



On-Time Motions

Annual General Meeting
District 18

Wednesday May 31st, 2017 @ 5:00 pm

District Office Room 109
294 Mill Street East, Unit 205
Elora, Ontario N0B1S0

PROC 1-2017 Vote count (1/2)

BIRT the agenda be approved.

PROC 2-2017 Vote count (1/2)

BIRT the minutes from Wednesday, June 1, 2016 District AGM be approved.

MAC 1-2017 Vote count (1/2)

BIRT District 18 endorse the MAC1-2016 report.

District 18 MAC 1-2016 Work Group

CON 1-2017 Vote count (2/3)

BIRT Article 6 (B) be amended by a new section (X) that reads:

District 18 MAC 1-2016 Work Group

“(X) Voting Delegates at Annual General Meetings:

- (a) Annual General Meetings shall be open to all Members of the District.
- (b) Voting Delegates for the Annual General Meeting:
 - i. voting members of DEC;
 - ii. one delegate per 50 members (or major fraction thereof) of each Bargaining Unit’s Full-time Equivalent membership to be determined by the final FTE membership count submitted to OSSTF in the year of the AGM.
- (c) Each Bargaining Unit may elect or appoint alternate delegate(s) in the event the voting delegate(s) are unable to attend the District AGM. Alternate delegates shall be members of the Bargaining Unit.
- (d) Where one voting delegate holds two or more offices, that individual will have only one vote.
- (e) Voting delegates must be active Members of the Bargaining Unit.
- (f) The quorum required at an Annual General Meeting is 40% of the voting delegates.”

ARTICLE 6: *General Meetings*

(A) Power and Quorum:

An Annual General Meeting as the supreme legislative body of the District may perform any lawful act of any body of the District. The quorum required at an Annual General Meeting is fifty (50) members.

(B) Annual General Meetings:

(1) There shall be an Annual General Meeting:

- (a) to discuss the business of the District,
- (b) to receive reports, and
- (c) to elect Executive members as determined by the Constitution and By-Laws.

(2) Voting Delegates at Annual General Meetings:

(a) Annual General Meetings shall be open to all Members of the District.

(b) Voting Delegates for the Annual General Meeting:

- i. voting members of DEC;
- ii. one delegate per 50 members (or major fraction thereof) of each Bargaining Unit's Full-time Equivalent membership to be determined by the final FTE membership count submitted to OSSTF in the year of the AGM.

(c) Each Bargaining Unit may elect or appoint alternate delegate(s) in the event the voting delegate(s) are unable to attend the District AGM. Alternate delegates shall be members of the Bargaining Unit.

(d) Where one voting delegate holds two or more offices, that individual will have only one vote.

(e) Voting delegates must be active Members of the Bargaining Unit.

(f) The quorum required at an Annual General Meeting is 40% of the voting delegates.

(3) Notice of Annual General Meeting (AGM)

- (a) The District President will provide all Bargaining Unit Presidents with notice of Annual General Meeting (AGM), with not less than thirty-five (35) days prior to the AGM, to allow for the distribution of this information to the membership. This notice will include:
 - i. time and place
 - ii. draft agenda
 - iii. deadline for nominations.
- (b) Each Bargaining Unit will provide their membership with this information not less than twenty-five (25) calendar days prior to the AGM.
- (c) In the case of disruption in electronic communications, this timeline may be extended up to forty-eight (48) hours.

(4) Notice of On-Time Motions for the Annual General Meeting (AGM)

- (a) not less than twenty (20) calendar days prior to the AGM, notice of all on-time motions will be sent to:
 - i. Bargaining Unit Presidents,
 - ii. Chair of the Parliamentary Committee, and
 - iii. Chair of DEC.

(5) Notice of Candidates for the Annual General Meeting (AGM)

- (a) Not less than fifteen (15) calendar days prior to the AGM, each Bargaining Unit President will provide their membership with the above notice of the on-time motions.
- (b) Not less than five (5) calendar days prior to the AGM, the District President will provide a notice of all nominations for District offices to:
 - i. Bargaining Unit Presidents,
 - ii. Chair of the Parliamentary Committee, and
 - iii. Chair of the DEC.
- (c) Not less than three (3) days prior to the AGM, each Bargaining Unit President will provide their membership with electronic notice of candidates.

CON 2-2017 Vote count (2/3)

District 18 MAC 1-2016 Work Group

BIRT Article 6 (A) be amended by deletion of “and Quorum” before Power and the deletion of “The quorum required at an Annual General Meeting is fifty (50) members.”

ARTICLE 6: General Meetings

(A) Power ~~and Quorum:~~

An Annual General Meeting as the supreme legislative body of the District may perform any lawful act of any body of the District. ~~The quorum required at an Annual General Meeting is fifty (50) members.~~

BYL 1-2017 Vote count (1/2)

District 18 MAC 1-2016 Work Group

BIRT By-Law 4 (A) be amended by insertion of a new section that reads:

“(x) to inform each Bargaining Unit President of the number (to be determined by the final FTE membership count submitted to OSSTF in the year of the AGM) of voting delegates for the AGM at least thirty-five (35) days prior to the Annual General Meeting.”

