

O.S.S.T.F., DISTRICT 9

OCCASIONAL TEACHERS' BARGAINING UNIT

July 1, 2018

(Addendum to Constitution Booklet)
Policy and Prodedures

Handbook

(Previous Year's AGM Minutes at end of Handbook)

CREATION OF COMMITTEES REQUESTING GENERAL MEMBERSHIP PARTICIPATION

- 1) The Chair of the Committee will electronically post to the membership at least 2 (two) times a request and requirements for committee members by Feb. 1.
- 2) If no applicants have been received by Feb. 15 of that school year, it will be the responsibility of the Committee Chair to notify other executive members of the need for committee members and elicit executive participation on the committee.
- 3) The Chair of the Committee will then begin the group portion of committee work within a couple of weeks.

EXECUTIVE COMPENSATION**1) President's Allotted Days of Paid Work**

The President will be paid according to LTA rates (on salary grid) according to Bylaw 6.1 (for 2.5 days per week (1/2 time position)).

2) President's Sick Leave and Miscellaneous Leaves.

Access to sick days or leave of absence will be the same as those afforded regular OTs on LTA according to the prorated assigned days of the approved policy for the 'President's Allotted Days of Paid Work' according to Bylaw 6.1.

3) President's Access to Paid Benefits

The president will have full access to LTA benefits, with the bargaining unit providing payment of the benefits according to the LTA prorated release time as determined by the Policy for 'President's Allotted Days of Paid Work' and adding another 5% above that release time up to a max of 100% coverage. The extra added percentage accounts for days worked at the provincial level but not counted toward the salary grid pay.

4) Executive Members Payment for Executive Work

If an executive member is asked to work on behalf of the executive during the daytime work hours, they will be paid the daily rate if working as a daily OT, but paid LTA rate if they are working on an LTA (such that the Board pays their regular salary grid rate and the bargaining unit will reimburse the Board for the replacement daily OT needed to fill the spot of the executive for that day, – or as otherwise indicated in the Collective Agreement)

TREASURER'S PREPARATION FOR AGM BUDGET

- 1) The Treasurer will meet with the President to discuss ideas for the budget prior to the first Budget presentation to the Executive.
- 2) The Treasurer will make the proposed Budget available to the executive on the 2nd (second) last executive meeting before the AGM. Amendments can then be made between this meeting and the final executive meeting before the AGM. A vote and final amendments will be made to the Budget at the last executive meeting before the AGM.

PREPARING FOR THE AGM

- 1) The president will contact the Provincial Liaison to see if they are available to attend the AGM as a guest speaker to update membership about Provincial matters.
- 2) The president will arrange for an impartial person to chair the meeting and be responsible for voting procedures and counts. This may be the field secretary, another provincial staff, a district executive member or a past retired executive member, etc.
- 3) The president will arrange for an AGM secretary who may be the bargaining unit secretary or the district office manager.
- 4) The president will notify the executive of upcoming deadlines for their written reports to the AGM.
(usually 2 weeks prior to the AGM)
- 5) AGM booklets will be brought to the meeting, along with ballots.
- 6) The president will bring last year's AGM minutes or ask the communication's officer to send them to members electronically.
- 7) The president will bring 15 copies of the OTBU Constitution (so that people have a copy to follow when motions are being voted on).

Protocol for Draft Agenda for the AGM

1. Call to Order
2. Chairperson's Remarks – Dave Barrowclough (field secretary)
3. Reading of the OSSTF/FEESO Pledge

I solemnly dedicate myself to promote and advance the cause of education. I will strive to achieve and maintain the highest degree of professional competence and will always uphold the honour, dignity, and ethical standards of my profession. I pledge my loyalty and support to the Ontario Secondary School Teachers' Federation and will comply with the constitution, bylaws, policies, and established practices which govern its members.

4. Reading of the D9 Indigenous Land Acknowledgement:

We would like to acknowledge the original caretakers of this land and recognize the relationship outlined in the First Nations Treaties, as well as acknowledge the contributions made by the Inuit and Metis peoples, so that we may come together today in a good way.

4. Appointment of Anti-Harassment Officer:

Anti-harassment statement: A member of OSSTF/FEESO has the right to a workplace and union environment free from harassment and bullying. Any member who feels targeted by harassment or discrimination must be able to speak up and know their concerns will be responded to immediately in accordance with the OSSTF/FEESO Policies and Procedures which are available on the provincial website.

5. Adoption of the Agenda
6. Approval of the Previous Year's Minutes :
7. Provincial Office Greeting and Report: Martha Hradowy
8. Presentation of Executive Reports
9. Treasurer: Presentation and vetting questions concerning the Budget .

