. 18/24**

## **ANNUAL MEETING**

### **3.0 OPERATING PROCEDURES FOR ANNUAL MEETING**

#### **3.1 Registration for the Annual Meeting:**

- 3.1.1 Notice shall be given in the Fall, Winter, and Spring Newsletters.
- 3.1.2 Shall ask members to indicate if they are going to file for their teachers' pension, to be included in the retirement presentation
- 3.1.3 Shall include a general agenda with start and end times
- 3.1.4 Shall include the date that Local constitutional change motions are due, and when they will be posted on the website

#### **3.2 The Executive shall decide, based on feedback from the Membership, on whether the Annual Meeting shall be in person, virtual, or a combination thereof due to weather / accessibility concerns.**

##### **3.2.1 If an in-person meeting is planned:**

- a) A location must be chosen, site administrator contacted, and permit applied for before the March Break.
- b) The events manager at the venue must be contacted one month prior to the event to confirm rooms and A/V requirements.
- c) Visit the venue one week prior to the meeting to verify everything
- d) 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.

- e) If door prizes or member giveaways are to be provided, these must be ordered by the recommendation and the approval of the Executive at the February meeting.
- f) 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)
- g) 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.
- h) All released officers shall go to the venue to put up banners, set up check-in tables, check AV equipment, check location of screens, microphones, etc in the early afternoon on the day of the meeting.

3.2.2 If a virtual meeting is planned:

- a) An online platform must be chosen, and all technical support people contacted
- b) No meal reimbursement or dependent care shall be provided

### 3.3 Meeting procedure:

- 3.3.1 Hire a parliamentarian if necessary, with executive approval of person and honorarium to be given.
- 3.3.2 Determine speakers to executive motions – who will move, second, speak, etc. at the Executive meeting prior to the Annual meeting
- 3.3.3 Request that electronic versions of all committee chair reports be emailed to president and secretary, within specified time limit prior to the meeting.
- 3.3.4 Prepare PowerPoint presentation and other material as required.
- 3.3.5 Verify registrants' status on the Occasional Teaching list.
- 3.3.6 Send out the meeting package, including agenda, treasurer's report, proposed budget, resolutions, minutes from the previous general meeting and other pertinent material to the membership via email.
- 3.3.7 Any necessary honoraria payments shall be processed by the Treasurer as soon as possible after the meeting.
- 3.3.8 The meeting shall be conducted in accordance with agenda and timelines, using Robert's Rules of Order.
- 3.3.9 There will be a mandatory 30-minute question and answer period as a timed item at the end of the meeting.

### 3.4 If guests are to be invited (e.g. ETT President, ETT Liaison, Provincial Executive Officer, etc.), this should happen in March after Executive approval.

- 3.4.1 Invite guests to speak if deemed necessary by the Executive or if there is a timely issue.

### 3.5 Post resolutions to be debated at AGM on the Local website at least 14 days prior to the AGM or the date printed in the newsletter if earlier.

### 3.6 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.

### 3.7 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) other released officer 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) other released officer 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.

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

**January 10, 2024**

# 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 Procedure* 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 storage locker.
- 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 the Local e-mail server and linked Cloud Drive (Google Drive).
  - b. The information on the membership database is to be used confidentially, for union purposes only, and accessed only from the Local Cloud Drive. 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 mailing addresses of members who opt into printed newsletters shall be sent to the mailing house. The mailing address of all other members shall be kept confidential.
  - 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 the Local of members who are no longer working for the Board as elementary occasional teachers.
- 2.1.8 The Local sends updates during the school year to the membership via constant contact. **Dec 14/22**
- 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 electronically throughout the school year 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. It shall be published by October 7th, or the closest working day to that day.
- 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. It shall be published by December 23rd, or the closest working day to that day.
- 2.2.6 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. It shall be published by March 5th, or the closest working day to that day.
- 2.2.7 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. It shall be published by June 30th, or the closest working day to that day.
- 2.2.8 Special circumstances may warrant additional content in the Newsletter package.
- 2.2.9 Newsletters will be posted on the local website as soon as possible after the intended publication date.

