



Elementary Teachers' Federation of
Ontario

TRILLIUM LAKELANDS
OCCASIONAL TEACHERS'
LOCAL

CONSTITUTION

Amended May 2019

TABLE OF CONTENTS

ARTICLE I – NAME	3
ARTICLE II – JURISDICTION	3
ARTICLE III - OBJECTS	3
ARTICLE IV - MEMBERSHIP	3
Section 4.1 - Active Membership	3
Section 4.2 - Associate Membership.....	4
Section 4.3 - Member in Good Standing	4
ARTICLE V - RIGHTS AND PRIVILEGES OF MEMBERSHIP	4
Section 5.1 - Rights and Privileges of Active Membership	4
Section 5.2 - Rights and Privileges of Associate Membership.....	4
ARTICLE VI - ETFO-TLOTL Organization	5
Section 6.1 - ETFO-TLOTL Executive	5
Section 6.2 - Committees	5
ARTICLE VII - ORGANIZATIONAL DUTIES	5
Section 7.1 - Duties of Members of the ETFO-TLOTL.....	5
Section 7.2 - Duties of the ETFO-TLOTL Executive	6
Section 7.3 - Duties of Officers	8
Section 7.4 - Duties of Committee Chairpersons	10
Section 7.5 - Duties of Committees of the ETFO-TLOTL	10
ARTICLE VIII - MEETINGS	11
Section 8.1 - General Meetings.....	11
Section 8.2 - The ETFO- TLOTL General Meetings	11
Section 8.3 - Executive Meetings	12
ARTICLE IX - ELECTIONS	12
Section 9.1 – Eligibility	12
Section 9.2 - Nominations	12
Section 9.3 – Campaign Procedures	13
Section 9.4 – Elections Chair	13
Section 9.5 - Election Procedures.....	13
Section 9.6 - Voting Procedures	14
Section 9.7 - Procedure for Filling Temporary Executive Vacancies	14
Section 9.8 - Procedure for Filling Vacancies	15
ARTICLE X - DELEGATES TO THE ETFO ANNUAL MEETING.....	15
ARTICLE XI - RESOLUTIONS TO THE ETFO ANNUAL MEETING	16
ARTICLE XII - NOMINATION OF CANDIDATES FOR PROVINCIAL EXECUTIVE	16
ARTICLE XIII - AMENDMENTS TO THE ETFO-TLOTL CONSTITUTION	16
ARTICLE XIV - FINANCES	16

Article I. – NAME

- 1.1 This organization shall be known as the “Elementary Teachers' Federation of Ontario - Trillium Lakelands Occasional Teachers' Local”, hereafter referred to as the “ETFO-TLOTL” or “TLOTL”.

ARTICLE II – JURISDICTION

- 2.1 The ETFO-TLOTL is a Local of the Elementary Teachers' Federation of Ontario.
- 2.2 The jurisdiction of the ETFO-TLOTL shall be all occasional teachers employed by the Trillium Lakelands District School Board in the elementary panel.

ARTICLE III - OBJECTS

The objects of the ETFO-Trillium Lakelands Occasional Teachers' Local shall be:

- 3.1 to represent the Members of the ETFO-TLOTL.
- 3.2 to secure through collective bargaining the best possible terms and conditions of employment.
- 3.3 to advance the cause of education and the status of members in the ETFO-TLOTL.
- 3.4 to promote a high standard of professional ethics and a high standard of professional competence.
- 3.5 to foster a climate of social justice in Trillium Lakelands and provide a leadership role in such areas as anti-poverty, non-violence and equity.
- 3.6 to promote and protect the interests of all the Members of the ETFO-TLOTL and the students in their care.
- 3.7 to co-operate with other organizations having the same or like objects.
- 3.8 to influence public attitudes concerning the professional aims and activities of teachers.

ARTICLE IV - MEMBERSHIP

Section 4.1 - Active Membership

- 4.1.1 Active Members shall be all the Members in good standing of the ETFO within the jurisdiction of the ETFO-TLOTL

Section 4.2 - Associate Membership

- 4.2.1 Associate Members of the ETFO-TLOTL are those Members whose application has been approved by the Local and approved by the Federation Executive and who have paid the annual fee in accordance with the Federation Bye-laws.
- 4.2.2 Associate membership may include all those individuals covered by the Constitution of the Elementary Teachers' Federation of Ontario.

