

# OSSTF

## DISTRICT 12

### *OCCASIONAL TEACHERS' BARGAINING UNIT*



## 2025-2026

### CONSTITUTION and REGULATIONS

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## **Article 1 - Name and Authority**

- 1.1 This bargaining unit shall be known as the Ontario Secondary School Teachers' Federation, District 12, Toronto, Occasional Teachers' Bargaining Unit (OTBU).
- 1.2 Nothing in this constitution shall contravene the OSSTF Provincial Constitution and Regulations or the OSSTF District 12, Toronto, Constitution and Regulations.
- 1.3 Should a procedural issue not be addressed by this Constitution and Regulations the OSSTF Provincial Constitution and Regulations, shall prevail.

## **Article 2 – Definitions**

- 2.1 Definitions shall be as specified in the Articles of the OSSTF Provincial Constitution and Regulations except
- 2.2 "Bargaining Unit" shall mean the Ontario Secondary School Teachers' Federation, District 12, Toronto, Occasional Teachers' Bargaining Unit.
- 2.3 "Member" shall mean an active member of the Bargaining Unit 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 Constitution and Regulations. 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.
- 2.4 "Day" shall mean school day.
- 2.5 "Regulations" shall mean standing rules governing the membership of OSSTF D 12 OTBU made under this Constitution on matters of internal regulations and matters which are entirely within the control of D12 Occasional Teachers' Bargaining Unit.

## **Article 3 – Objects**

- 3.1 The objects of the Bargaining Unit shall be as specified in the Articles of the OSSTF Provincial Constitution, and in addition, shall be to
  - 3.1.1 enhance the dignity, professionalism, unique identity and solidarity of the Occasional Teachers,
  - 3.1.2 advance the common interest of Members whenever possible, by appropriate means including collective bargaining, public education and political action,
  - 3.1.3 bring about improvement in the salaries and working conditions of the membership,
  - 3.1.4 foster cooperation with labour unions and other organizations with objectives similar to those of the Bargaining Unit,
  - 3.1.5 promote and defend quality public education, democratic principles, human rights and the wellbeing of working people generally.

## **Article 4 – Membership**

- 4.1 Membership shall consist of active Occasional Teacher members as defined in the Regulations of the OSSTF Provincial Constitution who are employed within the jurisdiction of OSSTF District 12, Toronto.

## **Article 5 – Fees**

- 5.1 The fees for Members shall be as specified in the Regulations of OSSTF.

- 5.2 Supplementary fees or assessments may be levied by the Bargaining Unit according to the Regulations.
- 5.3 Payment of fees and levies shall be as prescribed in the Collective Agreement made between the Bargaining Unit and the Toronto District School Board.

#### **Article 6 - Organization (AGM05)**

- 6.1 There shall be an Executive consisting of the following:
- 6.1.1 voting members
    - 6.1.1.1 President,
    - 6.1.1.2 First Vice-President,
    - 6.1.1.3 Second Vice-President,
    - 6.1.1.4 Treasurer,
    - 6.1.1.5 Secretary,
    - 6.1.1.6 Four (4) Executive Officers, one of which will be the Equity, Anti-Racism and Anti- Oppression Officer and be designated the Liaison to the Equity Committee.
  - 6.1.2.1 Chief Negotiator.
  - 6.1.2.2 Bargaining Unit Health and Safety Officer.
  - 6.1.2.3 Bargaining Unit Educational Services Officer.
  - 6.1.2.4 Bargaining Unit Communications and Political Action Officer.
  - 6.1.2.5 Bargaining Unit Constitution Officer.
  - 6.1.2.6 Bargaining Unit Equity, Anti-Racism, Anti-Oppression Officer.
- 6.1.3 The voting members of the Executive shall be elected in a vote open to all the Members
- 6.2 Representatives to other bodies shall be selected according to the Regulations
- 6.3 The Bargaining Unit shall have the following standing committees:
- 6.3.1 Collective Bargaining Committee,
  - 6.3.2 Election Committee,
  - 6.3.3 Constitution and Steering Committee., and
  - 6.3.4 Equity Committee,
- 6.4 All workplaces within the Toronto District School Board to which OTBU Members are assigned as Occasional Teachers are deemed to be collectively one Branch and the OSSTF OTBU representative in each workplace is the OTBU President or designate.

#### **Article 7 - General Meetings**

- 7.1 There shall be an Annual General Meeting of the Members held in April or May.
- 7.2 There may be other General Meetings.
- 7.3 The Chair shall be appointed by the Executive.
- 7.4 Quorum for a General Meeting shall be sixty-five (65) Members.
- 7.5 The Rules of Order for a General Meeting shall be as established in the Regulations.
- 7.6 Officially authorized meetings of the Bargaining Unit Executive and Standing Committees may be held electronically.
- 7.7 General and Annual General Meetings of the Bargaining Unit may be held electronically/virtually. Under no circumstances can any part of the electronic meeting be recorded except for the use of the OTBU Secretary to ensure accuracy of the minutes.

## Article 8 - Collective Bargaining

- 8.1 There shall be a Chief Negotiator appointed according to the Regulations.
- 8.2 The Collective Bargaining Committee shall consist of the Chief Negotiator and other Members selected according to the Regulations.
- 8.3 There shall be a Negotiating Team consisting of the Chief Negotiator and up to four (4) Members selected according to the Regulations.
- 8.4 Ratification of a Collective Agreement shall be according to the Regulations.

## Article 9 – Grievances

- 9.1 The Grievance Officer shall be responsible for all grievances.
- 9.2 There shall be a Grievance Appeal Committee that shall consist of all voting members of the Executive except the Grievance Officer, plus one other Member appointed by the Executive and who is not a member of the current Executive
  - 9.2.1 The President shall be the Chair.
- 9.3 The Executive shall periodically publish procedures for dealing with grievance appeals.

## Article 10 – Bargaining Unit Funds

- 10.0.0 Any year end surplus in the general operating budget may be placed into any of the following fund/accounts in the name of the OSSTF District 12 Occasional Teachers’ Bargaining Unit.
  - 10.1.0 **Capital Equipment Fund**
    - 10.1.1 This fund is to provide for the purchase, replacement or repair of office equipment when the need was not anticipated and was not budgeted for in the budget.
    - 10.1.2 Expenditure from this fund must be approved by a motion of the Bargaining Unit Executive
    - 10.1.3 A year end surplus in the budget of up to \$10, 000 may be allocated by the Bargaining Unit Executive to the Capital Equipment Fund.
    - 10.1.4 The Capital Equipment Fund shall not exceed \$75,000.
    - 10.1.5 Capital Equipment expenditures in excess of \$25,000 must be approved by a Bargaining Unit General Meeting.
  - 10.2.0 **Strike Fund**
    - 10.2.1 This fund is to finance expenses arising from negotiations with the Board and the Provincial Government or its agents and/or to provide emergency loans to members in extreme need during a strike of more than 3 weeks.
    - 10.2.2 Expenditure from this fund must be approved by a motion of the Bargaining Unit Executive.
    - 10.2.3 A year end surplus in the budget of up to \$25, 000 may be allocated by the Bargaining Unit Executive to the Strike Fund.
    - 10.2.4 The Strike Fund shall not exceed \$500,000.
  - 10.3.0 **Property Fund**
    - 10.3.1 This fund is to provide for the acquisition of a property for the use of the Bargaining Unit as its headquarters and offices.
    - 10.3.2 A year-end surplus in the budget of up to \$50,000 may be allocated by the Bargaining Unit Executive to the Property Fund.

- 10.3.3 The Property Fund shall not exceed \$1,000,000.
- 10.3.4 Expenditures from the Property Fund shall be approved by a Bargaining Unit General Meeting.
- 10.4.0 **The General Reserve Fund**
- 10.4.1 The General Reserve Fund may be used to finance Bargaining Unit expenses not anticipated nor budgeted for in the budget.
- 10.4.2 Funds may be transferred from OTBU Funds to the General Reserve Fund or from the General Reserve Fund to OTBU Funds when approved by a motion of the Bargaining Unit Executive
- 10.4.3 Expenditures from the General Reserve Fund shall be approved by a motion of the Bargaining Unit Executive.
- 10.4.4 The Annual General Meeting of the Bargaining Unit shall be informed of all expenditures from the General Reserve.