### **2.3 Calendar**

- 2.3.1 The Calendar shall be created by the Released Team, using software paid for by the Local (eg. Google Slides). Two versions should be made: a digital version that shall be updated quarterly and a printable version that shall be updated bi-annually.
- 2.3.2 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 Released Officers shall take place no later than Labour Day.

- 2.3.3 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 will be updated once they have been determined by the Executive at a Strategic Planning Meeting, or the first Executive Meeting of the year.
- 2.3.4 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.
- 2.3.5 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 included in the calendar when available.
- 2.3.6 A page of TDSB Payroll Assistance and Benefits Assistance numbers is included with the names of TDSB contacts based on the member's surname, based on the information available from the Board.
- 2.3.7 One page in the calendar shall be devoted to documentation required by LTOs in order to be paid on the teachers' salary grid.
- 2.3.8 The calendar will also include a section on How to Access Jobs on SmartFindExpress.
- 2.3.9 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.
- 2.3.10 Other information may be included in the calendar from time to time.
- 2.3.11 Members are responsible for printing their own copy of the calendar, if required.

## 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
  - a. The local Policy and Procedures shall be made available to the local in the Reference Manual on the Local website. **November 15, 2022**
- 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.

## 3.0 DUTIES OF THE EXECUTIVE

- 3.1 The Local's signing officers for the fiscal year will be the local President, Treasurer and First Vice-President. **Motion 20/21-3, updated November 15, 2022**

### 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 (except the Elections Committee, should they all be seeking re-election). **Updated April 2025**

### 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 the released executive to compensate for overnight (1/2 day), weekend work (full day for each day) where attendance is expected by the union and/or local. The executive must approve the released executive's lieu time prior to lieu time being taken. **(Updated February 2024)** Released officers who are required to work over the summer must track the type of work and hours. Lieu time will be granted upon the Executive's receipt of the tracking record. **(Updated March 5, 2024)**
- 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 executives must be used within the same school year.

### 3.5 The First Vice President will:

- 3.5.1 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**
- 3.5.2 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**

### 3.6 Duties of the Treasurer:

- 3.6.1 The Local's contact person for its RBC financial accounts only be the Treasurer of the Local. **Motion 20/21 – 9** All three signing officers shall be copied on correspondence between the Local and bank. **Updated April 2025**
- 3.6.2 The Local's contact person for the Bookkeeper be only the Treasurer of the Local. **Motion 20/21-19** All three signing officers shall be copied on correspondence between the Local and the Bookkeeper. **Updated April 2025**
- 3.6.3 All Toronto OT Local financial statements prepared by Targeted Accounting be emailed to the released officers one week prior to the Executive meeting. Once reviewed for errors, corrected by the bookkeeper, then they shall be sent to all

members of the Toronto OT Executive directly from Targeted Accounting as a PDF 3 school days before each Executive Meeting. **Motion 20/21-30, updated Dec 14/22 and April 22/25**

3.6.4 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**

3.6.5 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**

**3.6.6 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. Forwards copy of auditor's report to ETFO by ETFO deadline
- p. Prepares not-for-profit organization report for government as required\* (Form 1044)
- q. WSIB \* (Submits quarterly remittance to WSIB based on office staff salaries)
- r. Other financial duties as assigned by the President

**3.7 Duties of the Secretary**

3.7.1 Prepares draft and revised minutes and emails electronic copies to the executive at least 3 days prior to the next executive meeting

3.7.2 Shall be responsible for the final edit of the minutes **Motion 20/21-27**

3.7.3 Shall send the Draft Minutes of all meetings to all the Executive within one week of the meeting. **Motion 20/21-27, updated April 22/25**

**3.8 Duties of Executive Members:**

3.8.1 Serves on/chairs at least one committee

3.8.2 Participates in debates and votes on issues affecting members

**3.9 Duties of the Chief Negotiator:**

3.9.1 act as Grievance Officer when designated by the President;

3.9.2 chair or designate the chair of Collective Bargaining Committee Meetings;