Section 4.3 - Member in Good Standing

- 4.3.1 A Member shall be in good standing if s/he has fulfilled their duties as outlined in 7.1.1.

ARTICLE V - RIGHTS AND PRIVILEGES OF MEMBERSHIP

Section 5.1 - Rights and Privileges of Active Membership

- 5.1.1 An active Member in good standing shall have full rights, privileges and responsibilities of membership in the Federation unless limited by disciplinary action taken in accordance with the Federation Constitution.
- 5.1.2 The rights of an active Member shall be:
- a) to hold office in the ETFO-TLOTL and in the Federation;
 - b) to attend general meetings of the ETFO-TLOTL;
 - c) to attend Executive Meetings as observers at the Member's own expense, provided that facilities will allow it and provided that prior arrangements have been made with the President;
 - d) to participate in the vote on the preliminary submission in the collective bargaining process;
 - e) to participate in all votes related to collective bargaining as set out in the Ontario Labour Relations Act;
 - f) to participate in any general membership votes;
 - g) to request the ETFO-TLOTL support in the grievance process;
 - h) to request the ETFO-TLOTL support in any problem directly related to professional duties;
 - i) to request Federation support in an investigation or disciplinary procedure undertaken by the College of Teachers;
 - j) to request Federation support for employment related matters.

Section 5.2 - Rights and Privileges of Associate Membership

- 5.2.1 An Associate Member may:
- a) attend the ETFO-TLOTL functions in a nonvoting capacity by invitation;
 - b) receive such ETFO-TLOTL communications as the Local deems appropriate;
 - c) serve on the ETFO-TLOTL task forces and workgroups as the Local deems appropriate.

ARTICLE VI - ETFO-TLOTL Organization

Section 6.1 - ETFO-TLOTL Executive

6.1.1 The ETFO-TLOTL Executive shall include the following positions:

- a) President;
- b) One (1) Vice-President;
- c) Secretary;
- d) Three (3) Executive Members.

6.1.2 The ETFO-TLOTL Executive shall be elected at the Annual General Meeting of the ETFO-TLOTL.

6.1.3 The term of office for the ETFO-TLOTL Executive shall be for two years.

6.1.4 The ETFO-TLOTL Executive shall take office on July 1 following an election at the Annual General Meeting.

Section 6.2 - Committees

6.2.1 The Local Executive shall create committees as they are needed by the Executive. The following committees, as well as others, may be created by the Executive:

- a) Collective Bargaining;
- b) Elections (mandatory if any executive position has more than one candidate));
- c) Health and Safety;
- d) Political Action/Public Education;
- e) Social Justice and Equity;
- f) Status of Women.

6.2.2 The term of office for committee members shall expire as follows:

- a) In the case of a Collective Bargaining Committee, when the first Collective Agreement negotiated by that Committee has been ratified by both parties.
- b) In the case of all other standing committees, when the Executive has decided that a committee is no longer required.

ARTICLE VII - ORGANIZATIONAL DUTIES

The ETFO-TLOTL, its officers and committees, shall carry out their duties and responsibilities in accordance with the Constitution, policies, procedures and resolutions of the ETFO and ETFO-TLOTL.

Section 7.1 - Duties of Members of the ETFO-TLOTL

7.1.1 Members of the ETFO-TLOTL shall:

- a) abide by the Constitution and support the policies and procedures of the ETFO-TLOTL and the ETFO;
- b) carry out the "Duties of a Member to a Fellow Member" as outlined in section 18 of the

- Teaching Profession Act;
- c) carry out decisions of the General Membership Meetings and the Executive;
 - d) attempt to attend the ETFO-TLOTL special Meetings and the Annual General Meeting;
 - e) bring to the attention of the President all matters pertaining to the ETFO-TLOTL, particularly any suspected violations of the Collective Agreement;
 - f) abide by the Collective Agreement and refrain from undertaking or supporting actions that undermine any established negotiating procedures during a collective bargaining process;