**Article 11 - Amendments to the Constitution**

- 11.1 Amendments to this Constitution may be made by a 2/3 vote at an Annual General Meeting provided that written notice of the proposed amendment
- 11.1.1 has been received by the Bargaining Unit Secretary at least twenty (20) Days prior to the Annual General Meeting and
- 11.1.2 posted on the Bargaining Unit website at least fifteen (15) Days prior to the Annual General Meeting.
- 11.1.3 If notice outlined in 11.1 has not occurred, amendments to this Constitution may be made by a 9/10 vote at an Annual General Meeting.

**Regulations**

**Regulation 1 - Supplementary Fees or Assessments**

- 1.1 The Member local levy shall be one-third of one percent of the Member’s total daily pay.
- 1.2 Notwithstanding Regulation 13, amendment to Regulation 1.1 requires a 3/4 vote if the resolution is ‘on-time’, or a 9/10 vote if the resolution is late.

**Regulation 2 – Executive**

**2.1 Elections**

- 2.1.1 Any active Member may be nominated to stand for election upon providing to the Election Committee their name and the signature of a supporting Member in good standing, twenty (20) Days prior to the Annual General Meeting.
- 2.1.2 Any Member may be nominated for up to two (2) different elected positions on the Executive.
- 2.1.3 Votes will be counted in the order of  
 President,  
 First Vice-President,  
 Second Vice-President,  
 Treasurer,  
 Secretary, and Executive Officer.
- 2.1.4 Candidates elected to office shall have their names removed from any subsequent vote count.
- 2.1.5 Candidates who submit their nominations to the Election Committee, through the OTBU Executive Secretary on the official OTBU nomination forms, at least twenty (20) Days prior to the Annual General Meeting shall be provided:

- 2.1.5.1 one opportunity to make an election speech at the Annual General Meeting for a time not to exceed five (5) minutes for the position of President or two (2) minutes for any other position
  - 2.1.5.2 the opportunity to advertise their candidacies in an election issue of the OTBU Newsletter by providing concurrent to their nomination:
    - 2.1.5.2.1 a copy of the advertisement submitted in the format proscribed by the Election Committee
    - 2.1.5.2.2 the advertisement to be no bigger than 2 3/8 inches by 6 3/4 inches. which may be edited by the Elections Committee to adhere to a standard format if necessary
    - 2.1.5.2.3 A candidate for Executive elections may, in an election year, distribute election literature at the Annual General Meeting (AGM). All literature to be distributed at the AGM must be presented for the approval of the Chair of the AGM, via the OTBU Secretary, at least ten (10) Days prior to the AGM.
    - 2.1.5.2.4 The Election Committee will mail a print copy of the Election Newsletter to all members on the Provincial list of confirmed members and send a digital copy to those members for whom we also have a non-TDSB email address. The Election Newsletter be posted on the website two weeks prior to the May AGM in an election year.
  - 2.1.6 A voters' list shall be posted at the Annual General Meeting.
    - 2.1.6.1 Members wishing to appeal the voters' list may do so to the Executive at the Annual General Meeting.
    - 2.1.6.2 The Executive shall inform the Member of its decision regarding the appeal within two (2) Days of the Annual General Meeting.
    - 2.1.6.3 The decision of the Executive regarding appeals is final.
  - 2.1.7 Within two (2) Days of the Annual General Meeting, Members will be provided with instructions for voting by phone or electronically.
  - 2.1.8 A ballot shall be considered valid if it is received by phone or electronically in the manner, and on the date as prescribed by the Elections Committee in the instructions provided to members.
  - 2.1.9 Only one vote per Member shall be valid.
  - 2.1.10 The ballots shall be counted by the third-party firm administering the telephone and electronic formats under the supervision and with the participation of the Election Committee.
    - 2.1.10.1 Each candidate shall be allowed one scrutineer to verify the counting process
    - 2.1.10.2 No candidate may act as a scrutineer.
  - 2.1.11 The candidate with the highest number of votes shall be elected.
  - 2.1.11.1 Notwithstanding 2.1.11, for the position of Executive Officer, the candidates with the four (4) highest numbers of votes shall be elected.
  - 2.1.12 Ties shall be determined by lot by the Chief Returning Officer in the presence of the scrutineers.
  - 2.1.13 The results of the election shall be first provided, by the third-party firm administering the election, to the Chief Returning Officer who will authorize the OTBU Secretary to post the results-on the OTBU Website within two (2) Days following the deadline set by the Elections Committee (AGM 21)
  - 2.1.14 The data pertaining to the results of the Election shall be destroyed on the last day of the school year. (AGM2019)
- 2.2 **Term of Office**
- 2.2.1 The term of office of the elected voting members of the Executive shall be two (2) years commencing July 1 in the year of the election.
- 2.3 **Vacancies**

- 2.3.1 Any positions not filled by election shall be appointed by the Executive at the first Executive meeting of the federation year.
- 2.3.2 A mid-term vacancy exists whenever a voting member of the Executive dies, resigns from employment as a secondary Occasional Teacher at the TDSB, retires, resigns the Executive position or is unable to carry out the duties of the office as indicated by that Executive member's absence from three consecutive Executive meetings, without reasons acceptable to the Executive.)
- 2.3.3 A mid-term vacancy shall be filled by appointment by the Executive for the remainder of the term at the next Executive meeting.
- 2.3.3.1 Notwithstanding 2.3.3, a mid-term vacancy of the position of President or First Vice-President shall be filled by the First Vice-President.
- 2.3.3.2 Notwithstanding 2.3.3, a mid-term vacancy of the position of First Vice-President shall be filled by the Second Vice-President.
  
- 2.4 **Duties of the Executive**
- 2.4.1 It is the duty of the Executive to
  - 2.4.1.1 determine and request time release,
  - 2.4.1.2 fulfill all the financial and other obligations of a Bargaining Unit under the OSSTF Regulations,
  - 2.4.1.3 administer the business of the Bargaining Unit between General Meetings,
  - 2.4.1.4 establish interim policies to facilitate the business of the Bargaining Unit, and to present those interim policies for approval at the next General Meeting.
  - 2.4.1.5 communicate regularly with the Members,
  - 2.4.1.6 prepare a projected budget for presentation to the Annual General Meeting,
  - 2.4.1.7 give final approval to the Bargaining Unit's negotiating brief,
  - 2.4.1.8 make prior to the beginning of the federation year, the following one-year term appointments to commence July<sup>1</sup>. These appointments are to be made subsequent to the posting of the vacancies and the procedure for application only on the OTBU Website at least twenty (20) Days prior to the meeting at which the appointments are to be made.
    - 2.4.1.8.1 Chief Negotiator,
    - 2.4.1.8.2 an additional member of the Grievance Appeal Committee who is not a member of the current Executive,
    - 2.4.1.8.3 the Bargaining Unit's members of the TDSB Joint Health and Safety Committees,
    - 2.4.1.8.4 the Bargaining Unit Health and Safety Officer,
    - 2.4.1.8.5 five (5) Members of the Bargaining Unit Anti-Harassment and Anti-Bullying Appeals Committee,
    - 2.4.1.8.6 members of the Collective Bargaining Committee.
    - 2.4.1.8.7 Bargaining Unit Educational Services Officer.
    - 2.4.1.8.8 Bargaining Unit Communications and Political Action Officer.
    - 2.4.1.8.9 Bargaining Unit Constitution Officer.
    - 2.4.1.9 Designate one (1) of the four (4) Executive Officers to be the Equity, Anti-Racism and Anti-Oppression Officer in addition to being designated the Liaison to the Equity Committee (AGM 21) having received notification from the Secretary Treasurer of District 12 of proposed amendments to the District 12 Constitution or Regulations, provide the proposed amendments to the Members, on the OTBU Website.
    - 2.4.1.10 establish ad hoc committees as required.
    - 2.4.1.11 appoint anti-harassment and anti-bullying officers for each OTBU meeting.
    - 2.4.1.13 appoint an alternate to represent the Bargaining Unit for all or part of a Provincial Council meeting should the Bargaining Unit President be unable to attend.