- 3.9.3 act as liaison with the Union Staff Officer and the Local Executive;
- 3.9.4 report to General Meetings and Executive on bargaining issues and the status of negotiations;
- 3.9.5 share as permitted with the Collective Bargaining Committee all communications, procedures and policies from the Union and from the Board;
- 3.9.6 prepare the agenda for CBC meetings; present a draft of the proposed preliminary submission to the Local Executive for approval;
- 3.9.7 work with the Union Staff Officer to ensure proposed preliminary submission has Union approval;
- 3.9.8 present the preliminary submission to the membership for approval;
- 3.9.9 present the approved preliminary submission to the Board;
- 3.9.10 conduct negotiations based on the priorities of the Local and the Union directives;
- 3.9.11 work closely with the Local President and the Union Staff Officer in all matters;
- 3.9.12 assume other duties as determined by the Executive. **November 15, 2022**
- 3.9.13 Write reports to the membership about Central or Local Collective Bargaining, subject to approval by the President. **Updated April 22/25**

## 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:

- 4.2.1 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.
- 4.2.2 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
- 4.2.3 The Elections Officer is a paid position.
- 4.2.4 For each set of nominations for Local elections the Elections Officer shall be paid

\$300 to receive the nominations, verifying the candidates are members in good standing and meet requirements of the Local Constitution, acknowledging receipt of these by email to the candidates and providing candidate guidelines. The sets of nominations are for:

- a) By-elections held under By-Law 4.1
- b) Delegates to the ETFO Annual Meeting
- c) Executive elections held at the Local Annual Meeting

4.2.5 The Elections Officer shall attend and be paid \$250 for each of the following:

- a) A Local General Meeting to run a By-Elections required by By-Law 4.1;
- b) The Winter General Meeting to run the election of Delegates to the ETFO Annual Meeting and to introduce Executive candidates and moderate the speeches;
- c) Candidates' Night(s) to moderate questions to candidates if organized by the Elections Committee;
- d) Each session of the Local Annual Meeting where Executive Elections are being conducted.

4.2.5 For all other required duties, the Elections Officer shall be paid at an hourly rate of \$40/hour to a maximum of \$15,000 **total payment for all services**. To receive payment, the Elections Officer shall submit an invoice to document date, time and reason for all hours worked to ensure that all election procedures and campaign guidelines are followed. This includes communication with candidates / membership about elections, and 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

4.2.6 In the event the Elections Officer is unable to complete their duties, the Executive shall appoint a designate. **Updated November 9, 2023**

#### 4.3 Elections Officer Responsibilities:

- 4.3.1 The Elections Officer duties will begin at the opening of nominations and conclude once the Elections Officer submits their summary report (not later than June 15 of that year).
- 4.3.2 The Elections Officer shall maintain confidentiality regarding the ETFO Toronto Occasional Teachers' Local elections (with the exception the ETFO General Secretary if required).
- 4.3.3 The Elections Officer shall set up an independent email account, through an encrypted email service, such as Gmail, for the duration for the elections.
- 4.3.4 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.
- 4.3.5 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.
- 4.3.6 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.

4.3.7 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.

4.3.8 The Elections Officer will receive, investigate, and report on any violations of Campaign Guidelines as per the Campaign Guideline violations process.

4.3.9 The Elections officer will introduce candidates, by category, who are running for the Executive election, at the Local's Winter General Meeting.

4.3.10 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 oversee the poll clerks as ballots are handed out at General Meetings for a Local By-Election and ETFO Annual Meeting Delegate Election at the Winter General Meeting.
  - 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 destroy the ballots 30 days after the vote.

**October 29, 2020, updated November 15,2022**

#### **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 one (1) minute to speak at the winter general meeting. The order of speaking will be alphabetical by last name.
- 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 Lead Delegate 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 Lead Delegate 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.
- 4.4.16 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. **Motion 22/23-75**

#### 4.5 Campaign Guidelines for ETFO Annual Meeting Delegate Candidates

See the forms section for the most recently approved nomination form with the Campaign Guidelines.

#### 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**

See the forms section for the most recently approved nomination form with the Campaign Guidelines.

