

**Articles of Amendment
Bylaw One
Constitution & Regulations**



2024-2025

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PLEASE NOTE:

In the case of discrepancy, the online version of this document on the OSSTF/FEESO website shall prevail.

Updated: **September 25, 2024**

OSSTF/FEESO ORGANIZATIONAL CHART

Members are at the heart of the work of OSSTF/FEESO. Whether it be working on behalf of members to advocate for publicly funded education in Ontario or representing members, or members serving in the various advisory and leadership roles at the branch, bargaining unit, district, or provincial organization that guide the work of the Federation, members are central to it all.



ACRONYMS USED BY OSSTF/FEESO

AEFO	L'ASSOCIATION DES ENSEIGNANTES ET DES ENSEIGNANTS FRANCO-ONTAR
AMPA	ANNUAL MEETING OF THE PROVINCIAL ASSEMBLY
ARM	ACTIVE RETIRED MEMBERS
CAMP	CAMPAIGN
CAS	CHILDRENS' AID SOCIETY
CBES	COLLECTIVE BARGAINING EMPLOYMENT STATUS
CBEV	COLLECTIVE BARGAINING EVALUATION
CBLG	COLLECTIVE BARGAINING LEAVE AND GRATUITY
CBS	COLLECTIVE BARGAINING SALARY
CBW	COLLECTIVE BARGAINING CONDITIONS OF WORK
COPE	CANADIAN OFFICE PROFESSIONAL EMPLOYEES
CPAC	COMMUNICATIONS AND POLITICAL ACTION COMMITTEE
CLC	CANADIAN LABOUR CONGRESS
CPI	CONSUMER PRICE INDEX
CPP	CANADA PENSION PLAN
CSLF	COMITÉ DES SERVICES EN LANGUE FRANÇAISE
CTA	COUNCIL OF TRUSTEES' ASSOCIATIONS
CTF	CANADIAN TEACHERS' FEDERATION
EAO	EDUCATOR ASSOCIATED ORGANIZATIONS
EDFI	EDUCATION FINANCE
EDIS	EDUCATIONAL ISSUES
EFG	EDUCATORS FINANCIAL GROUP
EI	EDUCATION INTERNATIONAL
ELL	ENGLISH LANGUAGE LEARNER
ESC	EDUCATIONAL SERVICES COMMITTEE
ESL	ENGLISH AS A SECOND LANGUAGE
ESO	EDUCATIONAL SERVICES OFFICER
ESS	EDUCATIONAL SUPPORT STAFF
ETFO	ELEMENTARY TEACHERS' FEDERATION OF ONTARIO
ETH	ETHICS
FEESO	FÉDÉRATION DES ENSEIGNANTES-ENSEIGNANTS DES ÉCOLES SECONDAIRE DE L'ONTARIO
FNMI	FIRST NATIONS, MÉTIS, INUIT
FTE	FULL-TIME EQUIVALENT
JC	JUDICIAL COUNCIL
LTDI	LONG TERM DISABILITY INSURANCE
MCU	MINISTRY OF COLLEGES AND UNIVERSITIES
MOE	MINISTRY OF EDUCATION
MOLITSD	MINISTRY OF LABOUR IMMIGRATION, TRAINING SKILLS DEVELOPMENT
MPWG	MEMBER PROTECTION WORK GROUP (COMPRISED OF PROVINCIAL OFFICE STAFF)
MISP	MISCELLANEOUS POLICY
MSRB	MEDIATION SERVICES RESOURCE BANK

OCT	ONTARIO COLLEGE OF TEACHERS
OECTA	ONTARIO ENGLISH CATHOLIC TEACHERS' ASSOCIATION
OFL	ONTARIO FEDERATION OF LABOUR
OHIP	ONTARIO HEALTH INSURANCE PLAN
OHSA	OCCUPATIONAL HEALTH AND SAFETY ACT
OLRA	ONTARIO LABOUR RELATIONS ACT
OMERS	ONTARIO MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM
ONCA	ONTARIO NOT FOR PROFIT CORPORATIONS ACT
OSIS	ONTARIO SCHOOLS: INTERMEDIATE AND SENIOR
OSSD	ONTARIO SECONDARY SCHOOL DIPLOMA
OSSTF	ONTARIO SECONDARY SCHOOL TEACHERS' FEDERATION
OTC	ONTARIO TEACHER'S CERTIFICATE
OTF	ONTARIO TEACHERS' FEDERATION
OTIP/RAEO	ONTARIO TEACHERS' INSURANCE PLAN
OTPA	ONTARIO TEACHERS' PENSION ACT
OTPP	ONTARIO TEACHERS' PENSION PLAN
OTPPB	ONTARIO TEACHERS' PENSION PLAN BOARD
PC	PROVINCIAL COUNCIL
PCC	PARLIAMENTARY AND CONSTITUTION COUNCIL
PD	PROFESSIONAL DEVELOPMENT
PE	PROVINCIAL EXECUTIVE
PEN	PENSIONS
PSAT	PROVINCIAL SCHOOLS AUTHORITY TEACHERS
PSC	PROTECTIVE SERVICES COMMITTEE
PSSP	PROFESSIONAL STUDENT SERVICES PERSONNEL
REG	REGULATION
RRIF	REGISTERED RETIREMENT INVESTMENT FUND
RTO	RETIRED TEACHERS OF ONTARIO
SBCBA	SCHOOL BOARDS COLLECTIVE BARGAINING ACT
SDA	SPECIAL DISTRICT ASSISTANCE
SWAG	SUPPORT WORKER ADVISORY GROUP
T/OT	TEACHER/OCCASIONAL TEACHER
TAO	TEACHER ASSOCIATED ORGANIZATION
TPA	TEACHING PROFESSION ACT
TPP	TEACHERS' PENSION PLAN
WHMIS	WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM

OSSTF/FEESO DISTRICTS

District 1	Ontario North East
District 2	Algoma
District 3	Rainbow
District 4	Near North
District 5A	Northern Shield
District 5B	Rainy River
District 6A	Thunder Bay
District 6B	Superior North
District 7	Bluewater
District 8	Avon Maitland
District 9	Greater Essex
District 10	Lambton Kent
District 11	Thames Valley
District 12	Toronto
District 13	Durham
District 14	Kawartha Pine Ridge
District 15	Trillium Lakelands
District 16	York Region
District 17	Simcoe
District 18	Upper Grand
District 19	Peel
District 20	Halton
District 21	Hamilton-Wentworth
District 22	Niagara
District 23	Grand Erie
District 24	Waterloo
District 25	Ottawa-Carleton
District 26	Upper Canada
District 27	Limestone
District 28	Renfrew
District 29	Hastings-Prince Edward
District 30	PSAT
District 31	Franco-Nord Ontarien
District 32	Centre-Sud-Ouest de l'Ontario
District 33	District de l'Est
District 34	Independent Educational Programs
District 35	Universities

OSSTF/FEESO REGIONS

Region 1	District 5A	Northern Shield
	District 5B	Rainy River
	District 6A	Thunder Bay
	District 6B	Superior North
Region 2	District 1	Ontario North East
	District 2	Algoma
	District 3	Rainbow
	District 4	Near North
	District 31	Franco-Nord Ontarien
	District 35	Algoma University
Region 3	District 7	Bluewater
	District 8	Avon Maitland
	District 9	Greater Essex
	District 10	Lambton-Kent
	District 11	Thames Valley
	District 18	Upper Grand
	District 23	Grand Erie
	District 24	Waterloo
	District 35	University of Guelph
	District 35	Wilfrid Laurier University
Region 4	District 12	Toronto
	District 13	Durham
	District 16	York Region
	District 17	Simcoe
	District 19	Peel
	District 20	Halton
	District 21	Hamilton-Wentworth
	District 22	Niagara
	District 30	PSAT
	District 32	Centre-Sud-Ouest
	District 34	Independent Educational Programs
	District 35	Brock University
Region 5	District 14	Kawartha Pine Ridge
	District 15	Trillium Lakelands
	District 25	Ottawa-Carleton
	District 26	Upper Canada
	District 27	Limestone
	District 28	Renfrew
	District 29	Hastings-Prince Edward
	District 33	District de l'Est
	District 35	Saint Paul University
	District 35	University of Ottawa

ARTICLES OF AMENDMENT



Ministry of Public and
Business Service Delivery
Ministère des Services au public et
aux entreprises

Certificate of Amendment

Not-for-Profit Corporations Act, 2010

Certificat de modification

Loi de 2010 sur les organisations sans but lucratif

THE ONTARIO SECONDARY SCHOOL TEACHERS' FEDERATION

Corporation Name / Dénomination sociale

24986

Ontario Corporation Number / Numéro de société de l'Ontario

This is to certify that these articles are effective on

La présente vise à attester que ces statuts entreront en
vigueur le

July 01, 2024 / 01 juillet 2024

V. Quintanilla W.

Director / Directeur

Not-for-Profit Corporations Act, 2010 / Loi de 2010 sur les organisations sans but lucratif

The Certificate of Amendment is not complete
without the Articles of Amendment

Certified a true copy of the record of the
Ministry of Public and Business Service Delivery.

V. Quintanilla W.
Director/Registrar



Ce certificat de modification n'est pas complet s'il
ne contient pas les statuts de modification

Copie certifiée conforme du dossier du
ministère des Services au public et aux
entreprises.

V. Quintanilla W.
Directeur ou registrateur

NFPCA - Articles of Amendment - THE ONTARIO SECONDARY SCHOOL TEACHERS' FEDERATION - OCN:24986 - July 01, 2024



Ministry of Public and
Business Service Delivery

Articles of Amendment

Not-for-Profit Corporations Act, 2010

Corporation Name (Date of Incorporation/Amalgamation)

THE ONTARIO SECONDARY SCHOOL TEACHERS' FEDERATION (June 06, 1925)

1. The name of the corporation is changed to:

Not amended

2. The number of directors or the minimum/maximum number of directors are amended as follows:

Fixed

7

3. The purposes of the corporation are amended as follows:

The purposes of the Corporation are hereby deleted in their entirety and replaced with the following:

"The purposes of the Corporation are:

- a) to associate and unite teachers and all other employees of educational institutions, or local government bodies of whatever nature, or who are employed by or engaged by any organization which provides services to an educational institution or to a local government body, whether directly or indirectly, within the Province of Ontario, and to promote and safeguard their interests;
- b) to establish an Information Bureau for the use of the members of the Corporation and a Teachers' Exchange; and
- c) to do all such other things as are incidental or conducive to the attainment of the above purposes."

The endorsed Articles of Amendment are not complete without the Certificate of Amendment.

Certified a true copy of the record of the Ministry of Public and Business Service Delivery.

V. Quintanilla W.

Director/Registrar, Ministry of Public and Business Service Delivery

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NFPCA - Articles of Amendment - THE ONTARIO SECONDARY SCHOOL TEACHERS' FEDERATION - OCN:24986 - July 01, 2024

4. The special provisions of the corporation are amended as follows:

The following provisions are hereby added:

"The Corporation is authorized to establish two classes of members designated as and with the rights set out below:

- a) Provincial Assembly Members - shall be entitled to receive notice of, to attend and vote at all annual and special meetings (as such terms are described in the Not-for-Profit Corporations Act, 2010) of the Corporation.
- b) Constitutional Members - shall be entitled to attend annual and special meetings (as such terms are described in the Not-for-Profit Corporations Act, 2010) of the Corporation, but shall not be entitled to vote at any such meetings."

5. The amendment has been duly authorized as required by sections 103 of the Not-for-Profit Corporations Act, 2010.

**6. The resolution authorizing the amendment was approved by the members of the corporation on:
March 10, 2024**

The articles have been properly executed by the required person(s).

The endorsed Articles of Amendment are not complete without the Certificate of Amendment.
Certified a true copy of the record of the Ministry of Public and Business Service Delivery.

V. Quintanilla W.

Director/Registrar, Ministry of Public and Business Service Delivery

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BY-LAW NUMBER 1

A BY-LAW RELATING GENERALLY TO THE TRANSACTION OF THE CORPORATE AFFAIRS OF ONTARIO SECONDARY SCHOOL TEACHERS' FEDERATION

PREAMBLE:

- A. Since 1925, workers in the public education sector and, more recently, workers in certain universities in Ontario have been organized into a union known as the Ontario Secondary School Teachers' Federation created for the purposes of protecting and engaging members, extending OSSTF/FEESO influence, influencing decision-makers, advancing members' collective bargaining interests, and advancing certain public policy goals.
- B. The organization of workers at the bargaining unit, district and regional levels, how their bargaining is conducted, and how their delegates are selected, and other non-corporate affairs of OSSTF/FEESO, are set out in a standalone document adopted on March 10, 2024 known as the "Constitution" and the "Regulations".
- C. This bylaw pertains to the manner in which the corporate affairs of the corporation known as the Ontario Secondary School Teachers Federation are to be conducted for the purposes of compliance with the *Ontario Not-for-Profit Corporations Act, 2010*.

NOW THEREFORE BE IT ENACTED as a bylaw of OSSTF/FEESO as follows:

SECTION 1 GENERAL

- 1.1 Definitions** - In this bylaw and in all other Bylaws, the Constitution, the Regulations, the Policies and Procedures of OSSTF/FEESO, unless the context otherwise requires:
- 1.1.1 Definitions relating to the structure of the documents**
- 1.1.1.1 "Bylaws"** shall mean this bylaw and all other bylaws of OSSTF/FEESO from time to time in force and effect, relating generally to the transaction of the corporate affairs of OSSTF/FEESO;
- 1.1.1.2 "Constating Documents"** shall mean the document or documents incorporating OSSTF/FEESO, filed with the applicable government office, from time to time in force and effect, referred to as the "articles" in ONCA, as such term is further defined in ONCA;

- 1.1.1.3 “**Constitution**” shall mean that certain document adopted on March 10, 2024 by the delegates to the 2024 Annual Meeting of the Provincial Assembly (AMPA) pertaining primarily to the manner in which the non-corporate affairs of OSSTF/FEESO are to be conducted, as the same may be supplemented, amended or restated from time to time;
- 1.1.1.4 “**Constitutional Member**” shall mean a member of OSSTF/FEESO pursuant to Section 2.3;
- 1.1.1.5 “**day**” shall mean any day of the week other than a Saturday or a holiday. A period of days is deemed to commence on the day following the event that began the period and is deemed to terminate at midnight of the last day of the period, except that if the last day of the period falls on a holiday, the period terminates at midnight of the next day that is not a holiday;
- 1.1.1.6 “**holiday**” has the meaning ascribed to it in the *Interpretation Act* (Ontario) and as of March 10, 2024 includes Sunday, New Year’s Day, Good Friday, Easter Monday, Christmas Day, the birthday or the day fixed by proclamation of the Governor General for the celebration of the birthday of the reigning Sovereign, Victoria Day, Dominion Day, Labour Day, Remembrance Day, and any day appointed by proclamation of the Governor General or the Lieutenant Governor as a public holiday or for a general fast or thanksgiving, and when any holiday, except Remembrance Day, falls on a Sunday, the day next following is in lieu thereof a holiday;
- 1.1.1.7 “**Member**” shall mean a member of OSSTF/FEESO and “**Members**” means the collective membership of OSSTF/FEESO, comprised of Provincial Assembly Members and Constitutional Members, as described in Section 2.1;
- 1.1.1.8 “**ONCA**” shall mean the *Not-For-Profit Corporations Act, 2010* (Ontario), and where the context requires, includes the regulations made under ONCA, in each case as amended or re-enacted from time to time;
- 1.1.1.9 “**OSSTF/FEESO**” shall mean the Ontario Secondary School Teachers’ Federation, a corporation without share capital governed by ONCA, being a legal entity that can enter into contracts, own assets and incur debt, as well as sue and be sued—all separately from its members;
- 1.1.1.10 “**OTF**” means the Ontario Teachers’ Federation;
- 1.1.1.11 “**persons**” includes individuals, firms and corporations;
- 1.1.1.12 “**Policies and Procedures**” shall mean the policies and procedures adopted by the Provincial Assembly Members or the Provincial Council, as applicable, and when “Policies” or “Procedures” is used on their own,

shall mean either the Policies or Procedures part of the document, respectively;

1.1.1.13 **“Provincial Assembly Member”** shall mean a member of OSSTF/FEESO pursuant to Section 2.2;

1.1.1.14 **“Regulations”** shall mean standing rules governing the membership of OSSTF/FEESO made under the Constitution on matters of internal regulation and matters which are entirely within the control of OSSTF/FEESO, forming a single document with the Constitution;

1.1.2 Definitions relating to office holders of OSSTF/FEESO

1.1.2.1 **“Associate General Secretaries”** shall mean the Associate General Secretaries appointed pursuant to Section 6.1, who are responsible for performing the duties of the General Secretary when the General Secretary is absent, and for carrying out such other duties and responsibilities as may be assigned by the General Secretary and the Provincial Executive;

1.1.2.2 **“Executive Officer”** shall mean an Executive Officer of OSSTF/FEESO elected pursuant to Section 4.1;

1.1.2.3 **“General Secretary”** shall mean the General Secretary appointed pursuant to Section 6.1, being the person in charge of the Secretariat (as described in Section 6) and who is responsible for carrying out the instructions of the Provincial Executive, and other duties as defined in the Bylaw;

1.1.2.4 **“OTF Table Officer”** shall mean the individual elected by the Provincial Assembly Members to serve as the OTF Table Officer representing OSSTF/FEESO on the OTF Board of Governors, as contemplated by the governance framework of the OTF;

1.1.2.5 **“President”** shall mean the President of OSSTF/FEESO elected pursuant to Section 4.1 who shall also serve as the Chairperson of the Provincial Executive;

1.1.2.6 **“Provincial Executive”** shall mean the Provincial Executive of OSSTF/FEESO as described in Section 4.1, which group shall serve as the board of directors as referred to in ONCA;

1.1.2.7 **“Provincial Executive Member”** shall mean an individual occupying a position on the Provincial Executive, each of whom shall serve as a director as defined by ONCA;

1.1.2.8 **“Treasurer”** shall mean the Treasurer of OSSTF/FEESO elected pursuant to Section 4.1; and

- 1.1.2.9 **“Vice-President”** means a Vice-President of OSSTF/FEESO elected pursuant to Section 4.1.
- 1.1.3 Definitions relating to meetings of OSSTF/FEESO Meetings**
- 1.1.3.1 **“Annual Meeting”** or **“AMPA”** shall mean the Annual Meeting of the Provincial Assembly;
- 1.1.3.2 **“Ordinary Resolution”** shall mean, as required by ONCA, a resolution requiring a simple majority to pass;
- 1.1.3.3 **“AMPA attendee by virtue of their position”** at any time shall mean each individual who then holds any of the following positions:
- 1.1.3.3.1 the Chairperson of each standing committee of the Provincial Council;
- 1.1.3.3.2 the Chairperson of each standing council as provided for in the Constitution;
- 1.1.3.3.3 the Chairperson of the Mediation Services Resource Bank;
- 1.1.3.3.4 the Chairperson of the Provincial Council;
- 1.1.3.3.5 the Chairperson of each special or ad hoc committee established by the Provincial Assembly Members;
- 1.1.3.3.6 the General Secretary and the Associate General Secretaries; and
- 1.1.3.3.7 a representative of any newly organized Bargaining Unit receiving its Labour Board Certificate within the month prior to the AMPA;
- 1.1.3.4 **“AMPA Representative”** shall mean, in respect of each District, an individual selected to represent the District as a delegate at an upcoming Annual Meeting in accordance with the Constitution; provided that such individual shall continue to be an AMPA Representative until that individual is succeeded either by:
- 1.1.3.4.1 an alternate in circumstances where the individual is not able to represent the District at such Annual Meeting, in which case such alternate upon becoming a representative shall become an AMPA Representative; or
- 1.1.3.4.2 another delegate, in accordance with the Constitution (ordinarily, following the completion of a delegate selection meeting);
- 1.1.3.5 **“Provincial Council”** shall mean the body that advises the Provincial Executive on OSSTF/FEESO business between AMPAs;

- 1.1.3.6 “**Special Business**” shall mean, as required by ONCA, all business transacted at a Special Meeting and all business transacted at an AMPA, except the consideration of financial statements and the report of the Auditor/Accountant, the election of Provincial Executive Members, the reappointment and remuneration of an incumbent Auditor/Accountant and an extraordinary resolution (as such term is defined in ONCA) to have a review engagement instead of an audit or to not have an audit or a review engagement. Notwithstanding the foregoing, matters that do not supplement or amend the Constatting Documents or the Bylaws, or are not otherwise required to be voted upon by members under the ONCA will not be considered Special Business, and shall be dealt with in accordance with the Constitution, Regulations or the Policies and Procedures, as applicable;
- 1.1.3.7 “**Special Meeting**” shall mean a meeting of the Provincial Assembly Members other than the AMPA;
- 1.1.3.8 “**Special Resolution**” shall mean a resolution of the Provincial Assembly Members in respect of which ONCA, the Constatting Documents or the Bylaws requires approval by at least-two thirds of the votes cast and as of March 10, 2024 includes the matters listed in Schedule B;
- 1.1.3.9 “**telephonic or electronic means**” shall mean any means that uses the telephone or any other electronic or other technological means to transmit information or data, including telephone calls, voice mail, fax, email, an automated touch-tone telephone system, computer or computer networks;
- 1.1.4 Definitions relating to OSSTF/FEESO Bodies**
- 1.1.4.1 “**Bargaining Unit**” shall mean the OSSTF/FEESO organization of those members for whom OSSTF/FEESO holds bargaining rights under the relevant legislation;
- 1.1.4.2 “**Committee**” shall mean a committee established by the Provincial Executive pursuant to Section 4.8;
- 1.1.4.3 “**District**” shall mean a District Organization of the OSSTF/FEESO, as further described in the Constitution;
- 1.1.4.4 “**Judicial Council (JC)**” shall mean the body formed pursuant to the Constitution that is responsible for the receipt of any formal complaints or appeals per the Bylaws, Constitution, Policies and Procedures, and for the organization and implementation of formal hearings;
- 1.1.4.5 “**Mediation Services Resource Bank**” shall mean the body that assists with dispute resolution between Members where the dispute affects the

professional relationship of those Members, per the OSSTF/FEESO Constitution and Regulations, Policies and Procedures;

1.1.4.6 “**Provincial Office**” shall mean the office of the provincial organization of OSSTF/FEESO;

1.1.4.7 “**Steering Committee**” shall mean the committee whose role it is to provide support with parliamentary procedures and motions during a meeting, to both the speaker and the meeting body;

1.1.4.8 “**Work Group**” shall mean a committee established by the Provincial Executive pursuant to Section 4.8;

1.1.5 **Definitions relating to Finances**

1.1.5.1 “**Annual Financial Statements**” shall mean the comparative financial statements of OSSTF/FEESO, as prescribed by ONCA, the report of the Auditor/Accountant, if any, and any further information respecting the financial position of OSSTF/FEESO and the results of its operations required by the Constatting Documents or Bylaws;

1.1.5.2 “**Auditor/Accountant**” shall mean the person appointed pursuant to Section 3.1.1.3.1 to conduct an audit of the financial statements of OSSTF/FEESO; and

1.1.5.3 “**General Account**” shall mean the account that provides funds for the annual general operating expenditures of OSSTF/FEESO.

1.2 **Interpretation** - In this Bylaw, unless the context otherwise requires, words importing the singular include the plural and *vice versa* and the pronouns “they”, “them” and “their” shall denote all genders. The insertion of headings in this Bylaw is for convenience of reference only and shall not affect the interpretation thereof. References to a Section or Schedule refer to the applicable section or schedule of this Bylaw. Whenever the words “**include**”, “**includes**” or “**including**” are used in this Bylaw, such words shall be deemed to be followed by the words “without limitation”.

1.3 **Precedence** - If any of the provisions contained in ONCA, the Constatting Documents, the Bylaws, the Constitution, the Regulations or the Policies and Procedures are inconsistent, the inconsistencies shall be reconciled by giving precedence to the documents in the following order: ONCA, the Constatting Documents, the Bylaws, the Constitution, the Regulations and the Policies and Procedures.

1.4 **Books and Records** - The Provincial Executive shall ensure that all books and records of OSSTF/FEESO required by the Bylaws or by any applicable statute or law are regularly and properly kept.

SECTION 2 CATEGORIES OF MEMBERS

- 2.1** **Membership** - For the purposes of ONCA, there shall be two categories of membership in OSSTF/FEESO: (a) Provincial Assembly Members and (b) Constitutional Members.
- 2.2** **Provincial Assembly Members -:**
- 2.2.1.1 Provincial Assembly Members are those members who at that time are:
- 2.2.1.1.1 AMPA Representatives;
- 2.2.1.1.2 members of the Provincial Executive;
- 2.2.1.1.3 members elected to the OTF Board of Governors; and
- 2.2.1.1.4 the OTF Table officer.
- 2.2.1.2 Provincial Assembly Members shall be entitled to receive notice of, to attend, propose motions in accordance with the Constitution and Regulations, speak, and vote at all Annual and Special Meetings of OSSTF/FEESO.
- 2.3** **Constitutional Members -**
- 2.3.1.1 Constitutional Members are the members of OSSTF/FEESO as described in the Constitution and Regulations, including those defined as Active Members, Voluntary Members, Active Retired Members, Associate Members, Honorary Members and Provincial Life Members and as further organized into regions, districts and Bargaining Units, or chapters;
- 2.3.1.2 For clarity, a Constitutional Member who is also a Provincial Assembly Member shall be entitled to all of the rights provided to Provincial Assembly Members;
- 2.3.1.3 Constitutional Members shall be entitled to attend of their own initiative Annual and Special Meetings of the Provincial Assembly but shall not be able to propose motions, speak, or vote at such meetings nor, for greater certainty, shall they be able to participate in telephonic or electronic votes of individuals entitled to vote at such meetings.
- 2.4** **Transferability and Termination of Membership** - Membership is not transferable and the membership of a Member shall lapse and terminate if the Member:
- 2.4.1.1 in the case of a Provincial Assembly Member:

- 2.4.1.1.1 ceases to hold one of the positions set out in Section 2.2.1.1; or
- 2.4.1.1.2 ceases to be a Constitutional Member; and
- 2.4.1.2 in the case of a Constitutional Member:
 - 2.4.1.2.1 resigns from the employment by virtue of which they were a Member, subject to any extensions or grounds for maintaining membership provided for in the Constitution or Regulations; or
 - 2.4.1.2.2 fails to meet other conditions for continued membership as set out in the Constating Documents or By-Laws, Constitution or Regulations.
- 2.5 Dues** - All Constitutional Members shall be required to pay the dues, supplementary fees and/or special assessments in accordance with the Constitution and Regulations.
- 2.6 Disciplinary Action**
 - 2.6.1.1 Upon no less than 15 days' written notice (the "**Notice Period**") to a Provincial Assembly or Constitutional Member, the Judicial Council may pass a resolution authorizing disciplinary action for violating any provision of the Constating Documents, Bylaws, Constitution or the Regulations.
 - 2.6.1.2 Any notice provided under Section 2.6.1.1 shall set out the reasons for the disciplinary action. The Member receiving the notice shall be entitled to give the Provincial Council a written submission appealing the disciplinary action from Judicial Council not less than five days before the end of the Notice Period. The Appeal Committee of Provincial Council, formed in accordance with the Regulations, shall consider the written submission of the Member before making a final decision regarding disciplinary action.

SECTION 3 MEETINGS OF MEMBERS

- 3.1 Annual Meeting of the Provincial Assembly (AMPA) -**
 - 3.1.1.1 AMPA shall be held in March each year, unless the Provincial Executive determines that, due to extraordinary circumstances, it is necessary to hold AMPA in another month.
 - 3.1.1.2 The only persons entitled to attend AMPA (or Special Meetings) are the Provincial Assembly Members, AMPA attendees by virtue of their position, the Auditor/Accountant, Constitutional Members (for greater certainty, per Section 2.3.1.3), and any other persons who are entitled or required under any provision of ONCA, the Constating Documents,

the Bylaws, the Constitution or the Regulations, to be present at the meeting. Any other person may be admitted only if invited by the chair of the meeting or with the consent of the Provincial Assembly Members present at the meeting.

3.1.1.3 The Agenda for business to be transacted at the Annual Meeting of the Provincial Assembly, shall include:

3.1.1.3.1 receiving a report of the Auditor/Accountant, appointing the Auditor/Accountant to hold office until the next Annual Meeting, and presentation of the Annual Financial Statements and the budget of OSSTF/FEESO for its next financial year;

3.1.1.3.2 election of Provincial Executive Members and OTF Table Officer and representatives of OSSTF/FEESO to serve as OTF Governors; and

3.1.1.3.3 such other business as may properly come before the meeting including, as required by the Constitution or the Regulations, recommending for approval the Strategic Action Plan, receiving reports from standing committees and councils and work groups, and amending the Constating Documents, Bylaws, Constitution, Regulations and Policies and Procedures.

3.2 Special Meetings - The Provincial Executive may call a Special Meeting of the Provincial Assembly to transact any business that is appropriate to come before the Provincial Assembly Members.