- 2.4.1.14 appoint an alternate to represent the Bargaining Unit for all or part of a Provincial Council meeting should any Bargaining Unit Provincial Councilor be unable to attend.
- 2.4.1.15 make best efforts to implement OTBU Policies.

2.5 **Duties of Officers**

- 2.5.1 It shall be the duty of the **President** to
  - 2.5.1.1 be the Chief Executive Officer and official representative of the Bargaining Unit,
    - 2.5.1.2 report to each Executive Meeting and General Meeting,
    - 2.5.1.3 be an *ex officio* member of all Bargaining Unit committees,
    - 2.5.1.4 maintain on-going liaison with the President of OSSTF District 12 and the Presidents of other District 12 Bargaining Units
    - 2.5.1.5 be one of the signing officers,
    - 2.5.1.6 serve on the District 12 Executive,
    - 2.5.1.7 serve on the Secondary Occasional Teachers' Consultation Committee.
    - 2.5.1.8 serve on Provincial Council as the Bargaining Unit Provincial Councilor.
  - 2.5.2 It shall be the duty of the **First Vice-President** to
    - 2.5.2.1 perform the duties of the President in the President's absence,
    - 2.5.2.2 be the Bargaining Unit Grievance Officer,
    - 2.5.2.3 serve on the District 12 Executive,
    - 2.5.2.4 serve on the Secondary Occasional Teachers' Consultation Committee,
    - 2.5.2.5 be one of the signing officers,
    - 2.5.2.6 serve on Provincial Council as the second Bargaining Unit Provincial Councilor.
    - 2.5.2.7 perform duties as assigned by the Executive.
  - 2.5.3 It shall be the duty of the **Second Vice-President** to
    - 2.5.3.1 perform the duties of the First V-President in the First V-President's absence
    - 2.5.3.2 serve on the District 12 Executive,
    - 2.5.3.3 serve on the Secondary Occasional Teachers' Consultation Committee
    - 2.5.3.4 perform duties as assigned by the Executive.
  - 2.5.4 It shall be the duty of the **Treasurer** to
    - 2.5.4.1 be one of the signing officers,
    - 2.5.4.2 keep accurate accounts of Bargaining Unit finances,
    - 2.5.4.3 report to each Executive and General Meeting the status of Bargaining Unit finances,
    - 2.5.4.4 present the projected budget on behalf of the Executive for approval by the Membership at the Annual General Meeting,
    - 2.5.4.5 submit all books and receipts for required audits,
    - 2.5.4.6 serve on the District 12 Finance Committee,
    - 2.5.4.7 caution against unnecessary and wasteful expenditures of any Bargaining Unit funds,
    - 2.5.4.8 perform duties as assigned by the Executive.
  - 2.5.5 It shall be the duty of the **Secretary** to
    - 2.5.5.1 receive and keep accurate records of correspondence on behalf of the Bargaining Unit,
    - 2.5.5.2 take and maintain the minutes of Executive and General Meetings,

- 2.5.5.3 perform duties as assigned by the Executive.
- 2.5.6 It shall be the duty of an **Executive Officer** to perform duties as assigned by the Executive.
- 2.5.6.1 It shall be the duty of the Executive Officer who is the Equity, Anti-Racism and Anti- Oppression Officer and holding the role of Liaison to the Equity Committee to:
  - 2.5.6.2 Call and facilitate the first meeting of the Equity Committee.
  - 2.5.6.3 Attend meetings of the OTBU Equity Committee unless otherwise requested by respective chairpersons.
  - 2.5.6.4 Liaise with the OTBU Equity Committee, the OTBU Executive/Officers, and the OSSTF/FEESO Provincial Equity Officer to support growth and change through anti-racist and diversity-oriented initiatives.
- 2.5.7 It shall be the duty of the **Chief Negotiator** to
  - 2.5.7.1 lead the negotiating team,
  - 2.5.7.2 act as the primary spokesperson at the table during negotiations
  - 2.5.7.3 attend Bargaining Unit collective bargaining meetings,
  - 2.5.7.4 report at Executive and General Meetings regarding the status of negotiations,
  - 2.5.7.5 present the negotiations brief to the Executive,
  - 2.5.7.6 attend provincial and regional collective bargaining (CBC) meetings when invited,
  - 2.5.7.7 report to the Provincial CBC attaché, and
  - 2.5.7.8 chair the Collective Bargaining Committee.
- 2.5.8 It shall be the duty of the **Health and Safety Officer** to:
  - 2.5.8.1 be a member of the District 12 Health and Safety Committee,
  - 2.5.8.2 assign workplace health and safety inspections to OTBU members of the TDSB Joint Health and Safety Committees or their alternates, and
  - 2.5.8.3 represent the Bargaining Unit in matters of health and safety.”
- 2.5.9 It shall be the duty of the **Educational Services Officer** to: 2.5.9.1
  - 2.5.9.1 Promote and co-ordinate the growth of the members through educational services initiatives
  - 2.5.9.2 To identify, promote and access funding for professional growth and training activities for members
  - 2.5.9.3 To act as a link and consult with the Provincial Educational Services Committee
  - 2.5.9.4 Be a member of the District Educational Services Committee.
  - 2.5.9.5 Attend the Educational Services Officers’ Conference.
- 2.5.10 It shall be the duty of the **Communications and Political Action Officer** to:
  - 2.5.10.1 Promote and co-ordinate the growth of the members through Communication and Political Action initiatives.
  - 2.5.10.2 To act as a link and consult with the Provincial Communications/Political Action Committee and communicate pertinent information and materials to members which have been forwarded from the provincial Communications/Political Action Committee.
  - 2.5.10.3 To identify communications and political concerns of OSSTF members and make recommendations to the Executive.
  - 2.5.10.4 To be a member of the District Political Action Committee and to provide for maintaining links with the Political Action Committees in the Districts of the Greater Toronto Area.
  - 2.5.10.5 To advise the Executive on matters relating to establishing and maintaining liaison with OTF affiliates and other groups supportive of public education.
  - 2.5.10.6 To advise the Executive on matters concerning political action aimed at serving the Interests of the membership at all levels of government.

- 2.5.10.7 To implement political action activities approved by Provincial OSSTF or the Executive.
- 2.5.10.8 To promote the views and policies of OSSTF/FEESO through communications and political action
- 2.5.10.9 To attend the provincial Communications and Political Action Conferences and regional meetings.
- 2.5.11 It shall be the duty of the **Constitution Officer** to be Chair of the Constitution and Steering Committee and carry out the duties as per Regulation 6 of the OTBU Constitution and as directed by the OTBU Executive.
  
- 2.6 **Executive Meetings**
- 2.6.1 There shall be an Executive meeting within the first two weeks of the school year.
- 2.6.2 The Executive shall select a Chair at its first meeting.
- 2.6.3 There shall be a minimum of one meeting per month during the school year, the schedule of which shall be established during the first meeting of the year.
- 2.6.4 Additional meetings may be called by a minimum of four Executive voting members provided that five (5) days' notice has been given to all Executive members.
- 2.6.4.1 Notwithstanding 2.6.4, additional meetings may be called, upon the majority consent of the voting Executive members
- 2.6.4.2 Bargaining Unit Executive and Standing Committee meetings may be held via electronic means using simultaneous aural communications among all participating members equivalent to those meetings held in one room or area. Motions may be made, debated and voted on by electronic means upon the majority consent of the voting Executive and Standing Committee members. These electronic meetings will be reported and become part of the official minutes of the Executive or Standing Committee.
- 2.6.5 There shall be a quorum of a majority of the voting members.
  
- 2.7 **Time Release**
- 2.7.1 Subject to the approval of the Executive, Members working on behalf of the Bargaining Unit may be entitled to time release paid at a rate referred to in the Collective Agreement.