#### **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 emailed to the Elections Officer.

- 4.8.6 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 The Campaign Guidelines for Executive Election Candidates shall include details for the submission of Candidate Campaign profiles including content, format and deadlines.
- 4.8.8 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 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 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 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 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 Members in good standing shall elect the following to the Executive: President, First Vice-President, Vice-President – Open, Vice-President – Women only, Treasurer, Secretary, and up to six (6) Executive members three (3) Open positions and (3) Women only. (see Constitution 9.3.4).
- 4.8.14 A member may run for up to two (2) positions on the Executive. Notwithstanding the foregoing, a member may run for only one (1) Vice President position and / or one (1) Executive Member position (see Constitution 9.3.4.1).
- 4.8.15 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 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 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 Votes shall be counted in order of President, First Vice-President, Vice-President – Open, Vice-President – Women only, Treasurer, Secretary, and Executive Member – Open, Executive Member – Women only. If a candidate is successful for a position, their 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 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 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 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, updated November 15, 2022**

#### **4.9 Local Executive Campaign Guidelines:**

See the forms section for the most recently approved Campaign Guidelines.

### **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. QEKO 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 0.01% 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.

**Updated November 15, 2022**

## 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, 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 with 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 will be provided with a corporate credit card (e.g. VISA, MasterCard), to be used for the business of the Local for their term of office.

**Motion 20/21-5, Updated November 15, 2022, and April 22/25**

5.9.2 Corporate credit cards are to be used for local purchases only, not for personal use.

5.9.3 All credit card receipts are to be given to the treasurer, with explanation for the expenditure written on the receipt.

5.9.4 Any loyalty points that accrue as a result of the use of a corporate credit card are the property of the local.

## 5.10 Cell Phones for Released Officers

5.10.1 The Local shall provide each released officer of the Local the use of a **cell phone** owned and maintained by the Local. This equipment is due to be returned to the Local Office, with all provided peripherals, by June 30 of the end of their term of office.

**November 15, 2022**

**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 Digital forms for general expenses and kilometrage are available from the Treasurer, who shares the links with the Executive.

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 will be released at their daily rate for all Local Bargaining Sessions with the Board for the duration of Local Collective Bargaining. Costs to come from the Negotiations / Grievances Budget Line. **Motion 20/21-25, updated April 22/25**

5.15.2 The local may donate funds to another ETFO local that is a strike or lockout, or another 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 the executive. Cost to come from the Negotiations / Grievances Budget Line. **Updated April 22/25**

**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 Local Dependent Care Procedure (updated February 2024):

- a. Reimbursements will be limited to a maximum of \$50 per member. Dependent care may be claimed for General or Annual Meetings that are in person or virtual. Members may claim child care for all other Local meetings / events attended in person / virtual.
- b. Dependent Care forms and all supporting documents must be received within 30 days of the meeting/event
- c. Eligibility Criteria: Dependent children, under 16 years of age and legally dependent adults whose care is solely the responsibility of the member, are eligible for reimbursement.
- d. Funding will be provided on a first-come, first-serve basis.
- e. A signed receipt from the caregiver, listing the dependents, their ages, and applicable dates, must be submitted with this form.

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 Any **in person** Local General, Annual or Bargaining Meetings be held in economical venues and food provided be a maximum of \$30.00 per member. (**Updated June 7/23 and April 22/25**)

5.17.4 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
- 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.

### 5.17.5 Local Travel Allowance

- 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.
- h. Released officers using their personal vehicle to travel for meetings outside the TDSB catchment area (e.g. POTs, GHOTs) where they are representing the Local shall have the entire journey covered. **Updated April 22/25**

5.17.6 **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. **(Updated June 7, 2023)**

5.17.7 **Bookkeeper:** The Local employs the bookkeeping services of Targeted Accounting, with the President and Treasurer signing the yearly Engagement Letter. Costs to be expensed to budget line 600 Accounting. **Motion 22/23-71, updated April 22/25**

5.17.8 **Reimbursement Forms:** Event/meeting reimbursement forms must be received within 60 calendar days of the event/meeting, and no later than the end of the fiscal year (closest working day to June 15th).

## 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](http://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 in the local storage locker, unless the equipment is being used by released officers for their home offices or for local events. Local equipment lent to released officers shall be returned to the storage locker at the end of their term.
- 6.3.2 A rental agreement shall be signed between a signing officer and released officer borrowing the equipment. Once it is returned, a signed receipt or email confirmation will be provided. **Updated April 22/25**

### 6.4 Storage Locker Access

- 6.4.1 Released officers will be given the codes necessary to access the storage locker, and will retrieve items needed for Local events.
- 6.4.2 Released officers will destroy any record of the codes they have at the end of their term. The codes may be changed on a yearly basis if needed.