3.3 Notice of Annual or Special Meetings of the Provincial Assembly -

3.3.1.1 Basic Requirements – Written notice of the time and place of each Annual or Special Meeting of the Provincial Assembly shall be given to each Provincial Assembly Member, each AMPA attendee by virtue of their position, and the Auditor/Accountant.

3.3.1.2 Method of Giving Notice - For the purpose of this Section 3.3, notice may be given by mail, courier or personal delivery or by telephonic or electronic means to each person entitled to attend the meeting, during a period of 10 to 50 days before the day on which the Annual or Special Meeting of the Provincial Assembly is to be held.

3.3.1.3 Content - Where Special Business will be transacted at an Annual or Special Meeting of the Provincial Assembly, notice of the meeting shall contain sufficient information to permit the Provincial Assembly Members to form a reasoned judgment on the decision to be taken and shall state the text of any Special Resolution to be submitted at the meeting. In the event an Annual or Special Meeting will be held by telephonic or electronic means, the notice of meeting shall include

instructions for attending and participating in such meeting, including, if applicable, instructions for voting by such means at the meeting.

- 3.4 Chairing Meetings** - The President (who, for greater certainty, serves as the Chairperson of the Provincial Executive), or the President's designate from time to time, shall be the chair of any Annual or Special Meeting of the Provincial Assembly.
- 3.5 Quorum** - Forty-percent of the Provincial Assembly Members present in person shall constitute a quorum at any Annual or Special Meeting of the Provincial Assembly. No business may be conducted at any point during an Annual or Special Meeting if a quorum is not present.
- 3.6 Voting** - At any Annual or Special Meeting of the Provincial Assembly, each Provincial Assembly Member present shall be entitled to one vote. An individual who is a Provincial Assembly Member in more than one capacity, is only entitled to one vote.
- 3.7 Votes to Govern** - Business arising at an Annual or Special Meeting of the Provincial Assembly shall, except where otherwise provided by ONCA, the Constatng Documents or the By-laws, the Constitution or the Regulations, be determined by a majority of the votes duly cast on the question, provided that:
- 3.7.1.1 voting shall be by show of hands, including by rising while lifting their hands, or by ballot (electronic or paper); and
- 3.7.1.2 the chair of the meeting shall not have a second and casting vote.
- 3.7.1.3 For greater certainty, nothing in the Constitution, the Regulations or the Policies and Procedures shall have the effect of increasing the percentage of votes required to amend the Constatng Documents or the Bylaws or to approve matters contemplated by ONCA beyond the percentage required by ONCA.
- 3.8 Meetings and Attendance at Meetings held Electronically** - If the Provincial Executive or the Provincial Assembly Members calling the meeting determine that an Annual or Special Meeting of the Provincial Assembly shall be held by telephonic or electronic means, the telephonic or electronic means shall enable all persons entitled to attend the meeting to reasonably participate. Annual or Special Meetings of the Provincial Assembly shall be held either entirely in-person or entirely by telephonic or electronic means, and shall not be held by a combination of the two.
- 3.9 Deemed Attendance** - A Provincial Assembly Member participating in an Annual or Special Meeting of the Provincial Assembly by means set out in Section 3.8 is deemed to be present at the meeting.

- 3.10** **Location of Meeting** - An Annual or Special Meeting of the Provincial Assembly shall be held in a place in Ontario. Such geographic limitations shall not apply to meetings held entirely by telephonic or electronic means.

SECTION 4 PROVINCIAL EXECUTIVE

- 4.1** **Number of Provincial Executive Members** - As provided for in the Constatng Documents, the number of Provincial Executive Members shall be seven. Each individual elected as a Provincial Executive Member shall be elected to hold a specific position, namely:

- 4.1.1.1 the President, who shall also serve as Chair;
- 4.1.1.2 one of two Vice-Presidents;
- 4.1.1.3 the Treasurer; or
- 4.1.1.4 one of three Executive Officers.

In addition to overseeing the management of OSSTF/FEESO as provided for in ONCA and attending to the duties set out in Section 1.1.2 the Provincial Executive Members shall perform such other duties as are prescribed in Schedule A.

- 4.2** **Qualifications** - In order to serve as a Provincial Executive Member, an individual must be an Active Member as defined in the Constitution and Regulations in effect on July 1, 2024 and:

- 4.2.1.1 be 18 years of age or older;
- 4.2.1.2 not have been found under the *Substitute Decisions Act*, 1992 or under the *Mental Health Act* to be incapable of managing property;
- 4.2.1.3 not have been found to be incapable by any court in Canada or elsewhere;
- 4.2.1.4 not have the status of a bankrupt; and
- 4.2.1.5 not be on the list of individuals ineligible to serve as a Provincial Executive Member, maintained by the Judicial Council.

- 4.3** **Election and Term** -

- 4.3.1.1 The procedure for making nominations for Provincial Executive Members shall be as set out in Schedule A.

- 4.3.1.2 Provincial Executive Members shall be elected at the Annual Meetings held in odd numbered years (i.e., 2025, 2027, etc.).
- 4.3.1.3 Each Provincial Executive Member shall be elected for a term commencing on the 1st day of July following the conclusion of the AMPA at which they were elected and shall, subject to the provisions of Section 4.5, hold office for a two year term ending the next following June 30. By way of example, in respect of Provincial Executive Members elected at an AMPA held in March 2025, such individuals would commence their term of office on July 1, 2025 and would hold office until June 30, 2027, unless they resigned or were removed prior to that date.
- 4.4 Term Limits** - Each individual who has been elected as a Provincial Executive Member shall be eligible for re-election so long as such individual continues to meet the qualifications set out in Section 4.2.
- 4.5 Vacancies** - There shall automatically be a vacancy in the office of a Provincial Executive Member when such Provincial Executive Member:
- 4.5.1.1 resigns, which resignation shall be effective at the time it is received by OSSTF/FEESO or at the time specified in the resignation, whichever is later;
- 4.5.1.2 is removed from office at a Special Meeting called for this purpose, following which the Provincial Assembly Members may elect any individual who meets the qualifications set out in Section 4.2 in place of such Provincial Executive Member for the remainder of the term of such Provincial Executive Member; or
- 4.5.1.3 dies or ceases to meet the qualifications for being a Provincial Executive Member set out in Section 4.2.
- 4.6 Written Statement** - A Provincial Executive Member may submit to the General Secretary a written statement giving reasons for resigning, or if a meeting is called for the purpose of removing a Provincial Executive Member, for opposing their removal or replacement. Where the General Secretary receives such a statement, the General Secretary shall immediately give the Provincial Assembly Members a copy of the statement.
- 4.7 Filling Vacancies** - Subject to Section 4.5.1.2, and so long as the number of Provincial Executive Members in office is equal to or in excess of five, the Provincial Executive may fill a vacancy among the Provincial Executive Members. Wherever possible, such vacancies shall be filled, by moving Provincial Executive Members up and through the ranks observing the following principles:

- 4.7.1.1 Should any Provincial Executive Member position become vacant during the current term and elections for the next term have not yet occurred, it will be filled in the following manner:
- 4.7.1.1.1 A vacancy in the position of President: the position shall be filled by the Vice President who received the higher number of votes at the last Annual Meeting unless the Vice Presidents were acclaimed or received the same number of votes in which case the Provincial Executive shall select a Vice President to fill the vacancy, having first received the recommendation of the Provincial Council on which Vice President to appoint;
- 4.7.1.1.2 A vacancy in the position of Vice-President: the Executive Officer who received the highest number of votes at the last Annual Meeting shall fill the vacancy in the position of Vice-President unless the Executive Officers were acclaimed or two or more candidates were tied for the highest number of votes in which case the Provincial Executive shall select an Executive Officer to fill the vacancy, having first received the recommendation of the Provincial Council on which Executive Officer to appoint; and
- 4.7.1.1.3 A vacancy in the position of Executive Officer or Treasurer shall be filled by the Provincial Executive having received the recommendation of the Provincial Council.
- 4.7.1.2 Should any Provincial Executive Member position become vacant during the current term and elections for the next term have already occurred, it will be filled in the following manner:
- 4.7.1.2.1 A vacancy in the position of President: If the President-elect is not the incumbent, the President elect shall fill the vacancy. If the President-elect is the incumbent, the Vice President elect who received the higher number of votes at the last Annual Meeting shall fill the vacancy unless the Vice Presidents elect were acclaimed or received the same number of votes in which case the Provincial Executive shall select a Vice President elect to fill the vacancy, having first received the recommendation of the Provincial Council on which Vice President elect to appoint;
- 4.7.1.2.2 A vacancy in the position of Vice-President: If both of the Vice Presidents elect are not incumbents, the Vice President elect who received the higher number of votes at the last Annual Meeting shall fill the vacancy unless the Vice Presidents elect were acclaimed or received the same number of votes in which case the candidates shall draw lots to determine who shall fill the vacancy. If one Vice-President elect is an incumbent, the Vice President elect who is not an incumbent shall fill the vacancy. If both Vice Presidents elect are incumbents, the

vacancy shall be filled by the Executive Officer elect who received the highest number of votes at the last Annual Meeting, unless the Executive Officers elect were acclaimed or two or more candidates were tied for the highest number of votes in which case the Provincial Executive shall select an Executive Officer elect to fill the vacancy, having first received the recommendation of the Provincial Council on which Executive Officer elect to appoint;

4.7.1.2.3 A vacancy in the position of Treasurer: If the Treasurer-elect is not the incumbent, the Treasurer elect shall fill the vacancy. If the Treasurer elect is the incumbent, the vacancy shall be filled by the Provincial Executive having received the recommendation of the Provincial Council; and

4.7.1.2.4 A vacancy in the position of Executive Officer: If two or three of the Executive Officers-elect are not incumbents, the Executive Officer elect who received the highest number of votes at the last Annual Meeting shall fill the vacancy. In the event that the two or three candidates were acclaimed or were tied for the highest number of votes, the tied or acclaimed candidates shall draw lots to determine who shall fill the vacancy. If one Executive Officer-elect is not an incumbent, the Executive Officer-elect shall fill the vacancy. If all Executive Officers elect are incumbents, the vacancy shall be filled by the Provincial Executive having received the recommendation of the Provincial Council.

4.7.1.3 In each case, the highest or higher number of votes shall be interpreted to mean the candidate receiving the most votes on the ballot on which a candidate is first declared elected.

4.7.1.4 Recommendations of the Provincial Council for the purpose of this Section 4.7 shall be made in accordance with Schedule A.

4.8 Provincial Executive Work Groups or Committees -

4.8.1.1 The Provincial Executive may create such Work Groups or Committees as it determines necessary for the execution of the Provincial Executive's responsibilities, provided that the audit committee functions of the Provincial Executive shall not be delegated to a work group or committee but shall be retained by the Provincial Executive. The Finance Committee shall advise the Provincial Executive on all OSSTF/FEESO financial matters including the management of all OSSTF/FEESO funds, investments and properties and provide recommendations to the Provincial Executive.

4.8.1.2 The Provincial Executive shall determine the composition and terms of reference for any such Work Group or Committee it creates with, if applicable, recommendation of the Provincial Assembly Members.

4.8.1.3 The Provincial Executive shall receive advice and recommendations from the Provincial Council and its Work Groups and standing Committees and standing councils.

4.9 Remuneration -

4.9.1.1 The Provincial Executive Members may be reimbursed for expenses incurred in connection with services they provide to OSSTF/FEESO and may be paid remuneration for the services they provide as Provincial Executive Members, provided that the amount of any such remuneration or reimbursement is:

4.9.1.1.1 in compliance with the Regulations;

4.9.1.1.2 in compliance with any limitations imposed by the Provincial Council; and

4.9.1.1.3 approved by resolution of the Provincial Executive.

SECTION 5 PROVINCIAL EXECUTIVE MEMBERS' MEETINGS

5.1 Place of Meetings - Except as the Constatting Documents or Bylaws otherwise provide, the Provincial Executive shall hold its meetings at any place as it may determine.

5.2 Regular Meetings - The Provincial Executive may, by resolution, establish the date, time and place of regular meetings of the Provincial Executive ("**Regularly Scheduled Meetings**"). A copy of such resolution or a list of such dates, times, and places shall be sent to each Provincial Executive Member following the passage of such resolution and at least 10 days before the first such Regularly Scheduled Meeting. With the exception of a meeting at which the matters referred to in Section 5.5 are to be discussed, thereafter no other notice in respect of a Regularly Scheduled Meeting will be required to be sent.

5.3 Calling of Meeting - The President or any two other Provincial Executive Members may call a meeting of the Provincial Executive that is not a Regularly Scheduled Meeting.

5.4 Notice of Provincial Executive Members' Meetings - Subject to Section 5.2, Notice of Meetings of the Provincial Executive shall be given to each Provincial Executive Member not less than 14 days before the meeting is to take place if the Notice is sent by mail and not less

than 48 hours before the meeting is to take place if the Notice is sent other than by mail.

5.5 Content of Notice of Meeting -

5.5.1.1 If any of the following matters are to be considered at a meeting of the Provincial Executive, the notice of meeting must specify that matter:

5.5.1.1.1 submitting to the Provincial Assembly Members any question or matter requiring the approval of the Provincial Assembly Members;

5.5.1.1.2 filling a vacancy among the Provincial Executive Members or in the office of the Auditor/Accountant;

5.5.1.1.3 issuing debt obligations, except as previously authorized by the Provincial Executive;

5.5.1.1.4 approving the Annual Financial Statements;

5.5.1.1.5 adopting, amending or repealing any bylaws; or

5.5.1.1.6 establishing contributions to be made, or dues or supplementary fees to be paid, by Members within any limits set by the Members.

5.5.1.2 In the case of any other business, the Notice of a Meeting of the Provincial Executive need not specify the purpose of the business to be transacted at a Provincial Executive meeting.

5.5.1.3 If a person may attend a Provincial Executive Meeting by telephonic or electronic means, the notice of meeting shall include instructions for attending and participating in such meeting, including, if applicable, instructions for voting by such means at the meeting.

5.6 Meetings without Notice - A meeting of the Provincial Executive may be held at any time and place without notice if all Provincial Executive Members who are present, and all those who are not present, either before or after the meeting, waive notice thereof. The attendance of a Provincial Executive Member at a meeting of the Provincial Executive is a waiver of notice of the meeting, except if the Provincial Executive Member attends the meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting was not lawfully called.

5.7 Meetings by Telephonic or Electronic Means - A meeting of the Provincial Executive may be held by such telephonic or electronic means as permit all persons attending the meeting to be able to communicate with each other simultaneously and instantaneously. A

Provincial Executive Member participating in such a meeting by such means is deemed to be present at the meeting.

5.8 Chairing Meetings - The President shall preside at all meetings of the Provincial Executive. If the President is not present within 15 minutes from the time fixed for holding the meeting, the Provincial Executive Members present shall choose one of their number to be the chair of the meeting.

5.9 Quorum - The presence of five Provincial Executive Members shall be necessary to constitute a quorum for the transaction of business at meetings of the Provincial Executive, provided that a Provincial Executive Member who is absent due to a conflict of interest shall be considered present at the meeting for quorum purposes. No business shall be transacted at any meeting of the Provincial Executive unless a quorum is present at the commencement of and throughout the meeting.

5.10 Voting -

5.10.1.1 Any question arising at any meeting of the Provincial Executive shall be decided by a majority of votes. Subject to Section 9, each Provincial Executive Member is entitled to exercise one vote.

5.10.1.2 All votes at any meeting of the Provincial Executive Members shall be taken by show of hands. A declaration by the chair of the meeting that a resolution has been carried and an entry to that effect in the minutes shall be admissible in evidence as prima facie proof of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution, and the result of the vote so taken shall be the decision of the Provincial Executive upon the said question. Voting by proxy is not permitted at Provincial Executive meetings.

5.10.1.3 A Provincial Executive Member who is present at a meeting of the Provincial Executive is deemed to have consented to any resolution passed or action taken at the meeting, unless:

5.10.1.3.1 the Provincial Executive Member's dissent is entered in the minutes of the meeting;

5.10.1.3.2 the Provincial Executive Member requests that their dissent be entered in the minutes of the meeting;

5.10.1.3.3 the Provincial Executive Member gives their dissent to the secretary of the meeting before the meeting is terminated; or

5.10.1.3.4 the Provincial Executive Member submits their dissent immediately after the meeting is terminated to OSSTF/FEESO.

- 5.10.1.4 A Provincial Executive Member who was not present at a meeting at which a resolution was passed or action taken is deemed to have consented to the resolution or action unless within seven days after becoming aware of the resolution, the Provincial Executive Member,
- 5.10.1.4.1 causes their dissent to be placed within the minutes of the meeting; or
- 5.10.1.4.2 submits their dissent to OSSTF/FEESO.
- 5.11 Casting Vote** - The chair of a meeting of the Provincial Executive shall not have a second or casting vote.
- 5.12 Persons Entitled to be Present** - The only persons entitled to attend meetings of the Provincial Executive shall be the Provincial Executive Members and others who are entitled or required under any provision of ONCA, the Constating Documents or the Bylaws to be present at the meeting. In addition, the General Secretary and the Associate General Secretaries shall have a right to attend and to speak at all or any portion of meetings of the Provincial Executive, except where the Chair of the meeting or the Provincial Executive determines that it would be inappropriate for the one or more of them to attend all or any such portion of a meeting due to the nature of the matters being discussed. Any other person may be admitted only on the invitation of the Chair of the meeting or with the consent of the meeting.
- 5.13 Rules of Order** - The Provincial Executive shall be entitled to adopt, from time to time, such rules of order as it deems appropriate to govern the conduct of each Provincial Executive meeting.

SECTION 6

GENERAL SECRETARIES AND SECRETARIAT

- 6.1 Appointment** - The Provincial Executive shall appoint a General Secretary and three Associate General Secretaries, none of whom may be a Provincial Executive Member at the time of appointment. One of the Associate General Secretaries shall be the Chief Financial Officer.
- 6.2 Powers and Duties** - The responsibilities of the General Secretary and the Associate General Secretaries shall be as set out in Schedule A. In addition, the Provincial Executive may, from time to time, and subject to the provisions of ONCA, specify, vary, add to or limit the powers and duties of any of them.
- 6.3 Term of Office** -
- 6.3.1.1 A General Secretary or an Associate General Secretary shall cease to hold office upon the resolution of the Provincial Executive. Unless so removed, each such individual shall hold office until the earlier of:

- 6.3.1.1.1 such individual's successor being appointed,
- 6.3.1.1.2 the individual's resignation, or
- 6.3.1.1.3 the individual's death.
- 6.3.1.2 The Provincial Executive, in its discretion, may remove the General Secretary or an Associate General Secretary, without prejudice to such individual's rights under any employment contract or at law.
- 6.4 Remuneration** - Subject to applicable law, the General Secretary and the Associate General Secretaries shall be paid reasonable remuneration for their services and shall also be entitled to be reimbursed for travelling and other expenses properly incurred by them in the exercise of the duties of their respective offices, provided that the amount of any such remuneration or reimbursement is:
 - 6.4.1.1 in compliance with the Regulations;
 - 6.4.1.2 in compliance with any limitations imposed by the Provincial Council; and
 - 6.4.1.3 approved by resolution of the Provincial Executive.
- 6.5 Secretariat Positions** - One or more individuals shall be appointed in accordance with Schedule A to secretariat positions to assist the General Secretary and the Associate General Secretaries in the conduct of their business (the "**Secretariat**"). The Secretariat shall be tasked with implementing OSSTF/FEESO programs and carrying out duties as assigned by the General Secretary.

SECTION 7 CONFIDENTIALITY

- 7.1 Duty of Confidentiality** - Every Provincial Executive Member, the General Secretary and the Associate General Secretaries, shall respect the confidentiality of matters brought before them in that capacity, bearing in mind that unauthorized statements may adversely affect the interests of the OSSTF/FEESO.

SECTION 8 PROTECTION OF PROVINCIAL EXECUTIVE MEMBERS AND OTHERS

- 8.1 Indemnity** - Subject to any limitations in ONCA or otherwise imposed by law, OSSTF/FEESO shall, from time to time and at all times, indemnify and save harmless each current and former Provincial Executive Member, General Secretary and Associate General Secretary, and/or any other individual who acts or acted at

OSSTF/FEESO's request as a director and/or an officer or in a similar capacity of another entity (collectively the "**Indemnified Individuals**"), against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by the Indemnified Individual in respect of any civil, criminal, administrative, investigative or other proceeding in which the Indemnified Individual is involved because of that association with OSSTF/FEESO or other entity provided that the Indemnified Individual:

- 8.1.1.1 acted honestly and in good faith with a view to the best interests of OSSTF/FEESO or, as the case may be, to the best interests of the other entity for which the Indemnified Individual acted as a director, officer, committee member or in a similar capacity at OSSTF/FEESO's request; and
- 8.1.1.2 in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, had reasonable grounds for believing that the Indemnified Individual's conduct was lawful.
- 8.2 **Advance of Costs** - OSSTF/FEESO may advance money to an Indemnified Individual for the costs, charges and expenses of a proceeding referred to in Section 8.1. The Indemnified Individual shall repay the money if the individual does not fulfil the conditions of Sections 8.1.1.1 and 8.1.1.2.
- 8.3 **Insurance** - Subject to any limitations in ONCA or otherwise imposed by law, OSSTF/FEESO may purchase and maintain insurance for the benefit of an Indemnified Individual.
- 8.4 **Indemnities Not Limiting** - The provisions of this Section 8 shall be in addition to and not in substitution for or limitation of any rights, immunities and protections to which an individual is otherwise entitled.

SECTION 9 CONFLICT OF INTEREST

- 9.1 **Disclosure of Interest** - A Provincial Executive Member, the General Secretary or an Associate General Secretary who,
 - 9.1.1.1 is a party to a contract or transaction or proposed contract or transaction with OSSTF/FEESO; or
 - 9.1.1.2 is a director or an officer of, or has an interest in, any person who is a party to a contract or transaction or proposed contract or transaction with OSSTF/FEESO, shall disclose to OSSTF/FEESO in writing or request to have entered in the minutes of a Provincial Executive meeting the nature and extent of their interest; provided that the provisions of this

Section 9.1 and the remaining provisions of this Section 9 shall only apply in respect of contracts, transactions and interests that are material.

9.2 Time of Disclosure for Provincial Executive Member - The disclosure required by Section 9.1 must be made, in the case of a Provincial Executive Member:

- 9.2.1.1 at the meeting at which a proposed contract or transaction is first considered;
- 9.2.1.2 if the Provincial Executive Member was not then interested in a proposed contract or transaction, at the first meeting after the member becomes so interested;
- 9.2.1.3 if the Provincial Executive Member becomes interested after a contract is made or a transaction is entered into, at the first meeting after the member becomes so interested; or
- 9.2.1.4 if a person who is interested in a contract or transaction later becomes a Provincial Executive Member, at the first meeting after the person becomes a Provincial Executive Member.

9.3 Time of Disclosure for General Secretary - The disclosure required by Section 9.1 must be made, in the case of the General Secretary or an Associate General Secretary:

- 9.3.1.1 forthwith after such individual becomes aware that the contract or transaction or proposed contract or transaction is to be considered or has been considered at a Provincial Executive meeting;
- 9.3.1.2 if the individual becomes interested after a contract is made or a transaction is entered into, forthwith after the individual becomes so interested; or
- 9.3.1.3 if an individual who is interested in a contract or transaction later becomes an officer forthwith after the person becomes the General Secretary or an Associate General Secretary.

9.4 Further Disclosure for Provincial Executive Member or General Secretary - Despite Sections 9.2 and 9.3, if Section 9.1 applies to a Provincial Executive Member, General Secretary or an Associate General Secretary in respect of a contract or transaction or proposed contract or transaction that, in the ordinary course of OSSTF/FEESO's business, would not require approval by the Provincial Executive, the Provincial Executive Member, General Secretary or Associate General Secretary shall disclose to OSSTF/FEESO or request to have entered in the minutes of meetings of the Provincial Executive Members, the nature and extent of their interest forthwith after the Provincial Executive

Member or General Secretary becomes aware of the contract or transaction or proposed contract or transaction.

9.5 Provincial Executive Member Not to Attend Meeting and Not to Vote - A Provincial Executive Member who is required to make a disclosure under Section 9.1 shall not attend any part of the Provincial Executive meeting during which the contract or transaction is discussed and shall not vote on any resolution to approve the contract or transaction unless the contract or transaction:

9.5.1.1 is for indemnity or insurance pursuant to Section 8; or

9.5.1.2 is with an affiliate of OSSTF/FEESO, as such term is defined in ONCA.

9.6 Continuing Disclosure - For the purposes of this Section 9, a general notice to the Provincial Executive by a Provincial Executive Member, the General Secretary or an Associate General Secretary disclosing that such individual is a director of or has a material interest in a person, or that there has been a material change in the individual's interest in the person, and is to be regarded as interested in any contract made or any transaction entered into with that person is sufficient disclosure of interest in relation to any such contract or transaction.

9.7 Effect of Disclosure - A contract or transaction for which disclosure is required under Section 9.1 is not void or voidable, and the Provincial Executive Member, the General Secretary or an Associate General Secretary is not accountable to OSSTF/FEESO or its Members for any profit or gain realized from the contract or transaction, because of such individual's interest in the contract or transaction or because such individual was present or was counted to determine whether a quorum existed at the Provincial Executive meeting or of the Committee that considered the contract or transaction, if:

9.7.1.1 disclosure of the interest was made in accordance with this Section 9;

9.7.1.2 the Provincial Executive approved the contract or transaction; and

9.7.1.3 the contract or transaction was reasonable and fair to OSSTF/FEESO when it was approved.

SECTION 10 EXECUTION OF DOCUMENTS

10.1 Signatories - Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by OSSTF/FEESO may be signed by (a) any two of the General Secretary, the Associate General Secretaries or Provincial Executive Members; or (b) such one or more other individuals authorized to so sign pursuant to a general or

specific resolution of the Provincial Executive. Any person authorized to sign any document may affix the corporate seal, if any, to the document.

SECTION 11

NOTICE

- 11.1 Procedure for Sending Notices** - Any notice or other communication or document required or permitted to be given to a Provincial Assembly or Constitutional Member, Provincial Executive Member or the Auditor/Accountant shall be sufficiently given if sent to the principal address of the applicable person as last shown in OSSTF/FEESO's records or, if the person is a corporation, to its registered office, or in the most recent notice or return filed under the *Corporations Information Act*, whichever is the more current. A notice so delivered shall be deemed to have been received on the fifth day after mailing (excluding each day during which there is any general interruption of postal services due to strike, lockout or other cause). A notice sent by means of telephonic or electronic means shall be deemed to have been received when so sent. The General Secretary may change or cause to be changed the recorded address of any Member, Provincial Executive Member or Auditor/Accountant in accordance with the information believed by the General Secretary to be reliable.
- 11.2 Undelivered Notices** - If any notice given to a Member in accordance with Section 11.1 is returned on three consecutive occasions because such Member cannot be found, OSSTF/FEESO shall not be required to give any further notice to such Member until such Member informs OSSTF/FEESO in writing of such Member's new address.
- 11.3 Computation of Time** - In computing the date when notice must be given under any provision requiring a specified number of days' notice of any meeting or other event, the date of giving the notice and the day of the meeting or other event shall be excluded.
- 11.4 Waiver of Notice** - If a notice or other document is required by ONCA, the By-laws or otherwise to be given, the person entitled to the notice or other document may waive that entitlement or may consent to abridge the time for the giving of the notice or other document in accordance with the requirements of ONCA.
- 11.5 Error or Omission in Notice** - The accidental omission to give any notice to any Member, Provincial Executive Member, or Auditor/Accountant, or the non-receipt of any notice by any such person where OSSTF/FEESO has provided notice in accordance with the By-laws or any error in any notice not affecting its substance shall not

invalidate any action taken at any meeting to which the notice pertained or otherwise founded on such notice.

SECTION 12

AUDITOR/ACCOUNTANT AND FINANCIAL MATTERS

- 12.1 Financial Year** - The financial year of OSSTF/FEESO ends on June 30 in each year or on such other date as the Provincial Executive may determine from time to time by resolution if required to do so by applicable law.
- 12.2 Remuneration** - The remuneration of the Auditor/Accountant may be fixed by Ordinary Resolution of the Provincial Assembly Members or, if not so fixed, shall be fixed by the Provincial Executive.
- 12.3 Financial Statements** - A copy of the Annual Financial Statements shall be made available to all Provincial Assembly or Constitutional Members requesting them not less than five days prior to the Annual Meeting of the Provincial Assembly (or such other period required by ONCA).

