



Reference Book 2022 - 2023

**Constitution
By-Laws
Terms of Reference - Committees
Local Policy Statements**

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THAMES VALLEY TEACHER LOCAL CONSTITUTION

DEFINITIONS

Board means the Thames Valley District School Board.

Executive means Local Executive as per Article VI, Section 1.

Executive Committee means a Committee that reports to the Executive consisting of the President, First Vice President, Vice Presidents and Chief Negotiator / Grievance Officer.

Federation means the Elementary Teachers' Federation of Ontario.

Federation Annual Meeting Alternate means an Active Member elected / appointed to represent the Local as an Alternate to the Federation Annual Meeting.

Federation Annual Meeting Delegate means an Active Member elected / appointed to represent the Local as a Delegate to the Federation Annual Meeting.

Local means the Elementary Teachers' Federation of Ontario - Thames Valley Teacher Local.

Non-Released Executive Member means an Active Member who holds an Executive position and continues to hold classroom duties.

Released Executive Officer means an Active Member who holds the position of President, First Vice President, Vice President or Chief Negotiator / Grievance Officer and does not hold classroom duties.

Regional Meetings means meetings for Active Members that are held by Regional Captains in the following fifteen (15) areas: Dorchester, East Oxford, Glencoe, Ingersoll, London North, London Centre, London East, London Old South, London South, London West, Lucan, St. Thomas, Strathroy, Tillsonburg, and Woodstock.

Stewards' Council means an advisory body made up of the Executive, Workplace Stewards and Regional Captains.

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ARTICLE I - NAME

- 1.1 This organization shall be known as the **Elementary Teachers' Federation of Ontario - Thames Valley Teacher Local (ETFO Thames Valley Teacher Local)**.

ARTICLE II - JURISDICTION

- 2.1 Thames Valley Teacher Local is a Local of the Elementary Teachers' Federation of Ontario.
- 2.2 The jurisdiction of the Local shall be all teachers other than occasional teachers employed by the Thames Valley District School Board in the elementary panel.

ARTICLE III - OBJECTS

- 3.1 The objects of the Local shall be:
- 3.1.1 **Core Priorities**
 - 3.1.1.1 To actively pursue collective bargaining rights of all Members
 - 3.1.1.2 To defend Members' working conditions
 - 3.1.1.3 To serve the needs of the Members
 - 3.1.1.4 To promote and protect the health and safety of Members
 - 3.1.2 **Core Responsibilities**
 - 3.1.2.1 To defend and promote publicly-funded education
 - 3.1.2.2 To actively engage Members in the Federation
 - 3.1.2.3 To provide for the professional development of Members
 - 3.1.3 **Core Values**
 - 3.1.3.1 To advocate for social justice in the areas of peace, anti-poverty, non-violence, and equity
 - 3.1.3.2 To promote the care and protection of the environment
 - 3.1.3.3 To support international assistance and co-operation in promoting education and unionism

ARTICLE IV - MEMBERSHIP

Section 1 - Active Member

- 4.1 An Active Member shall be a Member of Federation within the jurisdiction of the Local.

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ARTICLE IV - MEMBERSHIP - *Continued...*

Section 2 - Associate Member

- 4.2.1 An Associate Member of the Local is a Member whose application has been approved by the Local, by the Federation Executive and who has paid the annual fee in accordance with the Federation By-Laws.
- 4.2.2 Eligibility for Associate Membership in the Local is as defined in the Federation Constitution:
- a) members of other affiliates of OTF;
 - b) teachers or Native language instructors employed in private schools, provincial schools, federal government schools, First Nation or Council schools;
 - c) employees of the Federation or Locals;
 - d) teachers employed at a college or university;
 - e) former Members or persons engaged in a professional capacity related to education;
 - f) former Members in good standing who are currently not employed by a school board;
 - g) former Members in good standing who have been declared redundant and are not employed by a school board. This membership shall only be held for two (2) years;
 - h) former Members who were on LTD and whose contract with an employer has been terminated. This membership shall only be held for two (2) years;
 - i) exchange teachers employed as an elementary teacher by a public school board;
 - j) retired Members who were Members of the Federation or its predecessors;
 - k) students attending a teacher education institution in Ontario.

Section 3 - Local Honorary Life Member

- 4.3 A Local Honorary Life Member is a Member who:
- a) has been granted an Honorary Life Membership by FWTAO or OPSTF either provincially or locally;

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ARTICLE IV - MEMBERSHIP

Section 3 - Local Honorary Life Member - *Continued...*

- b) has been granted an Honorary Life Membership by Federation;
- c) has been granted a Local Honorary Life Membership in accordance with established local procedures.

ARTICLE V - RIGHTS AND PRIVILEGES OF MEMBERSHIP

Section 1 - Rights and Privileges of Active Members

- 5.1.1 An Active Member shall have full rights, privileges and responsibilities of membership in the Federation in accordance with Article V of the Federation Constitution unless limited by disciplinary action taken in accordance with Article VII of the Federation Constitution. In addition, an Active Member who accepts a position as a temporary or Acting Principal / Vice Principal may not serve as Workplace Steward, Regional Captain or Local Executive Member for the duration of the appointment.
- 5.1.2 The rights of an Active Member shall be:
 - a) to hold office in the Local and in the Federation;
 - b) to attend General Meetings of the Local;
 - c) to participate in the vote on the Preliminary Submission in the collective bargaining process;
 - d) to participate in all votes related to collective bargaining as set out in the Ontario Labour Relations Act;
 - e) to participate in any general membership votes;
 - f) to request Local support in the grievance process;
 - g) to request Local support in any problem directly related to professional duties.
- 5.1.3 Active Members will follow the Code of Conduct in Article VI of the Federation Constitution or they will be subject to disciplinary action under Article VII of the Federation Constitution.

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ARTICLE V - RIGHTS AND PRIVILEGES OF MEMBERSHIP - *Continued...*

Section 2 - Rights and Privileges of Associate Members

5.2.1 An Associate Member may:

- a) receive such Local communication as the Local decides;
- b) attend Local functions by invitation, in a non-voting capacity;
- c) be elected or appointed to Local committees and workgroups as a non-voting Member.

Section 3 - Rights and Privileges of Local Honorary Life Members

5.3.1 A Local Honorary Life Member may:

- a) receive such Local communication as the Local decides;
- b) attend Local functions by invitation, in a non-voting capacity.

ARTICLE VI - LOCAL ORGANIZATION

Section 1 - Local Executive

6.1.1 The Local Executive shall include the following elected positions filled by Active Members:

- a) President;
- b) First Vice President;
- c) Three Vice Presidents;
- d) Chief Negotiator / Grievance Officer;
- e) Treasurer;
- f) Recording Secretary;
- g) Ten Non-Released Executive Members, with four (4) positions open to women only.

6.1.2 There shall be leadership positions for women on the Executive. One of the five (5) positions for President, First Vice President and Vice Presidents, shall be open to women only.

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ARTICLE VI - LOCAL ORGANIZATION

Section 1 - Local Executive - *Continued ...*

- 6.1.3 If necessary one additional Vice President may be elected, after approval of the membership.
- 6.1.4 The Executive of the Local shall be elected at the Local Annual Meeting.
- 6.1.5 The term of office for the Executive shall be for two years.
- 6.1.6 The Executive shall take office on July 01.
- 6.1.7 No member of the Local Executive shall serve in more than one Local Executive position concurrently.