Section 7.2 - Duties of the ETFO-TLOTL Executive

The Duties of the ETFO-TLOTL Executive shall be the following:

- 7.2.1 to uphold the Constitution, bye-laws and policies of the ETFO and the ETFO-TLOTL;
- 7.2.2
 - a) to execute the business of the ETFO-TLOTL in accordance with the constitution and the decisions of general meetings of the ETFO-TLOTL;
 - b) that except as provided in 7.3.1 (a), the executive should be the decision-making body;
- 7.2.3 to consider recommendations of the Membership;
- 7.2.4 to hold at least 9 Executive Meetings during the school year (teleconference call accepted);
- 7.2.5 to hold an Executive meeting at the call of the President;
- 7.2.6 to appoint such ad hoc committees as may from time to time be deemed necessary, establish their terms of references and name their chairperson;
- 7.2.7 to approve all committee membership;
- 7.2.8 to establish liaison with all Federation and Board Committees when necessary;
- 7.2.9 to receive a financial report at each Executive meeting;
- 7.2.10 to establish an annual budget to present to the Membership at the Annual General Meeting for their approval;
- 7.2.11 to recommend to the Annual General Meeting, the appointment of the auditors;
- 7.2.12 to forward to the provincial office by September 30 of each year the annual audited financial statement;
- 7.2.13 to appoint at least three (3) signing officers of the ETFO-TLOTL, of which two (2) signatures will be required on all cheques. The signing officers shall be the President, at least one of either the Vice-President or Secretary, and one other appointed from the Executive by the Executive;
- 7.2.14 to develop investment policy;
- 7.2.15 to fill any vacancies occurring in any or all positions in the ETFO-TLOTL Executive during their term of office in accordance with Article IX, Sections 4 and/or 5;

Where such a vacancy shall be created through retirement or resignation of an Executive Member, the bye-election shall take place within twenty (20) to forty (40) school days from the date that the Executive first becomes aware that a position shall become vacant through the receipt of a letter of intent from that Executive Member.

7.2.16 to be informed of the Federation's involvement with Grievance and Arbitration;

7.2.17 to assume duties and responsibilities as designated by the President;

7.2.18 to review and decide on PD applications for funding of the Members;

7.2.19 to endeavor to attend and remain in attendance until adjournment at all Executive and General Meetings. Participating in teleconferencing will be considered attendance at Executive meetings.

7.2.20 **Procedures for Discipline of Executive**

- a) Failure of a member of the Executive to attend fifty per cent (50%) of Executive Meetings counted together in any school term, and any unprofessional conduct and/or abrogation of duties, may be cause for loss of honorarium, or part thereof, or for removal from office by the Executive or the membership.
- b) The decision by the Executive to alter the honorarium of an Executive Member requires a majority vote of the Executive Members present. The Executive's decision may be appealed to a special meeting of the Membership. The decision of the Membership requires a majority vote of Members present to uphold or overturn the decision of the Executive.
- c) The decision of the Executive to remove an Executive Member from office requires a majority vote of the Executive Members present. The Executive's decision may be appealed to a special meeting of the Membership. The decision of the Membership requires a majority vote of Members present to uphold or overturn the decision of the Executive.
- d) A written petition to the Executive requesting the Executive to initiate the loss of honorarium, or part thereof, of an Executive Member, or to remove an Executive Member from office for the reasons stated above, requires the names and signatures of one third or more of ETFO-TLOTL members. The decision on this issue by the Executive requires a majority vote of those Executive Members present. The Executive Member in question may appeal the Executive's decision to a special meeting of the Membership. The decision by the Membership requires a majority vote of members present to uphold or overturn the decision of the Executive.
- e) When the Membership initiates the loss of honorarium or part thereof of an Executive Member or the removal of an Executive Member is required due to the reasons stated above, a written petition containing the names and signatures of one third of the ETFO-TLOTL Membership must be brought to the Executive.
- f) The decision on this issue by the Executive requires a majority vote of those Executive Members present. The Executive Member in question may appeal the Executive's decision to a special meeting of the Membership. The decision by the ETFO-TLOTL Membership requires a majority vote of members present to uphold or overturn the decision of the Executive.