SECTION 13

BY-LAWS

- 13.1 By-laws, Amendment or Replacement** - Subject to ONCA and the Constatng Documents, the Provincial Assembly Members may by resolution, amend or replace this Bylaw provided that:
- 13.1.1.1 any resolution may be initiated by:
 - 13.1.1.1.1 the Provincial Executive including based on recommendations of the Provincial Assembly Members;
 - 13.1.1.1.2 one or more Provincial Assembly Members; or
 - 13.1.1.1.3 a submitting body, in accordance with Section 13.1.1.2.
 - 13.1.1.2 if a resolution is to be considered at AMPA and is initiated by a submitting body, that is the Provincial Executive, Provincial Council, the previous Annual Meeting of the Provincial Assembly Members as Notice of Motion, provincial committees, provincial councils, Districts, a committee, Bargaining Units, the Mediation Services Resource Bank, or the OTF Governors and OTF Table Officer, it must be received by the General Secretary on or before the 3rd working Tuesday in January;
 - 13.1.1.3 notice of any resolution shall be provided in both French and English to:

- 13.1.1.3.1 each Bargaining Unit President on or before the 3rd Friday in February, if it is to be considered at AMPA; and
- 13.1.1.3.2 each Provincial Assembly Member in accordance with Section 3.3;
- 13.1.1.4 each resolution, if approved by the Provincial Assembly Members, shall be effective:
 - 13.1.1.4.1 in the case of resolutions approved at an Annual Meeting, on the subsequent July 1 (i.e. if the resolution is approved in March 2025, it will come into effect on July 1, 2025) or such other date as is specified in the applicable resolution; or
 - 13.1.1.4.2 otherwise on the date specified in the applicable resolution;
- 13.1.1.5 notwithstanding the foregoing, resolutions that are found to be out of order, including resolutions that, if adopted, would result in OSSTF/FEESO not being in compliance with applicable law, need not be put forward to the Provincial Assembly Members. Other grounds that should guide the Steering Committee in ruling a resolution out of order are:
 - 13.1.1.5.1 if the resolution is not submitted to OSSTF/FEESO within the required period of time before the date of the meeting;
 - 13.1.1.5.2 if the resolution clearly appears that the primary purpose of the resolution is to enforce a personal claim or redress a personal grievance against OSSTF/FEESO or its Provincial Executive Members, officers, Members or debt obligation holders;
 - 13.1.1.5.3 if the resolution clearly appears that the resolution does not relate in a significant way to the activities or affairs of OSSTF/FEESO;
 - 13.1.1.5.4 if not more than two years before the receipt of the resolution, the Provincial Assembly Member submitting the resolution failed to present at a meeting of the Members, a resolution that had been included in a notice of meeting at the Provincial Assembly Member's request;
 - 13.1.1.5.5 if substantially the same resolution was submitted to Provincial Assembly Members in a notice of a meeting of the Members held not more than two years before the receipt of the proposal and the proposal was defeated; or
 - 13.1.1.5.6 if the right to submit a resolution are being abused to secure publicity.
- 13.1.1.6 For clarity, there shall be no need for an amendment to the Bylaws approved by the Provincial Assembly Members to have been first approved by the Provincial Executive.

- 13.2** **Enactment** - This Bylaw No. 1 shall come into force and effect upon its execution by the President following its confirmation by the Provincial Assembly Members.

**SCHEDULE A
ADDITIONAL CORPORATE MATTERS**

**SECTION 1
PROVINCIAL ORGANIZATION**

1.1 **Provincial Executive and General Secretary and Associate General Secretaries**

1.1.1 **Functions**

- 1.1.1.1 The role of the Provincial Executive shall be to oversee the management of the OSSTF/FEESO as provided for in ONCA, attend to the duties set in the Bylaws, Constitution, Regulations, and Policies and Procedures, and protect and engage members, extend OSSTF/FEESO influence, influence decision makers and shape public opinion and consider matters brought forward by Provincial Council and Provincial Assembly Members.
- 1.1.1.2 The Provincial Executive shall be the governing body of OSSTF/FEESO.
- 1.1.1.3 In addition, the Provincial Executive shall:
- 1.1.1.3.1 provide leadership in all matters affecting the welfare of the Members through long range planning;
- 1.1.1.3.2 recommend internal policy resolutions and external policy resolutions;
- 1.1.1.3.3 evaluate internal policy resolutions and external policy resolutions;
- 1.1.1.3.4 assign or recommend projects to Districts;
- 1.1.1.3.5 monitor and assist Districts and Bargaining Units and co-ordinate efforts among Districts and Bargaining Units in the achievement of goals as approved by Provincial Council;
- 1.1.1.3.6 designate one of the Provincial Executive Members as immediate Past President, solely for the purpose of conforming to the requirements of the *Teaching Profession Act*, Section 5(1); and
- 1.1.1.3.7 carry out such other responsibilities as outlined in the Bylaws, Constitution, Regulations and Policies and Procedures.

1.1.2 Provincial Office Staffing

1.1.2.1 In respect of OSSTF/FEESO Provincial Office staffing, the Provincial Executive shall:

1.1.2.1.1 be responsible for the interview and selection process or for deciding that no suitable candidate is available;

1.1.2.1.2 define the duties of the General Secretary;

1.1.2.1.3 assign duties to the Associate General Secretaries in conjunction with the General Secretary;

1.1.2.1.4 be responsible for the implementation of a plan of action to ensure that OSSTF/FEESO is an equal opportunity employer;

1.1.2.1.5 ensure that any person hired by OSSTF/FEESO is not otherwise employed in a capacity where there is a conflict of interest with OSSTF/FEESO;

1.1.2.1.6 appoint an Acting General Secretary, Acting Associate General Secretary or Acting Chief Financial Officer to replace the General Secretary, Associate General Secretary or Chief Financial Officer in the event of extended illness, injury, jury duty, vacation or leave of absence;

1.1.2.1.7 appoint an Interim General Secretary or Interim Associate General Secretary or Interim Chief Financial Officer for up to one year to fill a vacancy created by retirement, resignation, termination of employment or death, while hiring procedures are followed pursuant to the Regulations;

1.1.2.1.8 report to each meeting of Provincial Council on the general status and progress of negotiations with OSSTF/FEESO employee groups while such negotiations are ongoing; and

1.1.2.1.9 resign from the Provincial Executive in order to be eligible to apply for appointment to the Secretariat.

1.1.3 Finances

1.1.3.1 The Provincial Executive shall:

1.1.3.1.1 have authority and responsibility over OSSTF/FEESO finances;

1.1.3.1.2 approve any over-expenditures in accordance with the requirements in Regulations;

- 1.1.3.1.3 determine the use of the Contingency Account (as described in the Regulations) in accordance with the Regulations;
- 1.1.3.1.4 authorize the use of the Member Protection Account in accordance with the Regulations;
- 1.1.3.1.5 be responsible for the General Account Surplus in accordance with the Regulations;
- 1.1.3.1.6 determine, as necessary, the asset allocation in the Internal Investment Fund in accordance with the Regulations;
- 1.1.3.1.7 be responsible for administration of finances and be individually responsible for fulfilling their fiduciary obligations under the ONCA;
- 1.1.3.1.8 notwithstanding Section 1.1.3.1.7, take to the Finance Committee for advice and then consider for approval, with a report to Provincial Council, any decision to buy or sell a capital asset of more than \$500,000 other than District and/or Bargaining Unit properties, that is not set out in the budget recommended for approval by AMPA;
- 1.1.3.1.9 present and clearly indicate as part of the proposed budget to AMPA any proposal to increase the number of Secretariat; and
- 1.1.3.1.10 establish and maintain, at its discretion and or upon recommendation from AMPA, special funds for the protection of its Members;
- 1.2 Recommendations of the Provincial Council in respect of vacancies**
 - 1.2.1.1 In making recommendations in respect of vacancies on the Provincial Executive, the Provincial Council shall adhere to the following principles:
 - 1.2.1.1.1 When a recommendation from Provincial Council to the Provincial Executive is necessary to fill a vacancy for the position of Executive Officer, Treasurer, elected OTF Governor or OTF Table Officer, the General Secretary shall immediately issue a notice of vacancy to every District, Bargaining Unit, and Branch. Interested Constitutional Members shall be allowed three weeks to forward applications to the General Secretary, with a copy to the Bargaining Unit President. The recommendation to fill the vacancy shall occur at the first regularly scheduled Provincial Council meeting following the conclusion of the application period.
 - 1.2.1.1.2 A candidate who receives a majority of the votes cast on any ballot shall be recommended to the Provincial Executive to be elected. Should no candidate receive a majority on the first ballot, the candidate receiving the fewest number of votes and any candidate receiving fewer than 40

votes shall be dropped from succeeding ballots until a majority is reached. In the event of the two lowest candidates receiving the same number of votes, with more than three candidates on the ballot, both the tied candidates shall be dropped.

- 1.2.1.1.3 Individuals appointed to fill a vacancy shall, subject to Section 4.5, serve the balance of the vacated term. For clarity, the provisions of this Section 1.2 shall apply as well to vacancies created by the process of moving Provincial Executive members up and through the ranks.

1.3 Officers

1.3.1 President - The President shall:

- 1.3.1.1 serve as the presiding officer and the official representative of OSSTF/FEESO;

- 1.3.1.2 serve or designate a representative to serve as the Chairperson of the Provincial Executive and a member ex-officio, of all official bodies, committees, boards, commissions and councils, appointed by the Provincial Executive, the Provincial Council or the Provincial Assembly Members;

- 1.3.1.3 notwithstanding Section 1.3.1.2, designate for each standing committee a Provincial Executive Member to act as a liaison between the Provincial Executive and that committee;

- 1.3.1.4 serve as the OSSTF/FEESO President for the purpose of OTF and act as Chairperson of the OTF Governors representing OSSTF/ FEESO; and

- 1.3.1.5 annually assign liaison Districts and Bargaining Units and portfolio assignments for each member of the Provincial Executive and report such assignments to Provincial Council before the end of June.

- 1.3.2 **Vice Presidents and Executive Officers** - In the absence of the President, the President's duties shall be performed by either the Vice President or in their absence by one of the Executive Officers. The Vice Presidents shall serve as the first and second OSSTF/FEESO Vice-Presidents for the purpose of OTF, based on alphabetical order.

1.3.3 Treasurer - The Treasurer shall:

- 1.3.3.1 be responsible for the oversight of the administration of all OSSTF/FEESO finances;

- 1.3.3.2 be responsible for the oversight of key financial relationships;

- 1.3.3.3 be responsible for the safeguarding of OSSTF/FEESO assets;
- 1.3.3.4 be a voting member of the Finance Committee;
- 1.3.3.5 ensure Districts/Bargaining Units receive assistance with financial matters;
- 1.3.3.6 caution against unnecessary and wasteful expenditures of OSSTF/FEESO funds;
- 1.3.3.7 submit to the Provincial Executive for approval all expenditures of an unusual nature not relating to Provincial Executive compensation;
- 1.3.3.8 report to Provincial Council all expenditures of an unusual nature relating to Provincial Executive compensation;
- 1.3.3.9 act as liaison between the Provincial Executive and the Finance Committee and other committees or work groups as deemed necessary;
- 1.3.3.10 present annually at AMPA the Annual Financial Statements;
- 1.3.3.11 present an audited statement of the Member Protection Account at AMPA;
- 1.3.3.12 present financial reports on the status of OSSTF/FEESO finances to the Provincial Executive and to each meeting of Provincial Council;
- 1.3.3.13 present an audited statement of the Internal Investment Fund at AMPA;
- 1.3.3.14 provide annually to Provincial Council a concise summary of the financial statement which shows the receipts and expenditures of OSSTF/FEESO;
- 1.3.3.15 provide annually to all Members in Update (the OSSTF/FEESO newsletter) a concise financial report listing the services provided for Members by OSSTF/FEESO; and
- 1.3.3.16 provide annually, to all Members, via the “Members Only” website, a concise summary, including each level of compensation and benefits of the Provincial Executive, management, and all unionized employee groups.
- 1.3.4 **General Secretary** - The General Secretary shall be in charge of the Secretariat and, with such assistance and definition of duties of the Secretariat as may be provided by the Provincial Executive, it shall be their duty to:
 - 1.3.4.1 record all minutes;

- 1.3.4.2 receive, answer, and keep all correspondence;
- 1.3.4.3 keep all records;
- 1.3.4.4 carry out the instructions of the Provincial Executive;
- 1.3.4.5 be responsible for the management of the Provincial Office;
- 1.3.4.6 report all unusual expenses, unusual accounts and/or authorization of expenditures which do not relate to Provincial Executive compensation to the Treasurer and the Provincial Executive;
- 1.3.4.7 report all unusual expenses, unusual accounts and/or authorization of expenditures relating to Provincial Executive compensation to the Provincial Council;
- 1.3.4.8 coordinate French language services;
- 1.3.4.9 be responsible for implementing FTE as provided in the Constitution and Regulations;
- 1.3.4.10 determine the number of AMPA Representatives in accordance with the Regulations;
- 1.3.4.11 serve as the Secretary-Treasurer for OTF;
- 1.3.4.12 provide a summary report of the financial statement of each candidate for election to Provincial Executive, OTF Governor and OTF Table Officer in accordance with Camp Procedure. 3;
- 1.3.4.13 assign an Election Coordinator to perform duties as provided in CAMP Procedure. 4; and
- 1.3.4.14 ensure that an Anti-Harassment Officer is appointed and announced at meetings of the Members and Provincial Council, and for all meetings of and events organized by OSSTF/FEESO advisory work groups, provincial standing or ad hoc committees or provincial councils.
- 1.3.5 The General Secretary shall be responsible for the assignment of the Secretariat, including those appointed to act as the Pensions Officer(s) and Equity Officer(s), after prior consultation with the President and Provincial Executive.
- 1.3.6 The General Secretary shall be designated as Secretary-Treasurer of OSSTF/FEESO for the purpose of serving on the OTF Executive and Board of Governors, and shall carry out the duties of those positions.

- 1.3.7 The General Secretary shall designate the elected Vice-Presidents listed in alphabetical order as first and second Vice-Presidents to OTF solely for the purpose of conforming to the requirements of the *Teaching Profession Act*, Section 5(1).
- 1.3.8 **Associate General Secretaries** - It shall be the duty of the Associate General Secretaries to:
- 1.3.8.1 be responsible for performing the duties of the General Secretary when the General Secretary is absent; and
- 1.3.8.2 be responsible for carrying out such other duties and responsibilities as may be assigned by the General Secretary and the Provincial Executive.
- 1.3.9 **Chief Financial Officer** - It shall be the duty of the Chief Financial Officer to:
- 1.3.9.1 be responsible for the administration of all OSSTF/FEESO finances;
- 1.3.9.2 be responsible for the management of key financial relationships;
- 1.3.9.3 be responsible for the safeguarding of OSSTF/ FEESO assets;
- 1.3.9.4 be responsible for the preparation of financial reports;
- 1.3.9.5 be a non-voting member of the Finance Committee;
- 1.3.9.6 assist Districts/Bargaining Units with financial matters;
- 1.3.9.7 caution against unnecessary and wasteful expenditures of OSSTF/FEESO funds;
- 1.3.9.8 refer to the Treasurer, the Finance Committee and the Provincial Executive all unusual expenses, unusual accounts and/or unusual authorization of expenditures which do not relate to Provincial Executive compensation;
- 1.3.9.9 refer to the Treasurer to report to the Provincial Council all unusual expenses, unusual accounts and/or unusual authorization of expenditures which relate to Provincial Executive compensation;
- 1.3.9.10 be responsible for the system of internal controls;
- 1.3.9.11 be responsible to the Provincial Executive through the Treasurer;
- 1.3.9.12 invest OSSTF/FEESO funds within the investment guidelines approved by the Provincial Executive;

- 1.3.9.13 borrow money on behalf of OSSTF/ FEESO when so directed by the Provincial Executive; and
- 1.3.9.14 carry out such other duties and responsibilities as may be assigned by the General Secretary and/or the Provincial Executive.

SECTION 2 NOMINATION

2.1 Nominations

- 2.1.1 Nominations for the office of President, Vice-President, Executive Officer and Treasurer, and elected members of the Board of Governors of the OTF and OTF Table Officer must be submitted in writing to the General Secretary; either:
 - 2.1.1.1 not later than the third working Tuesday in January of an election year by a District or Bargaining Unit or by fifteen Members from at least five Districts, and nominations so received shall be forwarded by the General Secretary to the Bargaining Unit Presidents and to Provincial Assembly Members at least two weeks prior to AMPA, and shall be considered to be on-time; or
 - 2.1.1.2 up to the opening of the afternoon session of the first day of AMPA signed by fifteen AMPA Representatives who are in attendance at AMPA, representing at least five OSSTF/FEESO Districts, and shall be considered to be from-the-floor.
- 2.1.2 Only Members who are contributors to the Ontario Teachers' Pension Plan (OTPP) may be nominated for OTF Table Officer.
- 2.1.3 Nominations will be declared closed by the Chairperson after the opening of the after-noon session of the first day of AMPA.
- 2.1.4 Nominations shall be posted, after the close of nominations, during the first day of AMPA.
- 2.1.5 Nominees shall have the opportunity to briefly address the Provincial Assembly Members and AMPA Alternates on the afternoon of the first day of AMPA.
- 2.1.6 Defeated candidates shall be considered nominees for office as follows:
 - 2.1.6.1 a defeated candidate for President shall automatically be considered a candidate for Vice-President;
 - 2.1.6.2 a defeated candidate for Vice-President shall automatically be considered a candidate for Executive Officer;

- 2.1.6.3 a defeated candidate for Treasurer shall automatically be considered a candidate for Executive Officer; and
- 2.1.6.4 a defeated candidate for OTF Table Officer shall automatically be considered a candidate for OTF Board of Governors.
- 2.1.7 In the event of a vacancy in the office of elected OTF Governor or OTF Table Officer, the position shall be filled by the Provincial Executive having received the recommendation of the Provincial Council, in accordance with Section 1.2 of this Schedule A.

SCHEDULE B MATTERS REQUIRING A SPECIAL RESOLUTION

All section references are to ONCA, and reflect the ONCA as of March 10, 2024.

- 1. To change the municipality or geographic township in which its registered office is located to another place in Ontario (s. 14(4))
- 2. If the Constatng Documents provide for a minimum and maximum number of directors,
 - (a) to determine the number of directors of the corporation and the number of directors to be elected at the annual meeting of the members, or
 - (b) to empowers the directors to determine the number, by resolution of the directors (s. 22(2))
- 3. To confirm a contract or transaction in respect of which a director has a conflict of interest (s. 41(10))
- 4. To make any amendment to the Constatng Documents to,
 - (a) change the corporation's name;
 - (b) add, remove or change any restriction upon the activity or activities that the corporation may carry on or upon the powers that the corporation may exercise;
 - (c) create a new class or group of members;
 - (d) change a condition required for being a member;
 - (e) change the designation of any class or group of members or add, change or remove any rights or conditions of any such class or group;
 - (f) divide any class or group of members into two or more classes or groups and fix the rights and conditions of each class or group;

- (g) add, change or remove a provision respecting the transfer of a membership;
 - (h) subject to section 30 of ONCA, increase or decrease the number of, or the minimum or maximum number of, directors fixed by the Constatng Documents;
 - (i) change the purposes of the corporation;
 - (j) change to whom the property remaining on liquidation after the discharge of any liabilities of the corporation is to be distributed;
 - (k) change the manner of giving notice to members entitled to vote at a meeting of members;
 - (l) change the method of voting by members not in attendance at a meeting of the members; or
 - (m) add, change or remove any other provision that is permitted by this Act to be set out in the Constatng Documents (s. 103(1))
- 5. To amend the Bylaws to do any of the items in (g), (k) or (l) (s. 17(1))
 - 6. To approve an amalgamation agreement (s. 111(5))
 - 7. To approve the continuance of the corporation to another jurisdiction or as a co-operative corporation (s. 116(4) and s. 117)
 - 8. To approve the sale, lease or exchange of all or substantially all of the property of the corporation other than in the ordinary course of business (s. 118(6))
 - 9. To approve an arrangement agreement and application to a court for an order approving the arrangement (s. 120(3) and (4))
 - 10. To approve the voluntary winding up of the corporation or an application to court to wind up the corporation (s. 123(1) and s. 136)
 - 11. To approve the voluntary dissolution of the corporation (s. 166)

CONSTITUTION

(As amended at AMPA, March 2024)

Article 1 Definitions

- 1.1. In this Constitution and Regulations and in the Policies and Procedures, in addition to the terms defined in the Bylaws: (A.24)
- 1.1.1. “AMPA Alternate” shall mean a Constitutional Member until the alternate is seated to replace an absent Provincial Assembly Member. (A.24)
- 1.1.2. “Appellant” shall mean the party who appeals a decision. (A.16)
- 1.1.3. “Branch” shall mean a Branch Organization of the OSSTF/FEESO.
- 1.1.4. “Bylaws” shall mean By-Law Number 1, a by-law relating generally to the transaction of the corporate affairs of OSSTF/FEESO, and all other bylaws of OSSTF/FEESO from time to time in force and effect, relating generally to the transaction of the corporate affairs of OSSTF/FEESO. (A.24)
- 1.1.5. “Central bargaining” shall mean the process established under statute whereby representatives of OSSTF/FEESO meet with representatives of the provincial government and the Employer Bargaining Agent with a view to negotiating collective agreement terms which once ratified in accordance with the Bylaws will be binding on local Bargaining Units. (A.14)
- 1.1.6. “Chairperson” shall mean the Presiding Officer of an official body of OSSTF/FEESO and may be used in addition to elected titles such as President. Such title shall be deemed to include the alternate titles which may be used at the preference of the Presiding Officer of each such official body of OSSTF/FEESO. (A.84)
- 1.1.7. “Complainant” shall mean the party who has filed a Judicial Council petition or a complaint under the Anti-Harassment Policy and Procedure in accordance with the Bylaws or Regulations. (A.15)
- 1.1.8. “Co-option” shall mean a short-term appointment for a period of up to one year to a committee or council, as allocated in the Procedures; or an appointment to fill a mid-term vacancy of less than one year on a committee or council. (A.16)
- 1.1.9. “ELHT” shall mean the Employee Life and Health Trust. (A.16)
- 1.1.10. “External Policy” shall mean a stand or position taken by the OSSTF/FEESO in accordance with the Regulations on matters whose resolution is beyond the internal legislative power of OSSTF/FEESO. (A.12)
- 1.1.11. “Full-time equivalent membership” for the purposes of representation of, and fee rebates to, a District shall mean a number calculated by taking

the average dues of each Bargaining Unit in the best six months of the OSSTF/FEESO financial year. The FTE of a Bargaining Unit shall be calculated as the sum of all members employed on a full-time basis and the pro-rated FTE for members employed on a part-time basis. The FTE for part-time members shall be the total monthly Bargaining Unit dues paid, divided by the greater of the monthly average dues submitted by the Bargaining Unit or the calculated minimum monthly provincial dues. (A.11)

- 1.1.12. “House” means a meeting body. (A.24)
- 1.1.13. “Interim FTE” for the period following Labour Board certification and until the provisions of Article 1.1.11 can be fully implemented, shall be recommended by the General Secretary, after gathering all relevant information from the new Bargaining Unit, for approval by the Provincial Executive and reported, with a full rationale, to Provincial Council. (A.11)
- 1.1.14. “Internal Policy” shall mean a behavioural goal for all Members to strive to achieve. (A.16)
- 1.1.15. “Local bargaining” shall mean the negotiation of collective agreement terms between an employer and a Bargaining Unit that are not negotiated in central bargaining. (A.16)
- 1.1.16. “Local organization” shall mean a District or Bargaining Unit. (A.98)
- 1.1.17. “Mass Meeting” shall mean a meeting of all Members for informational purposes and not to conduct motions or make other approvals, and for greater certainty shall not be considered an AMPA or Special Meeting of the Provincial Assembly. (A.24)
- 1.1.18. “Meeting-Specific Rules” shall mean a parliamentary procedure (meeting rule), that does not exist in the OSSTF/FEESO Rules of Order, adopted for a specific purpose at a meeting, only for that meeting. (A.24)
- 1.1.19. “Organizer” shall mean an individual responsible for engaging and maintaining relationships with community and labour organizations at the provincial level and beyond and supporting local Districts and Bargaining Units as they engage with organizations and groups within their communities. (A.24)
- 1.1.20. “OTF Governor” shall mean a member of the OTF Board of Governors. (A.24)
- 1.1.21. “OSSTF/FEESO” shall mean the Ontario Secondary School Teachers’ Federation. (A.24)
- 1.1.22. “OTF” shall mean the Ontario Teachers’ Federation.
- 1.1.23. “OTPA” shall mean Ontario Teachers’ Pension Act. (A.96)
- 1.1.24. “Province wide bargaining” shall mean any process, with the exception of Provincial Responsibility for Negotiations, whereby one or more

- representative[s] of OSSTF/FEESO meet with the provincial government and/or provincial educational employer representatives with a view to agreeing on collective agreement provisions which will be binding on local Bargaining Units. (A.08)
- 1.1.25. “Provincial Officer” shall mean a Provincial Executive Member, OTF Governor, or OTF Table Officer. (A.24)
- 1.1.26. “Region” shall mean a Region Organization of the OSSTF/FEESO.
- 1.1.27. “Respondent” shall mean the party against whom a charge or charges have been brought in a petition or complaint. (A.15)
- 1.1.28. “Sector” shall mean a grouping of Bargaining Units representing Members who share a community of professional and protective interests. (A.05)
- 1.1.29. “TPA” shall mean Teaching Profession Act. (A.96)
- 1.1.30. “Teacher” shall mean a person employed as a teacher, whether full-time or part-time, permanent or probationary, continuing education, or occasional. (A.08)
- 1.1.31. “Trusteeship” shall mean the resumption by OSSTF/FEESO of those duties delegated to a local organization in accordance with the Regulations and Procedures. (A.08)
- 1.1.32. “Vote of the membership” shall mean a balloted vote of the full membership or an entire Sector of the membership where the sheet containing the ballot includes only the question being put and the voting options. (A.12)
- 1.1.33. “Workplace” shall be any location where a Member is employed. (A.88)

Article 2 Precedence and Interpretation

- 2.1. If any of the provisions contained in ONCA, the Constating Documents, the Bylaws or the Constitution, the Regulations or the Policies and Procedures are inconsistent, the inconsistencies shall be reconciled by giving precedence to the documents in the following order: ONCA, the Constating Documents, the Bylaws, the Constitution, the Regulations, and the Policies and Procedures. (A.24)
- 2.2. In the Constitution and Regulations, references to an Article refer to an article of the Constitution; references to the Constating Documents refer to the document or documents incorporating OSSTF/FEESO, filed with the applicable government office, from time to time in force and effect, as such term is further defined in ONCA. (A.24)

Article 3 Name

- 3.1. This organization shall be known as “The Ontario Secondary School Teachers’ Federation”.

Article 4 Mission Statement

- 4.1. The Core Union Strategies of OSSTF/FEESO are protecting and engaging members, extending OSSTF/FEESO influence, influencing decision makers and shaping public opinion. (A.19)

Article 5 Intentions

- The intentions of OSSTF/FEESO shall be: (A.24)
- 5.1. first and foremost, to protect its members, both individually and collectively, in their profession, and to ensure that none of the civil, human and legal rights enjoyed by other Ontario residents shall be denied its members;
- 5.2. to secure and maintain for all Active Members of OSSTF/FEESO equal collective bargaining rights including the right to strike; (A.84)
- 5.3. to bargain collectively on behalf of its Active Members;
- 5.4. to promote and advance the cause of public education; (A.90)
- 5.5. to promote a high standard of professional ethics and a high standard of professional competence;
- 5.6. to secure for members active participation in formulating policies and practices affecting education; (A.88)
- 5.7. to work toward control of our professional destiny;
- 5.8. to promote political action to ensure that legislation regulating educational structures and policies is in the best interests of members, public education, students and the community; (A.90)
- 5.9. to support and promote equal opportunity for members, employees, and students; (A.83)
- 5.10. to foster and promote the dignity of all persons regardless of age, ancestry, citizenship, colour, creed, disability, ethnic origin, family status, gender expression, gender identity, marital status, physical appearance, place of origin, political affiliation, race, religion, sex (including pregnancy and gender), sexual orientation or socioeconomic status. (A.15)
- 5.11. to associate and unite teachers and other employees of educational institutions, or agencies which provide services to educational institutions, within the Province of Ontario. (A.97)
- 5.12. to promote political action to ensure that legislation regulating labour structures and policies is in the best interest of members. (A.10)

Article 6 Ethics

The OSSTF/FEESO shall maintain under OSSTF/FEESO Internal Policies and Procedures:

- 6.1. a motto,
- 6.2. a pledge,
- 6.3. a statement of ethics,
- 6.4. principles of professional conduct, (A.78)
- 6.5. a bill of rights for members, (A.88)
- 6.6. an equity statement, (A.10)
- 6.7. an anti-harassment policy and procedure, (A.13)
- 6.8. an anti-harassment statement. (A.17)

Article 7 Membership

Constitutional Members shall be designated in accordance with the Regulations as (A.24)

- 7.1. Active Members, (A.91)
- 7.2. Active Retired Members, (A.96)
- 7.3. Voluntary Members,
- 7.4. Associate Members,
- 7.5. Honorary Members,
- 7.6. Provincial Life Members. (A.84)

Article 8 Fees

- 8.1. The fee for Members shall be as prescribed in the Regulations. (A.91)
- 8.2. Provided that if a three-quarters vote of the Provincial Assembly Members approves of such action, a supplementary fee or a special assessment may be levied on the members. (A.91)

Article 9 Provincial Organization

9.1. Executive Body

- 9.1.1. As provided for in the Bylaws: (A.24)
 - 9.1.1.1. The members of the Provincial Executive shall be elected by the Provincial Assembly Members; (A.24)
 - 9.1.1.2. The General Secretary shall be appointed by the Provincial Executive; and (A.24)
 - 9.1.1.3. The Associate General Secretaries shall be appointed by the Provincial Executive. (A.24)

9.2. Secretariat

- 9.2.1. There shall be a Secretariat appointed by the Provincial Executive. (A.24)

- 9.2.2. The General Secretary shall recommend to the Provincial Executive candidates for interviews for postings to the Secretariat. (A.13)

9.3. Legislative Bodies

9.3.1. Provincial Assembly

- 9.3.1.1. Voting members shall be the Provincial Assembly Members. (A.24)

- 9.3.1.1.1. Non-voting members shall be the Constitutional Members. (A.24)

9.3.2. Provincial Council

- 9.3.2.1. There shall be a Provincial Council which shall advise the Provincial Executive on OSSTF/FEESO business between Annual Meetings of Provincial Assembly and consist of: (A.24)

- 9.3.2.2. Voting members as follows: (A.24)

- 9.3.2.2.1. Provincial Councillors selected in accordance with the OSSTF/FEESO Regulations; and (A.24)

- 9.3.2.2.2. the Provincial Executive.

