



Elementary Teachers' Federation of  
Ontario

**TRILLIUM LAKELANDS**  
**OCCASIONAL TEACHERS'**  
**LOCAL**

**CONSTITUTION**

**Amended May 2021**

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## **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” or “the Local”.

## **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 in a fair and equitable manner.
- 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.
- 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.
- 3.9 To promote the health and safety of members in the workplace.

## **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 Bylaws.

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 they have fulfilled their duties as outlined in 5.1.

## **ARTICLE V – RIGHTS, PRIVILEGES AND RESPONSIBILITY OF MEMBERSHIP**

### ***Section 5.1 – Rights, Privileges, and Responsibility 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.

5.1.3 The responsibility of a member shall be to:

- a) recognize the Provincial Federation, through the Local, as the official voice of all active members of the Federation;
- b) adhere to the Constitution and Bylaws of the Federation and the Local;
- c) support collective bargaining initiatives, including any authorized strike action;
- d) refrain from undertaking or supporting actions which undermine established bargaining procedures;
- e) honour the terms of the Collective Agreement;
- f) bring to the attention of the President all matters pertaining to the ETFO-TLOTL, particularly any suspected violations of the Collective Agreement;
- g) strive to ensure equity and inclusiveness in the workplace;
- h) strive to eliminate all forms of harassment between individuals in the educational system;
- i) strive to achieve and maintain a high degree of professionalism and to uphold the honour, dignity and ethical standards of the teaching profession;

## ***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 7.2 - Duties of the ETFO-TLOTL Executive***

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

- 7.2.1 to uphold the Constitution, bylaws 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 or virtual meeting 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 9.5 and/or 9.6.  
  
Where such a vacancy shall be created through retirement or resignation of an Executive Member, the by-election shall take place at the next general meeting.
- 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 all applications for Member Development Funding;
- 7.2.19 to endeavor to attend and remain in attendance until adjournment at all Executive and General Meetings. Participating in teleconferencing or a virtual meeting will be considered attendance at Executive meetings.

### ***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 they are 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 responsible for the maintenance of the collective agreement;
- o) be a member of any Provincial Takeover Negotiating Team;
- p) to receive and file in orderly fashion all received/sent correspondence, minutes of ETFO-TLOTL meetings and other Local documents;
- q) keep an up-to-date copy of the ETFO-TLOTL Constitution in the office;
- r) provide a professional development form to a Member upon request.
- s) 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 their 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;
- i) present the ETFO-TLOTL's financial activities at the Fall General Meeting or the Annual General Meeting (If less than 5 members attend the Fall General Meeting);
- j) 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.

## ***Section 7.6 - Executive Release Time and Responsibility Allowance***

### **7.6.1 President**

- a) The President of the Local shall be released 0.7 FTE on the salary grid at their grid placement, until such time the position is considered 1.0 by ETFO provincial calculations.
- b) The President's salary shall be paid according to the following:
  - i. Q.E.C.O. placement;
  - ii. all credited teaching experience including contract, long-term occasional, and union release time to a maximum of A4, Step 11 on the Trillium Lakelands Elementary Teachers Salary Grid;
- c) The President shall receive a responsibility allowance in the amount of 5% of the teacher maximum grid salary rate as per ETFO's Local responsibility Allowance Procedure.

7.6.2 The Vice President will receive a responsibility allowance of 4 days pay at the current daily rate.

7.6.3 The Treasurer, if other than the president, will receive a responsibility allowance of 4 days pay at the current daily rate.

7.6.4 The Secretary will receive a responsibility allowance of 3 days pay at the current daily rate.

7.6.5 Executive Members will receive a responsibility allowance of 3 days pay at the current daily rate.

7.6.6 A Member of the Executive may receive release time for any additional duties as assigned by the President.

## **ARTICLE VIII - MEETINGS**

### ***Section 8.1 - General Meetings***

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

- 8.1.2 A quorum for general meetings shall be the number of Members present at any given time.
- 8.1.3 When required due to government restrictions, public health restrictions or safety concerns, general meetings may be held virtually, so that all persons participating in the meeting can hear each other. Participation in a meeting held virtually shall constitute presence in person at the meeting.
- 8.1.4 General meetings shall be held either entirely in person, or entirely through virtual means.

### ***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 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 not presented at the Fall General Meeting.;
  - 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 or virtually when distance, government restrictions, public health concerns or inclement weather makes it necessary.
- 8.3.4 Executive meetings may include a mix of in-person and virtual means.

## **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 General 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 - Election Procedures***

- 9.3.1 Every attempt shall be made to hire an election chair/parliamentarian to chair the General Meeting in a year when an Election will occur.
- 9.3.2 The election of the ETFO-TLOTL Executive shall be by secret ballot held at the Annual General Meeting.
- 9.3.3 Ballots will be in paper for in-person meetings, and through an on-line voting process for virtual meetings.
- 9.3.4 Candidates shall be introduced and may speak up to 2 minutes at the ETFO-TLOTL Annual General Meeting.
- 9.3.5 Each candidate may appoint one (1) scrutineer to observe the counting of the Ballots by the Election Chair for that candidate's election. In the event of on-line voting, voting results will be shared with all members in attendance at the same time.
- 9.3.6 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.
- 9.3.7 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.

9.3.8 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 9.4 - Voting Procedures***

9.4.1 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.
- d) For voting taking place on-line, a link to the voting program/method will be shared with all members in attendance virtually. Voting will take place during the General Meeting only.

9.4.2 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.

9.4.3 All ballot counts and the Electoral List shall be kept and filed at the TLOTL Office until July 1.

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

### ***Section 9.5 - Procedure for Filling Temporary Executive Vacancies***

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

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

9.5.3 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.

9.5.4 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.

9.5.5 The term of office for any position filled through this procedure shall expire when the originally elected member returns to work from their leave, after a by-election is duly held or shall expire June 30th after regularly scheduled elections are completed.

### ***Section 9.6 - Procedure for Filling Vacancies***

9.6.1 Vacancies will be filled by the processes listed below until either a by-election is held at the next General Meeting or regularly scheduled elections occur, whichever is sooner.

9.6.2 In the event the position of President becomes vacant, the Vice-President will fill the position.

9.6.3 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.

9.6.4 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.

9.6.5 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.

9.6.6 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.

9.6.7 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 9.6.1 to 9.6.5 shall be followed.

## **ARTICLE X - DELEGATES TO THE ETFO ANNUAL MEETING**

10.1 The number of delegates and alternates shall be determined by the Federation.

10.2 Notwithstanding 10.1, the Executive may choose to send one additional alternate and will prioritize members in their first five (5) years of teaching.

10.3 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.

10.4 Delegate/alternate positions not filled by the incoming ETFO-TLOTL Executive, as per 10.3, shall be open to the outgoing ETFO-TLOTL Executive members.

10.5 Should any positions not be filled by 10.3 and 10.4, a callout for members interested in serving as delegates or alternates will be made.

10.6 Positions not filled by the ETFO-TLOTL Executive, as per 10.3 and 10.4, shall be chosen by

the Executive by secret ballot, from the names submitted as per 10.5.

- 10.7 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 submitted to the Local executive at least one (1) week prior to the Fall General Meeting. The motion must be passed at the Fall General Meeting in order to be submitted for inclusion in the ETFO Provincial Annual Meeting.

## **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.