7.2.21 The ETFO-TLOTL Executive shall receive the following honorarium:

President	5 days pay (at the current daily rate); if the president becomes 1.0 release, the honorarium would change to 8% of A-0.
Vice-President	3 days pay (at the current daily rate) or the equivalent of 3 daily-rate days through the submission of other expenses, such as printing costs, home internet costs, if the Vice President/Treasurer is in a full year 1.0 LTO.
Secretary	2.5 days pay (at the current daily rate) or the equivalent of 2.5 daily-rate days through the submission of other expenses, such as printing costs, home internet costs, if the Secretary is in a full year 1.0 LTO.
Executive members	2.5 days pay (at the current daily rate) or the equivalent of 2.5 daily-rate days through the submission of other expenses, such as printing costs, home internet costs, if the Executive Member is in a full year 1.0 LTO.

Section 7.3 - Duties of Officers

7.3.1 Duties of President

The President shall:

- a) be the official spokesperson for the ETFO-TLOTL; and the Grievance officer and Chief Negotiating Officer for ETFO-TLOTL unless the President appoints someone from the Executive who is willing and is more competent carrying out the responsibilities of Grievance Officer and/or Chief Negotiating Officer;
- b) act as an ex-officio member of all committees;
- c) make provisions for the counseling of the ETFO-TLOTL members;
- d) act as a signing officer;
- e) serve as a Delegate at the Provincial Annual Meeting unless he/she is unable to attend;
- f) be the manager of the ETFO-TLOTL office;
- g) keep open direct two-way communication with Membership;
- h) perform such other duties as by custom fall to the President;
 - i) act as Chief Executive Officer of ETFO-TLOTL, and carry out the business of the Local between meetings of the Executive;
 - j) recommend to the Executive the location of the ETFO-TLOTL Office;
- k) be responsible for the publication of at least three (3) newsletters (or more as deemed necessary) during the school year;
 - l) request for volunteers to fill vacant offices of the Executive after an election has failed to fill them;
- m) be responsible for all Executive Offices if the remaining Executive Offices are vacant after an election and cannot be filled by volunteers. As the only Executive officer, the President will continue to make every effort to seek volunteers for the vacant Executive positions throughout his/her term of office. As the only Executive Officer, the President shall be the only signing officer of the Local until a vacant Executive office is filled. As such it will be the responsibility of the President during these special circumstances to provide a financial statement once a term to the Membership and to provide receipts for expenses and ETFO-TLOTL expense forms to any member of ETFO-TLOTL who requests such information;
- n) be the Chairperson of the Collective Bargaining Committee;
- o) organize the Collective Bargaining Committee (CBC) considering the recommendations of the outgoing CBC;
- p) report proceedings of the CBC to the Executive, including financial statements;
- q) ensure the CBC complies with the established terms of reference;
- r) prepare and report to the Executive the outgoing CBC recommendations concerning CBC structure;

- s) be responsible for the maintenance of the collective agreement;
- t) be a member of any Provincial Takeover Negotiating Team;
- u) to receive and file in orderly fashion all received/sent correspondence, minutes of ETFO-TLOTL meetings and other Local documents;
- v) keep an up-to-date copy of the ETFO-TLOTL Constitution in the office;
- w) provide a professional development form to a Member upon request.
- x) perform the duties of the treasurer or designate such duties to another member of the executive (see 7.3.4)

7.3.2 Duties of Vice-Presidents

A Vice-President shall:

- a) assume Presidential duties upon request of the President or when the President is absent two (2) weeks or greater, in accordance with Article IX, Section 5, 9.5.2;
- b) assist the President in his/her duties as requested by the President.
- c) act as a signing officer if appointed

7.3.3 Duties of the Secretary

The Secretary shall:

- a) keep and provide to the President all minutes from the Annual General Meeting, Executive meetings, and any special meetings of the membership.
- b) keep a copy of all minutes which have been provided to the President;
- c) keep on file an up-to-date copy of the ETFO-TLOTL Constitution;
- d) act as a signing officer if appointed

7.3.4 Duties of the Treasurer

The Treasurer shall:

- a) keep a copy of all Local financial statements/bank statements and accounts;
- b) act as a signing officer if appointed;
- c) receive moneys and pay bills as directed;
- d) present financial reports at all Executive and Annual Meetings;
- e) suggest investments to the Executive;
- f) report investments during each financial report;
- g) ensure the audit is completed;
- h) send a copy of the audited report to the Provincial Federation Office by September 30 each year and present the ETFO-TLOTL's financial activities at the Fall General Meeting or the Annual General Meeting (if no fall meeting is held) ;
- i) prepare with the Executive a budget for the ensuing year.