- 9.3.2.3. Non-voting members as follows:

- 9.3.2.3.1. the General Secretary or their representative; (A.16)

- 9.3.2.3.2. the OTF Table Officer; (A.16)

- 9.3.2.3.3. the Members elected to the OTF Board of Governors; (A.16)

- 9.3.2.3.4. an Ontario Municipal Employees Retirement System (OMERS) representative; (A.16)

- 9.3.2.3.5. a representative from ARM Council; and (A.16)

- 9.3.2.3.6. discretionary members such as provincial committee chairpersons as the Provincial Council shall decide. (A.16)

- 9.3.3. The Provincial Council shall elect from its members a Chairperson at the first meeting of the Council in each OSSTF/FEESO financial year. (A.19)

- 9.3.4. A Vice Chairperson shall be elected at the same meeting of the Provincial Council subsequent to the election of the Chairperson. (A.95)

- 9.3.5. Both the Chairperson and the Vice Chairperson of the Provincial Council shall take office immediately upon their election which shall be the last item on the Agenda. (A.12)

- 9.3.6. In voting on all matters except those in Article 9.3.6.1, each Provincial Councillor shall be entitled to cast a weighted vote that represents the Bargaining Unit's total allocation of AMPA Representatives in the preceding OSSTF/FEESO financial year. Notwithstanding the preceding, the weighted vote for new Bargaining Units certified after the preceding AMPA shall be as determined under Regulation 10.2. (A.24)

- 9.3.6.1. In voting on the following matters, each Provincial Councillor shall be entitled to one vote: (A.12)

- 9.3.6.1.1. adoption of the agenda; (A.12)

- 9.3.6.1.2. adoption of minutes of prior meetings; (A.12)
- 9.3.6.1.3. elections for the positions of Chairperson and Vice-Chairperson of Provincial Council; (A.12)
- 9.3.6.1.4. Executive Session; (A.13)
- 9.3.6.1.5. Committee of the Whole; (A.13)
- 9.3.6.1.6. Adjournment and Recess; (A.13)
- 9.3.6.1.7. Challenges to the ruling of the Chair. (A.13)

9.3.6.2. Where a Bargaining Unit has more than one Provincial Councillor, the Bargaining Unit's weighted vote will be equally divided among those Provincial Councillors. (A.12)

9.3.6.3. Provincial Executive Members shall each be entitled to one vote. (A.12)

9.4 Provincial Committees

9.4.1. There shall be the following provincial standing committees: (A.16)

9.4.1.1. Protective Services; (A.18)

9.4.1.2. Comité des services en langue française; (A.16)

9.4.1.3. Communications and Political Action; (A.16)

9.4.1.4. Educational Services; (A.16)

9.4.1.5. Finance; (A.16)

9.4.1.6. Health& Safety/Workplace Safety and Insurance Act; (A.16)

9.4.1.7. Human Rights; (A.16)

9.4.1.8. Status of Women; (A.16)

9.4.1.9. Committee on Addressing Anti-Black Racism/Racism and (A.22)

9.4.1.10. 2SLGBTQIA+ Committee (A.24)

9.4.2. Provincial standing committees shall be responsible to the applicable appointing body (Provincial Executive, Provincial Council, or the Provincial Assembly Members). (A.24)

9.4.3. Provincial standing committees, where appropriate, shall have a regional structure as proposed by the Provincial Executive and approved by Provincial Council. (A.16)

9.4.4. Provincial standing committees representing equity-seeking groups shall comprise, where possible, a majority of members who self-identify as belonging to the equity-seeking group(s) represented by that committee. (A.16)

9.4.5. There shall be special and ad hoc committees as the Provincial Executive, Provincial Council, or Provincial Assembly Members may from time to time deem necessary. (A.16)

9.4.6. Special and ad hoc committees shall be responsible to their appointing bodies. (A.16)

9.5. Provincial Councils

- 9.5.1. There shall be the following provincial councils: (A.16)
 - 9.5.1.1. Active Retired Members Council; (A.16)
 - 9.5.1.2. Benevolent Council; (A.16)
 - 9.5.1.3. Judicial Council; and (A.16)
 - 9.5.1.4. Parliamentary and Constitution Council. (A.16)
- 9.5.2. Each council shall have a constitution and, where necessary, bylaws and/or regulations. The council constitution, bylaws and regulations shall not contravene the Constitution, Bylaws or Regulations of OSSTF/FEESO. (A.24)
 - 9.5.2.1. Provincial councils, where appropriate, shall have a regional structure as proposed by the Provincial Executive and approved by Provincial Council. (A.92)
 - 9.5.2.2. Mediation Services Resource Bank
 - 9.5.2.2.1. There shall be a Mediation Services Resource Bank. (A.11)
 - 9.5.2.2.2. The Mediation Services Resource Bank shall have Terms of Reference and Guidelines that do not contravene the Constitution, Regulations or Bylaws of the OSSTF/FEESO. (A.24)

Article 10 District Organization

- 10.1. The OSSTF/FEESO shall be divided into Districts whose boundaries and designations shall be determined by the Provincial Council.
 - 10.1.1. No new District having fewer than 150 Active Members can be created.
 - 10.2. A District Organization shall consist of those Members of OSSTF/FEESO employed within the boundaries of a District.
 - 10.3. Provincial Districts are those Districts designated by Provincial Council which consist of those members of OSSTF/FEESO employed by one or more employer(s) whose educational institutions operate within the boundaries of the Province of Ontario. (A.16)
 - 10.4. A District shall have such constitution, regulations and bylaws as are approved by a general meeting of the membership. The District constitution, regulations and bylaws shall not contravene the Constitution, Bylaws or Regulations of the OSSTF/FEESO. (A.24)
- 10.5. District Executive**
- 10.5.1. There shall be a District Executive consisting, at a minimum, of: (A.16)
 - 10.5.1.1. the President of each Bargaining Unit within the District; and (A.16)
 - 10.5.1.2. the following (who may be Bargaining Unit Presidents): (A.16)
 - 10.5.1.2.1. a President; (A.16)

- 10.5.1.2.2. at least one Vice President; (A.16)
- 10.5.1.2.3. a Secretary-Treasurer or a Secretary and a Treasurer. (A.16)

Article 11 Bargaining Unit

- 11.1. A Bargaining Unit shall have such constitution, regulations and bylaws as are approved by a general meeting of the membership. The constitution, regulations and bylaws of the Bargaining Unit shall not contravene the Constitution, Bylaws or Regulations of OSSTF/FEESO. (A.24)
- 11.2. There shall be a Bargaining Unit Executive consisting of at a minimum the President, Treasurer or Secretary/Treasurer, Equity and Anti-Racism, Anti-Oppression Officer and Chief Negotiator. The Executive may also include additional members as determined by the Bargaining Unit Constitution. (A.22)
- 11.3. Members of the Bargaining Unit Executive must be Active Members of OSSTF/FEESO and of the Bargaining Unit. (A.01)

Article 12 Branch Organization

- 12.1. A Bargaining Unit may be divided into Branches as determined by the Bargaining Unit. (A.98)
- 12.2. In each Branch there shall be a Branch Executive, including a Branch President as determined by the Bargaining Unit's Constitution and/or Bylaws. (A.16)
- 12.3. Where the Members of the Branch are in more than one workplace, each workplace shall have an OSSTF/FEESO representative. (A.91)
- 12.4. Where a Branch Executive exists, the members of the Branch Executive may assume the duties assigned to the OSSTF/FEESO representative under the OSSTF/FEESO Constitution and Regulations. Assignment of such duties to individual members of the Branch Executive shall be as specified by the Bargaining Unit's constitution, regulations and/or bylaws. (A.24)
- 12.5. Where a Branch constitution, regulations and/or bylaws is approved by a general meeting of the Branch membership, such constitution, regulations and/or bylaws shall not contravene the constitution,

regulations or bylaws of the District/Bargaining Unit or of the OSSTF/FEESO Constitution, Regulations or Bylaws. (A.24)

- 12.6. Members of the Branch Executive must be Active Members of OSSTF/FEESO, of the Bargaining Unit and of the Branch. (A.01)

Article 13 Region Organization

- 13.1. A Region Organization shall consist of those Members of the OSSTF/FEESO employed within the boundaries of two or more Districts which combine together for the purpose of organizing one or more OSSTF/FEESO activities. (A.91)
- 13.2. Notwithstanding Article 13.1, standing committees and councils may have regional structures as proposed by the Provincial Executive and approved by Provincial Council. (A.24)

Article 14 Bargaining Agent

- 14.1. The OSSTF/FEESO shall be the designated bargaining agent for all Bargaining Units composed of its Members. (A.02)
- 14.2. The Provincial Bargaining Agent, and any subdivision thereof having responsibility for the negotiation or administration of a collective agreement, shall be subject to the Duty of Fair Representation as required by the *Ontario Labour Relations Act*. (A.13)

Article 15 Transfer of Jurisdiction

- 15.1. The OSSTF/FEESO may accept a transfer of jurisdiction, merger or amalgamation of collective bargaining rights from an employee organization representing professional employees working in an educational institution that possesses such bargaining rights. (A.10)
- 15.2. The acceptance of a transfer of jurisdiction, merger or amalgamation shall be subject to the approval of the Provincial Executive and shall be in accordance with the Bylaws. (A.10)

Article 16 Trusteeship

- 16.1. The Provincial Executive may take a local organization under Trusteeship, in accordance with OSSTF/FEESO Policies and Procedures, and resume those duties delegated to the local

organization by OSSTF/FEESO in accordance with the Regulations.
(A.24)

Article 17 Regulations

- 17.1. The Provincial Assembly Members may pass Regulations not inconsistent with the Constating Documents, Bylaws, Constitution or existing Regulations concerning: (A.24)
- 17.1.1. the formation of District, Bargaining Unit, Branch, and Region Organizations; (A.12)
- 17.1.2. the discipline of Members; (A.93)
- 17.1.3. the establishment, amendment or rescission of OSSTF/FEESO Policy;
- 17.1.4. the recommendation of the establishment of special funds in conformity with the intentions set out in Article 5; (A.24)
- 17.1.5. the recommendation of the investment of funds in the name of OSSTF/FEESO; (A.24)
- 17.1.6. all other matters as are deemed necessary or convenient for the promotion of the welfare of the members or the conduct of the business of the OSSTF/FEESO. (A.81)

Article 18 Amendments

- 18.1. Amendments to the Constitution may be made at AMPA:
- 18.1.1. by a two-thirds vote of the Provincial Assembly Members, present and voting, provided that: (A.24)
- 18.1.1.1. notice of the proposed amendment shall have been given in writing to the General Secretary on or before the 3rd working Tuesday in January; and (A.19)
- 18.1.1.2. such notice shall have been forwarded on or before the 3rd Friday in February in both French and English of that school year by the General Secretary to each Bargaining Unit President, (A.19)
- 18.1.2. by a nine-tenths vote of the Provincial Assembly Members, present and voting, previous notice as in Article 18.1.1.1 not having been given. (A.24)
- 18.1.3. Proposed amendments received by the General Secretary after the 3rd working Tuesday in January will be distributed at AMPA. (A.19)
- 18.2. Amendments to the Constitution adopted at AMPA shall be effective the subsequent July 1, unless stated otherwise in an action motion passed in advance of the amendment(s) being considered. (A.06)

REGULATIONS

(As amended at AMPA, March, 2024)

Regulation 1 – Federation Year

- 1.1. The OSSTF/FEESO fiscal and membership year shall be the financial year provided for in the Bylaw. (A.24)

Regulation 2 – Membership

2.1. **Types of Membership**

2.1.1. **Active Members**

2.1.1.1. **Definition**

- 2.1.1.1.1. Members employed by district school boards or other educational institutions, or agencies which provide services to educational institutions within the province of Ontario, and who pay active member dues to OSSTF/FEESO in accordance with the Bylaws, Constitution and Regulations. (A.24)
- 2.1.1.1.2. Where a new Bargaining Unit is organized, members shall be deemed to be Active Members with a waiver of payment of dues until or unless a collective agreement is in force. (A. 15)
- 2.1.1.1.3. Members on a paid leave of absence shall be deemed to maintain their Active Member status and shall continue to pay membership fees and dues. (A.15)
- 2.1.1.1.4. Members on an unpaid leave of absence of one year or less in duration which is recognized by the collective agreement shall be deemed to maintain their Active Member status without payment of membership fees and dues. (A.15)
- 2.1.1.1.5. Members on an unpaid leave of absence of more than one year in duration which is recognized by the collective agreement shall be deemed to maintain their Active Member status and shall pay dues after one year at the same rate as Voluntary Members. (A.15)
- 2.1.1.1.6. Members who are laid-off and who retain recall rights which are recognized by the collective agreement shall be deemed to maintain their Active Member status without payment of membership fees and dues. (A.24)
- ##### 2.1.1.2. **Dues**
- 2.1.1.2.1. The dues for Active Members shall be 1.3% of total annual salary earned through an OSSTF/FEESO employer-collective agreement. (A.15)

- 2.1.1.2.2. Total annual salary shall include all monies earned by Members through an OSSTF/FEESO collective agreement while in the employ of their employer from July 1 to the following June 30. (A.15)
- 2.1.1.2.3. Amendments to the dues structure for Members must be approved by the Provincial Assembly Members through such vote count as that prescribed for amending the Bylaws. (A.24)
- 2.1.1.2.4. Members shall remit their dues in accordance with the terms of their collective agreements or upon direction of the Treasurer. (A.15)
- 2.1.1.2.5. Notwithstanding Regulation 2.1.1.2.1, Active Members shall pay a 0.3% dedicated Member Protection fee, when the projected balance of the Member Protection Account at year-end will be less than \$140 million. (A.24)
- 2.1.1.3. **Rights and Privileges of Active Members**
- 2.1.1.3.1. An Active Member shall have all the rights and privileges of membership, unless limited by disciplinary measures taken in accordance with the Bylaws and Regulations. (A.24)
- 2.1.1.3.2. An Active Member shall have the right to seek the advice of the OSSTF/FEESO on any matter of professional relationship between the Member and a fellow Member, an employer, their professional college(s), the Ministry of Education, the Ministry of Advanced Education and Skills Development, a student, a parent or the public in general. (A.15)
- 2.1.1.3.3. An Active Member shall have the automatic right to representation in a professional difficulty with an employer or other external agency, as outlined in Regulation 5 – ; such representation may include provision of legal counsel, subject to approval by the Provincial Executive. (A.24)
- 2.1.1.3.4. The nature and extent of representation for a Member shall be determined by the Provincial Executive. (A.15)
- 2.1.1.3.5. Active Members shall have the right to seek election/re-election to a provincial or local office without the imposition of limits on the number of terms that can be served. (A.15)
- 2.1.2. **Voluntary Members**
- 2.1.2.1. **Definition**
- 2.1.2.1.1. Those members whose applications have been approved by a Bargaining Unit Executive and accepted by the General Secretary; (A.15)
- 2.1.2.1.1.1. Where the appropriate District body dealing with the approval of Voluntary Members does not approve an applicant on an initial vote, the applicant will be notified of the decision and reasons stated. The District

Executive shall provide for a hearing on the request of the applicant prior to a final decision on approval being forwarded to the Provincial Executive. (A.15)

2.1.2.1.2. Members of the Secretariat and Organizers employed by OSSTF/FEESO on a full-time basis. (A.15)

2.1.2.2. **Fees**

2.1.2.2.1. The annual fee for Voluntary Members who qualify as such under Regulation 2.1.2.1.1 shall be \$50.00. (A.24)

2.1.2.2.2. The fee for Voluntary Members who qualify as such under Regulation 2.1.2.1.1 shall be remitted to the Treasurer of OSSTF/FEESO before March 1 of each school year. (A.24)

2.1.2.2.3. Fifty percent of the OSSTF/FEESO fee for Voluntary Members shall be rebated to the District that approved the voluntary membership. (A.15)

2.1.2.3. **Rights and Privileges**

2.1.2.3.1. Voluntary Members shall be entitled to receive all routine information and official communications from OSSTF/FEESO. (A.24)

2.1.2.4. **Active Retired Members**

2.1.2.4.1. Definition

2.1.2.4.1.1. Active Retired Members shall be voluntary members. (A.15)

2.1.2.4.1.2. Members formerly defined under the terms of Regulation 2.1.1 and former employees of OSSTF/FEESO, who have retired from their employment and have paid the appropriate fee under Regulation 2.1.2.5 for Active Retired Members. (A.24)

2.1.2.4.1.3. Associate Active Retired Members are retired former employees of an Ontario district school board or other educational institution, or agency which provides service to educational institutions within the province of Ontario, who do not qualify to be Active Retired Members under Regulation 2.1.1. but have applied and paid the appropriate fee under Regulation 2.1.2.5 for Active Retired Members. (A.24)

2.1.2.4.1.4. Notwithstanding Regulation 2.1.2.4.1.1., a retired member who returns to work may retain both Active Member and Active Retired Member status unless the person returns to employment in education within the province of Ontario for a period of more than 95 days in a school year. (A.24)

2.1.2.5. **Fees**

2.1.2.5.1. The annual fee for Active Retired Members shall be \$50.00. (A.15)

2.1.2.5.2. Active Retired Members shall remit their fees to the Treasurer of OSSTF/FEESO. (A.15)

2.1.2.6. **Rights and Privileges**

2.1.2.6.1. Active Retired Members shall have all the rights and privileges of Voluntary Members and all rights prescribed in the ARM Council Constitution. (A.15)

2.1.2.6.2. Associate Active Retired Members shall have the right to participate in the ARM Benefits Plan and to participate in the activities of a local ARM Chapter. (A.15)

2.1.3. **Associate Members**

2.1.3.1. **Definition**

2.1.3.1.1. Teachers in training at Ontario Faculties of Education; (A.15)

2.1.3.1.2. Unemployed members who were formerly Active Members, who do not request to have their names removed from the list of members; (A.15)

2.1.3.1.3. All exchange teachers qualified to become OSSTF/FEESO Members in publicly supported secondary schools. (A.15)

2.1.3.2. **Fees**

2.1.3.2.1. There shall be no annual fee for Associate members. (A.15)

2.1.3.3. **Rights and Privileges**

2.1.3.3.1. Associate Members shall be entitled to receive routine information, and official communications at the discretion of the Provincial Executive. (A.15)

2.1.4. **Honorary Members**

2.1.4.1. **Definition**

2.1.4.1.1. Members who have retired after having performed outstanding service and commitment to OSSTF/FEESO and on whom Honorary Membership has been conferred by the Provincial Executive on the recommendation of a District. (A.15)

2.1.4.1.2. An Honorary Membership may be approved from any District in any one year for every 500 members or greater portion thereof. (A.15)

2.1.4.1.3. Notwithstanding Regulation 2.1.4.1.2, every District shall be allowed to apply for a minimum of two Honorary Memberships each year. (A.24)

2.1.4.2. **Fees**

2.1.4.2.1. There shall be no annual fee for Honorary members. (A.15)

2.1.4.3. **Rights and Privileges**

2.1.4.3.1. Honorary Members shall have all the rights and privileges of Associate Members. (A.15)

2.1.5. **Provincial Life Members**

2.1.5.1. **Definition**

2.1.5.1.1. Members who, in the opinion of the Provincial Executive, have rendered meritorious and outstanding service to the OSSTF/FEESO at the provincial level, and on whom the Provincial Executive has conferred Provincial Life Membership, in accordance with the Provincial Life Membership Procedure in the OSSTF/FEESO Policies and Procedures. (A.15)

2.1.5.1.2. Provincial Life Membership can be revoked as outlined in the Provincial Life Membership Procedures in the OSSTF/FEESO Policies and Procedure. (A.15)

2.1.5.2. **Fees**

2.1.5.2.1. Provincial Life Members shall be entitled to a refund of the OSSTF/FEESO fee. (A.15)

2.1.5.3. **Rights and Privileges**

2.1.5.3.1. Provincial Life Members who would otherwise be Active Members shall have all the rights and privileges of Active Members. (A.15)

2.1.5.3.2. Provincial Life Members who would not otherwise be Active Members shall have all the rights and privileges of Voluntary Members. (A.15)

2.1.5.3.3. Provincial Life Members shall have all rights and privileges temporarily suspended if they are found to be in a conflict of interest as determined in accordance with the Provincial Life Membership Procedure as found in the OSSTF/FEESO Policies and Procedures. (A.15)

2.2. **Term of Membership**

2.2.1. The membership of Members who are employed on a casual basis shall continue for a period of ninety-five school days after the date of the last day employed. (A.15)

2.2.2. The membership of Members who are employed on a limited term basis shall continue for a period of sixty school days after the date of the last day employed. (A.15)

2.2.3. Notwithstanding Regulations 2.2.1 and 2.2.2., if a person qualifies for membership again during the same membership year, such membership shall be deemed to have been continuous. (A.24)

2.2.4. Should a Member give birth or experience anything else that would entitle them to a statutory leave during the 95 or 60 day period after the date of the last day employed as per Regulation 2.2.1 or 2.2.2, the provisions of Regulation 2.1.1.1.4 shall apply to them. (A.24)

2.3. **Duties of Members**

2.3.1. **Duties of Members to OSSTF/FEESO**

- 2.3.1.1. It shall be the duty of every Member to comply with the Constitution and Regulations of OSSTF/FEESO and to seek to change the Constitution, Regulations or Policies only through the proper procedures of OSSTF/FEESO. (A.24)
- 2.3.1.2. Where a Member's actions are not constrained by agencies external to the OSSTF/FEESO, it shall be the duty of every Member to act in accordance with the established Policies of the OSSTF/FEESO. (A.24)
- 2.3.1.3. It shall be the duty of every Member to uphold the OSSTF/FEESO Pledge and Statement of Ethics. (A.15)
- 2.3.1.4. It shall be the duty of every Member to act in accordance with Principles of Professional Conduct prescribed under Internal Policy 1.4. (A.15)
- 2.3.1.5. It shall be the duty of every Member to uphold the OSSTF/FEESO Anti-Harassment Policy. (A.16)
- 2.3.1.6. It shall be the duty of every Member to honour the commitments made on their behalf by OSSTF/FEESO, if those commitments are made with their written consent when being represented by OSSTF/FEESO in a professional difficulty with an employer, or other external agency. (A.15)
- 2.3.1.7. It shall be the duty of every Member to check with OSSTF/FEESO before accepting a position to ensure that the employer is in good standing. (A.15)
- 2.3.1.8. It shall be the duty of every Member who holds elected or appointed office with OSSTF/FEESO to refrain from holding or seeking office with another union where the interests of the union are in conflict, or appear to be in conflict, with the interests of OSSTF/FEESO. (A.15)
- 2.3.1.9. It shall be the duty of every Member who is seeking office in OSSTF/FEESO and who is also a member of another union to declare such dual membership. (A.15)
- 2.3.1.10. It shall be the duty of every Member to resign from that office when the Member retires to a pension or its equivalent while serving on the Provincial Executive, Provincial Council, a provincial committee, council or as OTF Governor. (A.15)
- 2.3.1.11. It shall be the duty of a Member on an unpaid leave of absence recognized by the collective agreement, who works in any employment situation where the Member would not otherwise be a Member of OSSTF/FEESO, to resign from any elected or appointed OSSTF/FEESO office(s) for the period of employment. (A.15)
- 2.3.1.12. It shall be the duty of every Member to support a modified work environment for Members with disabilities. (A.24)

- 2.3.1.13. It shall be the duty of every Member to support the OSSTF/FEESO's Bylaws, Constitution, Regulations, and Policies and Procedures while representing or being sponsored by OSSTF/FEESO at any external convention, conference or other decision-making bodies. (A.24)
- 2.3.1.14. It shall be the duty of every Member to maintain the confidentiality of any document, communication or any other information deemed confidential. (A.15)
- 2.3.2. **Duties of Members During Negotiations/Sanctions**
- 2.3.2.1. It shall be the duty of every Member to refrain from undertaking or supporting actions which undermine any established negotiating procedures during a collective bargaining process or pay equity process. (A.15)
- 2.3.2.2. It shall be the duty of every Member that, where a strike occurs in accordance with the results of a membership ballot, the Member, unless forbidden by law, shall join in such sanctions as have been decided upon. (A.16)
- 2.3.2.3. It shall be the duty of every Member not to attend, organize, convene, or participate in any manner whatsoever in, any extracurricular school activities, events or tournaments involving a school or workplace or schools or workplaces from another District whose Members have instituted a withdrawal of voluntary activities. (A.15)
- 2.3.2.4. Unless forbidden by law, it shall be the duty of every Member to refrain from undertaking or supporting actions which undermine or attempt to undermine any sanction imposed by OSSTF/FEESO in relation to central bargaining or local bargaining. (A.15)
- 2.3.2.5. It shall be the duty of every Member whenever the Provincial Executive has issued an Information Bulletin to refuse to accept employment of the kind described in the Bulletin. (A.15)
- 2.3.2.6. In the event of a lock-out or strike and upon the return to normal duties, it shall be the duty of every member not to undertake any unusual duties or alter any standards except as agreed by the OSSTF/FEESO Bargaining Unit, and the Provincial Executive of OSSTF/FEESO. (A.15)
- 2.3.2.7. Unless a union-to-union agreement has been made or forbidden by law, it shall be the duty of every Member not to cross picket lines while on educational field trips. (A.15)
- 2.3.3. **Duties of Members to Other Members**
- 2.3.3.1. A member shall: (A.15)
- 2.3.3.1.1. avoid interfering in an unwarranted manner between other Members and pupils; (A.15)

- 2.3.3.1.2. on making an adverse report on another Member, furnish that Member with a written statement of the report at the earliest possible time and not later than three days after making the report. (A.15)
- 2.3.3.1.2.1. Notwithstanding Regulation 2.3.3.1.2, this obligation shall not apply to: (A.24)
 - 2.3.3.1.2.1.1. matters related to the Child, Youth and Family Services Act; (A.19)
 - 2.3.3.1.2.1.2. investigations the procedures of which stipulate the confidentiality of proceedings; and (A.19)
 - 2.3.3.1.2.1.3. matters pertaining to Human Rights on all protected grounds under the Ontario Human Rights Code and harassment allegations. (A.22)
- 2.3.3.1.3. prior to registering a complaint of harassment or bullying against another member, inform the member, either personally or through a representative, that the actions are unwelcome and must cease; (A.15)
- 2.3.3.1.4. refuse to accept employment with an employer whose relations with OSSTF/FEESO are unsatisfactory; (A.15)
- 2.3.3.1.5. where the Member is in an administrative or supervisory position, make an honest and determined effort to help and counsel a Member before subscribing to the dismissal of that Member; and (A.15)
- 2.3.3.1.6. not attempt to gain an advantage over other Members by knowingly under-bidding another Member, or knowingly applying for a position not properly declared vacant, or by negotiating for salary independently of the Member's Bargaining Unit. (A.15)
- 2.3.3.2. Any Member making an adverse report on another Member under Regulation 2.3.3.1.2 shall include in the written statement the relevant date, details and alleged incidents that were related in the adverse report to the Member and address and deliver the written statement to the Member. (A.24)
- 2.3.3.3. It shall be the duty of every Member whose duties include the making of recommendations affecting the tenure or position or responsibility of another Member to provide the said Member with copies of all reports submitted or filed concerning them, no later than 72 hours after the submission or filing of the report; and before making a recommendation for termination or non-renewal of a Member's contract, or demotion on the grounds of unsatisfactory performance, to warn the Member in writing, to provide or offer assistance and to allow a reasonable time for improvement, and when placing a Member under formal review to inform the Field Secretary assigned to the Member's District or Bargaining Unit. (A.15)
- 2.3.3.4. It shall be the duty of every Member not to deliberately and repeatedly breach the rules of order at any meeting called by a Bargaining Unit,

District, Provincial Council, a Resumption of Bargaining Team, a Pay Equity Steering Committee or a Resumption of Pay Equity Steering Committee, the Provincial Executive or a provincial committee or council. (A.15)