BY-LAW 4: President

(A) Duties:

It shall be the duty of the President:

- (1) to act as the contact with Provincial office,
- (2) to act as a signing authority for the District,
- (3) to refer any and all concerns brought to the District President to the respective Bargaining Unit President,
- (4) to call District Executive Council Meetings, District Co-ordination Committee Meetings and other meetings as needed in the District,
- (5) to prepare and distribute the agenda for DEC meetings and distribute to DEC members at least two (2) weeks prior to the meeting date,
- (6) to be the direct supervisor of the Office Manager of the District,
- (7) to appoint, by the last District Executive Council meeting of the Federation year, at least two (2) Bargaining Unit Presidents to sit on the District Employee Management Committee for the following Federation year,
- (9) to be the benevolent officer for the District, and
- (10) to appoint an Anti-Harassment Officer at the beginning of every District meeting or function.
- (11) **to inform each Bargaining Unit President of the number (to be determined by the final FTE membership count submitted to OSSTF in the year of the AGM) of voting delegates for the AGM at least thirty-five (35) days prior to the Annual General Meeting.**

BYL 2-2017 Vote count (1/2)

District 18 MAC 1-2016 Work Group

BIRT By-Laws be amended with the addition of a new By-Law that reads:

BY-LAW X: President, or designate, of each District Bargaining Unit

It shall be the duty of the President, or designate, of each District Bargaining Unit:

- (1) to inform the District President of the names of their voting delegates and alternates for the AGM fifteen (15) days prior to the Annual General Meeting.
- (2) To act as the Delegation Leader for the Bargaining Unit who may appoint alternates for the Bargaining Unit Delegation at the AGM if required.

BY-LAW 16: President, or designate, of each District Bargaining Unit

It shall be the duty of the President, or designate, of each District Bargaining Unit:

- (1) to inform the District President of the names of their voting delegates and alternates for the AGM fifteen (15) days prior to the Annual General Meeting.**
- (2) To act as the Delegation Leader for the Bargaining Unit who may appoint alternates for the Bargaining Unit Delegation at the AGM if required.**

PROC 3-2017 Vote count (1/2)

BIRT CON 2-2017, BYL 1-2017, BYL 2-2017 be considered en bloc

PROC 4-2017 Vote count (2/3)

BIRT the motions in PROC 3-2017 be approved.

BYL 3-2017 Vote count (1/2)

BIRT BY-LAW 4 be amended with the addition of a new section that reads:

(X) Compensation

The District will compensate the Bargaining Unit from which the District President originates to a maximum amount of \$18,000 each Federation year. The funds would be reimbursement to the bargaining unit to allow the purchase of time release to conduct District business. Time release costs would be clearly documented, itemized and submitted in February and in June to the District Treasurer.

and BY-LAW 4 (A) Duties be amended with the addition of new subsections that reads:

- (12) to co-ordinate and process the BU/District delegate list for Summer Leadership,
- (13) to co-ordinate, facilitate, and assist in the preparations and organize and lead the District delegation to AMPA,
- (14) to co-ordinate, facilitate, and assist in preparations for the District AGM,
- (15) to facilitate and assist members in the application for Provincial Standing Committees
- (16) to co-ordinate Student Achievement Award process including submission of student entries and letters of acknowledgement to student participants,
- (17) to co-ordinate, assist, and plan for the yearly District Retirement Dinner,
- (18) to co-ordinate and submit District Delegates to outside OSSTF conferences and conventions such as CLC and OFL,
- (19) to ensure memberships and support of local Labour Councils are maintained,
- (20) to ensure communication and coordination between BU in relationship to issues of broad concern and impact across multiple bargaining units,
- (21) to co-ordinate with the District Treasurer to ensure District finances are transparent and properly administered,
- (22) to support and assist District Officers in meeting their mandates, and
- (23) to co-ordinate and assist the Office Manager in matters related to the District Office.

BY-LAW 4: *President*

(A) Compensation

The District will compensate the Bargaining Unit from which the District President originates to a maximum amount of \$18,000 each Federation year. The funds would be reimbursement to the bargaining unit to allow the purchase of time release to conduct District business. Time release costs would be clearly documented, itemized and submitted in February and in June to the District Treasurer.