7.3.5 Duties of the Executive Member

The Executive Member shall:

- a) act as an Executive Member;
- b) assume such other duties as assigned by the President;
- c) act as a signing officer if appointed

Section 7.4 - Duties of Committee Chairpersons

7.4.1 The Committee Chairpersons shall:

- a) present a report or speak on any matters at Executive meetings at the request of the Executive or at their own request;
- b) sponsor any recommendations concerning their Committee.

Section 7.5 - Duties of Committees of the ETFO-TLOTL

7.5.1 Committees are responsible to the ETFO-TLOTL Executive.

7.5.2 Each Committee of the ETFO-TLOTL shall:

- a) establish a Terms of Reference, subject to the approval of the ETFO-TLOTL Executive;
- b) select such officers as they deem necessary;
- c) take action on any matter referred by the ETFO-TLOTL Executive;
- d) upon approval of the ETFO-TLOTL Executive take action on items of its own creation within the specific terms of reference of the Committee;
- e) report to the ETFO-TLOTL Executive on all recommendations referred to it with respect to opinions, recommendations and actions taken on such referrals;
- f) keep a written record of all meetings and send a copy of same to the President;
- g) prepare such recommendations and/or Notices of Recommendation as required for the carrying out of these terms of reference;
- h) suggest and prepare any Constitutional amendments necessary to expedite the recommendations of the Committee;
- i) submit progress reports to the ETFO-TLOTL Executive on a regular basis;
- j) submit a written report to be received by the Executive;
- k) recognize and take appropriate action upon correspondence and items received by the President from the Provincial Chairperson of related Provincial Committees;
- l) provide a detailed accounting as to the spending of the budgetary allotment of the fiscal year, and prepare a budget for the ensuing year;
- m) in addition to the requirements above, standing committees shall have specific responsibilities and additional requirements as listed;
- n) seek approval by the President for all communications.

7.5.3 Collective Bargaining Committee (CBC)

The members of the Collective Bargaining Committee shall:

- a) be appointed by the Executive according to the recommendations made by the outgoing CBC upon the ETFO- TLOTL Executive approval;
- b) be governed by current Negotiations Procedures as established by the ETFO.

7.5.4 Elections Committee

The Elections Committee shall:

- a) be recommended to the Executive by the President and be announced to the membership no later than five (5) days after the close of nominations, if voting will be required.;
- b) be chaired by a member of the Committee whom the Committee selects;
- c) accept candidates for all elected positions in accordance with Article VI 6.1.1 and shall submit all names for election at the Annual Meeting;
- d) accept nominations from the floor at the Annual General Meeting for any elected position for which no one has declared their candidacy.

7.5.5 Health and Safety Committee

The Health and Safety Committee shall:

- a) strongly encourage that each workplace has a Health and Safety Representative;
- b) share information with the ETFO-TLOTL Members from the Ministry of Labour, the Ministry of Health, and the Provincial office;
- c) provide Health and Safety education to the ETFO-TLOTL members;
- d) inform the President of any Health and Safety concerns.

7.5.6 Political Action/Public Education Committee

The Political Action/Public Education Committee shall:

- a) examine and keep informed of existing and proposed government legislation which affects the members of the ETFO-TLOTL
- b) make known to the ETFO-TLOTL Executive any new legislation that affects them;
- c) disseminate in conjunction with the ETFO-TLOTL Executive information received from related Provincial Committees;
- d) plan and conduct such activities as the committee deems appropriate for the members of the ETFO-TLOTL as directed by the ETFO-TLOTL Executive.