Section 2 - Stewards' Council

- 6.2.1 Stewards' Council shall consist of the following positions filled by Active Members:
 - a) Executive;
 - b) Regional Captains;
 - c) Workplace Stewards / Alternates.
- 6.2.2 There shall be fifteen (15) Regional Captains elected/appointed by the Executive by May 1 to represent Workplace Stewards in the Regional Meeting areas. Regional Captains shall:
 - a) take office effective July 01 and serve a two year term;
 - b) be nominated to serve by at least five (5) Active Members of workplaces within the Regional Meeting area they are to represent;
 - c) have experience serving as a Workplace Steward / Alternate.
- 6.2.3 There shall be one (1) Workplace Steward and at least one (1) Alternate elected/appointed by the Active Members in each workplace. The names of the Workplace Steward and Alternate(s) shall be provided by each workplace to the Local by May 1.

Section 3 - Health and Safety Representatives

- 6.3.1 There shall be one (1) Health and Safety Representative elected/appointed by the Active Members in each workplace. The name of the Health and Safety Representative shall be provided by each workplace to the Local by May 1.

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ARTICLE VI - LOCAL ORGANIZATION - *Continued...*

Section 4 - Standing Committees

6.4.1 There shall be the following Standing Committees:

- a) Collective Bargaining;
- b) Constitution;
- c) Credentials;
- d) Federation Annual Meeting;
- e) Health and Safety;
- f) Human Rights / Social Justice;
- g) Local Annual Meeting;
- h) New Members;
- i) Political Action;
- j) Status of Women.

6.4.2 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.

Section 5 - Programmes for Women

6.5.1 There shall be guaranteed programmes for women.

6.5.2 Funds shall be allocated for programmes for women.

6.5.3 The budget for the programmes for women shall be approved as part of the annual Local budget process.

ARTICLE VII - MEETINGS

Section 1 - General Meetings

7.1.1 There shall be at least two (2) General Meetings annually, one of which shall take place between September and December, and one of which shall take place between January and June and the Local Annual Meeting.

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ARTICLE VII - MEETINGS

Section 1 - General Meetings - *Continued...*

- 7.1.2 A quorum for General Meetings shall be the majority of Members in attendance who are entitled to vote, but there must be at least 50 Active Members in attendance.
- 7.1.3 The official authority for conducting all Local Meetings shall be Robert's Rules of Order as updated from time to time.
- 7.1.4 General Meetings shall include a timed item of at least thirty (30) minutes for an open discussion session.

Section 2 - Local Annual Meeting

- 7.2.1 The Local Annual Meeting shall be held prior to May 15.
- 7.2.2 The Local Annual Meeting shall:
 - a) in an election year, elect the Executive for the next term;
 - b) approve the proposed budget for the next year;
 - c) amend the Constitution and By-Laws;
 - d) elect the Delegates to the Federation Annual Meeting;
 - e) transact other business as determined by the agenda.

Section 3 - Stewards' Council Meetings

- 7.3.1 There shall be at least two (2) Stewards' Council Meetings annually.
- 7.3.2 A quorum for Stewards' Council Meetings shall be 50 Stewards' Council Members.
- 7.3.3 Stewards' Council shall:
 - a) make recommendations to the Executive;
 - b) propose amendments to the Local Constitution and By-Laws for consideration by the Local Annual Meeting;
 - c) transact business as determined by the agenda using Robert's Rules of Order as updated from time to time.

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ARTICLE VII - MEETINGS - *Continued...*

Section 4 – Regional Meetings

- 7.4.1 There shall be at least one (1) Regional Meeting each year held in each of the fifteen (15) regional areas.
- 7.4.2 All Active Members are invited to attend the Regional Meeting closest to their workplace.
- 7.4.3 Regional Captains will share information provided by Federation and the Executive and gather feedback or responses of Active Members as needed by the Executive.

Section 5 – Executive Meetings

- 7.5.1 There shall be at least ten (10) Executive Meetings held each year.
- 7.5.2 Quorum shall be a 50% plus one of the Executive Members.

ARTICLE VIII - ELECTIONS

Section 1 - Eligibility

- 8.1.1 An Active Member in good standing may be nominated to stand for elected office.
- 8.1.2 An Active Member in good standing may be nominated to stand for a position as Federation Annual Meeting Delegate.
- 8.1.3 Active Members shall be notified of the request for nominations sixty (60) days prior to the Local Annual Meeting.
- 8.1.4 Nominations shall be directed to the Local Annual Meeting Committee and the deadline for receipt of nominations shall be by 4:00 p.m. on the first business day in March.

Section 2 - Nominations

- 8.2.1 Notwithstanding the above, nominations duly moved and seconded with the consent of the nominee, and supported by five signatures of Active Members, shall be accepted at the Local Annual Meeting if:
 - a) no nominations were received by the deadline for that position;
 - b) all candidates for a position are withdrawn.

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ARTICLE VIII - ELECTIONS - *Continued...*

Section 3 - Election Procedures

- 8.3.1 The Executive of the Local and Federation Annual Meeting Delegates shall be elected at the Local Annual Meeting.
- 8.3.2 Candidates shall have the opportunity to address the membership prior to the elections.
- 8.3.3 All Active Members may vote for nominated candidates:
a) For positions of the Executive and Federation Annual Meeting Delegates the vote shall be by on-line ballot which will be open for the seven (7) days immediately prior to the day of the Local Annual Meeting, closing at 4:00 p.m. on the final day.
- 8.3.4 Notwithstanding Article 8.3.3 a), if there are no nominations in good standing for a position at the time of the on-line voting or a candidate withdraws creating a vacancy at the Local Annual Meeting, then nominations from the floor will be in order and a vote will be conducted by secret ballot of Members present and voting at the Local Annual Meeting.
- 8.3.5 The vote count for all elected positions shall be released by the Returning Officer of the Local Annual Meeting Committee to the Members present at the Local Annual Meeting and shall be published in the minutes.
- 8.3.6 A successful candidate shall be determined by plurality.
- 8.3.7 Each candidate may appoint one scrutineer.
- 8.3.8 The ballots will be destroyed by motion of the Local Annual Meeting immediately following the conclusion of the elections.

ARTICLE IX - DELEGATES TO THE FEDERATION ANNUAL MEETING

- 9.1 Active Members of the Local may be nominated as Federation Annual Meeting Delegates.
- 9.2 Federation Annual Meeting Delegates shall be at least fifty (50) percent women.
- 9.3 The Local Executive elected at the Local Annual Meeting shall be appointed as Federation Annual Meeting Delegates for the subsequent Federation Annual Meeting.
- 9.4 Remaining Federation Annual Meeting Delegates shall be elected by on-line ballot of Active Members.
- 9.5 Names of Federation Annual Meeting Delegates shall be forwarded to the Federation prior to June 01.

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ARTICLE X - RESOLUTIONS TO THE FEDERATION ANNUAL MEETING

- 10.1 The Local Executive shall publish all proposed resolutions to the membership fifteen (15) days prior to the General Meeting.
- 10.2 Resolutions to the Federation Annual Meeting shall be passed at a General Meeting to be held prior to March 01.