(A) Duties:

It shall be the duty of the President:

- (1) to act as the contact with Provincial office,
- (2) to act as a signing authority for the District,
- (3) to refer any and all concerns brought to the District President to the respective Bargaining Unit President,
- (4) to call District Executive Council Meetings, District Co-ordination Committee Meetings and other meetings as needed in the District,
- (5) to prepare and distribute the agenda for DEC meetings and distribute to DEC members at least two (2) weeks prior to the meeting date,
- (6) to be the direct supervisor of the Office Manager of the District,
- (7) to appoint, by the last District Executive Council meeting of the Federation year, at least two (2) Bargaining Unit Presidents to sit on the District Employee Management Committee for the following Federation year,
- (9) to be the benevolent officer for the District, and
- (10) to appoint an Anti-Harassment Officer at the beginning of every District meeting or function.
- (11) to co-ordinate and process the BU/District delegate list for Summer Leadership,**
- (12) to co-ordinate, facilitate, and assist in the preparations and organize and lead the District delegation to AMPA,**
- (13) to co-ordinate, facilitate, and assist in preparations for the District AGM,**
- (14) to facilitate and assist members in the application for Provincial Standing Committees**
- (15) to co-ordinate Student Achievement Award process including submission of student entries and letters of acknowledgement to student participants,**
- (16) to co-ordinate, assist, and plan for the yearly District Retirement Dinner,**
- (17) to co-ordinate and submit District Delegates to outside OSSTF conferences and conventions such as CLC and OFL,**
- (18) to ensure memberships and support of local Labour Councils are maintained,**
- (19) to ensure communication and coordination between BU in relationship to issues of broad concern and impact across multiple bargaining units,**
- (20) to co-ordinate with the District Treasurer to ensure District finances are transparent and properly administered,**
- (21) to support and assist District Officers in meeting their mandates, and**
- (22) to co-ordinate and assist the Office manager in matters related to the District Office.**

CON 3–2017 3/4 vote count

John Potocska Michelle Nelson

BIRT Article 4.1 (C) (3) (a) be amended with the addition of Political Action/Labour Council Liaison and that 4.1 (C) (4) (a) be deleted.

4.1 District Executive Council:

- (A) There shall be a District Executive Council (herein also known as DEC) consisting of at least the following offices:
- (1) President
 - (2) Vice-President
 - (3) Secretary
 - (4) Treasurer
 - (5) The President, or designate, of each District 18 Bargaining Unit
 - (6) Office Manager (non-voting)
 - (7) Parliamentary Chair / Constitution Officer (non-voting)
 - (8) Political Action / Labour Council Liaison Officer (non-voting)
 - (9) Health and Safety Officers (UGDSB) (non-voting)
 - (10) Health and Safety Officers (WCDSB) (non-voting)
 - (11) Status of Women Officer (non-voting)
 - (12) Human Rights Officer (non-voting)
 - (13) Educational Services Officer (non-voting)
 - (14) Communications Officer (non-voting)
- (B) The number of Executive offices may be expanded beyond the minimum number of offices identified above, provided that there is such a requirement under the Provincial Constitution and By-Laws, or when additional By-Laws describing such offices and duties state that such an officer is a member of the Executive.
- (C) Terms and Years:
- (1) a year of office in the District and Bargaining Units shall be from 1st July to 30th June.
 - (2) the District Executive Officers elected at the Annual General Meeting shall have a term of office of two (2) years.
 - (3) the following offices shall be filled by election at the Annual General Meeting and have a term of office of two (2) years:
 - (a) even-numbered year: President, Secretary **and Political Action/Labour Council Liaison**
 - (b) Odd-numbered years: Treasurer and Vice President
 - (4) The following offices shall be appointed in even numbered by DEC at the last DEC meeting of the Federation year for a two (2) year term.
 - ~~(a) Political Action/Labour Council Liaison~~
 - (b) Health and Safety Officer – UGDSB
 - (c) Health and Safety Officer – WCDSB
 - (d) Human Rights Officer
 - (e) Educational Services Officer
 - (5) The following offices shall be appointed in odd numbered by DEC at the last DEC meeting of the Federation year for a two (2) year term.
 - (a) Status of Women Officer
 - (b) Communications Officer
 - (c) Parliamentary Chair / Constitution Officer

MAC 2-2017 Vote count (1/2)

BIRT the District Executive Council be directed to strike a Workgroup of seven (7) members equally distributed between the Bargaining Units, if possible, to create Informational materials to better educate and inform members from all bargaining units around the issue of violence in our schools and workplaces. The Workgroup would be required to present a sample of the Informational materials developed to the second DEC meeting of the 2017-18 federation year. The District Treasurer would allocate an operating budget of \$1400.00.

MAC 3-2017 1/2 vote count

John Potocska Michelle Nelson

BIRT the District Executive Council be directed to strike a Workgroup, including members from the membership at large, to review By-Law 10: Political Action/Labour Council Liaison with a report back to the 2018 AGM. A maximum of 3 Members and 3 meetings with a maximum cost of \$2000.00

MAC 4-2017 1/2 vote count

John Potocska Michelle Nelson

BIRT the District allocate District funds for the Political Action/Labour Council Liaison with up to 30 days of release time at a cost not to exceed \$20,000 in a Federation year.