ARTICLE VIII - MEETINGS

Section 8.1 - General Meetings

8.1.1 A quorum for general meetings shall be the number of Members present at any given time.

8.1.2 The official authority for conducting all the ETFO-TLOTL meetings shall be the current Robert's Rules of Order.

8.1.3 Every attempt shall be made to hire an election chair / parliamentarian to chair the Annual General Meeting in a year when an Election will occur.

Section 8.2 - The ETFO- TLOTL General Meetings

8.2.1 An Annual General Meeting (AGM) of the members of the ETFO-TLOTL shall be held during the month of May each year.

8.2.2 A Fall General Meeting of the members of the ETFO-TLOTL shall be scheduled during October or November of each year. If less than 5 members register to attend, the meeting will be cancelled and the financial statements will be presented at the AGM.

8.2.3 The ETFO-TLOTL Executive shall hold the ETFO-TLOTL Annual General Meeting on a rotating basis in the Lindsay, Bracebridge and Minden areas. The Fall General Meeting will be held on an alternate rotating basis so that each region has a General Meeting approximately every 18 months.

8.2.4 The Annual General Meeting shall:

- a) receive the annual reports of the President of the ETFO-TLOTL;
- b) approve the budget for the next year;
- c) receive the financial statements only if no Fall General Meeting has been held;

- d) provide the opportunity to amend the Constitution as per Article XII;
- e) shall elect the Executive Officers for a two year period if it is an election year.

8.2.5 The Fall General Meeting shall:

- a) receive the financial statements
- b) receive a President's update
- c) provide time for a question and answer session with the President.

Section 8.3 - Executive Meetings

8.3.1 A quorum for executive meetings shall be those Executive Members who are present at the Executive Meeting

8.3.2 The ETFO-TLOTL Executive Meetings shall be held at least 9 times during the school year or at the request of the President.

8.3.3 Executive meetings may be held by teleconferencing when distance or inclement weather makes it necessary.

ARTICLE IX - ELECTIONS

Section 9.1 - Eligibility

9.1.1 An active ETFO-TLOTL member in good standing may stand for elected office.

9.1.2 A candidate for President must have served at least one full term on the Executive in the preceding four years.

Section 9.2 - Nominations

9.2.1 Members shall be notified in March of the request for candidates no later than sixty (60) calendar days prior to the ETFO-TLOTL Annual Meeting. The request for nominations shall be announced at the direction of the Executive or the Elections Committee.

9.2.2 A candidate must identify their name as well as the office to which they are seeking election. The deadline for receipt of nominations shall be no later than 4:30 pm, thirty (30) calendar days prior to the ETFO-TLOTL Annual General Meeting. Candidates' information shall be submitted to the President.

9.2.3 A list of nominated candidates will be published on the Local website no later than 4:30 pm on the first work day after the deadline to receive nominations as per 9.2.2 and to the Membership at the ETFO-TLOTL Annual General Meeting.

9.2.4 Candidates may run from the floor for vacant Executive positions for which no one has declared their candidacy as per 9.2.2.

Section 9.3 – Campaign Procedures

- 9.3.1 The following procedures are to ensure the right of all candidates to campaign on a fair and equal basis:
- a) These guidelines shall be posted on the Local’s website when the Local is calling for nominations. Once candidacy has been declared, the Elections Chair shall forward a copy of these guidelines to each candidate.
 - b) Each candidate may have information posted on the Local’s website regarding their candidacy.
 - c) Campaign materials to be posted must be sent to the Elections Chair within five (5) calendar days of nomination deadline.
 - d) Information is to be sent in on one 8 ½ x 11 sheet, single sided, in a PDF format.
 - e) Materials will be posted on the website once all candidates’ materials are received, no later than six (6) calendar days after nomination deadline.
 - f) The following campaigning is not sanctioned by the Local: campaigning at schools or at any Local sponsored events; posting and/or handing out campaign materials of any sort
 - g) Other forms of campaigning are not sanctioned by the Local and may be subject to discipline.
 - h) All candidates must be aware and agree to these terms as condition of candidacy.