### Regulation 3 - General Meetings

- 3.1 The Annual General Meeting is the highest authority of the Bargaining Unit.
- 3.2 It is the purpose of the Annual General Meeting
  - 3.2.1 in election years, to allow time for the speeches of candidates for election prior to the election,
  - 3.2.2 to conduct the business of the Bargaining Unit,
  - 3.2.3 to establish policies of the Bargaining Unit.
- 3.3 General Meetings shall be called by the Executive.
- 3.3.1 The Executive shall consider granting a request for a General Meeting when a petition, including a rationale, from 150 Members is presented to the Secretary.
- 3.4 The Executive shall set
  - 3.4.1 the time of the General Meeting outside of the regular school day and
  - 3.4.2 the place of the General Meeting, within the boundaries of the City of Toronto.
- 3.5 Notice of the General Meetings shall be posted on the OTBU Website at least thirty (30) Days prior to the meeting.
- 3.6 It is the purpose of a General Meeting to conduct the business of the Bargaining Unit between Annual General Meetings.

- 3.7 Resolutions to a General Meeting will be considered "on time" provided that written notice of the proposed resolution
- 3.7.1 has been received by the Bargaining Unit Secretary at least twenty (20) Days prior to the meeting and
- 3.7.2 posted on the Bargaining Unit website at least fifteen (15) Days prior to the meeting.
- 3.7.3 Resolutions with an associated cost must be accompanied by a reasonable cost estimate.
- 3.8 Resolutions, other than amendments to the Constitution or to the Regulations,
- 3.8.1 if "on-time", require a vote of the majority of the Members present and voting to carry, and
- 3.8.2 if late, require a vote of 2/3 of the Members present and voting to carry.
- 3.8.3 Members may distribute literature at General Meetings (GM). All literature to be distributed at the GM must be presented for the approval of the chair of the GM, via the OTBU Secretary, at least ten (10) Days prior to the GM.
- 3.8.4. The General Meeting and the Annual General Meetings may be held via electronic means using simultaneous aural and/or visual communications among all participating members, equivalent to those meetings held in one room or area. Motions may be made, debated and voted on by electronic means. The platform in which these electronic meetings can be held is designated by the President.
- 3.8.4.1 The designated platform must support anonymous balloting and, where feasible, support visible displays identifying those participating; identify those seeking to speak; show the text of pending motion; show results of balloting.
- 3.8.4.1.1 The OSSTF Provincial database shall be the official list for verification of meeting participants.
- 3.8.4.2. Meeting participants must pre-register using their OSSTF membership number to attend the electronic/virtual meeting as delegates and will be authenticated via the pre-registration information prior to being admitted from the "waiting room" into the meeting itself.
- 3.8.4.3 During balloting at a virtual General Meeting or Annual General Meeting only those authenticated as delegates and present in the meeting at the moment of balloting shall have the ability to vote on resolutions and motions.
- 3.8.4.3.1 A vote conducted through the designated platform shall be deemed a ballot vote, if it is a requirement of the Constitution and Regulations that a vote be conducted by ballot. When required other methods of voting can be used
- 3.8.4.4 Following the official announcement of results for each ballot during balloting at an electronic/virtual General Meeting or electronic/virtual Annual General Meeting, in the absence of an immediate call for a recount within 15 minutes, the ballots shall be destroyed.
- 3.8.4.5 The use/non-use of the communication features of a platform such as "chat"; "formal debate process"; "presentation of motions"; "asking questions"; "speaking" etc. will be outlined and formulated by the Chair and Steering Committee based on the requirements of the platform to be used for the electronic/ virtual meeting and must not contravene Regulation 3.9 Procedures for Debate of the OTBU Constitution, nor the OSSTF Provincial Constitution and Regulations.

**Regulation 3.9- Rules of Order and Procedures for Debate**

- 3.9.1 Rules of Order and Procedures for Debate can be found as **Appendix B to the Constitution** on the OTBU D12 website.
- 3.9.2 The Rules of Order for the OTBU D12 GM and AGM be amended as necessary to reflect any changes made to the Provincial and District 12 Rules of Order.

#### **Regulation 4 - Collective Bargaining Committee**

- 4.1 Committee Membership
- 4.1.1 Openings for positions on the committee shall be posted on the OTBU Website\_
- 4.1.2 If more than twelve (12) Members indicate their willingness to serve on the Committee, the Executive will appoint up to twelve (12) Members.
- 4.2 It is the duty of the Collective Bargaining Committee to
- 4.2.1 select up to four (4) of its members to be members of the Negotiating Team prior to serving notice to bargain,
- 4.2.2 solicit input from the Membership regarding collective agreement issues,
- 4.2.3 prepare a negotiating brief in accordance with the Constitution and Regulations of OSSTF,
- 4.2.4 recommend a tentative settlement to the Executive.

#### **Regulation 5 - Election Committee**

- 5.1 Openings for membership on the Election Committee shall be posted on the OTBU Website before the end of February in an election year.
- 5.2 Only Members not seeking election to the Executive are eligible to be members of the election committee.
- 5.3 The Executive shall select up to three (3) of those eligible Members who apply, before the end of March, and call a meeting of the Election Committee in April.
- 5.4 The Elections Committee shall elect a chair at its first meeting.
- 5.5 The Chair of the Election Committee shall serve as the Chief Returning Officer for the election of the Executive, and the other members of the Election Committee shall serve as Returning Officers
- 5.6 The terms of reference of the Election Committee shall be to conduct elections for Executive positions pursuant to Regulation 2.1, determining and implementing procedures for the whole election process including, but not limited to:
  - 5.6.1 reviewing and coordinating with the Executive, Newsletter Editor, and other OTBU committees in developing a timeline for all activities related to the Election
  - 5.6.1.1 publishing the rules governing OTBU elections as per Regulation 2.1 of the OTBU Constitution
  - 5.6.2 receiving nominations, through the OTBU Secretary, and at close of nominations hold secure all nomination forms of candidates for the term of the Executive
  - 5.6.3 communicating with candidates
  - 5.6.4. determining procedures for candidates' speeches at the Annual General Meeting
  - 5.6.5. determining and implementing procedures for processing the ballots
  - 5.6.6. The Chief Returning Officer and the Election Committee will conduct the election according to the Regulations and authorize the OTBU Secretary to post the results on the OTBU website within two (2) Days following the deadline set by the Elections Committee
  - 5.6.7. examine the election process and present a report to the Executive within ninety (90) days with any recommendations
  - 5.6.8. perform other duties as assigned by the executive
  - 5.6.9. A member of the Election Committee shall resign from the Election Committee upon submission of his/her nomination for election to the OTBU Executive.

## Regulation 6 – Constitution and Steering Committee

- 6.1 The Executive shall appoint up to five (5) Members to the Committee.
- 6.2 The duties of the Constitution and Steering Committee shall be to
  - 6.2.1 edit the constitution and Regulations for appropriate sequencing, numbering and grammatical construction for clarity,
  - 6.2.2 propose amendments as perceived as necessary,
  - 6.2.3 assist Members in construction of resolutions to be presented at General Meetings,
  - 6.2.4 assist the President in structuring the agenda and ordering the resolutions for a General Meeting and providing assistance and advice to the Chair of a General Meeting
  - 6.2.5 the Executive shall appoint up to three (3) members to the District 12 Constitution and Steering Committee.