#### **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 30 days to stay on the list. (President or designate)
- 6.7.8 Finalize the Local pocket calendar with as much information as is available. (President or designate)
- 6.7.9 Write the final newsletter and send it to the printers for mailing 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 the same message on the Local website and in e-mail auto responder. (President or designate)
- 6.7.13 Downsize the Voice-over-IP (VoIP) system to a single phone line and voicemail mailbox on the last working day of the year.
- 6.7.14 Print and securely store all hard copy Member meeting notes in storage locker.  
Download all Member meeting notes from the linked Cloud Drive onto office-issued digital storage media and return to storage locker.
- 6.7.15 Return released officers' cell phones, restored to factory settings.

**Updated April 22/25**

### **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.

#### **7.3.10 Reimbursement Forms**

Professional Learning reimbursement forms must be received no later than the end of the fiscal year (closest working day to June 15th). **Updated June 6, 2025**

### **7.4 Social Activities (Updated June 7, 2023)**

- 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 Registration, costs, payments and attendance lists for all social events are tracked on an Excel spreadsheet.
- 7.4.8 A non-refundable deposit will be required for Social Committee events with a cost. The amount of the non-refundable deposit of 20% of the cost per member to the local (not to exceed \$25) when that cost is \$20 or more, depending on actual costs to hold the event and the available funds in the Committee's budget:
  - 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.
- 7.4.9 The Social Committee host member shall bring an attendance list to the event.
- 7.4.10 The chair of the Social Committee is responsible for ensuring that all event expenses are paid, and receipts are provided to the treasurer.
- 7.4.11 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: March 5, 2024**

# 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 Executive Liaison of the committee as soon as possible. **Dec 14/22 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; **Updated Jan. 10, 2024**
  - g) be counted toward the total number of committee members, with voice and vote. **Updated Sept 16, 2025**
- 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 to serve as Committee Liaison for a committee, and as a committee member for other committees that have space available. Committees should be filled by members of the local who are not executive members as much as possible. **Updated Nov. 18/24**
- 1.5 Committee members shall be approved at each monthly executive meeting. Any members on a waitlist shall be pre-approved to join a full committee, should a member resign between executive meetings. **Updated Nov. 18/24**
- 1.6 **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. **Updated Jan. 10, 2024**
- 1.7 Unless otherwise specified, no committee shall have more than ten (10) officio members. **Updated Oct. 4, 2023**
- 1.8 **Committee Chairs 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. **Updated Jan. 10, 2024**

1.9 Committee members may resign from committees at any time, and will be removed from committees should they not send regrets for and not attend two (2) consecutive committee meetings. They may also be removed should they not reply to an email from the chair or executive liaison requesting acknowledgement within five (5) business days. **Updated Feb. 10, 2025**

## **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 In-person workshops: (Updated Nov. 18/24)**

- a. Members send in their request to attend.
- b. Once they are accepted, a return email is sent confirming their registration.
- c. Arrangements are made to have a member of the committee available to host the event and remain until the end time.
- d. Take photos during the event if possible.
- e. 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 purpose of the committee is to formulate a Proposed Draft Budget for consideration and approval by the Executive at an Executive Meeting held prior to the local's annual general meeting where the members would approve the budget. A final budget shall be presented for approval to the Executive at an Executive Meeting held prior to the Fall Member Meeting where it will be presented for final 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 as required to discuss ongoing concerns of the budget and to prepare a draft budget 2 days in advance of a budget meeting.
- g. Endeavour to present a budget that falls within the ETFO definition of a balanced budget. **Updated November 9, 2023**

### **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 will assign the Chief Negotiator duties to one of the released Vice Presidents. **Updated June 7, 2023 Executive**
- 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 20/21-22**

### **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 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 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 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.
- 3.3.5 The mover / seconder can include a rationale of up to 100 words with their amendment by the deadline. Any alterations or edits to the rationale of a proposed constitutional amendment must be 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 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 ensure that the policies and procedures outlined in this document are consistent with the intent of the Constitution and/or By-Laws of the ETFO – Toronto Occasional Teachers' Local and the Elementary Teachers' Federation of Ontario, and with the current collective agreement.
- 3.3.10 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.