Section 9.4 – Elections Chair

- 9.4.1 The Role of the Chair is to guide the candidates through the election process to ensure the TLOTL Constitution and Policies are upheld and to report to the membership.
- 9.4.2 The Elections Chair:
- a) must not be a candidate for election
 - b) must be provided with well written guidelines to be adopted prior to the election process
 - c) will act as the elections officer at the Annual General Meeting with defined duties.
 - d) will decide if discipline is necessary for campaign violations, up to disqualifying candidate if violation is severe enough
- 9.4.3 Perceived violations of election procedures are submitted to the Elections Chair in writing. The reported violations will be investigated by the Elections Chair. Upheld violations will be communicated to the membership prior to the election at the Annual General Meeting.

Section 9.5 - Election Procedures

- 9.5.1 The election of the ETFO-TLOTL Executive shall be by secret ballot held at the Annual General Meeting.
- 9.5.2 Candidates shall be introduced and may speak up to 2 minutes at the ETFO-TLOTL Annual General Meeting.
- 9.5.3 Each candidate may appoint one (1) scrutineer to observe the counting of the Ballots by the Election Chair for that candidate's election.
- 9.5.4 The successful candidates for all elected positions shall be announced to the members at the Annual General Meeting and posted on the Local website within five (5) calendar days of the election.
- 9.5.5
- a) All candidates must be present at the ETFO-TLOTL Annual General Meeting in order to be eligible to run for office. In extenuating, specific circumstances an appeal may be made to

- the Executive and the Election Chair.
- b) There shall be no vote by proxy.

9.5.6 The procedure for the election shall be as follows:

- a) Candidates may put their name forward for one position during the nomination process.
- b) The order of elections shall be as follows: President, Vice-President, Secretary and Executive Members.
- c) Notwithstanding 9.2.4, an unsuccessful officially nominated candidate may seek another position on the executive for which the member is eligible.
- d) If at any point in the election procedure a position or positions are acclaimed, then the next election shall take place.
- e) The candidate with the most votes for President, Vice President, Secretary and Executive Members shall be declared the winner.

Section 9.6 - Voting Procedures

9.6.1 Voting shall be carried out by the following procedure:

- a) Ballots shall be distributed at the Annual General Meeting and voting will take place by secret ballot.
- b) The Election Chair shall count the ballots to confirm the results.
- c) Final confirmation shall be shared with the Membership at the Annual General Meeting once all ballots have been confirmed by the Election Chair.

9.6.2 Failing a clear winner (one candidate with the most votes):

- a) if 2 candidates tie, each will be given 1 additional minute to speak and then a revote will take place.
- b) For Executive Member positions, if there is a tie for the final seat, a write in revote between those 2 candidates only will take place

9.6.3 All ballot counts and the Electoral List shall be kept and filed at the ETFO-TLOTL Office until July 1

9.6.4 Ballots shall be destroyed by motion of the Annual General Meeting immediately following the elections.

Section 9.7 - Procedure for Filling Temporary Executive Vacancies

9.7.1 The position of President shall be deemed to be temporarily vacant by Executive motion if the person elected serves notice to the Executive that s/he will be on leave or otherwise absent from duties for a period greater than 10 school days.

9.7.2 In the event that the position of President becomes temporarily vacant, the Vice-President will fill the temporary position.

9.7.3 The position of Vice-President or Secretary shall be deemed to be temporarily vacant by Executive motion if the person elected serves notice to the Executive that they will be on leave or otherwise absent from duties for a period greater than 40 school days.

9.7.4 In the event that the position of Vice-President or Secretary becomes temporarily vacant, the Executive shall select a member of the Executive to fill the temporary position at the next

Executive meeting. The decision shall be made by secret ballot and the successful candidate will be declared by simple plurality.

- 9.7.5 The term of office for any position filled through this procedure shall expire when the originally elected member returns to work from his/her leave, or shall expire June 30th after regularly scheduled elections are completed.