2.3.4. **Violations**

2.3.4.1. No Member shall be deemed to be in violation of these duties where it can be shown that the Member might reasonably be ignorant of the amended section(s), additions to, or deletions from the Constitution, Regulations, and established Policies of OSSTF/FEESO. This exemption shall not apply to any violations occurring: (A.24)

2.3.4.1.1. more than thirty days after the notification of posting of an amended Handbook; or (A.15)

2.3.4.1.2. after notification of posting to every Member of notification of an amendment, or addition to, or deletion from the Constitution, Regulations, and established Policies of OSSTF/FEESO. (A.24)

2.4. **Bargaining and Membership**

2.4.1. No person shall retain membership in the OSSTF/FEESO for the purposes of being represented by the OSSTF/FEESO as bargaining agent if the statute under which that person would be represented excludes them from collective bargaining rights following a decision by the responsible tribunal. (A.15)

Regulation 3 – OSSTF/FEESO Logo

3.1. The chief identifying logotype of the OSSTF/FEESO shall be the Lamp of Learning surrounded by a rectangle having rounded corners. (A.98)

3.1.1. The OSSTF/FEESO logo is protected by trademark. (A.02)

3.2. The OSSTF/FEESO logo shall be used in official OSSTF/FEESO provincial materials, communications and publications, including electronic and print media. (A.10)

Regulation 4 – Anti-Harassment Policy and Procedure

4.1. There shall be an Anti-Harassment Policy and Procedure in effect for meetings of the Annual and Special Meetings of the Provincial Assembly and Provincial Council, and for all meetings of and events organized by OSSTF/FEESO advisory work groups, provincial standing or ad-hoc committees or provincial councils. (A.24)

4.2. The OSSTF/FEESO Anti-Harassment Policy or Anti-Harassment & Equity Declaration shall be read into the record at the beginning of each Annual and Special Meeting of the Provincial Assembly, at all meetings

of Provincial Council, at each Leadership Conference, and at all OSSTF/FEESO provincial conferences. (A.24)

- 4.3. An Anti-Harassment Officer shall be appointed for all the OSSTF/FEESO functions listed in Regulation 4.1. (A.24)

Regulation 5 – Representation of and Support for a Member in a Professional Difficulty with an Employer or an External Agency

- 5.1. For the purposes of this Regulation, a professional difficulty shall mean any matter directly arising from the employment relationship which adversely affects a Member's human rights, tenure, remuneration, pension benefits, conditions of work, professional status, or the free exercise of professional duties. (A.24)
- 5.2. A Member who requests advice from the OSSTF/FEESO Provincial Office on any matter of professional difficulty shall be referred to a Secretariat member, who shall counsel the Member. (A.13)
- 5.3. Any matter of professional difficulty for which a procedure for resolution is provided in the Collective Agreement of the Bargaining Unit shall be submitted to the local Grievance Officer or Committee. (A.13)
- 5.4. Where a request is made for assistance from Provincial Office on any matter of professional difficulty, the nature and extent of such assistance shall be determined in accordance with policies approved by the Provincial Executive as amended from time to time. (A.13)

Regulation 6 – Judicial Council

- 6.1. Judicial Council shall be responsible for the receipt of any formal complaints and for the organization and implementation of formal hearings. (A.15)
- 6.2. The role of the Judicial Council and the measures that may be taken, as described below, are subject to the provisions of the Bylaws. (A.24)
- 6.3. **Formal Complaint**
- 6.3.1. Formal Complaints can be made to Judicial Council concerning alleged violations of: (A.15)
- 6.3.1.1. Regulations 2.3.2, 2.3.3 , and/or Rule of Order, Table 2, Executive Session, by an Active Member and submitted by a representative of a District, Bargaining Unit, committee, council or elected officer of OSSTF/FEESO; (A.24)
- 6.3.1.2. Regulation 11.2 by a Member or Members of Provincial Council arising from the performance of the duties of their office; (A.24)

- 6.3.1.3. Regulation 18 by a Member or Members of a District Executive arising from the performance of the duties of their office; or (A.24)
- 6.3.1.4. Regulation 19 by a Member or Members of a Bargaining Unit Executive arising from the performance of the duties of their office. (A.24)
- 6.3.1.5. Formal Complaints shall be made in accordance with Judicial Council Procedures section of the OSSTF/FEESO Policies and Procedures. (A.15)
- 6.4. **Formal Hearings**
- 6.4.1. Formal hearings before Judicial Council shall be conducted in accordance with the procedures as described in the Judicial Council Hearings Procedures section of the OSSTF/FEESO Policies and Procedures. (A.15)
- 6.4.2. Judicial Council shall determine if the Member(s) is guilty of a breach of the Duties, and either: (A.15)
 - 6.4.2.1. dismiss the complaint or (A.15)
 - 6.4.2.2. determine the penalty to be imposed. (A.15)
- 6.4.3. Where the Judicial Council finds a Member guilty of a breach of the Duties of Members, the Judicial Council may decide: (A.15)
 - 6.4.3.1. that the Member be reprimanded;
 - 6.4.3.2. that the Member be suspended from any OSSTF/FEESO office; (A.15)
 - 6.4.3.3. that the Member be declared ineligible to hold any OSSTF/FEESO office for a specified period of time; (A.15)
 - 6.4.3.4. that the Member be declared ineligible for a specified period of time, to participate in any OSSTF/FEESO meetings except for those called for the purpose of taking strike votes or for ratifying a collective agreement; and/or (A.15)
 - 6.4.3.5. that no action be taken or no penalty be imposed, (A.15)
 - 6.4.3.6. but in no case shall the Judicial Council have the authority to remove a Provincial Executive Member from office or otherwise impair a Provincial Executive Member's ability to fulfill the obligations of their office. (A.24)
- 6.4.4. A copy of the Judicial Council decision, including reasons, shall be forwarded to the Provincial Executive for implementation of the decision. Judicial Council shall advise the Provincial Executive on the implementation of the decision. (A.15)
- 6.4.5. Where appropriate, the name of the Member(s), the charge(s), and the penalty(ies) will be published in a regular OSSTF/FEESO publication. (A.15)

Regulation 7 – Appeals

7.1. Requests for Leave to Appeal

- 7.1.1. The Appeal Committee of Provincial Council shall be responsible for requests for Leave to Appeal a Decision from: (A.15)
 - 7.1.1.1. the Anti-Harassment Policy and Procedure; (A.15)
 - 7.1.1.2. Judicial Council. (A.15)

7.2. The Appeal Committee of Provincial Council also shall be responsible for: (A.15)

- 7.2.1. appeals from a decision on the timeliness of a petition or complaint. (A.15)

7.3. Appeal Process

- 7.3.1. Requests for Leave to Appeal a Decision from the Anti-Harassment Policy and Procedure, or Judicial Council shall be in accordance with the OSSTF/FEESO Policies & Procedures. (A.20)

7.4. Appeal Committee of Provincial Council

7.4.1. Membership

- 7.4.1.1. The Appeal Committee of Provincial Council shall be composed of a Chair, Vice-Chair, and eight additional members to be appointed by Provincial Council. (A.15)
- 7.4.1.2. Members of the Appeal Committee of Provincial Council shall be voting members of Provincial Council. (A.18)
- 7.4.1.3. No Provincial Executive Member shall be appointed as a member of the Appeal Committee of Provincial Council. (A.24)
- 7.4.1.4. The terms of reference of the Appeal Committee of Provincial Council shall be in accordance with the Provincial Council Handbook. (A.15)

Regulation 8 – Scholarships and Awards

8.1. Award of Merit

- 8.1.1. An Award of Merit may be conferred by the Provincial Executive upon a Member, who, in the opinion of a District Executive or the Provincial Executive, has rendered meritorious and outstanding service to the OSSTF/FEESO at the District/Bargaining Unit level, or at both the District/ Bargaining Unit and Provincial levels. (A.16)
- 8.1.2. The District Executive shall make application to the Provincial Executive. (A.16)
- 8.1.3. The District Executive may submit one approved application for every 500 Members (or major fraction thereof). (A.16)

- 8.1.4. Notwithstanding Regulation 8.1.3, every District shall be allowed to apply for a minimum of two Awards of Merit in any one year. (A.24)
- 8.2. **Scholarships and Other Awards**
- 8.2.1. Scholarships and other monetary awards may be created and awarded by the OSSTF/FEESO in the following manner:
 - 8.2.1.1. Terms of reference shall be determined by the Provincial Executive; and (A.16)
 - 8.2.1.2. The scholarships and awards shall be administered by the Educational Services Committee in accordance with the monies recommended by the Provincial Assembly Members. (A.24)

Regulation 9 – OSSTF/FEESO Finances

- 9.1. **General Account**

There shall be a General Account to provide funds for the annual general operating expenditures of OSSTF/FEESO. (A.12)
- 9.1.1. **Preparation of the General Account Budget**
- 9.1.1.1. There shall be an annual budget for the General Account prepared in accordance with the procedures as outlined in the Preparation of the Budget section of the OSSTF/FEESO Policies and Procedures. (A.12)
- 9.1.1.2. An annual amount shall be allocated within the General Account budget as a transfer to the Member Protection Account. (A.19)
- 9.1.1.3. The General Account Budget shall be a balanced budget. (A.14)
- 9.1.1.3.1. Notwithstanding Regulations 9.1.1.3 and 9.4.1, the Provincial Executive may, following recommendation from AMPA, transfer up to half of the accumulated General Account Surplus, when the proposed Budget at the start of AMPA includes a reduction in District rebates from the previous Budget. This transfer cannot exceed the amount of the reduction to District rebates, as proposed by the Provincial Executive at the start of AMPA. (A.24)
- 9.1.1.4. The Budget shall include, but not be limited to the following line items: (A.10)
 - 9.1.1.4.1.1. Provincial Executive – Salaries
 - 9.1.1.4.1.2. Provincial Executive – Benefits
 - 9.1.1.4.1.3. Provincial Executive – Expenses
 - 9.1.1.4.1.4. Provincial Executive Dislocation Allowances
 - 9.1.1.4.1.5. Provincial Executive – Training, Affiliations, and Conventions (A.19)
 - 9.1.1.4.1.6. Staff Association – Salaries (A.16)
 - 9.1.1.4.1.7. Staff Association – Benefits (A.16)
 - 9.1.1.4.1.8. Secretariat – Field Service Expenses
 - 9.1.1.4.1.9. Secretariat – Expenses

9.1.1.4.1.10. Secretariat – Training Program

9.1.1.4.1.11. Office Staff – Salaries

9.1.1.4.1.12. Office Staff – Benefits (A.18)

9.1.2. **Administration of the Budget**

9.1.2.1. The final amended General Account Budget recommended at AMPA for final approval by the Provincial Executive shall be a maximum expenditure and shall reflect the Strategic Action Plan as recommended by the Provincial Assembly Members and approved by the Provincial Executive. (A.24)

9.1.2.2. Responsibility for the initial approval of expenditures for any approved budget may be delegated to the authorized signing authority for that account.

9.1.2.3. Notwithstanding Regulation 9.1.2.2, the Provincial Executive shall have the authority to: (A.24)

9.1.2.3.1. require that each expenditure be subject to their prior approval and be economically prudent; and (A.19)

9.1.2.3.2. reduce expenditures within the approved Budget. (A.19)

9.1.2.4. All expenditures which are not provided for in the General Account Budget shall be charged to the Contingency Account.

9.1.2.5. The Provincial Executive shall allocate the year-end surplus from the General Account to the Member Protection Account and/or retain a portion for the General Account Surplus. (A.16)

9.1.3. **Overspending**

9.1.3.1. Any expenditures in any account, beyond the amounts specified in the budget, shall require the prior approval of the Provincial Executive, and shall be reported, in writing, by the Treasurer, to Provincial Council. (A.24)

9.1.3.2. Any over expenditure of General Accounts which has had the prior approval of the Provincial Executive may be covered by the General Account Surplus of that fiscal year. (A.24)

9.1.3.3. Any expenditures beyond the total amount of the Budget shall require the prior approval of the Provincial Executive, and shall be reported, in writing, by the Treasurer, to Provincial Council. (A.24)

9.2. **Contingency Account**

9.2.1. **Objects**

9.2.1.1. The objects of the Contingency Account shall be:
to provide funds to finance special projects which were not provided for in the General Account Budget recommended for approval at the previous AMPA, and which, in the opinion of the Provincial Executive,

are of sufficient benefit to OSSTF/FEESO that they should not be delayed until the next OSSTF/FEESO year's budget. (A.24)

9.2.2. **Operation**

9.2.2.1. The Provincial Executive shall have the sole authority for expenditures from the Contingency Account in any one fiscal year, up to 50 percent of the value of the account as of the beginning of that year. (A.24)

9.2.2.1.1. The Treasurer shall report to Provincial Council any spending from the Contingency Account that is beyond 50 percent of the value of the account as of the beginning of that year. (A.24)

9.2.2.2. The Contingency Account shall be budgeted at not more than four percent of the General Account Budget annually.

9.2.2.3. Any excess in the Contingency Account shall be transferred to the Member Protection Account at the fiscal year end. (A.01)

9.3. **Member Protection Account**

9.3.1. **Objects**

9.3.1.1. The objects of the Member Protection Account shall be to:
negotiate and defend the priorities of OSSTF/FEESO, including but not limited to job security, working conditions, fringe benefits, pension and salary; (A.04)

9.3.1.2. assist in securing and maintaining satisfactory salary schedules and other negotiable items not contrary to Policy; (A.04)

9.3.1.3. assist in maintaining and improving security of tenure; (A.04)

9.3.1.4. ensure complete and adequate investigation of cases of professional difficulty and to pay for expenses of investigation, legal advice, or other expenses connected therewith, as authorized by the Provincial Executive or by the designated spending authority; (A.15)

9.3.1.5. assist financially a Member who, through loyalty to the profession and Policy, and, acting on the instructions of the Provincial Executive, suffers loss of position or salary; (A.04)

9.3.1.6. assist a District or Bargaining Unit in a dispute with an employer; (A.09)

9.3.1.7. make loans to Members for retraining purposes; (A.24)

9.3.1.8. pay the necessary expenses of members of Mediation Services Resource Bank to conduct investigation/mediation as required by the Regulations; (A.24)

9.3.1.9. pay the necessary personal expenses of a Member appearing before the Appeal Committee of Provincial Council or Judicial Council; (A.04)

9.3.1.10. make grants, on the recommendation of the Benevolent Council, to Members experiencing extreme financial difficulty; (A.04)

- 9.3.1.11. secure for all Members legal collective bargaining rights which shall include the right to strike; (A.04)
- 9.3.1.12. provide for the payment of contributions to the appropriate pension plan on behalf of Members who have been locked out or on legal strike conducted by OSSTF/FEESO; (A.04)
- 9.3.1.13. provide funds for protecting the membership through involvement in municipal, provincial, and federal elections and election readiness activities. (A.12)
- 9.3.1.14. provide funds for the Resumption of Bargaining, the Resumption of Pay Equity, for strikes and related activities, and lockouts, as provided for in Regulation 9.3.2.2.; and (A.24)
- 9.3.1.15. provide funds for strike and lockout relief payments as identified in Regulation 16.1.1.5. (A.24)
- 9.3.2. **Management**
- 9.3.2.1. Any funds transferred or assigned to the Member Protection Account shall be invested in the Internal Investment Fund. (A.04)
- 9.3.2.2. Expenditures from the Member Protection Account pursuant to Regulation 9 shall be made by the Treasurer of OSSTF/FEESO, upon approval of the Provincial Executive. Without limiting the foregoing, the Provincial Executive may authorize expenditures from the Member Protection Account for Resumption of Bargaining or Resumption of Pay Equity, in a specific Bargaining Unit, including expenditures for negotiations, strikes, lockouts and related activities. (A.24)
- 9.3.2.2.1. At each meeting of Provincial Council, the Treasurer shall inform Provincial Councillors about the spending in the Member Protection Account. (A.24)
- 9.4. **General Account Surplus**
- 9.4.1. **Objects**

The objects of the General Account Surplus shall be to provide the needed funds between the periods of receipt of fees and to cover an unexpected year-end shortfall in projected fee income. (A.16)
- 9.4.2. **Operation of General Account Surplus**
- 9.4.2.1. The General Account Surplus shall be maintained at not more than 10 percent of the General Account budget. (A.16)
- 9.4.2.2. The Provincial Executive may retain a portion of the year-end surplus for the General Account Surplus, up to the maximum set in Regulation 9.4.2.1, rather than transferring it to the Member Protection Account. (A.24)

9.4.2.3. The General Account Surplus shall be controlled solely by the Provincial Executive within the parameters of Regulation 9.4.2.2.(A.24)

9.4.2.4. Notwithstanding Regulation 9.4.2.3, the Provincial Executive may transfer all or a portion of the General Account Surplus to the Member Protection Account. (A.24)

9.5. **Internal Investment Fund**

9.5.1. **Objects**

The objects of the Internal Investment Fund shall be to provide a common investment vehicle for all internal OSSTF/FEESO investments including but not limited to the General Account, the Member Protection Account, the Sick Benefit Trust, the Early Retirement Leave Account, and the Sick Leave Gratuity Account. (A.19)

9.5.2. **Management**

9.5.2.1. Funds transferred or assigned to the Internal Investment Fund shall be invested according to an investment policy which shall include portfolio allocations similar to pension funds, including real estate, as approved by the Provincial Executive, with input from the Finance Committee. (A.16)

9.5.2.2. The net income or loss of the Internal Investment Fund shall be prorated among the OSSTF/FEESO accounts, in accordance with the amount of capital each account has in the Internal Investment Fund. (A.15)

9.5.2.3. No part of the Internal Investment Fund shall be to the specific benefit of any member. (A.17)

9.5.2.4. Notwithstanding Regulation 9.5.2.2, up to 10 percent of the net income of the Internal Investment Fund shall be allocated to the General Account, unless to do so would reduce the Member Protection Account balance to less than \$50 million. (A.24)

Regulation 10 – FTE

10.1. OSSTF/FEESO shall provide District /Bargaining Units with a list of Members who are considered to be one (1) FTE and a list of Members deemed to be less than one (1) FTE. (A.11)

10.2. The General Secretary's determination of the FTE/Interim FTE numbers used to determine representation and used in the calculation of District

- fee rebates may be appealed by Bargaining Units in writing, with reasons, no later than November 30th. (A.11)
- 10.3. Appeals received in accordance with Regulation 10.2 shall be heard by the Finance Committee. (A.24)

Regulation 11 – Legislative Bodies

11.1. Provincial Assembly

11.1.1. Meetings

- 11.1.1.1. The Press may or may not be admitted at the discretion of the Provincial Assembly Members to any session of the Provincial Assembly. (A.)

11.1.2. Duties

- 11.1.2.1. Duties of Provincial Assembly Members, in addition to those provided in the Bylaws: (A.24)

- 11.1.2.1.1. Provincial Assembly Members shall have the authority to: (A.24)

- 11.1.2.1.1.1. determine External Policies; (A.16)

- 11.1.2.1.1.2. ratify action taken by the Provincial Executive; (A.24)

- 11.1.2.1.1.3. establish special committees as considered advisable that shall report to the Provincial Assembly Members; and (A.24)

- 11.1.2.1.1.4. recommend the establishment and maintenance of special funds for the protection of Members. (A.24)

11.1.2.2. Duties of the Annual Meeting of Provincial Assembly (A.16)

- 11.1.2.2.1. At the Annual Meeting of Provincial Assembly, the Provincial Assembly Members shall, in addition to matters provided in the Bylaws: (A.24)

- 11.1.2.2.2. recommend the approval of the Strategic Action Plan as based upon the Policies of OSSTF/FEESO; (A.24)

- 11.1.2.2.3. receive the written annual reports of standing committees, councils and boards as considered advisable; (A.24)

- 11.1.2.2.3.1. have the authority to amend the Constitution and Regulations and Policies and Procedures in accordance with the provisions of the Constitution and Regulations; and (A.24)

- 11.1.2.2.3.2. prior to the conclusion of its Annual Meeting, recommend for approval the OSSTF/FEESO Budget which is to include allocations to the Member Protection Account for the following fiscal year following the preparation and sign off on the budget by the Provincial Executive, and prior to final approval by the Provincial Executive. (A.24)

11.1.3. Representation

- 11.1.3.1. The number of AMPA Representatives from each District shall be determined by the General Secretary by May 15 of the previous school year on the basis of the number of full-time equivalent members in its

- Bargaining Units and Interim FTE calculations for newly organized Bargaining Units. The District AMPA Representatives shall be the sum of the Representatives selected by the Bargaining Units within the District. Each Bargaining Unit shall be entitled to one AMPA Representative to a Provincial Assembly for each one hundred (or major fraction thereof) of the Bargaining Unit's full-time equivalent members/interim full-time equivalent members. (A.24)
- 11.1.3.2. Notwithstanding Regulation 11.1.3.1, representation at AMPA shall be as AMPA attendee by virtue of their position for any newly organized Bargaining Units receiving its Labour Board Certificate within the month prior to the Annual Meeting of the Provincial Assembly. (A.24)
- 11.1.3.3. Notwithstanding Regulation 11.1.3.1, each Bargaining Unit shall be entitled to a minimum of one AMPA Representative. (A.24)
- 11.1.3.4. Notwithstanding Regulation 11.1.3.1, each District shall have a minimum of three AMPA Representatives. (A.24)
- 11.1.3.5. Each Provincial Councillor shall be an AMPA Representative for the Bargaining Unit's delegation. (A.24)
- 11.1.3.6. No AMPA Representative shall represent more than one District at an AMPA. (A.24)
- 11.1.3.7. Alternates may be seated in the sessions of an AMPA only to replace AMPA Representatives who are absent from the session or part thereof. The total number of AMPA Representatives and/or Alternates seated by a District may not exceed the total number of AMPA Representatives determined by the General Secretary in accordance with the Regulations. (A.24)
- 11.1.3.8. The number of Alternates shall be determined by the General Secretary on the basis of 1/4 of the total number of District AMPA Representatives, such fraction to be rounded upwards to the nearest whole number. (A.24)
- 11.1.3.9. When a matter is referred to a House Committee, an Alternate may be seated in the House to replace the AMPA Representatives serving on the House Committee. Only AMPA Representatives or Alternates seated in the House, along with other Provincial Assembly Members, may cast ballots in the elections for the Provincial Executive, the OTF Table Officer, and the OTF Governors. The total number of AMPA Representatives and/or Alternates seated by a District may not exceed the total number of AMPA Representatives determined by the General Secretary in accordance with the Regulations. (A.24)

- 11.1.3.10. The term of office of AMPA Representatives shall begin at the time of selection by the Bargaining Unit(s) and shall continue for one year or until their successors are selected by the Bargaining Unit(s). (A.24)
- 11.1.3.11. Each District may select Alternates to attend AMPA. (A.)
- 11.1.4. **Establishment and Rescission of Internal and External Policy by Provincial Assembly**
- 11.1.4.1. Internal and External Policy, and the amendment or rescission of Internal and External Policy, may be made during an AMPA or a Special Meeting of the Provincial Assembly: (A.24)
- 11.1.4.1.1. by a majority of the Provincial Assembly Members, present and voting, provided that a Notice of Motion shall have been given in writing to the General Secretary on or before the third working Tuesday in January of that school year and such Notice of Motion shall have been forwarded on or before third Friday in February of that school year by the General Secretary to the Bargaining Unit Presidents; (A.24)
- 11.1.4.1.2. by a 3/4 vote of the Provincial Assembly Members, present and voting, if previous notice was not given as per Regulation 11.1.4.1.1. (A.24)
- 11.1.4.2. Proposed amendments received by the General Secretary after January 31 will be distributed at AMPA. (A.16)
- 11.1.4.3. A proper Notice of External Policy Motion for the establishment of External Policy is one which begins with the words, "It is the policy of OSSTF/FEESO that . . ." (A.16)
- 11.1.4.4. Notwithstanding a resolution's adherence to Regulation 11.1.4.3, it is the duty of the Steering Committee to make a final ruling as to whether or not a resolution is an External Policy resolution. (A.24)
- 11.2. **Provincial Council**
- 11.2.1. **Meetings**
- 11.2.1.1. Any Member of OSSTF/FEESO may attend a Provincial Council meeting and, with the permission of the Chairperson, may participate in discussions, but shall not have the right to vote. (A.16)
- 11.2.1.2. The Provincial Council shall meet at least 5 times a year, at a place to be named by the Chairperson in consultation with the General Secretary. (A.19)
- 11.2.1.3. The Provincial Council shall meet within 3 weeks if requested in writing by 40% or more of the Provincial Councillors, or Councillors who represent 40% or more of the membership. (A.16)
- 11.2.1.4. 60 percent of the voting members of the Provincial Council who together represent 60 percent or more of the membership shall constitute a quorum. (A.16)

11.2.2. **Duties of Provincial Council (A.16)**

11.2.2.1. The Provincial Council shall appoint members to Provincial standing committees and the Parliamentary Constitution Council, where required by each council/committee's membership as described in the Policies and Procedures. Where possible, priority will be given to Members who meet the committee's criteria and have not yet served in a term position on a Provincial standing committee or the Parliamentary Constitution Council. (A.22)

11.2.2.1.1. When appointing members to the Protective Services Committee, criteria, as identified by the Committee, shall be incorporated into the selection process. (A.18)

11.2.2.2. The Provincial Council shall appoint a liaison member to each of the provincial standing committees and councils where required by each committee/ council's membership as described in the Policies and Procedures. (A.16)

11.2.2.3. The Provincial Council shall receive the reports of its liaison members to the provincial standing committees and provincial councils. (A.16)

11.2.2.4. The Provincial Council shall deal with matters of an advisory nature referred to it by the Provincial Assembly Members, the Provincial Executive, and by the Provincial standing committees. (A.24)

11.2.2.5. The Provincial Council shall receive any report, resulting from a motion passed at AMPA requiring a report to Provincial Council, in the on-time written materials for the appropriate Provincial Council meeting. (A.16)

11.2.2.6. The Provincial Council shall receive, on time and in writing, for its meeting immediately prior to the December Provincial Office break a draft copy of the Provincial Executive's proposed Strategic Action Plan for discussion in Committee of the Whole. The Provincial Council shall receive, on time and in writing for discussion at its first meeting following the December Provincial Office break, the final copy of the Provincial Executive's proposed Strategic Action Plan. (A.19)

11.2.2.7. **Provincial Executive Compensation**

11.2.2.7.1. The Provincial Council shall approve the limitations on compensation for elected members of the Provincial Executive. (A.24)

11.2.3. **Representation**

11.2.3.1. Each Bargaining Unit President shall be a member of Provincial Council. (A.16)

11.2.3.2. The Bargaining Unit shall submit the name of the Bargaining Unit President to the General Secretary by July 1 of each year. (A.16)

- 11.2.3.3. A Bargaining Unit shall be entitled to elect additional Provincial Councillors on the basis of one Councillor for each 1,000 FTE/Interim FTE members. (A.16)
- 11.2.3.4. If a Provincial Councillor is unable to attend all or part of a Council meeting, then the Bargaining Unit Executive shall be empowered to appoint a substitute from the Bargaining Unit as an Alternate for all or a part of that meeting. (A.16)
- 11.2.3.5. An Alternate who has been authorized by the Bargaining Unit Executive to substitute for the Provincial Councillor for all of a Council meeting shall be seated as a voting member of Provincial Council upon presentation of written authorization from the Bargaining Unit President or designate. (A.16)
- 11.2.3.6. An Alternate who has been authorized by the Bargaining Unit Executive to substitute for a Provincial Councillor for a part of a Council meeting shall be seated as a voting member of Provincial Council upon presentation of written authorization from the Bargaining Unit President or designate subject to majority vote of Provincial Council. (A.16)
- 11.2.3.7. Notwithstanding Regulations 11.2.3.5 and 11.2.3.6, if on short notice a Provincial Councillor is unable to attend all or part of a Provincial Council meeting, the Provincial Council may authorize an Alternate from the same Bargaining Unit to be seated as a voting member by unanimous vote. (A.24)
- 11.2.4. **Duties of Provincial Councillors**
- 11.2.4.1. Members of Provincial Council shall:
- 11.2.4.2. bring forward resolutions passed by Districts/Bargaining Units and directed to Provincial Council, except that resolutions dealing with matters of a corporate nature may only be brought forward to the Provincial Executive as recommendations; (A.24)
- 11.2.4.3. provide input to the Provincial Executive regarding the Strategic Action Plan; (A.18)
- 11.2.4.4. assist in the implementation of the Strategic Action Plan, as directed by the Provincial Executive; (A.24)
- 11.2.4.5. present a written report to the Bargaining Units, following each meeting of the Provincial Council; (A.16)
- 11.2.4.6. ensure that the membership is aware of decisions taken in accordance with the provision of Regulation 11.3; (A.16)
- 11.2.4.7. assist in the implementation of decisions taken in accordance with the provisions of Regulation 11.3, as directed by the Provincial Executive; (A.24)