ARTICLE XI - AMENDMENTS TO THE LOCAL CONSTITUTION

- 11.1 Proposed amendments to the Local Constitution must be submitted to the Executive by the first business day in March.
- 11.2 The Executive shall publish all proposed amendments to the general membership fifteen (15) days prior to the Local Annual Meeting.
- 11.3 Proposed amendments may be received from:
- a) Active Members;
 - b) The Executive;
 - c) a Standing Committee;
 - d) Stewards' Council.
- 11.4 For Constitutional amendments a quorum of the Local Annual Meeting must be present.
- 11.5 The Constitution shall be amended if sixty (60) percent of the Members present at the Local Annual Meeting vote in favour of the proposed amendment.
- 11.6 The Constitution shall be reviewed annually by the Constitution Committee for revisions.

ARTICLE XII - FINANCES

- 12.1 The Executive of the Local shall develop financial policies and procedures.
- 12.2 Financial expenditures (excluding budgeted items) above \$1,500.00 must be approved by a majority vote at a General Meeting or Local Annual Meeting. Members proposing financial motions are required to submit the motion(s) in writing to the President thirty (30) days prior to the meeting in order to provide fifteen (15) days notice of motion to the membership prior to the meeting.
- 12.3 All financial transactions shall be signed by two of the three signing officers.
- 12.4 The fiscal year for the Local shall be the period from July 01 of one calendar year to June 30 of the succeeding calendar year.

THAMES VALLEY TEACHER LOCAL
BY-LAWS

BY-LAW I - ELECTIONS

1.1 Nomination Procedures

- 1.1.1 Nomination forms shall be distributed to each workplace at least sixty (60) days prior to the Local Annual Meeting. Each Candidate's nomination must be duly moved and seconded and supported by five signatures of Active Members. The candidate must also sign the nomination form before forwarding it to the Chair of the Local Annual Meeting Committee.
- 1.1.2 Each Candidate will be contacted by the Local Annual Meeting Committee Returning Officer to verify that their nomination form has been received.
- 1.1.3 Nominated Members' names will be published to the membership prior to the Local Annual Meeting.
- 1.1.4 Should nominations from the floor be in order under Constitution Article 8.3.4, a candidate has up to five (5) minutes to submit a completed nomination form for the position prior to the speeches for that position.

1.2 Campaign Procedures

- 1.2.1 The Local Annual Meeting Committee Returning Officer will provide the names of all duly nominated candidates received by the first business day in March deadline to the membership.
- 1.2.2 The Local will publish a Local Annual Meeting Booklet for the Membership. The Booklet will include:
 - a) the Election Procedures as approved by the previous Local Annual Meeting;
 - b) 4.5" high X 7" wide camera-ready piece of campaign material from each nominated candidate who submits this material by the first business day in March.
- 1.2.3 The Local Annual Meeting Booklet will be distributed as follows:
 - a) two (2) printed copies sent out to Workplace Stewards;
 - b) one (1) printed copy for each Executive Member, Regional Captain and Standing Committee Chair;
 - c) an electronic copy which will be posted for all Active Members in the ETFO Secure Services section of the Local's website.
- 1.2.4 No other campaign print materials or "give aways" shall be distributed to Members.

THAMES VALLEY TEACHER LOCAL
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BY-LAW I - ELECTIONS

1.2 Campaign Procedures - Continued...

- 1.2.5 Candidates shall have the opportunity to address the membership prior to the election through:
 - a) one (1) All Candidates' Session will be hosted by the Local Annual Meeting Committee;
 - b) a video speech posted to the ETFO Secure Services section of the Local's website from each nominated candidate who submits a video file format specified by the Local Annual Meeting Committee by April 1.
- 1.2.6 Speeches for each nominated candidate will be held at the All Candidates' Session in the following order President, First Vice President, Vice Presidents, Chief Negotiator / Grievance Officer, Treasurer, Recording Secretary, Non-Released Executive Members and Federation Annual Meeting Delegates. The speaking order for a position will be drawn by lot.
- 1.2.7 The length of address shall be determined by the Local Annual Meeting Committee based on the number of nominations received.
- 1.2.8 Notwithstanding the All Candidates' Session, there shall be no candidate campaigning in workplaces.
- 1.2.9 Nominated candidates may use social media for their campaign.
- 1.2.10 All candidates shall adhere to the Federation's Constitution Article VI Code of Professional Conduct.

1.3 Voting Procedures

- 1.3.1 The Executive and Federation Annual Meeting Delegates shall be elected at the Local Annual Meeting.
- 1.3.2 All Active Members may cast a ballot for each Executive position and Federation Annual Meeting Delegates for which nominations have been received.
- 1.3.3 Results shall be held confidential to the Local Annual Meeting Committee until the results are announced at the Local Annual Meeting by the Returning Officer and the winning candidates declared elected.

THAMES VALLEY TEACHER LOCAL
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BY-LAW I - ELECTIONS

1.3 **Voting Procedures - Continued...**

- 1.3.4 For any position for which no nominations have been received by the first business day in March deadline or withdrawn candidates create a vacancy at the time of the Local Annual Meeting:
- a) nominations from the floor will be accepted by the Returning Officer of the Local Annual Meeting Committee;
 - b) speeches for these positions will be held in the following order President, First Vice President, Vice Presidents, Chief Negotiator / Grievance Officer, Treasurer, Recording Secretary, Non-Released Executive Members and Federation Annual Meeting Delegates. The speaking order for a position will be drawn by lot;
 - c) ballots for a position will be cast by Active Members present and voting at the Local Annual Meeting immediately following the conclusion of speeches for that position; and
 - d) the successful candidate will be determined by plurality.

BY-LAW II - FEDERATION ANNUAL MEETING DELEGATES AND ALTERNATES

- 2.1 Up to 10 Federation Annual Meeting Alternates shall be appointed by the Executive to attend the Federation Annual Meeting. A minimum of three (3) of these Alternates shall be first or second time attendees, whenever possible.
- 2.2 If Federation Annual Meeting Delegate(s) / Alternate(s) are unable to attend the Federation Annual Meeting, additional Delegates / Alternates will be appointed by the Executive to fill the vacancies.

BY-LAW III - AMENDMENTS TO BY-LAWS

- 3.1 Proposed amendments to the By-Laws shall be published to the membership at least fifteen (15) days prior to a General or Local Annual Meeting. Proposed amendments may be received from:
- a) Active Members;
 - b) the Executive;
 - c) a Standing Committee;

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BY-LAWS

d) Stewards' Council.

BY-LAW III - AMENDMENTS TO BY-LAWS - Continued...

3.2 By-Laws may be amended at a General or Local Annual Meeting if sixty (60) percent of the Members present vote in favour.

BY-LAW IV - PRESIDING OFFICER

4.1 The Presiding Officer, when designated by the President, must be an Active Member.

BY-LAW V - COMMITTEE MEMBERSHIP

5.1 When more than the specified number of Members, as determined by the Constitution, volunteer to serve on a Local Committee, then the Committee may include non-voting Observers as additional Members.

5.2 The process for determining Committee Members and Observers shall be as follows:

5.2.1 The Executive invite interested Members to submit their names for consideration of Standing Committee membership for the upcoming term.

5.2.2 The Executive will contact each Member and convene an initial committee meeting.

BY-LAW VI - POLICY AND POSITION STATEMENTS

6.1 That ETFO Thames Valley Teacher Local Policy or Position Statements may be passed at a General or Local Annual Meeting if sixty (60) percent of the Members present vote in favour.

6.2 Any proposed Policy or Position Statements shall be published to the membership at least fifteen (15) days prior to a General or Local Annual Meeting.