Budget related items: ex. Levy motion , Motion to Pass/Amend the Budget.

10. Presentation of Constitution and Bylaws Motions if there are any changes to be made. – (copies handed out)

(If 20 day notice is given for constitution and bylaw motions then they require a 2/3 vote to pass, the floor motions (or less than 20 days notice) require a 9/10 vote to pass.)

* Chair asks if there are any questions/positions for each motion, (2 minutes allotted for those taking a position for or against) ** Chair calls the question on each motion.

11. Presentation of anything new put into the Policy/Procedure Handbook (attached to Constitution electronically)

12. ELECTIONS – Term normally runs from July 1 until June 30.

Candidates for elected positions will be allowed up to 3 minutes to speak on their candidacy.

a. Remarks by the Elections Officer

b. Election Speeches and Balloting in the following order (drop down for elected positions is allowed)

Nominees are accepted by notification through the district office or from the floor before final call for voting. 2 (two) person nomination required.

- President + Grievance Officer

- VP + H&S

- Chief Negotiator

-Communications Officer

-Educational Services Officer

-Political Action Officer

-Treasurer

-Secretary

-Constitution Officer

-Equity Officer

13. Selection of AMPA delegates and alternate

a) President is assigned as one delegate

b) election of other 'designated number of delegates by provincial office' – simple one person nomination (if two tied, then another vote to break the tie)

c) election of an alternate (drop down from delegates and vote off)

d) election of an alternate in-waiting in case someone has to drop out from above

14. President's Final Remarks (Optional)

15. Adjourn

PROCEDURES

Communication within the Executive

- The Vice President (VP) will be made aware of the password to the President's official email. The VP may access this email in the case of the President's illness, absence or if steps mentioned below are followed:
- Should the President not respond to communications from the members/executive, the VP will follow these steps:
 - 1) Talk to the President about the lack of communication.
 - 2) Through an email, the VP should officially request further communication from the President, and specific areas of concern may be noted.
 - 3) If communication still remains an issue, the VP will notify the rest of the executive.
 - 4) After the executive has been notified, a period of 5 days will be given for the President to respond to the request for communication. If the President does not sufficiently respond, the VP will be granted permission to access the President's email system.

AMPA Delegate and Alternate Selection

Delegate numbers may change yearly depending on FTE calculation at Provincial Office. One alternate will also be selected after the delegate(s) .

- 1) a) President is assigned as one delegate
b) election of other 'designated number of delegates by provincial office' – simple one person nomination (can self-nominate)
- pick from the highest vote numbers, if a tie occurs then revote between tied people
c) election of an alternate (drop down from delegates after vote off)
-pick from the highest vote numbers, if a tie occurs then revote between tied people

Advertisement for those Nominated and Running for Elections

- 1)

The Last Year's AGM Minutes will be kept at the end of the Policy and Procedures Handbook

Occasional Teachers' Bargaining Unit
Annual General Meeting, Tuesday, May 8, 2018
MINUTES {DRAFT on May 9, 2018}

-24 members present and signed in.

- a. Call to Order; 4:54 p.m. Dave Barrowclough
- b. Chairperson's Remarks – Dave Barrowclough 4:54 p.m.
- c. Reading of the OSSTF/FEESO Pledge Scott Hunt; 4:55pm
- d. Reading of the D9 Indigenous Land Acknowledgement: Christina Wagner 4:56pm
- e. Appointment of Anti-Harassment Officer: Scott Hunt
Reading of the anti-harassment statement Megan Primeau
- f. Adoption of the Agenda Amend #15/strike as it is duplicate
Moved by: Linda Lewicki Seconded by: Christina Wagner **CARRIED**
- g. Approval of the Previous Year's Minutes
Moved by: Linda Lewicki Seconded by: Scott Hunt
- h. Provincial Office Greeting and Report: Martha Hradowy 5:00 p.m.
-Much discussion and info on upcoming election
-OSSTF 100 year anniversary next year
-Questions to Martha
- i. Executive Reports 5:18 p.m.
-President; Linda Lewicki 5:24 p.m. Some discussion about Bill 148 and procedures of dailies
-Vice President; H&S 5:44 p.m. No questions.
-Chief Negotiator 5:45 p.m.
-Communications 5:48 p.m.
-Constitution Officer 5:48 p.m.
-PAC 5:50 p.m.
-Ed Services Officer 5:56 p.m.
- j. Treasurer Report: Presentation and vetting questions concerning the Budget. Linda Lewicki presents the Budget as the Treasurer was unable to attend 5:57 p.m.