## Regulation 7 – Equity Committee

- 7.1 Openings for membership on the Committee shall be posted on the OTBU website.
  - 7.1.1 If more than twelve (12) Members indicate their willingness to serve on the Committee, the Executive will appoint up to twelve (12) members on recommendation of the Liaison of the Equity Committee.
  - 7.1.2 The chairperson shall be elected internally by members of the Equity Committee, subject to ratification by the OTBU Executive. The Committee chairperson shall be elected annually, at the first meeting of the committee, and hold office until the following June 30<sup>th</sup>.
- 7.2 The terms of reference of this Committee shall be to:
  - 7.2.1 Identify and eliminate unfair biases and systemic barriers that limit full participation in the OTBU.
  - 7.2.2 Promote marginalized members to be leaders, mentors, and role models who value and respect diversity, and endeavour to create a safe and inclusive workspace for all members.
  - 7.2.3 Inform OTBU members of available equity related training, resources and supports. (AGM21)

## Regulation 8 – Grievances

- 8.1 A Member shall notify the Grievance Officer of an alleged Collective Agreement violation immediately upon being denied resolution by the Member's immediate supervisor.
- 8.2 The Grievance Officer shall
  - 8.2.1 report to the Executive on matters related to grievances,
  - 8.2.2 consult with a Member who has a potential grievance,
  - 8.2.3 maintain a confidential file of all alleged grievances,
  - 8.2.4 conduct the grievance procedure in accordance with the Collective Agreement,
  - 8.2.5 inform the Member as to the decision regarding the filing of the grievance within five (5) Days of the Member's notification as outlined in Regulation 8.1.
- 8.3 Grievance Appeals
  - 8.3.1 A Member may appeal a decision of the Grievance Officer by submitting the appeal, with reasons, to the Secretary no later than two (2) Days following the receipt of the decision of the Grievance Officer.
- 8.4 Within five (5) Days of the request to appeal, the Grievance Appeal Committee shall convene in order to hear and decide upon the appeal.
  - 8.4.1 *In camera* presentations shall be made by the appellant Member and the Grievance Officer.
- 8.5 The decision of the Grievance Appeal Committee shall be final.

- 8.6 Upon a decision by the Grievance Appeal Committee in favour of the appellant, the Grievance Officer shall file the grievance.
- 8.7 Grievances shall be the property of the Bargaining Unit until such time as the grievance is dropped or is taken over by Provincial OSSTF.

### **Regulation 9 – Annual Meeting of the Provincial Assembly (AMPA) Delegates**

- 9.1 The President of the Bargaining Unit as the Provincial Councilor, and other Provincial Councilors, shall be members of the Bargaining Unit delegation to AMPA.
- 9.2 Election to the office of AMPA Delegate shall take place at a General Meeting prior to the third Monday in December each year.
- 9.2.1 Notice of the AMPA elections will be posted on the OTBU Website 30 days prior to the date of the election.
- 9.3 The names of all unsuccessful candidates for the office of AMPA Delegate shall be recorded in the order of decreasing vote count and shall be forwarded to the District Secretary/Treasurer for the purpose of replacement of AMPA Delegates and selection of Alternates.
- 9.4 Any Member may be nominated to stand for the office of AMPA Delegate upon providing the Secretary his or her name and the signature of a supporting Member at least five (5) Days prior to the General Meeting to elect AMPA Delegates.
- 9.5 The election shall be conducted by three Members not seeking Delegate status and appointed by the Executive
- 9.6 Candidates for election as AMPA delegates, or their representative, shall have one (1) minute to make their candidate speech at the General Meeting where the election will take place.

### **Regulation 10 – Ratification**

- 10.1 Prior to the ratification vote there shall be one or more Information Meetings to explain the proposed Collective Agreement and answer Members' questions.  
The Information Meetings may be held through a live telephone town hall, with opportunities for member questions.
- 10.2 Following the information meeting(s) members will vote electronically. Information on the voting procedures will be provided to the members at their email address and or on the website.
- 10.3 Only one ballot per Member shall be valid.
- 10.4 The electronic ballots shall be counted by the third-party provider of the electronic voting service as per Provincial OSSTF systems use.

### **Regulation 11 – Anti-Harassment and Anti-Bullying Policy**

See **Appendix A** for the full Anti-Harassment and Anti-Bullying Policy

- 11.1 The Bargaining Unit shall have an Anti-Harassment and Anti-Bullying Policy and Procedure to be followed at all OTBU workplaces and functions.
- 11.2 Any amendments to the Anti-Bullying and Anti-Harassment Policy and Procedure shall be approved at an Annual General Meeting.

## **Regulation 12 - Anti-Harassment and Anti-Bullying Appeals Procedure**

- 12.1 Members of the Bargaining Unit affected by a decision resulting from a complaint under the Bargaining Unit's Anti-Harassment and Anti-Bullying Policy may appeal this decision using the following procedure:
  - 12.1.1 Within five (5) days of the decision, the affected member (herein called the Appellant) shall submit a request in writing to the Bargaining Unit President for an Appeal Hearing.
  - 12.1.2 Within six (6) days of receiving the request, the Bargaining Unit President shall appoint three members of the Bargaining Unit Anti-Harassment and Anti-Bullying Appeals Committee to consider the appeal.
    - 12.1.2.1 Notwithstanding 12.1.2, if the President is the subject of the complaint, the First Vice-President shall appoint three members of the Bargaining Unit Anti-Harassment and Anti-Bullying Appeals Committee to consider the appeal.
  - 12.1.3 Within ten (10) days of appointment, the Bargaining Unit Appeals Committee shall meet to consider the appeal.
    - 12.1.3.1 The Bargaining Unit Appeals Committee shall review the complaint, the investigation process and findings, and the decision.
    - 12.1.3.2 Following the review, the Committee shall either confirm or modify the decision.
    - 12.1.3.3 The decision of the Bargaining Unit Appeals Committee shall be consistent with the Bargaining Unit Anti-Harassment and Anti-Bullying Policy and Procedures.
  - 12.1.4 The Bargaining Unit Appeal Committee shall report the decision on the Appeal to the Bargaining Unit President within five (5) days after the meeting at which the Appeal is considered.
  - 12.1.5 Within five (5) days of receiving the decision of the Bargaining Unit Appeals Committee, the Bargaining Unit President shall communicate the decision to the Appellant in writing.
  - 12.1.6 The decision of the Bargaining Unit Appeals Committee shall be final and not subject to any appeal.

## **Regulation 13 - Members' Personal Information**

- 13.1 Members' personal information collected and or held by the OTBU shall only be used by the Bargaining Unit to conduct Bargaining Unit business.

## **Regulation 14 - Amendments to the Regulations**

- 14.1 Amendments to these Regulations may be made by a majority vote at an Annual General Meeting provided that written notice of the proposed amendment
  - 14.1.1 has been received by the Bargaining Unit Secretary at least twenty (20) Days prior to the meeting and
  - 14.1.2 posted on the Bargaining Unit website at least fifteen (15) Days prior to the meeting.
- 14.2 If notice according to this Regulation has not occurred, amendments to these Regulations may be made by a 2/3 vote at an Annual General Meeting.

## **Regulation-15 - Duties of Members**

- 15.1 It shall be the duty of every Member to comply with the OSSTF rules of order at any meeting called by the Bargaining Unit Executive, a Resumption of Bargaining Team, or a Bargaining Unit committee or council.

- 15.1.1 All matters discussed in Executive Session shall remain absolutely confidential to those members present during the Executive Session. (AGM 21)
- 15.2 It shall be the duty of every member to comply with the Constitution and Regulations of the OTBU and to seek to change the Constitution, Regulations or Policies only through the proper procedures of the OTBU/OSSTF.
- 15.3 Where a member's actions are not constrained by agencies external to the Bargaining Unit, it shall be the duty of every Member to act in accordance with the established Policies of the OTBU/OSSTF.
- 15.4 It shall be the duty of every Member who holds elected or appointed office with OTBU/OSSTF 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 OTBU/OSSTF.
- 15.5 It shall be the duty of every Member who is seeking office in the OTBU and who is also a member of another union to declare such dual membership.
- 15.6 It is the duty of every Member to maintain the confidentiality of any document, communication or any other information deemed confidential.

## **APPENDIX A**

### **Anti-Harassment and Anti-Bullying Policy**

A member of OTBU has the right to a union environment free from harassment and discrimination.

Harassment, discrimination and bullying can take many forms and may be verbal or physical.

The goal of this Policy is to formally recognize and protect human rights, to promote mutual respect and trust, and to foster inclusion. Therefore, OTBU cannot condone intimidating, demeaning, hostile and/or aggressive behaviour against another member by a member.

A Member who feels targeted by harassment or discrimination at an OTBU sponsored event should be assured that the concerns will be responded to promptly in accordance with OSSTF Policies and Bylaws and OTBU Policies, Bylaws and the Complaint and Resolution Procedure as approved by OTBU Executive.

#### **Complaint and Resolution Procedure**

A Member who believes (s)he has been the target of bullying, harassment or discrimination at an OTBU event are encouraged to take immediate action to ensure this behaviour is stopped.