THAMES VALLEY TEACHER LOCAL
BY-LAWS

BY-LAW VII - ORGANIZATIONAL DUTIES

The Local, its officers and Standing Committees, shall carry out their duties and responsibilities in accordance with both the Local and Federation policies, procedures and resolutions passed at the Local Annual Meeting.

Section 1 - Duties of the Executive

7.1 The Executive shall:

- a) uphold the Federation Constitution, By-Laws and Policies;
- b) execute the business of the Local between Annual Meetings in accordance with the Constitution, By-Laws, Policies and Procedures of the Local and Federation and the decisions of General Meetings of the Local;
- c) establish quorum to be fifty percent plus one of the Executive Members;
- d) hold at least ten (10) Executive Meetings;
- e) hold an Executive Meeting at the call of the President or within fifteen (15) days of a written request of five (5) Executive Members;
- f) receive a written financial report at each Executive meeting;
- g) forward to the Federation by September 30 of each year the annual audited financial statement;
- h) forward to the Federation office each year the annual report of the Local;
- i) elect or appoint Members to Standing Committees;
- j) appoint Members and develop the Terms of Reference for ad hoc committees;
- k) appoint when necessary, a successor to complete any unexpired term of an elected or appointed Local representative;
- l) recommend the appointment of the auditors to the Local Annual Meeting;
- m) develop investment policies and procedures;
- n) review reports of the Executive Committee;
- o) serve as Executive Liaisons to Standing Committees;
- p) employ Support Staff to carry on the work of the Local;
- q) elect / appoint at the June Executive Meeting the fifteen Regional Captains to serve effective July 1 for a two (2) year term;

THAMES VALLEY TEACHER LOCAL
BY-LAWS

BY-LAW VII - ORGANIZATIONAL DUTIES - *Continued...*

Section 2 – Duties of the Executive Committee

- 7.2 The Executive Committee reporting to each Executive Meeting shall:
- a) gather and provide information on emergent issues;
 - b) make recommendations;
 - c) prepare a Proposed Annual Budget;
 - d) receive Awards nominations and make recommendations on recipients;
 - e) make recommendations for Goodwill actions for charities and donations;
 - f) share communications, procedures and policies from Federation;
 - g) appoint an Active Member to preside over the Stewards' Council, General Meetings and the Local Annual Meeting;
 - h) act upon grievances as directed by the Executive;
 - i) determine Executive Liaisons for Standing Committees;
 - j) serve as steering for Stewards' Council Meetings;
 - k) serve as the Board of Directors for the Corporation of the Local.

Section 3 - Duties of Officers

7.3.1 The President shall:

- a) be the spokesperson for the Local;
- b) be the official representative of the Local and its Members;
- c) be one of the signing officers;
- d) be an ex-officio Member of all Standing Committees;
- e) preside or designate the presiding officer at meetings of the Executive;
- f) inform and advise Members on issues concerning Federation, the Local and education;
- g) perform or assign additional duties as required.

THAMES VALLEY TEACHER LOCAL
BY-LAWS

BY-LAW VII - ORGANIZATIONAL DUTIES

Section 3 - Duties of Officers - Continued...

7.3.2 The First Vice President shall:

- a) assume the responsibilities of the President as designated or in the President's absence;
- b) assume responsibility for the Budget Committee;
- c) be one of the signing officers;
- d) act as Executive Liaison to Standing Committees as determined by the Executive Committee;
- e) be responsible for additional duties as assigned by the President and / or the Executive.

7.3.3 The Vice Presidents shall:

- a) assume the responsibilities of the First Vice President as designated by the Executive in the absence of the First Vice President;
- b) be responsible for additional duties as assigned by the President and / or the Executive;
- c) act as Executive Liaison to Standing Committees as determined by the Executive Committee;
- d) report to Stewards' Council, General Meetings and Executive on bargaining issues and the status of negotiations;
- e) share with the Collective Bargaining Committee all communications, procedures and policies from Federation.

7.3.4 The Recording Secretary shall:

- a) ensure that accurate records of all meetings of the Local are maintained and filed annually;
- b) ensure that accurate records of correspondence received by and sent on behalf of the Local are maintained and filed annually;
- c) record and submit minutes of Executive Meetings, General Meetings and the Local Annual Meeting;

THAMES VALLEY TEACHER LOCAL
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BY-LAW VII - ORGANIZATIONAL DUTIES

Section 3 - Duties of Officers

7.3.4 The Recording Secretary shall: - Continued...

- d) ensure that a Minutes Book is kept up to date with motions passed for quick reference;
- e) be responsible for additional duties as assigned by the President and / or Executive.

7.3.5 The Treasurer shall:

- a) keep accurate and detailed financial records of the Local on the fiscal year, July 01 to June 30, according to standard accounting procedures;
- b) make a written financial report to each Executive Meeting and General Meeting of the Local;
- c) prepare and present for membership approval the proposed budget at the Local Annual Meeting and the finalized budget at the fall General Meeting;
- d) make investments according to established policies and procedures and with the approval of the Executive;
- e) report on investments as part of each financial report;
- f) ensure the annual audit is complete and submitted;
- g) forward the annual audited financial statement of the Local to the Federation;
- h) be one of the signing officers;
- i) be responsible for additional duties as assigned by the President and / or Executive.

7.3.6 The Chief Negotiator / Grievance Officer shall:

- a) report to General Meetings and Executive on bargaining issues and the status of negotiations;
- b) share with the Collective Bargaining Committee all communications, procedures and policies from Federation;
- c) be responsible for acting upon grievances as directed by the Executive;
- d) be responsible for additional duties as assigned by the President and / or Executive.

THAMES VALLEY TEACHER LOCAL
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BY-LAW VII - ORGANIZATIONAL DUTIES

Section 3 - Duties of Officers - *Continued...*

7.3.7 Non-Released Executive Members shall:

- a) carry out tasks as assigned by the Executive;
- b) communicate Members' issues to the Executive;
- c) be responsible for additional duties as assigned by the President and / or Executive.

7.3.8 Executive Liaison to Standing Committees shall:

- a) review the Specific Terms of Reference for each committee with the committee membership.

Section 4 - Duties of Regional Captains

7.4.1 The Regional Captains shall:

- a) be elected / appointed by the Executive;
- b) be assigned to represent Workplace Stewards/Alternates for a particular area;
- c) chair the Regional Meetings for their assigned area;
- d) provide information to and gather feedback from Members attending Regional Meetings;
- e) serve as members of the Collective Bargaining Committee;
- f) be responsible for additional duties as assigned by the President and / or the Executive.

Section 5 - Duties of Workplace Stewards and Alternates

7.5.1 Workplace Stewards /or their Alternates shall:

- a) be elected / appointed by the Active Members within the workplace;
- b) attend Stewards' Council and Workplace Stewards' training sessions;
- c) attend Regional Meetings in their area, General Meetings and the Local Annual Meeting;

THAMES VALLEY TEACHER LOCAL
BY-LAWS

BY-LAW VII - ORGANIZATIONAL DUTIES

Section 5 - Duties of Workplace Stewards and Alternates

7.5.1 Workplace Stewards /or their Alternates shall: - continued...

- d) help keep Members informed about activities, services, achievements and developments from Federation and the Local;
- e) help keep the Local informed about Members' circumstances/concerns within their instructional site;
- f) act as a poll clerk for Active Member in-school votes;
- g) be a member of the In-school Staffing Committee.