Section 9.8 - Procedure for Filling Vacancies

- 9.8.1 In the event the position of President becomes vacant, the Vice-President will fill the position.
- 9.8.2 In the event the position(s) of Vice-President or Secretary become vacant, the Executive shall select a member of the Executive to fill the position at the next Executive meeting. The decision will be made by secret ballot and the successful candidate will be declared by simple plurality.
- 9.8.3 In the event there is a vacancy at the position of Executive Member, the Executive will seek nominations from among the membership. Should more than one nomination be received, the Executive will decide by secret ballot at the next Executive Meeting.
- 9.8.4 Vacancies that begin in the first year of an elected term shall end on June 30th of that year. An election shall take place at the Annual General Meeting for the vacant position only.
- 9.8.5 A candidate who has been appointed by the Executive to fill a vacancy during the first year of a two-year term shall revert to the position held, if any, on the Executive prior to that appointment on June 30th.
- 9.8.6 Should a position become vacant after elections but before June 30th, the candidate with the next highest vote count (if there is one) shall be considered elected. If there is no such candidate, the procedure outlined in 9.8.1 to 9.8.5 shall be followed.

ARTICLE X - DELEGATES TO THE ETFO ANNUAL MEETING

- 10.1 Members of the incoming ETFO-TLOTL Executive shall have first opportunity to serve as a delegate or alternate delegate to the Federation's Annual General Meeting.
- 10.2 Delegate/alternate positions not filled by the incoming ETFO-TLOTL Executive, as per 10.1, shall be open to the outgoing ETFO-TLOTL Executive members.
- 10.3 Should any positions not be filled by 10.1 and 10.2, a callout for members interested in serving as delegates or alternates will be made.
- 10.4 Positions not filled by the ETFO-TLOTL Executive, as per 10.1 and 10.2, shall be chosen by the Executive by secret ballot, from the names submitted as per 10.3.
- 10.5 The Local will also make available and pay for one (1) additional alternate/delegate position for a member in their first five (5) years of teaching. Executive members in their first five years will be given priority to fill the New Member alternate/delegate role.
- 10.6 If no Executive member applies or qualifies for the new Member alternate/delegate position as per 10.5 then the 10.3 and 10.4 process will apply with the added criteria of the member being in their first five years.

- 10.7 If no member within their first five years applies, the additional new member alternate/delegate position will remain unfilled.
- 10.8 The names of Members serving as the ETFO-TLOTL delegates and alternates to the ETFO Annual General Meeting shall be posted by the President on the Local website once all positions have been filled.

ARTICLE XI - RESOLUTIONS TO THE ETFO ANNUAL MEETING

- 11.1 Resolutions to the ETFO Provincial Federation Annual Meeting must be passed at a Local General meeting to be held prior to March 1.

ARTICLE XII - NOMINATION OF CANDIDATES FOR PROVINCIAL EXECUTIVE

- 12.1 Candidates wishing to run for Provincial Executive may do so in accordance with Bylaw III, Elections, Section 3 of the ETFO Constitution.

ARTICLE XIII - AMENDMENTS TO THE ETFO-TLOTL CONSTITUTION

- 13.1 Proposed amendments to the ETFO-TLOTL Constitution, along with rationale for the same must be submitted to the ETFO-TLOTL Executive in time for the March Executive meeting. The date of the March Executive meeting may be obtained by contacting the President prior to March 1.
- 13.2 The ETFO-TLOTL Executive shall publish all proposed amendments, and accompanying rationale, to the general membership fifteen (15) calendar days prior to the ETFO-TLOTL Annual General Meeting.
- 13.3 The Constitution shall be amended if sixty (60) percent of the ETFO-TLOTL members present at the ETFO-TLOTL Annual General Meeting vote in favour of the proposed amendment.

ARTICLE XIV - FINANCES

- 14.1 The Executive of the ETFO-TLOTL shall develop a financial policy.
- 14.2 All financial transactions shall be signed by two signing officers except where only one Executive Officer has been elected.
- 14.3 The fiscal year for the ETFO-TLOTL shall be the period from July 1 of one calendar year to June 30 of the succeeding calendar year.
- 14.4 There will be TLOTL levy collected by TLDSB from all Occasional Teachers at the rate of up to 0.5% of wage. TLDSB shall forward levies collected to the office of TLOTL monthly.
- 14.5 The TLOTL Executive will decide if a decrease to the levy rate for the upcoming year is appropriate, prior to budget approval. The Executive will vote on the proposed change. A majority vote will prevail. The change will remain in effect for the following school year, then revert back to 0.5% of wage, unless another vote is taken. If no vote is taken, the levy will remain at 0.5% of wage.