As a first step, the Member should make it clear to the perpetrator that the behaviour is offensive and ask that it be stopped. This can be done personally, either in writing or verbally, or with the assistance of a third party.

If the behaviour recurs or persists, the Member should speak with the designated anti-harassment officer and ask the anti-harassment officer to act.

The anti-harassment officer will investigate the complaint within a reasonable amount of time with a view to informal resolution.

The investigation shall be handled confidentially. Resolutions may be informal including, but not limited to: an apology, mutual acknowledgement of a misunderstanding, or where both parties agree, mediation. Resolutions may also be more formal and include, but not be limited to: a verbal warning, a written warning, the exclusion of that Member from the remainder of the event, or from future events, depending upon the severity of the circumstance.

Nothing in this Policy precludes a Member from pursuing all rights under the Bylaws of OSSTF pertaining to Judicial Council. Should a Member choose to file a charge at Judicial Council while an investigation is still underway, the investigation shall cease, and the case shall be resolved in accordance with the Regulations governing Judicial Council.

Nothing in this Policy precludes a Member from filing a complaint with the Ontario Human Rights Commission or making a complaint to police.

## APPENDIX B

### OTBU 12 Toronto

#### Rules of Order 2025-2026

##### Procedures

1. The Chair shall begin the meeting at the time scheduled for Call to Order.
2. The meeting will continue until Adjournment.
3. Each person shall be recognized by, and address, the Chair in the order determined by these rules. They must first be recognized by the Chair using the appropriate indicator they wish to speak on.

##### Agenda

4. Order of Motions
  - a. On time motions will be sequenced before late motions.
  - b. On time motions will be sequenced in the following order:
- i. Equity Motions (see definitions).
- ii. Additional on-time motions will be sequenced in the order they are received before the on-time deadline.
  - c. Late motions will be sequenced on the Agenda as an item that does not come prior to On-time motions.

##### Timed Items

5. Agenda items may be timed or untimed.
  - a. Timed items shall be marked with a time on the Agenda.
  - b. Timed items shall not interrupt a motion or election in progress.
6. Timed items may be:
  - a. Unhashtagged timed items
  - b. Hashtagged (#) timed items
7. Unhashtagged timed items are marked with a time on the Agenda
  - a. The Chair will note when a timed item time has been reached at the exact time.
  - b. The timed item will be sequenced next.
  - c. Timed items will not interrupt current speakers, though the speaker may choose to yield to the timed item.
  - d. The speaker will be asked by the Chair if they wish to yield to the timed item.
8. Hashtagged timed items are marked with a hashtag (#) and a time on the Agenda
  - a. The Chair will note that a hashtagged time has been reached at the exact time
  - b. The hashtagged timed item will immediately proceed
  - c. The hashtagged timed item will interrupt the current speaker.

##### Motions

9. A motion may not contravene our established bylaws or constitution.

10. Unless otherwise stated, a Motion will require a mover and a seconder who are voting District Representatives and who are present at the meeting.

11. Unless otherwise stated a Motion may be debated.

12. A motion that has already been debated and defeated cannot be brought forward again as it has already been decided by the body.

#### Decisions by Consensus

13. Decisions can be made by consensus (i.e., not requiring a vote) if, when the Chair asks, there is no objection from any District Representative.

- a. Motion language may be changed through universal consensus
- b. Motions may be passed through universal consensus

#### Main Motions

14. A Main Motion brings business before the membership, and is used to direct action

15. A new Main Motion cannot be moved until the Main Motion currently being debated has been withdrawn or voted on.

#### Other Kinds of Motions

17. Amendment to the motion on the floor

a. An amendment may delete, substitute, or add words that will modify the original motion but must not negate it or change the intent.

- i. If the amendment passes, the Chair should read the new amended motion which is on the floor to be debated and voted on.
- ii. If the amendment fails, the previous motion again becomes the motion on the floor. Further amendments are allowed, one at a time.
- iii. An amendment to an amendment may not be amended.

18. Reconsider

a. A motion to reconsider a previous decision can be made within the same meeting after the decision has been made.

- i. It is non-debatable.
- ii. The motion can be made only by a District Representative who voted on the prevailing side in the original vote.
  - b. If the motion to reconsider is passed, then a Member moves the previous motion and it is again debated and voted on.
    - i. The new decision replaces the previous one.

19. Deal with a report

- a. Not all reports need to have an attached motion.
- b. A motion to deal with a report can be either adopted, endorsed, or received.
  - i. Adopting has the effect of approving every word in the report.

- ii. Endorsing has the effect of approving the general directions of the report without adopting the recommendations.
- iii. Receiving indicates only that the report has been read.

20. Notice of Motion

- a. A notice of motion can be made to Members in writing during a meeting regarding a motion to be presented at a future meeting.
- b. A notice of motion may be made to Members verbally during a meeting regarding a motion to be presented at a future meeting.
- c. This motion does not require a seconder

21. Procedural Motions

- a. BLOCing motions - "En bloc" shall be used to request that interdependent motions be considered together.
- i. Motions can be combined and approved as one BLOC
- ii. When motions have been moved en-bloc, a single District Representative may request for the removal of one or more motions from the bloc. Any motion removed from the bloc shall be dealt with immediately after the en bloc resolutions have been dealt with.
  - b. Calling for the Vote / Calling the Question
  - i. A District Representative that believes the debate is exhausted and wishes the meeting to proceed directly to a vote may "Call for the vote" or "Call the question".
  - ii. The Chair will immediately move to a vote to see if District wishes to end debate immediately and move to the vote on the motion, otherwise the prior debate will continue.
  - iii. There will be no debate on this motion.
    - c. Moving to suspend the rules
    - d. Amending an adopted Agenda
    - e. Changing the sequencing of Motions
    - f. Splitting a motion
      - i. A motion may be split if there are distinct questions that can be moved, debated, and voted on separately.

**Debate**

Indicators

- 22. There shall be 4 indicators used during debate:
  - a. **FOR (✓)** (90 second speaking limit): Debating in favour of the motion.
  - b. **AGAINST (X)** (90 second speaking limit): Debating against the motion.
  - c. **QUESTION (?)** (60 second speaking limit): A question indicator may be used for:
    - i. Moving a Main Motion
    - ii. Moving a motion that can affect a motion being debated
    - iii. Moving other kinds of motions
    - iv. Moving a procedural motion

- i. Procedural motions may be moved at any time after the Member has been recognized by the Chair.
- v. Questions to the Chair or to the mover through the Chair about a motion
  - i. Answers to the questions are not timed.
  - ii. District Members may only ask one question each time they are recognized by the Chair on the QUESTION indicator, and one follow up (10 second speaking limit) to clarify
    - d. **PAUSE ( )** (60 second speaking limit): Used only when necessary to pause meeting business, upon recognition by the Chair. It may not be used during a vote. It may be used by a Member / District Representative only when the Member:
      - i. believes the established Rules of Order are being contravened.
      - ii. is experiencing an issue which is impacting their ability to participate in the meeting and within the purview of the Chair to resolve.
      - iii. is experiencing an issue which requires accommodation to physically participate in the meeting.
      - iv. disagrees with the ruling of the Chair and wishes to Challenge the Chair.
      - v. has a question for the Chair about how to navigate the Rules of Order.

#### Rules for Debate

- 23. Any Member in attendance may participate in debate.
- 24. The appropriate form must be used to submit motions. Motions must be submitted to Steering in writing prior to debate of the motion.
- 25. Only a Member can move, second, and vote on motions.
- 26. Once a Member has identified the indicator they wish to speak on they will be placed into sequence by Steering. Changing indicators changes the sequencing of speakers.
- 27. Upon being recognized by the Chair, a Member shall first state their name, and the indicator they are speaking on.
- 28. The mover of the motion shall be heard first on a FOR indicator, followed by the first AGAINST speaker. Subsequent debaters shall rotate in the order of QUESTION, FOR, AGAINST speakers. Before voting on the motion, the mover will have an opportunity to close debate on a FOR indicator.
- 29. Excluding the mover, no Member shall debate (FOR / AGAINST) more than once on any single motion.
  - a. An amended motion is considered to be a new motion.