Section 6 - Duties of Health and Safety Representatives

7.6.1 Health and Safety Representatives shall:

- a) complete quarterly inspections of their school site and participate in the Annual Inspection of their school site;
- b) attend site Health and Safety Meetings;
- c) report health and safety concerns to the Site Manager (Principal), and to the Local Executive Liaison when the response from the Administrators does not correct the problem;
- d) attend Health and Safety Representatives' Training workshops and meetings; and
- e) strive to complete all their duties as outlined in the Terms of Reference for the Structure and Function for Joint Health & Safety Committees and Site Committees as agreed between the Board and the Local.

Section 7 - Duties of Standing Committees

7.7.1 Committees shall:

- a) abide by the Constitution and By-Laws of the Local;
- b) be given the opportunity to present a report at all Local Meetings;
- c) select such officers as they deem necessary;
- d) take action and / or make recommendations on any matter referred by the Executive;
- e) take action on items of their own creation within the specific Terms of Reference of the Committee upon approval of the Executive;

THAMES VALLEY TEACHER LOCAL
BY-LAWS

BY-LAW VII - ORGANIZATIONAL DUTIES

Section 7 - Duties of Standing Committees

7.7.1 Committees shall: - continued...

- f) report to the Executive on all motions referred to it with respect to opinions, recommendations and actions taken on such referrals;
- g) keep minutes of all meetings and send a copy of same to the President and Executive Liaison;
- h) prepare such motions and / or Notice of Motions as required to amend the Committee's Terms of Reference;
- i) suggest and prepare any By-Laws and / or Constitutional amendments necessary to expedite the recommendations of the Committee;
- j) recognize and take appropriate action upon correspondence and items received from the Federation Committee Chairs of related Federation Committees;
- k) provide a detailed accounting as to the Committee's spending, which shall not exceed the Committee's budgetary allotment for the fiscal year, except with prior approval as per Article 12.2 in the Local Constitution;
- l) be elected or appointed for a two year term;
- m) have specific responsibilities and additional requirements as listed in addition to the general duties above;
- n) build capacity and increase Member engagement by inviting additional observing Members to attend committee meetings.

7.7.2 Collective Bargaining Committee:

- a) shall consist of:
 - i) Chief Negotiator / Grievance Officer, President, First Vice President, Vice President(s);
 - ii) 15 Regional Captains;
 - iii) remaining members of the Executive as Ex Officio;
- b) shall be responsible for those duties listed in the Terms of Reference for the Committee;
- c) shall remain in place under its Terms of Reference to conduct negotiations until a new Collective Agreement has been ratified.

THAMES VALLEY TEACHER LOCAL
BY-LAWS

BY-LAW VII - ORGANIZATIONAL DUTIES

Section 7 - Duties of Standing Committees - *continued...*

7.7.3 Constitution Committee:

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

7.7.4 Credentials Committee:

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

7.7.5 Federation Annual Meeting Committee:

- a) shall consist of at least four (4) Active Members who attended the Federation Annual Meeting in the previous year and who are seeking election/appointment as a Delegate for the upcoming Federation Annual Meeting;
- b) shall be elected or appointed by the Executive;
- c) shall be responsible for those duties listed in the Terms of Reference for the Committee.

7.7.6 Health and Safety Committee:

- a) shall consist of the seven (7) Members and seven (7) Alternates representing the Local on the Teaching Joint Health and Safety Committee (Main Committee), one non-voting observer from the Thames Valley Occasional Teacher Local and up to four (4) Observers;
- b) shall be elected or appointed by the Executive;
- c) shall be responsible for those duties listed in the Terms of Reference for the Committee.

THAMES VALLEY TEACHER LOCAL
BY-LAWS

BY-LAW VII - ORGANIZATIONAL DUTIES

Section 7 - Duties of Standing Committees - *continued...*

7.7.7 Human Rights / Social Justice Committee:

- a) shall consist of at least four (4) Active Members, the majority who have self-identified as being a Member of a designated group as defined by the Human Rights Code;
- b) shall be elected or appointed by the Executive;
- c) shall be responsible for those duties listed in the Terms of Reference for the Committee.

7.7.8 Local Annual Meeting Committee:

- a) shall consist of six (6) Active Members, one (1) serving as Local Annual Meeting Chair, one (1) serving as Returning Officer and four (4) serving as Steering for the Local Annual Meeting;
- b) shall be elected or appointed by the Executive;
- c) shall be responsible for those duties listed in the Terms of Reference for the Committee;
- d) Members of the Local who stand for election to Local Executive shall not serve as Members of the Local Annual Meeting Committee.

7.7.9 New Members Committee:

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

7.7.10 Political Action Committee:

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

THAMES VALLEY TEACHER LOCAL
BY-LAWS

BY-LAW VII - ORGANIZATIONAL DUTIES

Section 7 - Duties of Standing Committees - Continued...

7.7.11 Status of Women Committee:

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

Section 8 - Duties of Committee Chairpersons

7.8.1 The Committee Chairperson(s) shall:

- a) call the meetings of the Committee;
- b) preside at the meetings of the Committee;
- c) write and review Terms of Reference with the Committee and forward for approval to the Executive annually;
- d) review the standing committee budget annually;
- e) monitor the Committee's budget to ensure that it does not exceed the Committee's budgetary allotment as approved in the Local Budget;
- f) carry out the instructions of the Executive and the general membership;
- g) make reports upon request to the Executive and the general membership;
- h) submit a written year-end report for inclusion in the Annual Report;
- i) communicate with the Executive Liaison assigned to the Committee.

BY-LAW VIII - VACANCIES ON THE EXECUTIVE

8.0 A vacancy on the Executive shall be filled in accordance with By-Law 7.1 (I) in the following manner:

8.1 A vacancy at the position of President shall be filled by the First Vice President.

THAMES VALLEY TEACHER LOCAL

BY-LAWS

BY-LAW VIII - VACANCIES ON THE EXECUTIVE - *Continued...*

- 8.0 A vacancy on the Executive shall be filled in accordance with By-Law 7.1 (I) in the following manner: - *continued...*
- 8.2 A vacancy at the position of First Vice President shall be filled by one of the Vice Presidents as appointed by the Executive.
- 8.3 A vacancy at the position of Vice President shall be filled by one of the Executive Members as appointed by the Executive.
- 8.4 A vacancy at the position of Chief Negotiator / Grievance Officer, Recording Secretary, Treasurer or Executive Member shall be filled in the following manner:
- a) Nomination forms will be distributed to each workplace within fifteen (15) days of a vacancy occurring. Each candidate's nomination must be duly moved and seconded and supported by five (5) signatures of Active Members.
 - b) The candidate must also sign the nomination form before forwarding it to the Local President.
 - c) 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. Each candidate will be contacted by the Local President to verify that their nomination form has been received.
 - d) The Executive shall select a candidate by secret ballot from among the nominations received.

BY-LAW IX - LOCAL HONORARY LIFE MEMBERSHIP

9.0 Local Honorary Life Membership

- 9.1 a) The Executive Committee shall receive nominations for Local Honorary Life Membership.
- b) Nomination forms are due to the Local no later than April 30.
- 9.2 The nomination form must be supported by five (5) signatures of Active Members.
- 9.3 The Executive Committee shall recommend for Executive approval any recipients of Local Honorary Life Membership.