- 11.2.4.8. assist the Provincial Executive in translating policy into effective administrative action. (A.16); and
- 11.2.4.9. comply with the duties outlined in the Provincial Council Handbook. (A.16)
- 11.2.5. **Establishment and Rescission of External Policy by Provincial Council**
- 11.2.5.1. The establishment, amendment or rescission of External Policy, may be made at any meeting of the Provincial Council: (A.24)
- 11.2.5.1.1. by a 3/4 majority of the weighted vote of the members qualified to vote, present and voting, provided that a proper Notice of External Policy Motion was given to the Provincial Council on or before the date of the previous meeting of the Provincial Council; (A.24)
- 11.2.5.1.2. by a 9/10 majority of the weighted vote of the members qualified to vote, present and voting, if previous notice was not given as per Regulation 11.2.5.1.1. (A.24)
- 11.2.5.2. A proper Notice of External Policy Motion for the establishment of External Policy is one which begins with the words, "it is the policy of OSSTF/FEESO that..." (A.24)
- 11.2.5.3. Notwithstanding a resolution's adherence to Regulation 11.2.5.2, it is the duty of the Steering Committee to make a final ruling as to whether or not a resolution is an External Policy resolution. (A.24)
- 11.3. **Mass Meetings**
- 11.3.1. Any Member of OSSTF/FEESO may attend a Mass Meeting and, with the permission of the Chairperson, may participate in discussions, but shall not have the right to vote. (A.16)
- 11.3.2. A Mass Meeting of the OSSTF/FEESO may be called at any time at the discretion of the Provincial Executive (A.16)

Regulation 12 – Provincial Committees and Advisory Work Groups

- 12.1. **Duties of Standing Committees**
- 12.1.1. To recommend priorities to the Provincial Executive and policies to the Provincial Assembly or Provincial Council on items encompassed by the specific objectives of the committee. (A.16)
- 12.1.2. To undertake research in its own area.
- 12.1.3. To report in writing to the Provincial Assembly on its activities. (A.16)
- 12.1.4. To work in conjunction with the member of the Provincial Executive with the corresponding portfolio to implement the OSSTF/FEESO Strategic Action Plan as approved for the current year by AMPA. (A.18)

- 12.1.5. Any committee may, with the approval of the applicable appointing body (Provincial Executive, Provincial Council, or the Provincial Assembly Members), reorient its projects in light of changing circumstances. (A.24)
- 12.1.6. To report to each meeting of the Provincial Council through the member appointed as liaison by the Provincial Council. (A.16)
- 12.1.7. To report to the Provincial Executive as needed through the member appointed by the Provincial Executive. (A.16)
- 12.1.8. To reflect and represent the diversity of OSSTF/FEESO membership. (A.16)
- 12.1.9. To comply with the Terms of Reference as approved by the Provincial Assembly. (A.16)
- 12.2. **Chairpersons**
- 12.2.1. Chairpersons of provincial standing committees shall be elected as per Procedure 10.1.3. (A.24)
- 12.2.2. Chairpersons of special or ad hoc committees shall be elected by their committee unless the body creating the committee directs otherwise. (A.16)
- 12.2.3. The Chairperson of a standing or special committee shall be responsible for: (A.16)
 - 12.2.3.1. the calling of meetings of the committee; (A.16)
 - 12.2.3.2. the functioning of the committee in accordance with instructions of the Provincial Executive, the Provincial Council or the Provincial Assembly Members; (A.24)
 - 12.2.3.3. the making of a report to the Provincial Executive, the Provincial Council and the Provincial Assembly Members as required; and (A.24)
 - 12.2.3.4. reviewing the detailed expenditure report for the committee's budget line. (A.16)
- 12.3. **Provincial Committee Meetings**
- 12.3.1. A provincial committee shall meet at the call of its Chairperson. (A.16)
- 12.3.2. Fifty percent of the voting members of a provincial committee shall constitute a quorum. (A.16)
- 12.4. **Year of Office**
- 12.4.1. A year of office of a provincial committee shall commence during the meeting of the committee which immediately precedes the Provincial Council's final meeting of the OSSTF/FEESO year. (A.16)
- 12.5. **Provincial Committees' Findings and Reports**
- 12.5.1. It shall be the duty of a provincial committee to report to the Provincial Executive and to the appointing body, its findings, suggested policies

and recommended courses of action with regard to those matters referred to it. (A.16)

12.5.2. The decision to publish findings, to implement suggested policies, or to embark upon courses of action recommended by a provincial committee shall be the responsibility of the Provincial Executive. (A.24)

12.6. Advisory Work Groups

12.6.1. The Provincial Executive shall establish and appoint members to the following advisory work groups: (A.16)

12.6.1.1. Faculty of Education Advisory Work Group; (A.16)

12.6.1.2. Ontario Municipal Employees Retirement System Advisory Work Group; (A.16)

12.6.1.3. Environmental Advisory Work Group; (A.16)

12.6.1.4. First Nations, Métis and Inuit Advisory Work Group; (A.16)

12.6.1.5. New Member Engagement Advisory Work Group; (A.16)

12.6.1.6. Central Bargaining Advisory Work Groups; (A.16)

12.6.1.7. ELHT Advisory Work Group; (A.16)

12.6.1.8. Provincial OSSTF/FEESO LTD Advisory Work Group; (A.16)

12.6.1.9. Equity Advisory Work Group; and (A.17)

12.6.1.10. Such other advisory work groups as deemed necessary by the Provincial Executive. (A.16)

12.6.2. Any member of the Provincial Executive may be a member of an advisory work group. (A.16)

12.6.3. Each advisory work group shall meet as required. (A.16)

12.6.4. The Provincial Executive shall report annually to AMPA on the status and activity of the Advisory Work Groups. (A.16)

12.6.5. Where a new Advisory Work Group has been established by the Provincial Executive, the Provincial Executive shall report to the next AMPA on its status and activities. (A.16)

12.6.6. Equity-seeking Advisory Work Groups shall consist, where possible, of a majority of members who self-identify as belonging to the equity-seeking group(s) represented by that Work Group. (A.16)

12.6.7. **Faculty of Education Advisory Work Group**

12.6.7.1. The Advisory Work Group shall have, from among its members, members assigned to the OTF Teacher Education Liaison Committee, as determined by the rotation established by OTF. (A.16)

12.6.7.2. The Advisory Work Group shall advise the Provincial Executive on any matters related to teacher education pertaining to Active or Associate Members and such other matters as may be referred to it by the Provincial Executive. (A.16)

- 12.6.7.3. The Advisory Work Group shall administer the OSSTF/FEESO Faculty of Education Award for each publicly-supported Ontario faculty of education with an Intermediate/Senior and/or Technological Education pre-service program, and make recommendations to the Provincial Executive as to the recipient of each award. (A.16)
- 12.6.8. **Ontario Municipal Employees Retirement System Advisory Work Group**
- 12.6.8.1. The Ontario Municipal Employees Retirement System Advisory Work Group shall advise the Provincial Executive on any matters related to the Ontario Municipal Employees Retirement System and such other matters as may be referred to it by the Provincial Executive. (A.16)
- 12.6.9. **Environmental Advisory Work Group**
- 12.6.9.1. The Environmental Advisory Work Group shall advise the Provincial Executive on any matters related to environmental matters within OSSTF/FEESO and as well as any other matters as may be referred to it by the Provincial Executive. (A.16)
- 12.6.10. **First Nations, Métis and Inuit Advisory Work Group**
- 12.6.10.1. The First Nations, Métis and Inuit Advisory Work Group shall advise the Provincial Executive on any matters related to issues affecting First Nations, Métis and Inuit people and such other matters as may be referred to it by the Provincial Executive. (A.16)
- 12.6.11. **New Member Engagement Advisory Work Group**
- 12.6.11.1. **Membership**
- 12.6.11.1.1. The New Member Engagement Advisory Work Group shall consist of up to 8 members appointed by the Provincial Executive. (A.18)
- 12.6.11.1.2. The term of the appointment shall be 2 years. If a member leaves during the term, a new member may be appointed for the remainder of the two-year term. (A.18)
- 12.6.11.1.3. Members of the New Member Engagement Advisory Workgroup must have been a member of OSSTF/FEESO for 8 years or less. If a member of the workgroup exceeds that criteria during their term, they will have to resign from the workgroup and a new member may be appointed to fill the remainder of their time. (A.18)
- 12.6.11.2. **Duties**
- 12.6.11.2.1. The New Member Engagement Advisory Work Group shall advise the Provincial Executive on matters related to new member engagement such as resources, workshops, outreach and information and any other matters as may be referred to it by the Provincial Executive. (A.18)

12.6.12. **Central Bargaining Advisory Work Groups**

12.6.12.1. **Membership**

12.6.12.1.1. The Provincial Executive will appoint a Central Bargaining Advisory Work Group for Teacher/Occasional Teachers and a Central Bargaining Advisory Work Group for Education Worker prior to seeking feedback for the Central Issues Bargaining Unit Survey. (A.24)

12.6.12.1.2. Each Central Bargaining Advisory Work Group shall consist of: (A.24)

12.6.12.1.2.1. Up to 10 designated members who sit on the Protective Services Committee; and (A.24)

12.6.12.1.2.2. at least 4 additional members that, when combined with the PSC designated members shall be a total of 14 members. (A.24)

12.6.12.1.3. The term of the appointment shall expire upon the completion of the round of central bargaining or when a member is removed or resigns from the Central Bargaining Advisory Work Groups (CBAWG) but not Protective Services Committee (PSC). (A.24)

12.6.12.2. **Duties**

12.6.12.2.1. Each Central Bargaining Advisory Work Group shall advise the Provincial Executive on matters related to the central bargaining process. (A.16)

12.6.12.3. **Meetings**

12.6.12.3.1. The Central Bargaining Advisory Work Groups shall meet prior to the initiation of central bargaining negotiation meetings at a time determined by the Provincial Executive. (A.16)

12.6.12.3.2. The Central Bargaining Advisory Work Groups shall meet during central bargaining negotiation meetings at the discretion of the Provincial Executive. (A.16)

12.6.13. **ELHT Advisory Work Group**

12.6.13.1. The ELHT Advisory Work Group shall advise the OSSTF/FEESO ELHT on any matters related to the provincial benefits plan. (A.16)

12.6.14. **Provincial OSSTF/FEESO LTD Advisory Work Group**

12.6.14.1. The Provincial OSSTF/FEESO LTD Advisory Work Group shall advise the Provincial Executive on any matters related to the Provincial OSSTF/FEESO LTD Plan and such other matters as may be referred to it by the Provincial Executive. (A.16)

12.6.15. **Equity Advisory Work Group**

12.6.15.1. The Equity Advisory Work Group shall advise the Provincial Executive on any matters related to inclusion and equity within OSSTF/FEESO and

any other matters as may be referred to it by the Provincial Executive.
(A.12)

Regulation 13 – Elections

13.1. Campaigns

13.1.1. Campaigns for elected positions shall be conducted in accordance with Campaign Procedures found in OSSTF/FEESO Policies and Procedures and the Campaign Guidelines and Procedures as approved by Provincial Council. (A.24)

13.1.2. Balloting

13.1.3. Elections of positions shall be by ballot in accordance with the Elections Procedures found in OSSTF/FEESO Policies and Procedures. (A.24)

Regulation 14 – Policy

14.1. The purpose of an External Policy statement is to guide all Members in making public statements, in forming action plans, and in carrying out OSSTF/FEESO activities. (A.17)

14.2. The purpose on an Internal Policy statement is to guide all Members in their professional work and in their involvement with other Members. (A.17)

14.3. No District, Bargaining Unit or Branch has the right to advocate the contravention of established OSSTF/FEESO Policy or practice. (A.12)

14.4. For greater certainty, Policy statements do not address matters of corporate governance or matters otherwise addressed in ONCA, the Constating Documents or the Bylaws. (A.24)

Regulation 15 – Negotiations

15.1. Collective Bargaining

15.1.1. OSSTF/FEESO shall hold all bargaining rights for its Bargaining Units whether it became the bargaining agent by statute or through certification by the Ontario Labour Relations Board, agency agreement, or voluntary recognition by an employer. (A.02)

15.1.2. On each occasion that central bargaining takes place, the Provincial Executive shall be responsible for such negotiations. (A.14)

15.1.3. On each occasion that local bargaining takes place, the Provincial Executive shall initially delegate the responsibility for such negotiations to the respective Bargaining Unit executive. (A.14)

- 15.1.4. An individual active member shall not negotiate independently of the Bargaining Unit any adjustments to items specified in the collective agreement. (A.02)
- 15.1.5. Active members of OSSTF/FEESO shall not serve as members of, or observers to, any management negotiation team of an employer of OSSTF/FEESO members. (A.02)
- 15.1.6. A person or persons selected to negotiate on behalf of a Bargaining Unit shall be responsible to the Bargaining Unit Executive and shall keep the Bargaining Unit Executive informed of the progress of negotiations at all times. (A.02)
- 15.1.7. A teachers' Bargaining Unit and an occasional teachers' Bargaining Unit, all of whose members are employed by the same district school board, may be combined to form one Bargaining Unit. (A.02)
- 15.1.8. In cases where joint bargaining occurs with occasional teacher and teacher Bargaining Units negotiating a single contract, there shall be occasional teacher representation on the bargaining team where possible. (A.02)
- 15.2. **Central Brief Approval**
- 15.2.1. In preparation for each round of Central Bargaining, and prior to creating a draft version of the Central Bargaining brief, the Provincial Executive will survey affected Bargaining Units through the Bargaining Unit Presidents to determine issues to go to the Central Bargaining table. (A.14)
- 15.2.2. In preparation for central bargaining, the Provincial Executive will present a draft version of the central bargaining brief at an initial meeting of Presidents and Chief Negotiators (or designate(s) from the same Bargaining Unit as determined by the Bargaining Unit) of all affected Bargaining Units. The members of the Protective Services Committee and Central Bargaining Advisory Work Groups will also be invited to attend this meeting. (A.24)
- 15.2.3. A final version of the central bargaining brief endorsed by the Provincial Executive will be presented for approval through a vote at a second special meeting of the affected Bargaining Unit Presidents and Chief Negotiators (or designate(s) from the same Bargaining Unit as determined by the Bargaining Unit) only. (A.15)
- 15.2.3.1. Approval of the central bargaining brief shall require both a majority of the Bargaining Units eligible to vote and that those Bargaining Units represent a majority of the membership affected. The votes shall be cast by the President or Chief Negotiator (or designate from the same Bargaining Unit) as determined by the Bargaining Unit. (A.14)

15.3. **Ratification**

15.3.1. **Central Agreements**

15.3.1.1. The Provincial Executive shall, at a meeting, present an endorsed central bargaining tentative agreement to affected Bargaining Unit Presidents and Chief Negotiators (or designate(s) from the same Bargaining Unit as determined by the Bargaining Unit) for endorsement for ratification. (A.15)

15.3.1.2. Presidents and Chief Negotiators will be provided with a minimum of 2 hours between the presentation of the Central Tentative Agreement and their vote to recommend it for ratification by Members. (A.18)

15.3.1.3. Presidents and Chief Negotiators (or designate(s) from the same Bargaining Unit as determined by the Bargaining Unit) will vote on whether or not to recommend ratification by members. If ratification is not recommended, Presidents and Chief Negotiators (or designate(s) from the same Bargaining Unit as determined by the Bargaining Unit) will then vote whether or not to submit the tentative agreement for a ratification vote of the membership. (A.15)

15.3.1.4. If so determined at the meeting of Presidents and Chief Negotiators as determined in Regulation 15.3.1.3, a province-wide vote of all affected Active Members of OSSTF/FEESO in the affected Bargaining Units shall be conducted or coordinated by the Provincial Office of OSSTF/FEESO. All Active Members of OSSTF/FEESO in the Bargaining Units to be covered by the centrally bargained agreement shall have the right to vote regardless of employment status in the following year. (A.24)

15.3.1.5. Ratification of the centrally bargained agreement shall require both a majority of the Bargaining Units eligible to vote and voting and a majority of those members eligible to vote and voting. (A.14)

15.3.2. **Local Agreements**

15.3.2.1. Where a local offer or other local tentative agreement between an employer and a Bargaining Unit is submitted to the membership for ratification, all Active Members of OSSTF/FEESO in that Bargaining Unit to be covered by the Agreement shall have a right to vote on such matters, regardless of employment status in the following year. (A.16)

15.4. **Information Bulletins**

15.4.1. The issuance of Information Bulletins (Pink Letters) is the prerogative of the Provincial Executive and these shall not be issued by Bargaining Units. (A.90)

- 15.4.2. The Provincial Executive, when requested by a Bargaining Unit, can issue an Information Bulletin (Pink Letter) on behalf of the Bargaining Unit without resuming responsibility for the negotiations. (A.02)
- 15.5. **Terms of Provincial Responsibility for Negotiations**
- 15.5.1. Notwithstanding Regulation 15.1.3, the Provincial Executive may maintain the responsibility for negotiations or may resume responsibility for negotiations for any Bargaining Unit. (A.24)
- 15.5.2. When the Provincial Executive is responsible for negotiations, the Bargaining Unit executive shall furnish in writing to the Provincial Executive full details of the current negotiations, together with information on previous settlements, commitments or understandings that might be pertinent to the current negotiations. It shall be the responsibility of the Provincial Executive to ascertain the employer's positions in negotiations. (A.02)
- 15.5.3. When the Provincial Executive is responsible for negotiations, the Provincial Executive will meet with the Bargaining Unit executive and determine the terms under which they will negotiate and such terms shall be set out in a Provincial Responsibility for Negotiations (PRN) Manual. (A.16)
- 15.5.3.1. The PRN Manual may contain clauses conflicting with, and shall take precedence over, any Bargaining Unit constitution, Bylaws, policy or special rules related to negotiations for the duration of the Provincial Executive's responsibility for negotiations. (A.16)
- 15.5.4. When the Provincial Executive has resumed responsibility for bargaining, the Resumption of Bargaining Provincial Responsibility for Negotiations Team shall be composed of: (A.16)
- 15.5.4.1. one member of the Provincial Executive, who shall act as Chair; (A.16)
- 15.5.4.2. one member of the Secretariat, who shall act as Chief Negotiator; (A.24)
- 15.5.4.3. the Bargaining Unit President; (A.16)
- 15.5.4.4. the Bargaining Unit Chief Negotiator or designate; and (A.16)
- 15.5.4.5. one other member selected by the Bargaining Unit. (A.16)
- 15.5.5. No contract negotiations between Bargaining Units and their respective employers shall take place without the presence of at least one person designated by the Bargaining Unit(s) concerned. (A.02)
- 15.5.6. Prior to a final settlement, the Provincial Executive is required to report its recommended settlement to the membership of that Bargaining Unit. (A.02)
- 15.5.7. A strike shall be called only with the prior approval of the Provincial Executive and when the Provincial Executive has responsibility for negotiations. (A.02)

- 15.5.8. No later than 120 days after the Provincial Responsibility for Negotiations Team has ceased to be involved in negotiations for a Bargaining Unit, the Provincial Responsibility for Negotiations Team shall submit to the Treasurer, a confidential statement of expenses for their involvement in the negotiations. The Treasurer shall report to each Provincial Council a list, by Bargaining Unit, of the total expenses incurred for the Bargaining Units under Provincial Responsibility for Negotiations. (A.16)
- 15.5.9. All correspondence with the Ministry of Labour regarding negotiations, including conciliation, shall be issued by OSSTF/FEESO and directed to OSSTF/FEESO. (A.16)
- 15.6. **Contract Maintenance, Grievance and Arbitration**
- 15.6.1. Following ratification of a collective agreement, the Provincial Executive shall normally delegate the administration and enforcement of the collective agreement to the Bargaining Unit. (A.02)
- 15.6.2. Notwithstanding Regulation 15.6.1, no Bargaining Unit shall forward a grievance to arbitration without the prior approval of OSSTF/FEESO. (A.24)
- 15.6.3. All correspondence with the Ministry of Labour regarding contract maintenance processes, including expedited arbitration, shall be issued by OSSTF/FEESO and directed to OSSTF/FEESO. (A.16)
- 15.7. **Pay Equity**
- 15.7.1. The Provincial Executive may delegate the responsibility for pay equity or pay equity maintenance to the respective Bargaining Unit executive. (A.09)
- 15.7.2. The member of the Secretariat assigned to pay equity shall bargain the Terms of Reference document in conjunction with the respective Bargaining Unit. The Terms of Reference document shall be submitted to the Director of Negotiations and Contract Maintenance for approval. The Terms of Reference document may contain clauses conflicting with, and shall take precedence over, any Bargaining Unit constitution, regulations, bylaws, policy or special rules related to pay equity. (A.24)
- 15.8. **Terms of Provincial Responsibility for Pay Equity**
- 15.8.1. Notwithstanding Regulation 15.7.1, the Provincial Executive may maintain the responsibility for pay equity or may resume responsibility for pay equity for any Bargaining Unit. (A.24)
- 15.8.2. When the Provincial Executive resumes responsibility for pay equity, the Bargaining Unit executive shall furnish in writing to the Provincial Executive full details of the current pay equity status, together with

- information on previous commitments and understandings that might be pertinent to the current pay equity process. It shall be the responsibility of the Provincial Executive to ascertain the employer's positions in pay equity. (A.09)
- 15.8.3. When the Provincial Executive has resumed responsibility for pay equity, the Resumption of Pay Equity Steering Committee shall be comprised of: (A.09)
- 15.8.3.1. One member of the Provincial Executive, who shall act as Chair; one member of the Secretariat, who shall act as Pay Equity Negotiator; the Bargaining Unit President or designate; and two other members from the Resumption of Pay Equity Steering Committee. (A.24)
- 15.8.4. No pay equity negotiations between Bargaining Units and their respective employers shall take place without the presence of provincial representation and at least one representative from the Bargaining Unit(s) concerned. (A.09)
- 15.8.5. When the pay equity plan is finalized, the Provincial Executive or designate is required to present the pay equity plan to the membership of that Bargaining Unit for information. (A.09)
- 15.8.6. No later than 120 days after the Resumption of Pay Equity Steering Committee has ceased to be involved in the pay equity for a Bargaining Unit, the Resumption of Pay Equity Steering Committee shall submit to the Provincial Council and to the Bargaining Unit involved a confidential statement of expenses for their involvement in the pay equity. (A.09)
- 15.8.7. All correspondence with the Pay Equity Commission and the Pay Equity Hearing tribunal regarding pay equity shall be issued by OSSTF/FEESO and directed to OSSTF/FEESO. (A.09)

Regulation 16 – The Provincial Organization

- 16.1. **Provincial Executive and General Secretary and Associate General Secretaries**
- 16.1.1. **Functions**
- 16.1.1.1. The role of the Provincial Executive shall be outlined in the Bylaws, and shall include, in addition to the role provided for in the Bylaws: (A.24)
- 16.1.1.1.1. preparing a Strategic Action Plan, to be presented at AMPA. After the conclusion of AMPA, the Provincial Executive shall approve the final Strategic Action Plan; and (A.24)
- 16.1.1.1.1.1. administer the Strategic Action Plan for the current year; (A.18)
- 16.1.1.1.2. be responsible prior to each Ontario provincial election for the preparation of a report on each of the major political parties evaluating its performance and policies with respect to OSSTF/FEESO Policies and

- the needs of quality education, such evaluations to be published in Update and/or on the OSSTF/FEESO website; (A.17)
- 16.1.1.1.3. take, in accordance with the Regulations and Procedures, any District or Bargaining Unit of OSSTF/FEESO into Trusteeship and resume those duties delegated to that organization by OSSTF/FEESO; (A.24)
- 16.1.1.1.4. notify the membership of changes in Certification Regulations, through publication in Update and on the OSSTF/FEESO website, within three months of such changes being enacted; (A.17)
- 16.1.1.1.5. provide for note taking and/or sign language interpreter services to deaf and hard-of-hearing members who participate in OSSTF/FEESO activities at the Bargaining Unit or District level; (A.05)
- 16.1.1.1.6. provide for Braille transcription to blind members who participate in OSSTF/FEESO activities at the Bargaining Unit or District levels; (A.05)
- 16.1.1.1.7. appoint the Directors of Educators Financial Group; (A.08)
- 16.1.1.1.8. ensure that the processes for FTE calculation and appeals are adhered to in accordance with the OSSTF/FEESO Constitution and Regulations; (A.24)
- 16.1.1.1.9. decide what routine information and official communications will be shared with Associate Members; (A.12)
- 16.1.1.1.10. not vote on or debate any resolutions relating to Provincial Executive compensation at Provincial Council, in their capacity as members of Provincial Council; (A.24)
- 16.1.1.1.11. confer, in accordance with Regulation 2.1.4.1 an Honorary Membership on a retired member on the recommendation of a District; (A.24)
- 16.1.1.1.12. confer, in accordance with Regulation 8.1.1, Awards of Merit upon recommendation of a District Executive or the Provincial Executive; (A.24)
- 16.1.1.1.13. at its discretion, in accordance with Regulation 2.1.5.1.1 and Procedure 11, confer Provincial Life Membership Awards; (A.24)
- 16.1.1.1.14. at its discretion, call Mass Meetings of OSSTF/FEESO; (A.13)
- 16.1.1.1.15. appoint the Trustees of the ELHT; and (A.16)
- 16.1.1.1.16. be responsible for appeals from a decision to initiate Trusteeship of a local organization and/or removal of an officer as a result of a Trusteeship investigation. (A.17)
- 16.1.1.2. It shall be the duty of the Provincial Executive to report to the Provincial Council any approvals for enrolment as Members organized under the provision of the OLRA which it has granted at the request of a District or at the request of a provincial group which, if approved, would be designated as a Provincial District. (A.91)

- 16.1.1.3. When the request of the District relates to a category of employee not previously reported to the Provincial Council, it shall be the duty of the Provincial Executive to seek endorsement from Provincial Council for the approval of the enrolment prior to initiating any action leading to the processes outlined in the Regulations. (A.24)
- 16.1.1.3.1. Should a ruling of the Ontario Labour Relations Board add a new category or new categories of employees to an application previously reported to or endorsed by the Provincial Council, it shall be the duty of the Provincial Executive to decide whether or not to continue to support the application with the inclusion of the new category or categories. (A.24)
- 16.1.1.4. **Pensions**
It shall be the duty of the Provincial Executive:
- 16.1.1.4.1. to provide those Members, who are contributors to the Ontario Teachers' Pension Plan (OTPP), with regular reports regarding the process and contents of decision-making surrounding the filing of a valuation, as permitted by the confidentiality requirements of the process; (A.13)
- 16.1.1.4.2. to ensure that when a valuation is filed for the OTPP, any changes to benefits and/or contribution rates, and the rationale for such, be detailed to the membership and sent as soon as possible to the affected members in an information package; (A.17)
- 16.1.1.4.3. to appoint a representative to the Teachers' Pension Plan (TPP) Adjudication Committee, who must be a contributor to the TPP Fund; (A.17)
- 16.1.1.4.4. to appoint OSSTF/FEESO representatives for the OMERS Administration Corporation and the OMERS Sponsors Corporation; and (A.13)
- 16.1.1.4.5. to ensure that OTF Governors representing OSSTF/FEESO are consulted when developing OTPP pension education for OSSTF/FEESO members. (A.15)
- 16.1.1.4.5.1. **Interns**
- 16.1.1.4.5.1.1. OSSTF/FEESO, as an organization, shall not use unpaid interns, unless the internships are part of an accredited educational program leading to a credential such as a university degree or college diploma. (A.17)
- 16.1.1.5. **Negotiations**
It shall be the duty of the Provincial Executive to:
- 16.1.1.5.1. exercise provincial responsibility for negotiations in accordance with Regulation 15.5; (A.24)
- 16.1.1.5.2. exercise provincial responsibility for negotiations in accordance with Regulations 15.7 and 15.8; (A.24)

- 16.1.1.5.3. issue Information Bulletins (Pink Letters) in accordance with Regulation 15.4; (A.24)
- 16.1.1.5.4. recommend negotiating priorities that should be obtained for Members through the process of local collective bargaining, subject to the approval of the Provincial Council; (A.17)
- 16.1.1.5.5. present the negotiating priorities to Provincial Council for its information at the meeting prior to the meeting where they are presented for approval; (A.17)
- 16.1.1.5.6. encourage local negotiating units to strive to obtain the negotiating priorities recommended under Regulation 16.1.1.7.1.3, acting primarily through the Protective Services Committee through the dissemination of information and the process of consultation; (A.24)
- 16.1.1.5.7. inform the membership should they become aware that the provincial government is considering changes that could result in the establishment of province-wide bargaining for any OSSTF/FEESO Members; (A.17)
- 16.1.1.5.8. hold a vote of the membership in the affected Bargaining Unit(s) prior to the final approval of any change that results in province-wide bargaining for any OSSTF/FEESO Members; (A.17)
- 16.1.1.5.9. keep the membership informed, through the local leadership and other appropriate means, of provincial dialogue and/or discussions that impact local bargaining; (A.17)
- 16.1.1.5.10. review, at least every two years, the appropriate relief payments to Members who may be on strike or locked out; and (A.17)
- 16.1.1.5.11. be responsible for negotiations on each occasion that central bargaining takes place. (A.17)
- 16.1.1.6. **Bargaining with OSSTF/FEESO Employee Groups**
- 16.1.1.6.1. The Provincial Executive shall be responsible for participating in negotiating the salaries, benefits, allowances and working conditions for all continuing employees of OSSTF/FEESO. (A.24)
- 16.1.1.6.2. The Provincial Executive shall approve financial mandates for negotiations with all Provincial employee groups, and will report the financial mandates to Provincial Council in Executive Session. (A.24)
- 16.1.1.6.3. One Vice-President and Treasurer shall be on the table team for all negotiations with OSSTF/FEESO Provincial Office unionized and non-unionized staff. (A.24)
- 16.1.1.6.4. The Provincial Executive shall seek recommendation for ratification from Provincial Council of collective agreements with OSSTF/FEESO employees, and terms and conditions of employment for all permanent