Motion A

BIRT that the Levy for the OSSTF OT BU for the 2018/2019 School Year to be set at 0.7% (point seventy percent) of the members' gross salary and deducted from every pay.
(no increase from current levy)

Moved by Linda Lewicki
Seconded by Scott Hunt

Linda; opening remarks
Enver speaking FOR the motion
Al speaking FOR the motion

CARRIED

Motion B

Insertion: Bylaw 6 Time Release

BIRT (the new 6.1 come before the existing 6.1)

6.1 The President of the OTBU will have the equivalent of 0.5 FTE release time for executive duties.

Moved Linda Lewicki

Second: Christina Wagner

Linda; opening remarks

Enver asks a question/clarity

Al speaks AGAINST the motion

Christina speaks FOR the motion

Megan speaks FOR the motion

Jim speaks FOR the motion

Scott speaks FOR the motion

Courtney speaks FOR the motion

CARRIED

Motion C

BIRT that the proposed budget for the 2018-2019 school year be approved.

Moved by Linda Lewicki

Seconded by Megan Primeau

CARRIED

k. Presentation of Constitution and Bylaws

Motion 1

BYLAW 4.2

1) BIRT Bylaw 4.2

section 4.3.4 should be numbered 4.2.4.

Moved: Linda Lewicki

Second: Christina Wagner

CARRIED

Motion 2

2) BIRT an addition to Bylaw 4.2 will be made such that it reads 4.2.5 “Notice of the AGM Final Agenda shall be given to the membership by email / electronically posted at least 15 days prior to the AGM.”

and then the current 4.2.5 to be renumbered to bylaw 4.2.6.

Moved: Linda Lewicki

Second: Christina Wagner

CARRIED

Motion 3

Since there is a new bylaw 6.1, then renumber as follows:

BIRT the original

6.1 be renumbered to 6.2 and

6.2 be renumbered to 6.3

Moved: Linda Lewicki

Second: Christina Wagner

CARRIED

Motion 4

HOUSEKEEPING CHANGE bylaw 2.10

BIRT the numbering of Duties of the Equity Officer be renumbered to reflect correct sequencing from 2.10.1 to 2.10.5

Moved: Christina Wagner

Second: Linda Lewicki

CARRIED

Motion 5

Move EN BLOC

Moved: Linda Lewicki

Second: Christina Wagner

BLOC IS CARRIED

a) **BIRT** current 4.1 be reformatted to correctly represent the format for consistency to become 4.1.1.

Moved: Christina Wagner, Second: Linda Lewicki

b) **BIRT** current 5.1 be reformatted to correctly represent the format for consistency to become 5.1.1.

Moved: Christina Wagner, Second: Linda Lewicki

c) **BIRT** current 5.4 be reformatted to correctly represent the format for consistency to become 5.1.2.

Moved: Christina Wagner, Second: Linda Lewicki

d) **BIRT** current 5.2 be reformatted to correctly represent the format for consistency to become 5.2.1.

Moved: Christina Wagner, Second: Linda Lewicki

e) **BIRT** current 5.3 be reformatted to correctly represent the format for consistency to become 5.2.2.

Moved: Christina Wagner, Second: Linda Lewicki

f) **BIRT** current 5.5 be reformatted to correctly represent the format for consistency to become 5.2.3.

Moved: Christina Wagner, Second: Linda Lewicki

MOTION 5 IS CARRIED

Motion 6

Move EN BLOC all main Bylaw Sequencing Numbers and Titles

BIRT sequencing numbers from Bylaws 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 2.9, 2.10, 2.11, 2.12, 2.13, 4.1, 4.2, 5.1, 5.2 be correctly reformatted to keep the bylaws in one format.

Moved: Linda Lewicki,

Second: Christina Wagner

CARRIED

Enver questions if we have quorum 6:41 p.m.

Confirmed FTE from P.O.; quorum is 15.99, 17 are present (24 were present)

Motion 7

Bylaw 4.3

BIRT the title of Bylaw 4.3 Procedures at Meetings be changed to 'Procedures for the Meetings'.

Moved: Linda Lewicki
Second: Enver Villamizar

CARRIED

Motion 8

Bylaw 4.3.3, 4.3.4 and new 4.3.5

BIRT Bylaw 4.3.4 become 4.3.5, and current 4.3.3 become 4.3.4, and the new 4.3.3 will become 'A notice of the AGM meeting, along with a 'Draft' Agenda, will be sent out to all members at least 30 days in advance of the AGM.'