THAMES VALLEY TEACHER LOCAL

BY-LAWS

BY-LAW IX - LOCAL HONORARY LIFE MEMBERSHIP

9.0 Local Honorary Life Membership - *continued...*

9.4 Retired Members who have given outstanding service to the Local may be nominated. Nominees should have served the Local in several of the following ways:

- a) service on the Executive for three (3) or more years;
- b) service as a released Executive for one (1) or more years;
- c) service on Local Standing Committee(s) for three (3) or more years;
- d) contributions to Professional Development for Members;
- e) representative of the Local on Board committee(s) for two (2) or more years;
- f) other outstanding contributions to Members in the Local;
- g) service on Federation Executive or committees;
- h) service to Members on QECO, OCT, OTIP, OTF, CTF, OTPP or other educational body.

BY-LAW X - RESPONSIBILITY ALLOWANCE

10.0 Responsibility Allowance

- a) That all Released Executive Officers be paid at A4 max.
- b) All Released Executive Officers be paid a responsibility allowance as follows:
President 15% of maximum grid rate, all other Released Executive Officers
10% maximum grid rate.

Thames Valley Teacher Local Terms of Reference Standing Committees

1.0 **COLLECTIVE BARGAINING COMMITTEE**

1.1 **Definitions**

Board means the Thames Valley District School Board.

CBC means the Collective Bargaining Committee.

Chief Negotiator means the Chief Negotiator / Grievance Officer as elected at the Local Annual Meeting.

ETFO means the Elementary Teachers' Federation of Ontario.

Executive Members means Committee Members as outlined in the ETFO Thames Valley Teacher Local By-Law 7.7.2 (a).

Local means ETFO Thames Valley Teacher Local.

Members are Active Members of ETFO Thames Valley Teacher Local.

Observer Member means a Member who attends meetings of the Collective Bargaining Committee, but who may not vote. Observer Members may enter discussion at Committee meetings, sit on Sub-Committee groups and attend negotiation sessions. Observer Members may be selected by the Committee to become Voting Members in the case of the resignation or absence of a Voting Member of the CBC.

Quorum shall mean eight (8) Voting Members of the CBC, and must include the President and / or Chief Negotiator / Grievance Officer and another released Executive Member to total a minimum of two (2) released Executive Members.

Voting Members means Committee Members and Executive Members as outlined in the ETFO Thames Valley Teacher Local By-Law 7.7.2 (a).

1.2 **Name**

1.2.1 The name of the Committee shall be:

The Collective Bargaining Committee and may be referred to as the ETFO Thames Valley Teacher Local Collective Bargaining Committee, Collective Bargaining Committee or the CBC.

1.2.2 The name ETFO Thames Valley Teacher Local Collective Bargaining Committee shall appear on all documents and communications at least once. Thereafter, the abbreviation CBC may be used.

Thames Valley Teacher Local
Terms of Reference
Standing Committees

1.0 **COLLECTIVE BARGAINING COMMITTEE** - *Continued...*

1.3 **Organization and Membership**

1.3.1 The CBC shall consist of:

- a) the Chief Negotiator/Grievance Officer, President, First Vice President, Vice President(s);
- b) remaining Members of Executive (as Ex Officio);
- c) 15 Regional Captains.

1.3.2 a) A maximum of six (6) Observer Members may participate as outlined in Section 1.5.4. If there are more than six (6) potential Observer Members a vote will take place at the first CBC meeting of the bargaining year.

- b) Observer Members may be placed on a waiting list. Should an Observer Member vacancy arise, the position will be filled from this list, by vote.

1.3.3 The Executive Liaison to the CBC shall be the President. Procedures for forming a new CBC are as follows:

- a) The Executive Liaison to the CBC will contact each volunteer Member to confirm their potential involvement;
- b) The Executive Liaison will convene a meeting of the Members who have volunteered;
- c) The CBC will recommend which of the volunteers shall be Observer Members;
- d) The recommendation of the CBC will be conveyed to the Executive for approval.

1.3.4 The CBC shall serve until a Collective Agreement has been negotiated with the Board and ratified by the Members of the Local.

1.3.5 The CBC shall select from among its Voting Members the following officers:

- a) Chair;
- b) Secretary.

Thames Valley Teacher Local
Terms of Reference
Standing Committees

1.0 COLLECTIVE BARGAINING COMMITTEE

1.3 Organization and Membership - *Continued...*

1.3.6 Resignations:

- a) Resignations of CBC Members shall be in writing to the Chair of the CBC;
- b) The resignation of a Member may be requested by the Chair as directed by the CBC for reasons of absenteeism or breach of duty;
- c) The Members of the CBC shall select a new CBC Member to fill a vacancy and complete the term of office. Voting Members of the CBC shall be replaced first by Observer Members then by new Members;
- d) The new appointment shall be made at the next meeting after receipt of notice of resignation.

1.4 Role and Authority of the CBC

- 1.4.1 The CBC shall abide by the Constitution and By-Laws of the Local.
- 1.4.2 The CBC shall collect information from and distribute information to the Membership of the Local.
- 1.4.3 The CBC shall approve the draft Preliminary Submission, prior to submitting it to ETFO.
- 1.4.4 The CBC, in conjunction with the Local Executive Committee, shall determine the number and location of meetings for the purpose of communicating information to the Members with regard to a Preliminary Submission or a Tentative Agreement.
- 1.4.5 The Chief Negotiator shall send a copy of the Preliminary Submission to ETFO for approval prior to its presentation to the Membership and the Board.
- 1.4.6 The final draft of the Preliminary Submission shall be communicated to the Members.
- 1.4.7 The Preliminary Submission shall be approved by a simple majority through an all Member vote.
- 1.4.8 The CBC shall prepare for and conduct negotiations for a Collective Agreement governing terms and conditions of employment, including salaries and allowances, on behalf of the Members of the Local.

Thames Valley Teacher Local Terms of Reference Standing Committees

1.0 COLLECTIVE BARGAINING COMMITTEE

1.4 Role and Authority of the CBC - *Continued...*

- 1.4.9 Highlights of the Tentative Terms of Agreement shall be communicated to each school or work site a minimum of three (3) teaching days prior to meeting(s).
- 1.4.10 Tentative Terms of Agreement shall be presented to the Membership by the CBC at meeting(s).
- 1.4.11 The Tentative Terms of Agreement shall be ratified by a simple majority through an all Member vote.
- 1.4.12 The Chief Negotiator, CBC Chair and the Local President shall sign any ratified agreement with the Board.

1.5 Duties of the Members of the CBC

1.5.1 Chief Negotiator

The Chief Negotiator shall:

- a) be responsible for preparing an agenda in consultation with the Chair for each CBC meeting;
- b) prepare the letter of intent to negotiate to be forwarded to the Board in the appropriate time frame, as outlined in the Collective Agreement;
- c) draft the Preliminary Submission for approval by the CBC and forward copies to ETFO for approval;
- d) conduct negotiations based upon the priorities of the Membership and ETFO directives;
- e) collect the necessary background information and organize a thorough bargaining presentation;
- f) be the spokesperson for the CBC at the negotiations table;
- g) be responsible with the President for communicating the status of negotiations to the Executive and the Membership;
- h) be responsible with the President for the completeness of the signed Memorandum of Agreement;
- i) submit a written report for inclusion in the Annual Report.