3.3.11 In the case where the executive makes an amendment to the policies and procedures, that the Committee be informed immediately, by the Executive Liaison (or President in lieu of the Executive Liaison), so that the Committee can ensure that the proposed changes are in alignment with the Constitution and the by-laws of the Local. **Updated January 2024 Executive**

### **3.3 Elections Committee Terms of Reference**

3.3.1 The Elections Committee shall:

- a) recommend to the Executive an Elections Officer from outside the Local for the Executive's approval;
- b) assist the Elections Officer with their duties as required;
- c) update nomination forms for by-elections, Executive elections and Delegate elections in accordance with the election procedures in the Constitution, By-Laws and Procedures.
- d) submit to the Executive Committee communication articles for newsletters, Constant Contact and the Local website to inform members of the constitutional timelines and procedures for both nominations and the election processes in any elections.
- e) recommend to the Executive any suggested changes to the Constitution, By-Laws or Procedures for how elections are conducted.
- f) assist the Elections Officer in conducting the voting for General or Annual Meetings as needed with ballots, poll clerks and scrutineers. **Updated November 2022**

### **3.4 Equity / Social Justice Committee Terms of Reference**

- 3.4.1 To develop program recommendations related to equity and social justice for consideration by the executive
- 3.4.2 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
- 3.4.3 To recognize barriers that impede our members and advocate to remove these barriers
- 3.4.4 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
- 3.4.5 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
- 3.4.6 To accommodate members by ensuring that all venues are accessible whenever possible
- 3.4.7 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 notes) or digital surveys to encourage a quick response
- 3.4.8 To ensure the treasurer is provided with an invoice in order to create a cheque for the speaker/presenter when appropriate
- 3.4.9 To take advantage of ETFO-sponsored equity and social justice workshops/events, resources, and funding
- 3.4.10 To continue to build our source file for future ideas (i.e. including an open question on the feedback survey to general member ideas/future interests)

**Updated November 2024**

### **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 make recommendations regarding the policies of political parties and other organizations interested in education

**Approved March 23, 2022**

### **3.9 Professional Development 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/released officers 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 events and 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 occasional teacher who has been a member 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. (Updated May 7, 2024)**
- 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 Vice President from the budget line up to \$40,000. **Updated November 2024**
- 3.9.12 To record gifts and payments for facilitators. **Updated November, 2022**
- 3.9.13 Completed Professional Learning Reimbursement forms and Professional Learning Resources Reimbursement forms must be at the Local no later than June 13, 2025 and pertain to courses completed / resources purchased after June 28, 2024. **(Updated**

**3.10 Racialized Members Committee Terms of Reference**

3.10.1 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. Motion 21/22 – 48
- f. To support Truth, educate and engage in Truth and ReconciliACTION and solidarity with Indigenous Peoples, the Racialized Members Committee has created a Land Acknowledgement to reflect this and shall use this at all of our meetings and committee events.
- g. To advocate and promote health and wellness of Racialized Members, the committee shall implement movement breaks during committee meetings and events.

**Land Acknowledgement made by Racialized Members Committee 2022**

**(Please do not replicate or borrow without consent of RMC Members)**

*Tkarón:to is the territory of many nations including the Anishinabeg, the Haudenosaunee, the Seneca, the Petun and Wendat Peoples. Tkaronto is currently home to many diverse First Nations, Inuit and Metis Peoples. This territory is subject to the Dish with One Spoon Wampum Belt Covenant, which is an agreement between the Haudenosaunee, Wendat, Anishinabeg Peoples and other allied nations to peaceably protect and care for the resources around the Great Lakes. We as a committee, support Indigenous Sovereignty, Indigenous rights and self-determination. Tkarón:to belongs to Indigenous People and is covered by Treaty 13. We as the Racialized Members Committee and as Elementary Educators, honour and respect Indigenous Ways of Knowing, Being and Reconciliation. As a committee, we are engaging in reconciliation through hosting workshops where participants learn and unlearn by uplifting and centering Indigenous voices, experiences and excellence. We acknowledge communities that were brought here by force, particularly those brought to these lands as a result of the Trans-Atlantic Slave Trade, Enslavement and seeking refuge. We also acknowledge those that came to this Land as immigrants, and settlers. We come together as a community because we are all Treaty People and will continue to listen, learn, and speak out against injustices particularly those that affect the Land, Water, resources and Indigenous Sovereignty. Let's continue to work together to reveal the truth and disrupt the impacts of colonization.*