- OSSTF/FEESO employees not covered by a collective agreement, as negotiated or determined by the Provincial Executive. (A.24)
- 16.1.1.6.5. Any terms and conditions of employment for all permanent OSSTF/FEESO employees not covered by a collective agreement shall be distributed to the members of the Provincial Council in an Executive Session. The employment agreements shall be collected at the conclusion of the Executive Session. (A.24)
- 16.1.1.6.6. Any tentative collective agreements between the negotiators for OSSTF/FEESO and employees of OSSTF/FEESO recommended for ratification by the Provincial Executive shall be in the hands of members of the Provincial Executive at least 48 hours (unless otherwise agreed to by the Provincial Executive) prior to the Provincial Executive meeting at which the tentative agreement shall be discussed. In the event that the Bargaining Unit is on strike when the tentative agreement is reached, the time limits stated above shall be waived. (A.24)
- 16.1.1.6.7. The Provincial Executive shall be responsible for ratifying the terms of reference and the selection criteria for hiring the General Secretary, Associate General Secretaries and members of the Secretariat, after receiving endorsement from Provincial Council and prior to advertising and/or recruiting for such positions. (A.24)
- 16.1.1.7. **Provincial Executive Compensation**
- 16.1.1.7.1. The Provincial Executive shall be responsible for determining and approving the compensation for elected members of the Provincial Executive in accordance with the Bylaws, subject to the following conditions: (A.24)
- 16.1.1.7.1.1. the compensation package shall be in force for a minimum period of twelve calendar months; (A.24)
- 16.1.1.7.1.2. the compensation package shall reflect the limitations on the compensation for Provincial Executive Members endorsed by the Provincial Council; (A.24)
- 16.1.1.7.1.3. a member who moves to take up residence in the Metro Toronto area shall be enabled to do so in suitable accommodation; and (A.24)
- 16.1.1.7.1.4. while the Treasurer and the General Secretary are directly responsible for the proper implementation of the Provincial Executive's compensation, any unusual expenses must be reported, in closed Executive Session, to the PE Compensation Committee, a standing committee of Provincial Council at its meeting following the submission of the expense. At the next Provincial Council meeting, the standing committee shall report its recommendations in Executive Session. (A.24)

- 16.1.1.7.2. The Chairperson of the Provincial Executive shall report, in Executive session, the Provincial Executive compensation package to the Provincial Assembly each year. (A.24)
- 16.1.1.8. **Committees and Work Groups**
- 16.1.1.8.1. The Provincial Executive shall:
- 16.1.1.8.1.1. where appropriate to propose to Provincial Council a regional structure for standing committees in accordance with Article 13.2; (A.24)
- 16.1.1.8.1.2. appoint ad hoc committees and work groups; (A.12)
- 16.1.1.8.1.3. be responsible for all bodies whose terms of reference direct reporting to the Provincial Executive; (A.12)
- 16.1.1.8.1.4. be responsible for a review of each standing committee, Advisory Work Group and Provincial Council (except Provincial Council and Judicial Council) on a rotational basis every five years, with a report to the Provincial Council and then to AMPA; (A.13)
- 16.1.1.8.1.5. report and make recommendations to the Provincial Assembly regarding any Regulation or Constitution amendments, arising independently of the five year review process, which would establish or disband a standing committee or council of OSSTF/FEESO; and (A.24)
- 16.1.1.8.1.6. appoint members to the Judicial Council and Mediation Services Resource Bank. (A.24)
- 16.1.1.9. **Judicial Procedures**
- 16.1.1.9.1. The Provincial Executive will exercise its authority and responsibility in relation to judicial procedures in accordance with Bylaw 1. (A.24)
- 16.1.1.9.2. It shall be the responsibility of the Provincial Executive to approve a list of active and/or retired OSSTF/FEESO members from which the General Secretary will appoint advocates to assist the Complainant and the Respondent in Judicial Council cases and/or Provincial Council Appeal Committee hearings. (A.12)
- 16.1.2. **Leaves of Absence**
- 16.1.2.1. All Provincial Executive Members shall seek leaves of absence for the year or years during which they hold office. (A.24)
- 16.1.2.2. If an incumbent Provincial Executive Member finds it necessary to arrange in advance a leave of absence for the next anticipated year on the Provincial Executive and then is unable to serve as a Provincial Executive Member by reason of defeat at the polls, the incumbent Provincial Executive Member's regular salary and benefits will be paid by OSSTF/FEESO until the incumbent Provincial Executive Member is able to be reinstated by the employer. Such payment will continue for a

period not to exceed the subsequent school year, or until the member accepts other employment, whichever is shorter. (A.24)

16.2. **Secretariat**

Members of the Secretariat shall:

- 16.2.1. implement OSSTF/FEESO programs and carry out duties as assigned by the General Secretary; (A.04)
- 16.2.2. be responsible to the Provincial Executive through the General Secretary; and (A.02)
- 16.2.3. inform the District/Bargaining Unit President prior to any action taken related to that District's/Bargaining Unit's business. (A.02)

16.2.4. **Pensions Officer**

It shall be the Pensions Officer's duty to:

- 16.2.4.1. provide advice and assistance to members regarding the Ontario *Teachers' Pension Act* and the Ontario Municipal Employees' Retirement System and other pension plans of Members; (A.10)
- 16.2.4.2. conduct and participate in workshops on pensions and related matters; including retirement planning in Districts, Bargaining Units and Branches and work sites; (A.10)
- 16.2.4.3. act as a resource person for other Secretariat members, the Provincial Executive and pension-related advisory work groups; (A.02)
- 16.2.4.4. assist in the preparation of materials relating to pensions; (A.02)
- 16.2.4.5. advise the Provincial Executive through the General Secretary on the implications of communications related to members' pensions; (A.02)
- 16.2.4.6. perform other duties relating to pensions as assigned by the General Secretary; (A.02)
- 16.2.4.7. report, when requested, to the Provincial Executive and to the Provincial Council and submit a written report to AMPA; and (A.02)
- 16.2.4.8. evaluate, prepare, and present appeal cases on behalf of Members appealing decisions of the OTPP and OMERS and other pension plans. (A.10)

16.2.5. **Equity Officer**

It shall be the Equity Officer's duty to:

- 16.2.5.1. provide advice and assistance to Members regarding the Ontario Human Rights Code and relevant legislation, equity issues, and equity-based barriers to participation in OSSTF/FEESO; (A.11)
- 16.2.5.2. conduct and participate in training and workshops on equity and related matters; (A.11)
- 16.2.5.3. act as an advisor and resource person for other Secretariat members, the Provincial Executive, and equity-related advisory groups; (A.11)
- 16.2.5.4. assist in the preparation of materials relating to equity; (A.11)

- 16.2.5.5. advise the Provincial Executive through the General Secretary on human rights and equity issues within the organization; (A.11)
- 16.2.5.6. perform other duties relating to equity as assigned by the General Secretary; (A.11)
- 16.2.5.7. report, when requested, to the Provincial Executive and to the Provincial Council and submit a written report to AMPA; (A.11)
- 16.2.5.8. serve as a resource for the purposes of vetting of OSSTF/FEESO policy, Regulations, events, communications, and processes from an equity perspective; and (A.24)
- 16.2.5.9. coordinate equity initiatives within OSSTF/FEESO. (A.11)

16.3. **OTF Governors**

16.3.1. **Term**

- 16.3.1.1. The term of office for elected OSSTF/FEESO representatives on the Board of Governors of the OTF and the OTF Table Officer shall be one year. These representatives will be deemed to be re-elected by acclamation for an additional one-year term. The election for elected OSSTF/FEESO representatives on the Board of Governors of the OTF and the OTF Table Officer shall be held in the same year as the election of Provincial Executive Members, at the Annual Meetings held in odd numbered years (i.e., 2025, 2027, etc.). (A.24)

- 16.3.1.2. The OTF Governors shall assume their duties after the Ontario Teachers' Federation annual meeting. (A.17)

16.3.2. **Chairperson**

- 16.3.2.1. It shall be the duty of the President of OSSTF/FEESO to act as Chairperson of the OTF Governors representing OSSTF/FEESO. (A.17)

16.3.3. **Duties**

- It shall be the duty of the OTF Governors representing OSSTF/FEESO to:
 - 16.3.3.1. notify, in writing, all affected Members of any proposed change in OTF Bylaws that may affect their membership in OSSTF/FEESO; (A.17)
 - 16.3.3.2. adhere to the results of a vote on a negotiated pension settlement by the Constitutional Members who are contributors to the TPP; (A.24)
 - 16.3.3.3. represent OSSTF/FEESO at the OTF and to carry forward and report back on such business as the Provincial Council and/or the Provincial Assembly requires; (A.17)
 - 16.3.3.4. meet prior to all regular meetings of the OTF Board of Governors; (A.17)
 - 16.3.3.5. prepare and forward resolutions to the OTF; (A.17)
 - 16.3.3.6. fulfill the duties of the Board of Governors as outlined in the OTF Bylaws; (A.17)

- 16.3.3.7. support the Constating Documents, Bylaws, Constitution, Regulations and Policies of OSSTF/FEESO while representing OSSTF/FEESO at the OTF; (A.24)
- 16.3.3.8. monitor pension and related issues that impact on active and retired members of the OTPP; (A.17)
- 16.3.3.9. monitor the communication of pension information to Members; and (A.15)
- 16.3.3.10. advise and make recommendations to the Provincial Executive on any matters related to the OTPP and such other matters as may be referred to it by the Provincial Executive. (A.17)
- 16.3.4. **OTF Committees**
 - 16.3.4.1. The OTF Governors representing OSSTF/FEESO shall:
 - 16.3.4.1.1. review applications for the OTF committees; (A.17)
 - 16.3.4.1.2. recommend OSSTF/FEESO nominees to OTF committees to the Provincial Executive, as applicable; and (A.17)
 - 16.3.4.1.3. be nominated to OTF committees by the Provincial Executive. (A.17)

Regulation 17 – Employment of Secretariat

- 17.1. **Advertising**
 - 17.1.1. Upon the approval by the Provincial Executive, following recommendation from Provincial Assembly Members, of the hiring of additional members of the Secretariat, the position(s) will be advertised. (A.24)
- 17.2. **Selection**
 - 17.2.1. The Provincial Executive and the General Secretary, shall be responsible for the selection and interview process or for deciding that no suitable candidate is available. (A.24)
- 17.3. **Vacancies**
 - 17.3.1. If a vacancy occurs for either a permanent or temporary position in the authorized complement of the Secretariat between meetings of the Provincial Assembly Members, then upon approval of the Provincial Executive the position will be advertised. (A.24)

Regulation 18 – Districts

- 18.1. **The District shall provide for:**
 - 18.1.1. **District Executive**
 - 18.1.1.1. the formation of a District Executive and/or Council; (A.16)
 - 18.1.1.2. the designation of its duties;

- 18.1.1.3. the designation of its voting members; (A.16)
- 18.1.2. the appointment or election of the following District Officers, who shall be subject to the authority of the District Executive: (A.16)
 - 18.1.2.1. a Communications/Excellence in Education Officer; (A.16)
 - 18.1.2.2. a Constitution Officer; (A.16)
 - 18.1.2.3. an Educational Services Officer; (A.16)
 - 18.1.2.4. a Health and Safety Officer; (A.16)
 - 18.1.2.5. a Human Rights Officer; (A.16)
 - 18.1.2.6. a Labour Council Liaison; (A.16)
 - 18.1.2.7. a Political Action Officer; (A.16)
 - 18.1.2.8. a Status of Women Officer; (A.16)
 - 18.1.2.9. the Chairpersons of District standing committees; and (A.16)
 - 18.1.2.10. other Officers of the District according to the District constitution; (A.16)
- 18.1.3. the establishment of appropriate procedures to ensure the election or appointment of alternates, and to fill any vacant AMPA Representative positions; (A.24)
- 18.1.4. the establishment of appropriate, democratic procedures to ensure the integration of all Bargaining Units; (A.16)
- 18.1.5. the establishment of procedures to ensure that each Bargaining Unit shall have input in the formulation of that Bargaining Unit's budget and the District Budget; (A.16)
- 18.1.6. the representation of its Active Members to the District Executive/Council; (A.16)
- 18.1.7. the establishment of procedures to ensure representation from all Bargaining Units on the District Council and/or other bodies, as appropriate; (A.16)
- 18.1.8. the establishment of anti-harassment, anti-bullying and anti-sexual harassment policies and procedures that are followed for all OSSTF/FEESO members and employees for both the office as a workplace and for OSSTF/FEESO sponsored functions; and (A.16)
- 18.1.9. communication with the membership by means of a newsletter, memorandum or communiqué, issued from time to time; and/or a District website to inform and receive feedback from the membership. (A.16)
- 18.1.10. The District website shall be inclusive of all Bargaining Units in the District and could include such information as the names of all current members of executives, Bargaining Unit contact information and an inclusive calendar of District events. (A.16)

18.2. **The District shall:**

- 18.2.1. endeavour to co-operate with the Provincial Executive to co-ordinate effective negotiation strategies among Bargaining Units; (A.16)
- 18.2.2. co-operate with Bargaining Units to appoint or elect Health and Safety Representatives to the joint Occupational Health and Safety Committees provided for in the Occupational Health and Safety Act; (A.16)
- 18.2.3. endeavour to achieve provincial goals as approved by the Provincial Council; and
- 18.2.4. assist in the achievement of policies and priorities as approved by a Provincial Assembly and priorities as approved by the Provincial Executive through the Strategic Action Plan. (A.24)

18.3. **Duties of District Executive**

The District Executive shall:

- 18.3.1. ensure that the OSSTF/FEESO Constitution or Regulations are not contravened in the process of transacting District business; (A.16)
- 18.3.2. ensure that the Staff Representatives and/or Branch Executives are informed of their duties at the start of their term of office and are given assistance throughout their term in carrying out these duties; (A.16)
- 18.3.3. forward to the Parliamentary and Constitution Council a copy of the District constitution together with all amendments thereto; (A.16)
- 18.3.4. where the District is a member of a local labour council, distribute copies of the labour council's newsletter to the District membership; (A.16)
- 18.3.5. promote OSSTF/FEESO scholarships and awards to the District membership; and (A.16)
- 18.3.6. ensure that no materials, including electronic information, which contain the District's name and/or OSSTF/FEESO logo, are published or circulated without the prior authorization of the District. (A.16)

18.4. **District President**

The District President shall:

- 18.4.1. be the official representative and Chief Executive Officer of the District; (A.16)
- 18.4.2. be a member ex-officio of all District committees; and (A.16)
- 18.4.3. be a signing authority for the District. (A.16)

18.5. **District Treasurer**

The District Treasurer shall: (A.16)

- 18.5.1. submit one copy of the District Annual Financial Report to the Provincial Office by November 1 of the following OSSTF/FEESO financial year; (A.24)

- 18.5.2. submit each year one copy of the District budget for the current year to the Provincial Treasurer, no later than November 1; (A.16)
- 18.5.3. ensure that information in the Financial Handbook is communicated to the appropriate District and Bargaining Unit Officers; (A.16)
- 18.5.4. at least semi-annually provide to the District Executive/Council financial reports which include expenses to date for each budget line and the financial position of the District, including all District assets; and (A.16)
- 18.5.5. be responsible for all District Funds (whether allocated by the Provincial Office, raised by voluntary levy, or received from other sources) and be accountable to the District membership. The disposition of such funds is to be reflected in the required Annual Financial Report of the District. (A.16)
- 18.6. **District Finances**
- 18.6.1. Each District shall make available, upon notice of no fewer than five working days, its financial records for audit by the Provincial Office. (A.16)
- 18.6.2. Each District constitution must contain language, where applicable, that stipulates a reasonable level of operating reserves and designates the purpose of restricted reserves, if any. (A.16)
- 18.6.3. The District may provide for the appointment of a qualified auditor on a yearly basis who may be responsible for preparing and submitting annual audited financial statements to the membership. (A.16)
- 18.7. A District or Region of OSSTF/FEESO wishing to make representation to the Minister of Education, the Minister of Colleges & Universities and/or the Legislature on any matter concerning education or salary issues may make such representation only after the representation has obtained the support of Provincial Assembly Members and Provincial Executive. (A.24)

Regulation 19 – Bargaining Units

- 19.1. **The Bargaining Unit shall provide for:**
- 19.1.1. the formation of appropriate Branches;
- 19.1.2. the designation of one or more workplaces as a Branch; (A.16)
- 19.1.3. an OSSTF/FEESO representative in each workplace; (A.16)
- 19.1.4. the formation of procedures to represent its members under the appropriate legislation; (A.16)
- 19.1.5. the election or appointment of an Executive, the designation of its duties and its voting members, and procedures for the filling of vacancies; (A.16)
- 19.1.6. the election or appointment of:

- 19.1.6.1. a representative negotiating team; (A.16)
- 19.1.6.2. a Chief Negotiators; (A.16)
- 19.1.6.3. a Grievance Officers; (A.16)
- 19.1.6.4. representatives to the District Executives;
- 19.1.6.5. a Provincial Councillor(s), where appropriate; (A.16)
- 19.1.6.6. the Bargaining Unit's member(s) of Joint Health and Safety Committee(s), or in workplaces where no Joint Health and Safety Committee is required, the Bargaining Unit's Health and Safety Representative; (A.16)
- 19.1.6.7. a Communications and Political Action Officer; (A.16)
- 19.1.6.8. a Constitution Officer; (A.16)
- 19.1.6.9. an Educational Services Officer; (A.16)
- 19.1.6.10. a Health and Safety Officer; (A.16)
- 19.1.6.11. a Pay Equity Officer, where Pay Equity negotiations and maintenance are required; and (A.16)
- 19.1.6.12. any additional personnel to carry out its obligations and duties under the Constitution and Bylaws; (A.16)
- 19.1.7. the establishment of appropriate structures to ensure the negotiation of collective agreements for the Bargaining Unit; (A.16)
- 19.1.8. regular meetings of bargaining representatives; (A.16)
- 19.1.9. the mutual support of, co-operation with, and assistance to other Bargaining Units within the District; (A.16)
- 19.1.10. the formation of procedures to secure and maintain pay equity for its members; (A.16)
- 19.1.11. the formation of procedures to ensure that all Members have fair representation with due regard to the terms of the applicable collective agreement; (A.16)
- 19.1.12. the selection of Bargaining Unit AMPA Representatives; and (A.24)
- 19.1.13. the establishment and implementation of anti-harassment policies and procedures which shall be followed by all Members and employees at the office as a workplace and at all OSSTF/FEESO sponsored functions. (A16)
- 19.2. **The Bargaining Unit shall:**
- 19.2.1. co-operate with the District to appoint or elect Health and Safety Representatives to the joint Occupational Health and Safety Committees provided for in the Occupational Health and Safety Act; (A.16)
- 19.2.2. endeavour to achieve provincial goals as approved by the Provincial Council;

- 19.2.3. assist in the achievement of policies and priorities as approved by Provincial Assembly Members and priorities as approved by the Provincial Executive through the Strategic Action Plan; (A.24)
- 19.2.4. ensure that the Bargaining Unit Constitution contains language, where applicable, that stipulates a reasonable level of operating reserves and designates the purpose of restricted reserves, if any; and (A.16)
- 19.2.5. ensure that the Bargaining Unit constitution contains language allowing for statutory leaves for individuals in elected positions and requiring procedures to fill temporary vacancies arising from such leaves. (A.17)
- 19.3. A Bargaining Unit or Branch of OSSTF/FEESO wishing to make representation to the Minister of Education, the Minister of Colleges & Universities, and/or the Legislature on any matter concerning educational or salary issues may make such representation only after the representation has obtained the support of Provincial Assembly Members and the Provincial Executive. (A.24)
- 19.4. **Negotiations**
- 19.4.1. The Bargaining Unit shall be responsible for: (A.16)
 - 19.4.1.1. the preparation of a local negotiating brief in accordance with the Bargaining Unit's Constitution and/or Bylaws; (A.16)
 - 19.4.1.2. the approval of the negotiating brief by the Executive of the Bargaining Unit; (A.16)
 - 19.4.1.3. the submission of the negotiating brief to the Director of Negotiations and Contract Maintenance for approval; (A.16)
 - 19.4.1.4. communication with members of the Bargaining Unit regarding the progress of negotiations; (A.16)
 - 19.4.1.5. joint meetings with other Bargaining Unit representatives from the District in order to co-ordinate bargaining issues and strategies; (A.16)
 - 19.4.1.6. establishing a procedure for a ratification vote by the membership of any negotiated agreement between the employer and authorized representatives of the Bargaining Unit which alters the terms and conditions of the collective agreement arising out of Provincial or Federal legislation; and (A.16)
 - 19.4.1.7. informing the OSSTF/FEESO of progress in negotiations on a regular basis and shall endeavour to co-operate with the Provincial Executive to effectively co-ordinate negotiation strategies among Bargaining Units. (A.16)
- 19.4.2. A person or persons selected to negotiate on behalf of a Bargaining Unit shall be responsible to the Bargaining Unit Executive and shall keep the District and Bargaining Unit Executive informed at all times of the progress of negotiations. (A.16)

19.5. **Communications**

19.5.1. The Bargaining Unit shall provide for communication with the membership by means of a newsletter, memorandum, or communiqué, issued from time to time by the Bargaining Unit or the Bargaining Unit President. (A.16)

19.6. **Duty of Fair Representation**

19.6.1. The Provincial Bargaining Agent, and any subdivision thereof, having responsibility for the negotiation or administration of a collective agreement, shall be subject to the duty of fair representation as required by the *Ontario Labour Relations Act*. No complaint alleging a breach of these Regulations shall be made to, or filed with, the Judicial Council. (A.24)

19.6.2. The Bargaining Unit shall provide fair representation for its members with due regard to the terms of the applicable collective agreement. (A.16)

19.7. **Bargaining Unit Executive**

19.7.1. The Bargaining Unit Executive shall:

19.7.1.1. ensure that the OSSTF/FEESO Constitution or Regulations are not contravened in the process of transacting Bargaining Unit business; (A.24)

19.7.1.2. ensure that the OSSTF/FEESO Workplace or Branch Representatives and/or Branch Executives are: (A.16)

19.7.1.2.1. elected by the members before the end of June each year; (A.16)

19.7.1.2.2. informed of their duties at the start of their term of office; (A.16)

19.7.1.2.3. given assistance throughout their term of office in carrying out these duties, including the duty to act as a liaison officer between the Branch or workplace and the Bargaining Unit, District and Provincial Executive and to carry out such additional duties as are from time to time required by the District or Bargaining Unit's Constitution and/or Bylaws or by the Provincial Executive to foster the objects of OSSTF/FEESO; (A.16)

19.7.1.3. forward to the Parliamentary and Constitution Council a copy of the Bargaining Unit's Constitution and of Branch Constitutions where they exist, together with all amendments thereto; (A.16)

19.7.1.4. ensure that no materials, in either print or digital format, which contain the Bargaining Unit's name and/or OSSTF/FEESO logo, are published or circulated without prior authorization of the Bargaining Unit Executive; (A.16)

19.7.1.5. gather information and provide updates on Pay Equity as requested by OSSTF/FEESO Provincial Office; and (A.16)

- 19.7.1.6. forward to the Director – Member Protection for consideration by the MPWG, any grievance that the Bargaining Unit proposes for advancement to arbitration. (A.18)
- 19.8. **Bargaining Unit President**
- 19.8.1. The President of a Bargaining Unit shall be the Chief Executive Officer of that Bargaining Unit for collective bargaining purposes. (A.16)
- 19.8.2. The Bargaining Unit President shall be a member ex-officio of all Bargaining Unit Committees. (A.16)
- 19.9. **Bargaining Unit Treasurer**
- The Bargaining Unit Treasurer shall:
- 19.9.1. be accountable to the Bargaining Unit membership; (A.16)
- 19.9.2. be responsible for all Bargaining Unit funds whether allocated by the district or raised by a voluntary levy or received from other sources, and report on such funds to the district Treasurer for inclusion in the required Annual Financial Report of the District; (A.16)
- 19.9.3. at least semi-annually provide to the Bargaining Unit Executive /Council financial reports which include expenses to date for each budget line and the financial position of the Bargaining Unit, including all Bargaining Unit assets, and forward the reports to the District Treasurer; and (A.16)
- 19.9.4. make available, upon notice of no fewer than five working days, its financial records for audit by the Provincial Office. (A.16)

Regulation 20 – Rules of Order and Procedures

- 20.1. **Rules of Order**
- 20.1.1. Subject to the Bylaws, meetings of the OSSTF/FEESO Provincial Assembly and Provincial Council, and of District, Branch or Staff organizations and of provincial standing committees, special or ad hoc committees and councils shall be conducted in accordance with Rules of Order adopted by the Annual Meeting of the Provincial Assembly (1974), and as amended from time to time by the Provincial Council or the Provincial Assembly Members. (A.24)
- 20.2. **Provincial Assembly**
- 20.2.1. Resolutions to be printed in the material for debate and published prior to Annual and Special Meetings of the Provincial Assembly (A.24)
- 20.2.1.1. must be submitted by one or more of the following:
- 20.2.1.1.1. Provincial Executive;
- 20.2.1.1.2. Provincial Council;
- 20.2.1.1.3. provincial committees;
- 20.2.1.1.4. provincial councils;

- 20.2.1.1.5. Districts; (A.90)
- 20.2.1.1.6. the previous Annual Meeting of the Provincial Assembly as Notice of Motion; (A.89)
- 20.2.1.1.7. a committee (which includes task forces, work groups, or other titles) created by AMPA and which was given direction to report to the next AMPA; (A.93)
- 20.2.1.1.8. Bargaining Units; (A.96)
- 20.2.1.1.9. Mediation Services Resource Bank; (A.13)
- 20.2.1.1.10. OTF Governors and OTF Table Officer; (A.13)
- 20.2.1.2. must be in writing and signed by the Secretary or Presiding Officer of the submitting body;
- 20.2.1.3. must have received the prior approval of the submitting body, except for a Notice of Motion in accordance with Regulation 20.2.1.1.6.; (A.24)
- 20.2.1.4. must be received by the General Secretary by the 3rd working Tuesday in January; (A.19)
- 20.2.1.5. must be accompanied by a reasonable estimate of the cost, should the resolution require the expenditure of funds for implementation; (A.90)
- 20.2.1.6. must have a rationale printed in the Assembly materials by the Resolutions Committee if they are considered to be Out of Order as submitted and printed; and (A.83)
- 20.2.1.7. shall be accompanied by a maximum 150-word rationale. (A.19)
- 20.2.2. A miscellaneous action resolution passed by the Provincial Assembly Members must be completed within three years unless the action terminates at a time definite, or the resolution is rescinded by a meeting of the Provincial Assembly Members. (A.24)
- 20.2.3. An External Policy resolution passed by the Provincial Assembly Members continues in effect for ten years from the date of being adopted or amended, unless the External Policy is rescinded. (A.24)
- 20.2.4. Excepting those amendments proposed by the Finance Committee on the final day of AMPA to balance the recommended budget, any resolution submitted to AMPA after the 3rd working Tuesday in January, that would result in a recommendation to amend the General Account Budget in excess of 0.1% of the budgeted fee income, shall require a 3/4 vote of the Provincial Assembly Members, present and voting, with the exception of resolutions subject to Article 18.1.2. (A.24)

Regulation 21 – Amendments

- 21.1. Amendments to these Regulations may be made at the Annual Meeting of the Provincial Assembly: (A.24)
 - 21.1.1. by a majority vote of the Provincial Assembly Members, present and voting, provided that: (A.24)
 - 21.1.1.1. notice of the proposed amendment shall have been given in writing to the General Secretary on or before the 3rd working Tuesday in January of that school year, and (A.19)
 - 21.1.1.2. such notice shall have been forwarded on or before the 3rd Friday in February in both French and English of that school year by the General Secretary to the Bargaining Unit Presidents. (A.19)
 - 21.1.1.3. by a three quarters vote of the Provincial Assembly Members, present and voting, previous notice as in Regulation 21.1.1.1 not having been given. (A.24)
 - 21.1.1.4. Proposed amendments received by the General Secretary after the 3rd working Tuesday in January will be distributed at AMPA. (A.19)
- 21.2. Amendments to Regulations adopted at AMPA shall be effective starting the subsequent July 1st, unless stated otherwise in an action motion passed in advance of the amendment(s) being considered. (A.24)

Regulation 22 – Mediation Services Resource Bank

- 22.1. The Mediation Services Resource Bank shall upon request and in accordance with the procedures as outlined in the OSSTF/FEESO Policies and Procedures, assist with dispute resolution between Members where the dispute affects the professional relationship of those Members. (A.12)
- 22.2. The Mediation Services Resource Bank shall not deal with matters of professional difficulty which involve a grievance, a matter under the OLRA, a College of Teachers case, or other professional college case. (A.12)

RULES OF ORDER

(Determined under Regulation 20 – As amended at AMPA 2024)

Rule 1 - Rules and Parliamentary Authority

- 1.1. The Rules of Order printed in the Constitution are used at OSSTF/FEESO meetings. (A.22 PC Feb.)
- 1.2. The OSSTF/FEESO Rules of Order are the primary authority.
When the rules of order do not provide clear direction, Speakers and the Steering Committee may caucus, consult an external set of rules such as the Democratic Rules of Order and then present a ruling to the House. (A.23 PC Nov.)
- 1.3. The Steering Committee will record precedence set by the House which may be included in future, by amendment, into the Rules of Order. (A.23 PC Nov.)
- 1.4. Meeting-Specific Rules, may be adopted for a particular meeting. (A.23 PC Nov.)
 - 1.4.1. To adopt Meeting-Specific Rules_requires a 2/3 vote and is both debatable and amendable. (A.23 PC Nov.)
 - 1.4.2. The House may also suspend the Meeting-Specific Rules if the House wants to proceed in a way that they cannot do under the Meeting-Specific Rules. (A.23 PC Nov.)
 - 1.4.3. A motion to suspend the Meeting-Specific Rules requires a 2/3 vote and is not debatable or amendable. (A. 23 PC Nov.)