Thames Valley Teacher Local Terms of Reference Standing Committees

1.0 COLLECTIVE BARGAINING COMMITTEE

1.5 Duties of the Members of the CBC - *Continued...*

1.5.2 Chair

The Chair of the CBC shall:

- a) call meetings of the CBC;
- b) preside at meetings of the CBC;
- c) submit a proposed CBC budget to the Budget Committee for approval annually;
- d) be responsible for preparing an agenda in consultation with the Chief Negotiator for each CBC meeting;
- e) bring to the attention of the CBC any breach of duty of any Member of the CBC;
- f) sign any ratified agreement with the Board.

1.5.3 Recording Secretary

The Recording Secretary of the CBC shall:

- a) ensure that accurate records of all CBC meetings are maintained and filed;
- b) be responsible for keeping accurate notes during negotiations including caucus and sidebar discussions;
- c) be responsible for distribution of minutes to CBC Members.

1.5.4 Voting Members

Voting Members of the CBC shall:

- a) represent the priorities of the Membership and the directives of ETFO;
- b) maintain confidentiality of all matters discussed at CBC meetings or negotiation meetings;

Thames Valley Teacher Local Terms of Reference Standing Committees

1.0 COLLECTIVE BARGAINING COMMITTEE

1.5 Duties of the Members of the CBC - *Continued...*

1.5.5 Observer Members

- a) may participate in discussions, but may not vote unless replacing a Voting Member who is absent to establish a quorum;
- b) may sit on Sub-Committees, as assigned;
- c) shall maintain confidentiality of all matters discussed at CBC meetings or negotiation meetings;
- d) may attend negotiation meetings at the discretion of the Chair and the Chief Negotiator;
- e) may not hold an office on the CBC;
- f) endeavour to attend all meetings.

1.5.6 President

The President shall:

- a) call for Members for a new CBC;
- b) call the first meeting of a new CBC and act as Chair until a Chair is selected;
- c) be the sole spokesperson of the Local and the CBC with media at all times;
- d) be responsible, with the Chief Negotiator, for communicating the status of negotiations to the Executive and the membership;
- e) sign any ratified agreement with the Board;
- f) oversee appropriate procedures for ratification votes.

**Thames Valley Teacher Local
Terms of Reference
Standing Committees**

1.0 COLLECTIVE BARGAINING COMMITTEE - Continued...

1.6 Selection of Officers of the CBC

- 1.6.1 Any voting Member of the CBC is entitled to stand for office.
- 1.6.2 Selection of the Chair and Secretary shall be carried out no later than the third CBC Meeting, under Robert's Rules of Order, using the following methods:
 - a) Candidates shall be nominated from the floor by a Voting Member of the CBC;
 - b) Elections, if necessary, shall be by secret ballot;
 - c) If only one candidate is nominated, the Chair shall rule the candidate acclaimed, and no ballot is required.
- 1.6.3 **Voting:**
 - a) The Chair may vote;
 - b) Only Voting Members of the CBC in attendance may vote;
 - c) If a position is contested by more than two candidates, the candidate with the least votes will be dropped from the ballot, and balloting will continue;
 - d) A successful candidate must have the majority of votes cast;
 - e) The ballots shall be counted by two individuals named by the Chair who are not Observer Members of the CBC;
 - f) The ballots shall subsequently be destroyed.

1.7 Expenses

- 1.7.1 The CBC shall reimburse Voting and Observer Members for mileage costs and dependent care incurred, at the rate established by the Local;
- 1.7.2 Any other incidental expenses incurred by CBC Members must receive prior approval of the Chair of the CBC.

Thames Valley Teacher Local Terms of Reference Standing Committees

2.0 CONSTITUTION COMMITTEE

2.1 The Constitution Committee will:

- 2.1.1 be given the opportunity to present a report at all Local meetings;
- 2.1.2 identify to the Executive, areas of the Constitution that would benefit from review and revision;
- 2.1.3 accept on behalf of the Executive proposed amendments to the Constitution and By-Laws;
- 2.1.4 process the proposed amendments for distribution and notification of Members as per timelines in the Constitution; and
- 2.1.5 develop proposed By-Laws to augment and clarify the Constitution.

3.0 CREDENTIALS COMMITTEE

3.1 The Credentials Committee will:

- 3.1.1 be given the opportunity to present a report at all Local meetings;
- 3.1.2 always maintain professionalism, confidentiality, fairness and integrity;
- 3.1.3 look at special cases and requests for exemptions and/or alternative picket duty;
- 3.1.4 receive and compile documentation on any non-compliance with strike action and forward it to the Local/Provincial Executive;
- 3.1.5 confirm who is eligible for strike pay and, if needed, arrange a distribution method for strike pay; and
- 3.1.6 perform other duties as assigned by the Local Executive

4.0 FEDERATION ANNUAL MEETING COMMITTEE

4.1 The Federation Annual Meeting Committee will:

- 4.1.1 be given the opportunity to present a report at all Local meetings;
- 4.1.2 form a Sub-Committee of the Federation Annual Meeting Committee to assist in running a campaign, should a Member of Thames Valley Teacher Local seek a Provincial Executive position;
- 4.1.3 assist in recruiting potential Delegate candidates to attend Federation Annual Meeting; and
- 4.1.4 receive and review any resolutions for the Federation Annual Meeting. These resolutions shall then be presented at a General Meeting. If approved at this time, the resolutions shall be submitted to the Federation on or before the stipulated date.

Thames Valley Teacher Local Terms of Reference Standing Committees

5.0 HEALTH AND SAFETY COMMITTEE

5.1 The Health and Safety Committee will:

- 5.1.1 be given the opportunity to present a report at all Local meetings;
- 5.1.2 raise the awareness level of ETFO Thames Valley Teacher Local Members regarding workplace health and safety issues;
- 5.1.3 provide a forum to discuss concerns raised at Thames Valley District School Board Joint Health and Safety Committee Meetings;
- 5.1.4 assign Members of the ETFO Thames Valley Teacher Local's Health and Safety Committee as auditors to perform annual audits as required by the Terms of Reference of the Joint Health and Safety Committee; and
- 5.1.5 ensure a sufficient number of ETFO Thames Valley Teacher Local Members are trained through the Thames Valley District School Board to perform the duties of 'auditor'.

6.0 HUMAN RIGHTS / SOCIAL JUSTICE COMMITTEE

6.1 The Human Rights / Social Justice Committee will:

- 6.1.1 be given the opportunity to present a report at all Local meetings;
- 6.1.2 identify and recommend strategies and resources to assist Thames Valley Teacher Local Members in promoting awareness of and respect for human rights / social justice issues;
- 6.1.3 identify ways of promoting greater participation of Members who belong to equity-seeking groups in all areas of ETFO;
- 6.1.4 assist the Executive in promoting human rights / social justice issues within the Local;
- 6.1.5 encourage all Members to acquire greater knowledge and awareness of the histories, cultural norms and experiences of those who belong to historically marginalized groups;
- 6.1.6 provide support in sensitizing Members to cultural, racial and linguistic diversity within an anti-racist focus, including First Nations, Métis and Inuit realities;
- 6.1.7 provide support to Members with disabilities, both physical and mental;

**Thames Valley Teacher Local
Terms of Reference
Standing Committees**

6.0 HUMAN RIGHTS / SOCIAL JUSTICE COMMITTEE - Continued...

6.1 The Human Rights / Social Justice Committee will:

6.1.8 recommend strategies and resources destined to assist Local Members in learning about homophobia, heterosexism, transphobia and related LGBTQI issues; and

6.1.9 identify ways of supporting Members of self-identified groups to achieve their full potential.