#### **Voting**

##### Carrying a Motion

- 30. Unless otherwise stated, a motion is considered carried by receipt of a simple majority.
- 31. A 2/3 majority vote is required for:
  - a. All procedural motions which
    - i. suspend the Rules of Order,

- ii. amend an adopted Agenda,
  - iii. change the sequencing of motions
    - b. Constitutional amendments,
    - c. Late motions, except for those associated with Constitutional amendments
    - d. Calling for the Vote / Calling the Question
    - e. Motions to reconsider
32. A 9/10 majority vote is required for:
- a. Late Constitutional amendments
  - b. Amending a Late Motion

#### Voting Procedure

- 33. After the Chair has called for the vote, Members will cast their vote.
- 34. The Chair will announce if the motion is carried or defeated.
- 35. If the results are unclear, the Chair may:
  - a. Call for a vote by rising, or a counted vote.
  - b. At the conclusion of this procedure, the Chair will announce if the motion is carried or defeated.

#### **Virtual Meetings**

- 37. Virtual meetings may be called to replace in-person meetings at the discretion of the OTBU Executive upon review of technologies available.
- 38. Members will receive an email that contains the meeting access link prior to the meeting.
- 39. Only registered Members can vote during the meeting.
- 40. Sign in for the virtual meeting will open at least twenty minutes before the meeting call to order, as listed in the agenda.
- 41. Members may be asked by one of the meeting hosts to briefly turn on their camera for identification purposes.
- 42. Virtual Members must change their screen name to be <First Name, Last Name, Bargaining Unit>. Failure to do so, after two requests, will result in removal from the meeting. Attendees are encouraged to do so before logging onto the meeting.
- 43. A microphone will only be un-muted when a speaker is recognized by the Chair.
- 44. In order to vote, Members must have a registered account on the Provincial OSSTF website.
- 45. All motions to the GM/AGM, not carried through will be voted on through the OSSTF Voting Centre on the Provincial OSSTF website, when available.
  - a. Support for difficulty with the login process or for setting up an account can be accessed by contacting [Membership-Database@osstf.ca](mailto:Membership-Database@osstf.ca) during regular business hours.
- 46. During a virtual meeting, the Chair will indicate when voting opens, the length of time the ballot will be open, and when voting has closed.

47. The Steering Committee will explain the process for moving motions and participating in debate at the beginning of each virtual District meeting.

### **Authority for Procedures**

48. This document shall be the sole authority for all General and Annual General Meeting procedures.

51. At the first GM meeting of the Federation year the Rules of Order will be presented by the Constitution Committee accompanied by a motion to endorse the Rules of Order for that Federation year; unless subsequent amendments are proposed, the Rules of Order shall stand.

a. Any changes made to the Rules of Order by the Constitution and Steering Committee will be explained before the motion to endorse.

52. If there is a need to address a procedure or issue not addressed in these Rules of Order and is not in contradiction of the OTBU's Constitution and Regulations, the Chair will make a ruling in consultation with the Steering Committee based on the information available to them.

a. If a Member does not agree with the ruling of the Chair, they can Challenge the Chair as per the Rules of Order. A Challenge to the Chair may not contradict the District Constitution and Regulations.

b. The prevailing result will be added to the Rules of Order.

53. These Rules will be reviewed on a regular basis by the Constitution and Steering Committee.

54. The Constitution and Steering Committee may edit this document for grammar and clarity.

### **Professional Conduct**

55. Members and guests shall exercise professional conduct in the meeting judged with an equity lens.

Participants shall wait until they are recognized before speaking.

a. Professional conduct is characterized by courtesy and good faith and not engaging in public criticism of the Member's colleagues.

b. Members will not engage in any conduct that undermines the dignity or self-esteem of an individual, or which creates an intimidating, hostile or offensive environment

56. Unprofessional conduct shall be dealt with in the following order:

a. The Chair will remind the Member, and the house, of the rules and standards for the meeting.

b. If the conduct continues, the Chair will NAME the offender ("I have reminded

\_\_\_\_\_ about the appropriate conduct in the House; please be respectful. If this conduct continues, you will be removed from this meeting.") Objectionable or disorderly words used by the offender shall be recorded and may be entered in the Minutes.

i. The case may be sufficiently resolved by an apology or a withdrawal of objectionable statements by the offender, if not;

ii. The Chair may choose to prevent the Member from participating in further debate.

c. If the conduct continues, The Chair will ask the Member to leave the meeting. ("Your conduct is interfering with the business of the House; I must direct you to leave the meeting.")

If the Member refuses to leave the meeting, they will be removed.

## Definitions

57. "Equity Motion" shall mean a motion concerned with issues that primarily impact groups defined by the Protected Grounds under the [Ontario Human Rights code](#), and Adult Day School Teachers as an equity seeking group.
58. Motions will be classified as the following
- a. REG - Regulations motions (formerly BYL for Bylaws)
  - b. CON - Constitution motions
  - c. MAC - Miscellaneous Action Motions
  - d. POL - Policy motions
  - e. PROC - Procedural motions
59. "Policy motions" shall mean any stand or position taken by OSSTF Toronto in accordance with its Regulations on matters beyond its internal legislative power.
60. "Regulations motions" shall mean any stand or position taken by OSSTF Toronto that impacts the standing rules governing the membership of OSSTF Toronto on matters entirely within the control of OSSTF Toronto.
61. "Miscellaneous action motion" shall mean any stand or position taken by OSSTF Toronto that is within the internal legislative power of OSSTF Toronto.
62. "Late motions" shall mean any BYL, CON, MAC, or POL motion that is not considered an "On time motion".
63. Articles outline the OTBU's organization. Regulations are an expansion of the Articles or sections of the Constitution. They describe in detail the procedures and steps the organization must follow in order to conduct business effectively and efficiently.

## Sequence of Indicators for Colour Cards

The mover of the motion shall be heard first on a FOR (green) indicator.

Subsequent rotation of debaters: AGAINST (blue), QUESTION (orange), IN CONSIDERATION (pink)

- When recognized by the Chair, you will be able to un-mute your mic. At the end of your allotted time or when you have finished, your microphone will be muted.

## OSSTF OTBU D12 Quick Reference Guide

Indicator (and associated colour)	Purpose of Indicator
<b>FOR</b> (In Favour) Colour: Green	<ul style="list-style-type: none"> <li>● Mover initially speaking to the motion</li> <li>● <b>Debating in favour of a motion</b></li> </ul> <p style="text-align: center;"><i>Speaking time: 90 seconds</i></p>
<b>AGAINST</b> (In Opposition) Colour: Blue	<ul style="list-style-type: none"> <li>● <b>Debating against a motion</b></li> </ul> <p style="text-align: center;"><i>Speaking time: 90 seconds</i></p>
<b>QUESTION</b> Colour: Tangerine	<ul style="list-style-type: none"> <li>● To ask a question to the mover</li> </ul> <p style="text-align: center;"><i>Speaking time: 60 seconds</i></p>
	<ul style="list-style-type: none"> <li>● To move a Main motion</li> <li>● To reconsider a motion</li> <li>● Calling for the Vote / Calling the Question (i.e. end debate)</li> </ul>
	<ul style="list-style-type: none"> <li>● To make an amendment</li> </ul>
<b>POINT OF CONSIDERATION</b> (☞) Colour: Pink	<p>During debate:</p> <ul style="list-style-type: none"> <li>● to make a statement through an equity, anti-racism and/or anti-oppression lens.</li> <li>● to make a statement that relates to the integrity, rights, or privileges of an individual or the assembly collectively.</li> </ul> <p style="text-align: center;"><i>Speaking time: 60 seconds</i></p>
<b>PAUSE</b> Colour: Neon	<p>May be used by a Member / District Representative only when the Member:</p> <ul style="list-style-type: none"> <li>● believes the established Rules of Order are being contravened.</li> <li>● is experiencing an issue which is impacting their ability to participate in the meeting and within the purview of the Chair to resolve</li> <li>● is experiencing an issue which requires accommodation to physically participate in the meeting.</li> <li>● disagrees with the ruling of the Chair and wishes to Challenge to the Chair.</li> <li>● has a question for the Chair about how to navigate the Rules of Order.</li> </ul> <p style="text-align: center;"><i>Speaking time: 60 seconds</i></p>