Rule 2 - Quorum

- 2.1. The quorum for any meeting will be established in the Bylaws, Constitution or Regulations. (A.24 AMPA)
- 2.2. Quorum for any body of OSSTF/FEESO which is not set, shall be the majority of the voting members of the meeting body. (A.23 PC Nov.)
- 2.3. Notwithstanding the foregoing, quorum for meetings of the Provincial Executive and meetings of Members shall be as provided in the Bylaws. (A.24 AMPA)

Rule 3 - Responsibility

- 3.1. The responsibility for conducting meetings lies with the President or with the Chair. (A.22 PC Feb.)
- 3.2. The President or the Chair may designate a Speaker to chair the meeting. (A.22 PC Feb.)

Rule 4 - Role of the Speaker

- 4.1. The Speaker shall conduct the business of the House by: (A.22 PC Feb.)
 - 4.1.1. calling the meeting to order; (A.22 PC Feb.)
 - 4.1.2. announcing the business of the house in its proper order by following the Agenda and/or sequencing sheet; (A.22 PC Feb.)
 - 4.1.3. upholding the rules of order; (A.22 PC Feb.)
 - 4.1.4. ensuring Members follow meeting conduct; and by(A.22 PC Feb.)
 - 4.1.5. responding to Member parliamentary inquiries and questions of orderliness. (A.22 PC Feb.)
- 4.2. During debate, the Speaker shall: (A.22 PC Feb.)
 - 4.2.1. make certain that Members understand exactly what business is pending by: (A.22 PC Feb.)
 - 4.2.2. announcing the business which should come before the assembly in its proper order; (A.22 PC Feb.)
 - 4.2.3. ensuring that the motions are read and have been correctly moved and seconded; (A.22 PC Feb.)
 - 4.2.4. explaining the effect of a motion and answer parliamentary inquiries; (A.22 PC Feb.)
 - 4.2.5. assigning the floor to Members and protect the speaking Member from disturbance or interference during their speaking time. Notwithstanding the foregoing, the Speaker must never hesitate, when the interest of the organization or its Members requires, to permit someone to be interrupted, or to limit the number of speakers to a motion; (A.22 PC Feb.)
 - 4.2.6. restricting discussion to the question before the assembly; (A.22 PC Feb.)
 - 4.2.7. answering Questions of Order and decide on Points of Order; (A.22 PC Feb.)
 - 4.2.8. acknowledging or, where possible responding, to Points of Consideration; (A.22 PC Feb.)
 - 4.2.9. asking for the will of the house, which means unanimous consent, when appropriate; (A.22 PC Feb.)
 - 4.2.10. at the close of debate, restate the exact question upon which the assembly is to vote and putting the question to a vote; and (A.22 PC Feb.)
 - 4.2.11. stating the result of the vote. (A.22 PC Feb.)
- 4.3. The Speaker may be advised on parliamentary procedures and motions by a Steering Committee, whose role is to provide support with parliamentary procedures and motions during the meeting to the

Speaker and the meeting body, which may consist of one or more persons. (A.23 PC Nov.)

- 4.4. The Speaker may table a motion, which means putting a motion temporarily aside, to deal with a pressing matter that has arisen or if it is a standard procedural practice, like laying the budget on the table at AMPA. The Speaker would also state when the motion would be brought back before the House at the time a motion is tabled. (A.22 PC Feb.)
- 4.5. The Speaker may call for a recess or adjournment if necessary. (A.22 PC Feb.)
- 4.6. The Speaker never debates a motion while presiding. To participate in debate, the Speaker shall relinquish the Speaker role, and not return to it until the pending main motion has been disposed of. (A.22 PC Feb.)
- 4.6.1. The Speaker, only if a designated voting member of the body, may vote in situations where their vote would change the outcome of the vote. (A.22 PC Feb.)
- 4.7. Notwithstanding Rule 4.6, in a small, relaxed, or informal meeting, a Speaker shall carry out the usual functions in conducting a meeting, and may, if a voting member, also participate in discussion and vote. (A.22 PC Feb.)
- 4.7.1. Each OSSTF/FEESO group should decide at the outset of the OSSTF/FEESO financial year whether Rule 4.7 applies to them. (A.24 AMPA)

Rule 5 - Meetings

5.1. Agenda

- 5.1.1. The tentative Agenda is developed by the President or Chair with input from the Steering Committee, where applicable, and subject to equity considerations, constitutional and fiduciary mandates. A sample agenda is provided in Table 1. (A.22 PC Feb.)
- 5.1.2. Regular timed items are marked with a # symbol and they interrupt the regular business on the agenda. A # cannot interrupt a previous #. (A.22 PC Feb.)
- 5.1.3. Priority timed items are marked with a ## symbol and interrupt any item, including regular timed items. With the exception of adjournment, a ## cannot interrupt a previous ##. (A.23 PC Nov.)
- 5.1.4. To adopt the agenda, a majority vote is required. Once the agenda has been adopted, a 2/3 vote is required to amend it. (A.22 PC Feb.)

- 5.1.4.1. Once the agenda has been adopted, a motion to extend a meeting is non-debatable, non-amendable and requires a 2/3 vote count. (A.22 PC Feb.)
- 5.1.5. When there are many motions to be dealt with, a sequencing sheet may be provided by the Steering Committee that works in tandem with the agenda. (A.22 PC Feb.)
- 5.1.5.1. "On-time" motions will be presented during the regular business section of the Agenda. (A.23 PC Nov.)
- 5.1.5.2. "Late" and "from the floor" motions will be presented during the identified section of the agenda, except when the Speaker or Constitution or meeting procedures indicate otherwise. (A.23 PC Nov.)
- 5.1.5.3. Motions, other than procedural motion and amendments to motions, will not be accepted on the final day of a multi-day meeting. (A.23 PC Nov.)
- 5.2. **Reports**
- 5.2.1. All reports will be received at the call of the Speaker. (A.23 PC Nov.)
- 5.2.1.1. Recommendations contained in a report will only be acted upon by the House if they are submitted by the body that submitted the report as related. (A.23 PC Nov.)
- 5.2.1.2. All written reports not received by the House prior to adjournment shall be considered at adjournment as received. (A.23 PC Nov.)
- 5.3. **Minutes**
- 5.3.1. The Minutes of an OSSTF/FEESO meeting constitute the official record of the proceedings of the meeting. (A.22 PC Feb.)
- 5.3.2. The Minutes contain a record of what was done at the meeting and not what was said, including the disposition of all motions that were dealt with. (A.22 PC Feb.)
- 5.3.3. The Minutes should be retained for the life of the organization. (A.22 PC Feb.)
- 5.3.4. The Minutes of an Executive Session shall be read and acted upon only in an Executive Session. (A.22 PC Feb.)
- 5.3.4.1. The Minutes of an Executive Session are kept in a secure location for a period of seven years and then become part of the body's public record unless the body specifically directs otherwise. (A.22 PC Feb.)

Rule 6 - Debate

- 6.1. The types of motions and ways to engage in debate that shall be used at OSSTF/FEESO meetings are set forth in Table 2. (A.22 PC Feb.)
- 6.2. No debate shall be held on a topic until there is a motion on the floor with the exception of using a POINT OF ORDER or a PROCEDURES and QUESTIONS card which is used for the purpose amending

something previously adopted, reconsider, recess or endorse or adopt or to ask a parliamentary question or to move into Executive session. (A.23 PC Nov.)

6.3. Prior to debate, all main motions and amendments shall be written and presented to the Speaker or to the Steering Committee. (A.23 PC Nov.)

6.4. When a motion is on the floor and debate is opened, to hear from a variety of perspectives on a motion, there will be a rotation that includes speakers who will speak in the following order: in favour, in opposition, ask questions or move procedural motions, and then point of consideration. (A.23 PC Nov.)

6.4.1. The mover of a motion shall speak first to open the debate on the motion, answer questions and then shall speak once more to conclude the debate or choose to pass. (A.22 PC Feb.)

6.4.2. Members who wish to speak must first be recognized by the Speaker and should begin by stating their name and district, their pronouns should they choose to, whether they support or oppose the motion, are moving an amendment, or have other intentions as listed in Rule 6.5.2. (A.23 PC Nov.)

6.4.3. Members shall not speak more than once to a motion unless they are the mover of a motion, are asking a question or have been asked by the Speaker to clarify part of their speech. No debate shall be allowed upon the clarification provided. (A.23 PC Nov.)

6.5. Time limits are used at AMPA and may be set at any meeting if the assembly so decides. (A.23 PC Nov.)

6.5.1. Timing will commence after the Member has stated their name, pronouns should they choose to, district and if they choose to, upon their first time at the microphone, a land acknowledgement. (A.23 PC Nov.)

6.5.2. Where time limits are invoked, they shall be as follows: (A.23 PC Nov.)

6.5.2.1. IN FAVOUR: speaking in favour of the motion (90 seconds time limit with the mover receiving an additional 30 seconds to open debate) (A.23 PC Nov.)

6.5.2.2. IN OPPOSITION: speaking against the motion (90 seconds) (A.23 PC Nov.)

6.5.2.3. PROCEDURES & QUESTIONS: Used for the following procedures: ask a question, call the question, pull from the bloc, divide the question and reconsider; and, is used to call for one of the following: an amendment, or a motion to postpone, refer or amend something previously adopted. (A.23 PC Nov.)

- 6.5.2.4. Questions to the mover/presenter through the Speaker or questions to the Speaker about parliamentary procedure (30 seconds). A time limit of 90 seconds applies for the answer to the question. (A.23 PC Nov.)
- 6.5.2.5. POINT OF CONSIDERATION: statements (90 seconds) (A.23 PC Nov.)
- 6.5.2.6. POINT OF ORDER: used for Questions of Order (30 seconds) and to Challenge a ruling (90 seconds). (A.23 PC Nov.)
- 6.5.2.7. POINT OF ORDER may interrupt once it is recognized by the Speaker. (A.23 PC Nov.)
- 6.6. At AMPA, if there are Provincial Assembly Members in the queue and at least 4 IN FAVOUR cards have been heard, the Speaker shall judge that the debate is exhausted whenever the remaining persons on the Spotter's list are all IN FAVOUR. Similarly, if there are debaters in queue and at least 4 IN OPPOSITION have been heard, the Speaker shall judge that the debate is exhausted whenever the remaining persons on the Spotter's list are all IN OPPOSITION. (A.23 PC Nov.)
- 6.7. At AMPA, in the event that only POINTS OF CONSIDERATION remain at the microphone, the Speaker shall declare the debate exhausted and hear three more Points of Consideration before asking the Mover to close debate. Since POINTS OF CONSIDERATION may not be specifically tied to a motion, Provincial Assembly Members' position in the queue will be maintained while the vote is taken. (A.23 PC Nov.)
- 6.8. The mover shall be allowed to close debate, subject to the Rules of Order, and the motion shall go to the vote. (A.23 PC Nov.)
- 6.9. On the last day of AMPA or the afternoon of PC, the Speaker, in consultation with Steering, may invoke "Two, and Two, and Two" for the remainder of the meeting. Debate shall be restricted to a maximum of two speakers for IN FAVOUR, two speakers IN OPPOSITION, two speakers for POINT OF CONSIDERATION to a motion. Questions to the mover or the Speaker would not be restricted. Once invoked, this procedure applies for the remainder of the meeting. (A.23 PC Nov.)

Rule 7 - Voting Procedures

- 7.1. **General**
- 7.1.1. No motion will be voted upon until it is available in writing. (A.23 PC Nov.)
- 7.1.2. No interruptions are permitted while the vote is in progress. (A.22 PC Feb.)
- 7.1.3. Once the order of business has been announced by the Speaker, no further action can be taken on the previous motion except for reconsideration of a motion. (A.22 PC Feb.)

- 7.1.4. When the technology is available, voting on motions shall be done electronically. (A.23 PC Nov.)
- 7.1.5. When a vote has been taken electronically, the results are final once they have been announced by the Speaker. (A.22 PC Feb.)
- 7.2. **Inconclusive Vote for Votes Taken by a Show of Hands**
- 7.2.1. If the Speaker is in doubt about a vote taken by a show of hands, the Speaker should immediately retake the vote as an uncounted rising vote (rising with hands raised). Any Member who is unable to rise will be accommodated. (A.24 AMPA)
- 7.2.2. A Member can also request an uncounted rising vote without needing a motion to do so. (A.22 PC Feb.)
- 7.2.3. If after an uncounted rising vote, the Speaker is still unable to determine the result, the Speaker should take the vote a third time as a counted rising vote (with hands raised). (A.24 AMPA)
- 7.2.3.1. Once the counted rising vote count tabulations are completed, the Speaker shall announce the results to the House. After the announcement of the counted rising vote, the results are final. (A.22 PC Feb.)
- 7.2.4. In voting by a show of hands (including a counted rising vote), a Member has the right to change their vote up to the time their vote has been counted. (A.22 PC Feb.)
- 7.2.5. A Member may vote on a rising vote count not having voted previously on the issue. (A.22 PC Feb.)
- 7.2.6. The doors should be closed, and no one should enter or leave the House while a count is being taken. (A.22 PC Feb.)

Rule 8 - Meeting Conduct

- 8.1. Members and observers shall adhere to the principles of OSSTF/FEESO meeting conduct by following the rules of order approved by the House, listening to one another, only speaking when first recognized by the Speaker, directing all comments and questions through the Speaker, refraining from using profanity, and may criticize an idea but never a fellow Member, including naming other Members and/or speculating on their motives. Members shall communicate courteously to those who are providing support in the running of the meeting which includes Member volunteers and any staff. Breaches of OSSTF/FEESO meeting conduct shall be dealt with in the following order: (A.22 PC Feb.)

- 8.1.1. The Speaker will call the House to order, identify the breach of conduct in the House or towards those supporting the meeting and remind Members of meeting conduct. (A.22 PC Feb.)
- 8.1.2. The Speaker will name and call the Member to order. (A.22 PC Feb.)
- 8.1.3. After the Speaker has named a Member, the Speaker can order one of the following penalties for removal: for a short break, the remainder of the day, the remainder of the meeting. (A.22 PC Feb.)
- 8.2. Should a Member be removed, the removal will be recorded in the Minutes to read: "Pursuant to Rule 8 of the Rules of Order, a Member was removed." (A.23 PC Nov.)
- 8.3. Any further interruption will result in a complaint being filed with Judicial Council, which could result in the Member becoming ineligible to attend future provincial events. (A.22 PC Feb.)

Rule 9 - Annual Meeting of the Provincial Assembly

9.1. Representation at Meetings

- 9.1.1. With respect to Provincial Assembly Members, identification as a voting Member shall be provided and only Provincial Assembly Members wearing identification, and/or Voting Badges as is relevant, shall be permitted in the Provincial Assembly Member section of the House while it is in session. If an AMPA Alternate will or may be an AMPA Representative at a meeting, the AMPA Alternate must complete the registration process. (A.24 AMPA)
- 9.1.2. Where there is a registration leader for the meeting, the leader shall be responsible for ensuring that Provincial Assembly Members (including AMPA Alternate, as applicable) are wearing Voting Badges when they are seated with the Provincial Assembly Members or are on the Voting Floor of the House. (A.24 AMPA)
- 9.1.3. No person shall be allowed to wear the identification of another person or use another person's electronic voting device. (A.23 PC Nov.)
- 9.1.4. All Provincial Assembly Members and AMPA Alternates must be registered prior to or on the first day of the meeting, subject to the specific requirements of the meeting. (A.24 AMPA)
- 9.1.5. In special circumstances, AMPA Alternates may be registered later subject to the approval of the Credentials Committee, where such a committee is part of the structure of the meeting. (A.24 AMPA)
- 9.1.6. In the event that it is necessary to extend a provincial meeting beyond the time frame of the Agenda, the President shall declare the meeting adjourned to continue at the call of the President, with a minimum of 6

weeks' notice of the continuation of the adjourned meeting. (A.23 PC Nov.)

9.2. **Strategic Action Plan Document: Annual Meeting of the Provincial Assembly**

9.2.1. After the Strategic Action Plan is presented to the House, only questions of clarification will be considered. (A.23 PC Nov.)

9.2.2. The Preamble to the Strategic Action Plan is not amendable. (A.23 PC Nov.)

9.2.3. Any amendments to the Strategic Action Plan Chart will be debated as amendments to PLAN 201 and must be submitted to Steering at least 1 hour prior to the scheduled introduction of PLAN 201. (A.23 PC Nov.)

9.3. **Budget**

9.3.1. The Proposed Budget is presented, followed by a question-and-answer period for clarification on the Proposed Budget. Recommendation of BUDG 201 is then moved and seconded, and immediately tabled and lifted from the table as required. (A.24 AMPA)

9.3.2. Any motion, or amendment affecting a motion, with a dollar amount, number, or percent, that may impact the budget or have financial implications, must be confirmed with the Chief Financial Officer or designate to determine accuracy. (A.23 PC Nov.)

9.3.3. The deadline for submitting and dealing with motions that affect the budget will be indicated on the Agenda and may be extended by the House through the use of a procedural motion to amend the Agenda no later than 9:00 AM on the final day of the meeting. (A.23 PC Nov.)

9.3.4. After the deadline for motions affecting the Budget has passed, only the Provincial Executive, through the Treasurer, may propose amendments to the Budget. (A.24 AMPA)

9.3.5. Any motion that affects the budget which is approved by the House shall be reflected in the final Budget for approval by the Provincial Executive. (A.24 AMPA)

9.4. **Elections at the Annual Meeting of the Provincial Assembly (A.23)**

9.4.1. During balloting for elections, which is conducted electronically, only those wearing Voting Badges at the moment of balloting shall have the ability to vote. (A.23 PC Nov.)

9.4.2. 15 minutes before voting opens, each ballot shall be announced by the Chief Returning Officer or the Speaker. (A.23 PC Nov.)

9.4.3. A 5-minute warning will also be given before voting begins on each ballot. Not less than 15 minutes before voting opens and a timer with

- the title "Time until balloting opens" above it will be on the screen counting down for 5 minutes before balloting begins. (A.23 PC Nov.)
- 9.4.4. Should electronic voting be unavailable, the election will be conducted using paper ballots. (A.23 PC Nov.)
- 9.5. All official announcements of election results shall include the number of ballots cast. (A.23 PC Nov.)
- 9.6. Following the official announcement of results for each ballot, in the absence of an immediate call for a recount within 15 minutes, the ballots shall be destroyed_(A.23 PC Nov.)
- 9.7. During any pauses between balloting, including in the 15-minute warning periods before a ballot, business of the house may continue. (A.23 PC Nov.)

**TABLE 1
AGENDA ORDER**

At the first meeting of the year, and then at the discretion of the Speaker, a land acknowledgement, where appropriate, the reading of the OSSTF/FEESO Pledge and the OSSTF/FEESO Anti-Harassment Policy or Anti-Harassment & Equity Declaration should be read.

At meetings of the OSSTF/FEESO Provincial, District, and Bargaining Unit jurisdictions the structure of meetings may be established according to the following order:

**Sample Agenda Order
(include timed items on the agenda)**

1. Call to Order
2. Appointment and announcement of the Anti-Harassment Officer
3. Registration of members
4. Appointment of Steering, Credentials, and other temporary committees
5. Procedural motions
6. Adoption of the Agenda
7. Adoption of the Minutes
8. Communications and business arising
9. Reports of officers and/or committees
10. New business
11. Notice of Motion
12. Adjournment

TABLE 2
MOTIONS & ENGAGING IN DEBATE

Except for * motions in the table below, each motion requires a mover and a seconder. Motions are amendable and/or debatable unless specifically stated in the chart.

Classification	Characteristics	Vote
A) Main (motion is debated using rotational system)		
Main motion	<ol style="list-style-type: none"> 1. A main motion presents new business. It can be a change in constitutional language or an action. It must be actionable and in order. 2. It is made when no motion is on the Floor. 3. The vote count may differ depending on the content of the motion. 	Vote count is dependent on the type of motion and whether the motion is on time, late or from the floor.
B) Motions that can act upon the main motion (in rotation and does not interrupt debate)		
Amend	<ol style="list-style-type: none"> 1. This motion is used to make changes to the main motion on the Floor. 2. It is made when the main motion is on the Floor. 3. An amendment must not change the intent or topic of the original motion and be actionable. (A.23) 4. Once a main motion has been moved, a Member can ask for an amendment. 5. <i>Amending by Deletion</i> (removing words) 6. <i>Amending by Insertion</i> (adding words) 7. <i>Amending by Deletion and Insertion</i> 8. <i>Amending by Substitution</i> (multiple changes that require completing substituting for clarity) 9. An amendment itself can be amended only once. 10. If the amendment passes, the Speaker shall return to the main motion as amended. 11. If the amendment fails, the Speaker shall return to the original main motion. 	1/2

C) Procedural motions (in rotation and does not interrupt debate)		
Bloc-ing	<ol style="list-style-type: none"> 1. This motion is used to consider multiple motions on a similar topic together. 2. It requires a motion to bloc and a motion to approve the bloc. 3. While the initial motion to bloc is a majority vote count, the vote count for the motion to approve the bloc is based on highest vote count of the motions contained in the bloc++ 4. When motions are sequenced in a bloc, a Member can request to have (a) specific motion(s) removed if they would like the motion debated independently of the bloc. This does not require a motion and the pulled motions will be dealt with in the order they were removed. 	1/2++
Pull from the Bloc*	<ol style="list-style-type: none"> 4.1 When a Member has pulled a motion from a bloc, they will be sequenced to speak in debate on the motion they pulled immediately following the opening of debate by the Mover. 	
Call the question	<ol style="list-style-type: none"> 1. This motion is used when a Member would like to end debate and move immediately to a vote on the motion that is currently on the Floor. 2. It is made when the main motion is on the Floor. 3. Call the question is not debatable and the Speaker will go immediately to the vote. 4. If this motion passes, the House moves immediately to the vote on the motion on the Floor. 5. If the motion fails, the House continues to debate the motion on the Floor. 6. This motion can only be used when: <ol style="list-style-type: none"> 6.1 At least two speakers IN FAVOUR and two speakers IN OPPOSITION have spoken; or 6.2 At least two speakers IN FAVOUR have spoken and there are no IN OPPOSITION in queue; or 6.3 At least two speakers IN OPPOSITION have spoken and there are no IN FAVOUR in queue; or 6.4 There are no speakers IN FAVOUR or IN OPPOSITION in queue 	2/3

Committee of the Whole	<ol style="list-style-type: none"> 1. This motion is used if the House would like to discuss a topic informally with no motion on the Floor. 2. This motion can be applied either when there is a motion on the Floor or when there is no motion on the Floor. 3. The motion must clearly state the topic to be discussed, a time limit which cannot be extended and speaking time limits if any. 4. When the time has been exhausted, the House will rise from Committee of the Whole. 	1/2
Executive Session	<ol style="list-style-type: none"> 1. This motion is used when discussion must be kept confidential to those in attendance. 2. This motion can be applied either when there is a motion on the Floor or when there is no motion on the Floor. 3. Executive session requires a motion to move into Executive Session and another motion to move out of Executive Session and to report on the Executive Session. 4. Any motion voted upon in Executive Session which requires public action needs to be included in the report that is given to move out of Executive Session. 	1/2
Postpone	<ol style="list-style-type: none"> 1. This motion postpones the motion of the floor to a specific future date or time. 2. This motion can be used before or once the main motion being postponed has hit the floor. 3. It is debatable and amendable. 	1/2
Receive, Endorse or Adopt	<p>There are several ways to deal with reports.</p> <ol style="list-style-type: none"> 1. When the Speaker calls for a report, it is considered <i>received</i>; no motion is required. 2. A member may move a motion to <i>adopt</i> which has the effect of approving every word in the report. A motion is required. 3. A member may move a motion to <i>endorse</i> which has the effect of approving the general directions 	<p>----</p> <p>1/2</p> <p>1/2</p>

	of the report without adopting all the recommendations. A motion is required.	
Recess or Adjourn	<ol style="list-style-type: none"> 1. A motion to recess is used to set a short break. 2. A motion to adjourn is used to either end a meeting or to end a meeting and set a new time for it to be completed. It must be set prior to the start of the next meeting of the same body. 3. These motions are amendable, debatable and can be moved as either a main motion or when another motion is on the floor. 	1/2
Refer	<ol style="list-style-type: none"> 1. This motion is used when a Member would like to refer the motion to another body for further consideration. 2. Debate is centered on the merits of the referral and not the main motion itself. 3. This motion can be applied to a main motion before it is brought before the House or once it becomes the main motion on the Floor. 4. When a motion is referred, the wording should include where the motion is being sent, instructions for the receiving body and when the receiving body will report back. 	1/2
D) Motions that Bring Something Back in front of the House (in rotation and does not interrupt debate)		
Reconsider	<ol style="list-style-type: none"> 1. This motion is used when a Member would like to bring a motion back before the House. 2. The mover must have voted on the prevailing side of the motion being reconsidered. 3. It is made when no motion is on the Floor. 4. The motion is non-debatable. 5. A motion to reconsider can be applied only once to a motion. 	1/2
Amend something Previously adopted	<ol style="list-style-type: none"> 1. This motion is used to make a change to a motion already adopted. For example, to change the agenda, the sequencing sheet or the time at which to adjourn. 	2/3
E) Requests to the Speaker (in rotation and does not interrupt debate)		

Divide the question*	<ol style="list-style-type: none"> 1. If a motion can be divided and each portion stand alone, a Member can request a division of the motion and the Speaker will instruct Steering to separate the motion. Each portion then becomes a separate motion. 2. This request does not need a mover or a seconder. 	----
Point of Consideration	<ol style="list-style-type: none"> 1. A member can make a statement through an equity, anti-racism and/or anti-oppression lens. 2. A member can make a statement that relates to the integrity, rights, or privileges of an individual or the assembly collectively. 3. Points of Consideration are not used to speak in favour or in opposition to the motion on the Floor. 	----
Questions	<ol style="list-style-type: none"> 1. Members can ask a question to the mover through the Speaker. 2. A Member can ask the Speaker a question about parliamentary procedure or the effect of a motion. 	-----
F) Requests to the Speaker that interrupt debate <u>or</u> questions		
Question of Order	<ol style="list-style-type: none"> 1. If a Member is concerned the House is not following the Agenda and/or Sequencing Sheet, they can request clarification from the Speaker. 2. A Member can ask for a standing vote count before the next motion is moved and seconded. 3. A Member can ask a question of whether a motion is in order or not. 	<p>----</p> <p>1/2</p> <p>1/2</p>
Point of Order: Challenge a ruling	<ol style="list-style-type: none"> 1. A member can challenge the ruling of the Speaker if they disagree with the Speaker's decision about whether the motion is in order or out of order. 2. A Member may also challenge the ruling of the Speaker if they do not agree with the Speaker's announcement of the result of a show-of-hands vote. 	

	<p>3. The steps are:</p> <p>A) the Member shall state “I would like to challenge the ruling.”</p> <p>B) Once the challenge has been recognized by the Speaker, the Member explains their rationale for the challenge. Then, the Speaker explains their rationale for the ruling made. After both rationales have been presented to the House, a vote is taken to support the challenge or uphold the ruling.</p> <p>C) Once the challenge has been completed, the ruling may not be challenged again.</p> <p>Note: A motion is considered out of order if:</p> <ol style="list-style-type: none"> 1. it is contrary or redundant to an existing article, bylaw, policy or procedure 2. it refers to an article, bylaw, policy or procedure that does not exist 3. it is the same or similar to a motion already dealt with by the assembly or, 4. if it is an amendment, it would change the intent too significantly. 5. If it is not actionable. 	
G) Motions to be Debated at a Future Meeting		
Notice of Motion	<ol style="list-style-type: none"> 1. Notices of Motion are motions submitted in writing to Steering that will be discussed at a future meeting. They provide the House advanced notice of a motion and when it will be considered. 2. Notices of Motions will be distributed in print or electronic form. 	----

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