7.0 LOCAL ANNUAL MEETING COMMITTEE

7.1 The Local Annual Meeting Committee will:

7.1.1 be given the opportunity to present a report at all Local meetings;

7.1.2 assist in organizing the Local Annual Meeting;

7.1.3 facilitate the election of a Local Executive;

7.1.4 facilitate the election of Federation Annual Meeting Delegates;

7.1.5 select from the committee membership

a) Local Annual Meeting Chair

b) Returning Officer

7.1.6 facilitate the one (1) All Candidate's Session held during an Executive Election year;

7.1.7 uphold the provisions of the Local Constitution, By-Laws and Election Procedures; and

7.1.8 consider amendments to the Election Procedures.

8.0 NEW MEMBERS COMMITTEE

8.1 The New Members Committee will:

8.1.1 be given the opportunity to present a report at all Local meetings;

8.1.2 educate new Members about the role of ETFO, provincially and locally;

8.1.3 promote ETFO services, supports and publications;

8.1.4 provide opportunities for networking and professional development;

8.1.5 support new Members during their probationary time;

Thames Valley Teacher Local Terms of Reference Standing Committees

8.0 NEW MEMBERS COMMITTEE

8.1 The New Members Committee will: - *continued...*

- 8.1.6 liaise with the Thames Valley District School Board Staff Development Committee;
- 8.1.7 encourage new Members to become actively involved with Federation activities; and
- 8.1.8 inform new Members of their rights and responsibilities as ETFO Members.

9.0 POLITICAL ACTION COMMITTEE

9.1 The Political Action Committee will:

- 9.1.1 be given the opportunity to present a report at all Local meetings;
- 9.1.2 provide the information to the membership of the Local and general public in matters concerning municipal, provincial and federal elections;
- 9.1.3 encourage Members to be active, educated participants and voters in all election processes;
- 9.1.4 educate the membership, and through them, the general public as to what our views are with respect to government policy / legislation / propaganda;
- 9.1.5 support election candidates who are deemed appropriate by the Committee and / or Executive in municipal, provincial and federal elections;
- 9.1.6 endeavour to educate the membership and the public with regard to issues and ETFO policy which supports and promotes the positive profile of our Union, public education and Teachers throughout the community, the province and the world; and
- 9.1.7 join with other like-minded organizations to promote publicly funded education and Teachers.

**Thames Valley Teacher Local
Terms of Reference
Standing Committees**

10.0 STATUS OF WOMEN COMMITTEE

10.1 The Status of Women Committee will:

- 10.1.1 be given the opportunity to present a report at all Local meetings;
- 10.1.2 advise the Executive on ways of enhancing the status of women in the teaching profession and in society;
- 10.1.3 develop policy recommendations for the Executive and the Annual Meeting to establish policies within the district school board that are relevant to women's issues;
- 10.1.4 determine the content, delivery, and design of status of women programs;
- 10.1.5 make recommendations to the Executive for possible action on issues related to the status of women;
- 10.1.6 make recommendations to the Executive on outreach to community-based women's organizations;
- 10.1.7 advise the Executive on how to include women Members in all aspects of the Local's organization and programs; and
- 10.1.8 advise the Executive on how to promote opportunities for networking, leadership, and professional development for women Members.

Thames Valley Teacher Local

Local Policy Statements

DEFINITION OF POLICY

Policies will provide guidance on issues over which the Federation does not have complete control. A policy statement reflects the fundamental beliefs that guide the actions of the Federation. Please refer to By-Law VI of our Local Constitution and By-Laws for requirements for setting a policy or position statement.

1.0 CORPORATE SPONSORSHIP

Executive Meeting, October 13, 1999

It is the position of ETFO Thames Valley Teacher Local that Education in Canada and Ontario has historically been a function of the government carried out for the betterment of its citizens individually, for communities and for society as a whole. Recent cutbacks in financial commitments to public schools in Ontario have created a climate where businesses are able to request exclusive contracts for their products in schools, in return for a financial incentive being paid to the school or Board. School Boards and parents have been attracted to this business model as a way of supplementing dwindling financial resources.

Teachers are opposed to the commercialization of our schools. The functions of schools is not to foster a consumer-driven commercial environment for children, but to create and deliver quality education to each student. In areas where this commercial model has made inroads, corporations are in some cases generating curriculum to their own specifications. Education should not be compromised by corporations whose main purpose is to sell products and maximize shareholder profits.

ETFO Thames Valley Teacher Local believes that education is a public responsibility which should be funded entirely through public taxes and administered by the provincial government to the benefit of all children.

Thames Valley Teacher Local

Local Policy Statements

2.0 INSTRUCTIONAL DAY

Executive Meeting, June 16, 1999

That the position of ETFO Thames Valley Teacher Local regarding the 300 Minute Instructional Day be as follows:

- a) the instructional day for all Teachers and programs in Thames Valley shall not exceed 300 minutes;
- b) instructional time starts when the students enter the school (i.e. entry time). Instructional time excludes recess and lunch breaks;
- c) supervision duty shall not start more than fifteen minutes before students' entry time;
- d) in order to facilitate a timely entry, schools may wish to have students assemble at school entrances up to five minutes before the entry time.

3.0 NEW TEACHER INDUCTION PROGRAM

Executive Meeting, November 15, 2006

That the ETFO Thames Valley Teacher Local lobby the Thames Valley District School Board to provide the mandatory New Teacher Induction Program (NTIP) training for new Teachers during the instructional day or on Professional Development Days.

ROBERT'S RULES OF ORDER

Type of Motion	Second	Debate	Amend	Vote Needed	Another	Reconsider
Adjourn	Yes	No	No	Simple	No	No
Point of Privilege	No	No	No	No Vote	Yes	No
Appeal from the Chair	Yes	Yes*	No	Simple	Yes	Yes
Point of Order	No	No	No	No vote	Yes	No
Lay on / lift from table	Yes	No	No	Simple	No	No
The previous question	Yes	No	No	Two-thirds	No	Yes
Postpone definitely	Yes	Yes**	Yes**	Simple	No	Yes
Refer or commit	Yes	Yes	Yes	Simple	No	Yes
Amend	Yes	Yes	Yes	Simple	No	Yes
Amend an amendment	Yes	Yes	Yes	Simple	No	Yes
Main Motion	Yes	Yes	Yes	Simple	No	Yes
Reconsider	Yes	Yes	No	Simple	Yes	Yes
Rescind / Repeal	Yes	Yes	Yes	Two-thirds	No	Yes, if -
Limit or extend debate	Yes	No	Yes***	Two-thirds	No	Yes
Suspend the rules	Yes	No	No	Two-thirds (Rule of order) Simple (Standing rule)	No	No

DEFINITIONS

Second	Needs a seconder
Debate	Is debatable
Amend	Can be amended
Vote Needed	No vote, two-thirds majority required or simple majority required
Another	Is in order when another has the floor
Reconsider	Can be reconsidered

* An appeal is debatable unless it relates to a violation of the speaking rules, the priority of business or is made while the pending question is not debatable.

** A motion to postpone definitely is debatable only with respect to the suitability of postponing debate.

*** These motions are only amendable with respect to time.



2911 Bateman Trail
London, Ontario
N6L 0A6

Telephone: (519) 474-3150
Fax: (519) 474-3664
Website: www.etfothamesvalley.com
E-mail: etfotvtl@etfothamesvalley.com