## MOTIONS & ENGAGING IN DEBATE Table

- 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 Count
<b>A) Main (motion is debated using rotational system)</b>		
<b>Main motion</b>	<ol style="list-style-type: none"> <li>1. A main motion presents new business. It can be a change in constitutional language or an action.</li> <li>2. It is made when no motion is on the Floor.</li> <li>3. The vote count may differ depending on the content of the motion.</li> </ol>	Vote count is dependent on the type of motion and whether the motion is on time, late (2/3) or from the Floor (9/10).
<b>B) Motions that can act upon the main motion (in rotation and does not interrupt debate)</b>		
<b>Amend</b>	<ol style="list-style-type: none"> <li>1. This motion is used to make changes to the main motion on the Floor.</li> <li>2. It is made when the main motion is on the Floor.</li> <li>3. An amendment must not change the intent or topic of the original motion.</li> <li>4. Once a main motion has been moved, a Member can ask for an amendment.</li> <li>5. <i>Amending by Deletion</i> (removing words)</li> <li>6. <i>Amending by Insertion</i> (adding words)</li> <li>7. <i>Amending by Deletion and Insertion</i></li> <li>8. <i>Amending by Substitution</i> (multiple changes that require completing substituting for clarity)</li> <li>9. An amendment itself can be amended only once.</li> <li>10. If the amendment passes, the Speaker shall return to the main motion as amended.</li> <li>11. If the amendment fails, the Speaker shall return to the original main motion.</li> </ol>	1/2
<b>C) Procedural motions (in rotation and does not interrupt debate)</b>		
<b>Bloc-ing</b>	<ol style="list-style-type: none"> <li>1. This motion is used to consider multiple motions on a similar topic together.</li> <li>2. It requires a motion to bloc and a motion to approve the bloc.</li> <li>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++</li> <li>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.</li> </ol>	1/2 or more
<b>Pulling from the Bloc</b>	<ol style="list-style-type: none"> <li>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</li> </ol>	
<b>Call the question</b>	<ol style="list-style-type: none"> <li>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.</li> <li>2. It is made when the main motion is on the Floor.</li> <li>3. Call the question is not debatable and the Speaker will go immediately to the vote.</li> <li>4. If this motion passes, the House moves immediately to the vote on the motion on the Floor.</li> <li>5. If the motion fails, the House continues to debate the motion on the Floor.</li> <li>6. This motion can only be used when:             <ol style="list-style-type: none"> <li>6.1 At least two speakers IN FAVOUR and two speakers IN OPPOSITION have spoken; or</li> <li>6.2 At least two speakers IN FAVOUR have spoken and there are no IN OPPOSITION in queue; or</li> <li>6.3 At least two speakers IN OPPOSITION have spoken and there are no IN FAVOUR in queue; or</li> <li>6.4 There are no speakers IN FAVOUR or IN OPPOSITION in queue</li> </ol> </li> </ol>	2/3
<b>Committee of the Whole</b>	<ol style="list-style-type: none"> <li>1. This motion is used if the House would like to discuss a topic informally with no motion on the Floor.</li> <li>2. This motion can be applied either when there is a motion on the Floor or when there is no motion on the Floor.</li> <li>3. The motion must clearly state the topic to be discussed, a time limit which cannot be extended and speaking time limits if any.</li> <li>4. When the time has been exhausted, the House will rise from Committee of the Whole.</li> </ol>	1/2

<b>Executive Session</b>	<ol style="list-style-type: none"> <li>1. This motion is used when discussion must be kept confidential to those in attendance.</li> <li>2. This motion can be applied either when there is a motion on the Floor or when there is no motion on the Floor.</li> <li>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.</li> <li>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.</li> </ol>	1/2
<b>Postpone</b>	<ol style="list-style-type: none"> <li>1. This motion postpones the motion of the floor to a specific future date or time.</li> <li>2. This motion can be used before or once the main motion being postponed has hit the floor.</li> <li>3. It is debatable and amendable.</li> </ol>	1/2
<b>Receive, Endorse or Adopt</b>	<p>There are several ways to deal with reports.</p> <ol style="list-style-type: none"> <li>1. When the Speaker calls for a report, it is considered <i>received</i>; no motion is required.</li> <li>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.</li> <li>3. A Member may move a motion to <i>endorse</i> which has the effect of approving the general directions of the report without adopting all the recommendations. A motion is required.</li> </ol>	<p>---</p> <p>1/2</p> <p>1/2</p>
<b>Recess or adjourn</b>	<ol style="list-style-type: none"> <li>1. A motion to recess is used to set a short break.</li> <li>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.</li> <li>3. These motions are amendable, debatable and can be moved as either a main motion or when another motion is on the floor.</li> </ol>	1/2
<b>Refer</b>	<ol style="list-style-type: none"> <li>1. This motion is used when a Member would like to refer the motion to another body for further consideration.</li> <li>2. Debate is centered on the merits of the referral and not the main motion itself.</li> <li>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.</li> <li>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.</li> </ol>	1/2
<b>D) Motions that Bring Something Back in front of the House (in rotation and does not interrupt debate)</b>		
<b>Reconsider</b>	<ol style="list-style-type: none"> <li>1. This motion is used when a Member would like to bring a motion back before the House.</li> <li>2. The mover must have voted on the prevailing side of the motion being reconsidered.</li> <li>3. It is made when no motion is on the Floor.</li> <li>4. The motion is non-debatable.</li> <li>5. A motion to reconsider can be applied only once to a motion.</li> </ol>	1/2
<b>Amend something Previously adopted</b>	<ol style="list-style-type: none"> <li>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.</li> </ol>	2/3
<b>E) Requests to the Speaker (in rotation and does not interrupt debate)</b>		
<b>Divide the question*</b>	<ol style="list-style-type: none"> <li>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.</li> <li>2. This request does not need a mover or a seconder.</li> </ol>	---
<b>Point of Consideration</b>	<ol style="list-style-type: none"> <li>1. A Member can make a statement through an equity, anti-racism and/or anti-oppression lens.</li> <li>2. A Member can make a statement that relates to the integrity, rights, or privileges of an individual or the assembly collectively.</li> <li>3. Points of Consideration are not used to speak in favour or in opposition to the motion on the Floor.</li> </ol>	---
<b>Questions</b>	<ol style="list-style-type: none"> <li>1. A Member can ask a question to the mover through the Speaker.</li> <li>2. A Member can ask the Speaker a question about parliamentary procedure or the effect of a motion.</li> </ol>	---
<b>F) Requests to the Speaker that interrupt debate or questions</b>		

<b>Question and/or Point of Order</b>	<ol style="list-style-type: none"> <li>1. If a Member is concerned the House is not following the Agenda and/or Sequencing Sheet, they can request clarification from the Speaker.</li> <li>2. A Member can ask for a standing vote count before the next motion is moved and seconded.</li> <li>3. A Member can ask a question of whether a motion is in order or not.</li> </ol>	1/2
<b>Challenge a ruling</b>	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>3. The steps are: <ol style="list-style-type: none"> <li>A) the Member shall state "I would like to challenge the ruling."</li> <li>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.</li> <li>C) Once the challenge has been completed, the ruling may not be challenged again.</li> </ol> </li> </ol> <p>Note: A motion is considered out of order if:</p> <ol style="list-style-type: none"> <li>1. it is contrary or redundant to an existing article, bylaw, policy or procedure</li> <li>2. it refers to an article, bylaw, policy or procedure that does not exist</li> <li>3. it is the same or similar to a motion already dealt with by the assembly or,</li> <li>4. if it is an amendment, it would change the intent too significantly.</li> <li>5. if it is not actionable.</li> </ol>	1/2
<b>G) Motions to Be Debated at a Future Meeting (read into record by the Speaker)</b>		
<b>Notice of Motion</b>	<ol style="list-style-type: none"> <li>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.</li> <li>2. Notices of Motions will be distributed in print or electronic form,</li> </ol>	---