Moved: Enver Villamizar
Second: Linda Lewicki

Enver opens motion

CARRIED

Motion 9

Article 6

BIRT Article 6 be amended such that 6.1.1 will have 'thirty (30) days' replaced with '**twenty (20) days**', and '15 days' replaced with '**ten (10) days**' as follows:

'by two-thirds (2/3) vote of the members present, qualified to vote and voting, provided that the notice of any proposed amendment shall have been given to the Bargaining Unit Secretary **twenty (20) days** prior to the meeting and provided that written notice of the proposed amendments have been electronically posted/emailed to the members current personal e-mail address of the Bargaining Unit **ten (10) days** prior to the meeting.

Moved by Linda Lewicki
Seconded by Megan Primeau

Linda opens

CARRIED

Motion 10

BIRT there be a new addition of Bylaw 10.

Bylaw 10 POLICY

10.1 A copy of the OTBU Policy and Procedure Handbook will be kept with the 'Constitution and Bylaw Book'.

(see below)

Moved: Linda Lewicki
Second: Christina Wagner

Linda opens

CARRIED

Late Motions (require 9/10 vote)

Late By-Law Amendment 1-

4.2 General Membership Meetings

Article 4.2.5

BIRT that the portion '*twelve percent (12%) of the OTBU Full Time Equivalent Members as of April 1st prior to the AGM*' be removed and '*those OTBU members present and qualified to vote at the AGM.*'

Mover: Linda Lewicki

Second: Megan Primeau

pertaining to the complete clause

4.2.5 The Quorum for an OTBU Annual General Meeting shall be *twelve percent (12%) of the OTBU Full Time Equivalent Members as of April 1st prior to the AGM.*

Linda opens

Enver asks a question on why this motion not on time

Enver speaks AGAINST the motion

Maria speaks AGAINST the motion

Al speaks AGAINST the motion

Amy speaks AGAINST the motion

Andrea speaks FOR the motion

Courtney asks a question about proxy voting/off site

Megan speaks FOR the motion

Bassem speaks FOR the motion

Scott speaks FOR the motion

Raymond asks a question

Christina speaks FOR the motion

Linda closes debate

DEFEATED

Late By-Law Amendment 2-

4.4 Elections:

Article 4.4.3

BIRT this article be deleted in its entirety.

and then

Articles 4.4.4 and 4.4.5 be renumbered accordingly.

Mover: Linda Lewicki

Second: Megan Primeau

Original article 4.4.3 Nominations from the floor of the Annual General Meeting will be received prior to nominations being declared closed by the Chair

Linda opens

Enver speaks AGAINST the motion

DEFEATED

Late By-Law Amendment 3-

4.4 Elections

Article 4.4.2

BIRT there be the addition to the article at the end.....after 'Annual General Meeting' so that the addition reads

'and then nominations will be considered closed.'

Mover: Linda Lewicki

Second: Megan Primeau

Original article reads: 4.4.2 Nominations for the offices of the OTBU Executive shall be submitted by email to the District 9 Office Manager two (2) weeks in advance of the Annual General Meeting.

CHAIR RULES MOTION OUT OF ORDER DUE TO DEFEAT OF MOTION BEFORE.

l. Policy/Procedure Updates by Executive to membership if applicable. 7:14 P.M.

m. ELECTIONS

President / Grievance Officer **ACCLAIMED**

Linda Lewicki - (Megan Primeau, Christina Wagner)

Vice President / Health & Safety Officer **ACCLAIMED**

Megan Primeau - (Linda Lewicki, Christina Wagner)

Chief Negotiator **ACCLAIMED**

Scott Hunt - (Rafael Perez, Linda Lewicki)

Communications Officer **ACCLAIMED**

Christina Wagner - (Linda Lewicki, Megan Primeau)

Educational Services Officer **ACCLAIMED**

Andrea Inglesi - (Linda Lewicki, Megan Primeau)

Political Action Committee **ACCLAIMED**

Enver Villamizar (Linda Lewicki, Christina Wagner)

Treasurer **ACCLAIMED**

Bassem Kandil (Megan Primeau/Christina Wagner)

Secretary **ACCLAIMED**

Blessing Igbokwe - (Linda Lewicki, Megan Primeau)

Constitution Officer **ACCLAIMED**

Courtney Woodward (Linda Lewicki/Andrea Inglesi)

Equity Officer – open/VACANT

- n. Selection of AMPA delegates and alternate
Megan Primeau (Enver Villamizar/Blessing Igbokwe) ACCLAIMED AS DELEGATE
Christina Wagner (Andrea Inglesi/Linda Lewicki) ACCLAIMED as Alternate to forward
to District
Courtney Woodward (Andrea Inglesi/Blessing Igbokwe) as Alternate in Waiting
- o. ~~Comments from the Provincial Liaison:~~ Strike through item, duplicate
- p. President's Final Remarks (Optional) 7:32 p.m.
- q. Adjournment by the Chair 7:33 p.m.