**Updated November 2022**

**3.11 Social Committee Terms of Reference**

- 3.11.1 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.
- 3.11.2 To plan and carry out social activities on behalf of the members of ETFO – Toronto Occasional Teachers' Local.
- 3.11.3 To encourage members to get involved in all matters of the organization.
- 3.11.4 To advise the executive on matters relating to the work of the committee.

- 3.11.5 To accurately track and record all expenses associated with running the committee and any social events put on by the committee.
- 3.11.6 To encourage input from the members on future social events and initiate member feedback.
- 3.11.7 To present a report to the membership at the local's AGM.
- 3.11.8 To make recommendations to the budget committee for the following budget year.
- 3.11.9 To encourage members to provide the local with updated data such as email, phone and address for more efficient communication with the membership.

### **3.12 Status of Women Committee Terms of Reference**

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

- 3.12.1 Empower those with lived experience as women within the union as teachers, leaders and community activists. We support their work by enriching their existing and future skills.
- 3.12.2 Initiate action on items as decided by the committee members within its own specific Terms of Reference;
- 3.12.3 The Status of Women Executive Liaison will prepare for the presentation to the executive and, lists of specific activities that will be undertaken by the committee for the year;
- 3.12.4 Submit recommendations for committee action in the following year, if appropriate;
- 3.12.5 Make a budget recommendation for the following year and submit it to the treasurer prior to the first meeting of the budget committee.
- 3.12.6 Forward the committee's annual report to the President, to ensure it is forwarded to the general or annual meeting with other committee reports;
- 3.12.7 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:

- a. To advise the Executive on ways of enhancing the status of women in the teaching profession and in leadership roles within the community.
- b. To make recommendations to the Executive for possible action on issues related to the status of women.
- c. To make recommendations to the Executive on outreach to community-based women's organizations.
- d. To host events and workshops for those with lived experience as women, centering their voices and experiences. (Some events will exclusively be for those with lived experience as women, others will be open to all - we will advertise accordingly)
- e. To advise the Executive on how to include those with lived experience as women in all aspects of the local's organization and programs.
- f. To advise the Executive on how to promote opportunities for networking, leadership, and professional development for those with lived experience as women.
- g. To advise the Executive on how to promote an ongoing commitment to human rights, LGBTQ2S+ rights, equity, anti-racism, anti-oppression, and our commitment to combating anti-Indigeneity and anti-Black racism.
- h. To advise the Executive how to promote culturally relevant mental health and psychological support specific to the diverse needs of those with lived experience as women.

**Revised October 2024**

### **3.13 Health and Safety Ad Hoc Committee Terms of Reference**

3.13.1 BIRT the Toronto OT Local Inspector serve as the Joint Occupational Health and Safety Committee representative as per 6.3.1 in the Constitution. **(January 2024)**

3.13.2 The Committee shall work:

- a) To advise and make recommendations to the Executive on health and safety issues, and raise member awareness of health and safety issues in schools in the Local.
- b) To provide resources and programs to increase member participation in health and safety training.
- c) To review issues of the Joint Occupational Health and Safety Committees to provide assistance for our rep / Health and Safety Inspector, when necessary. **Updated November 2024**

### **3.14 2SLGBTQIA+ Ad Hoc Committee Terms of Reference**

- A. To provide advice on the education of Local members about the histories and cultures of 2SLGBTQIA+ people and the experiences of 2SLGBTQIA+ members.
- B. To identify and recommend to the Executive ways to support 2SLGBTQIA+ members of the Local.
- C. To provide resources and programs to support Local members and maximize using ETFO incentive funding available to the Local.
- E. To recommend existing strategies and resources as well as develop and/or compile new ones which address homophobia, biphobia, transphobia, heterosexism, transmisogynoir, and other forms of hate based on gender identity, gender expression, or sexuality. **(Updated March 5, 2024)**