



Trillium
Lakelands
Occasional
Teachers'
Local

Elementary Teachers' Federation of
Ontario

TRILLIUM LAKELANDS OCCASIONAL
TEACHERS' LOCAL

Policies and Procedures

Revised January 2023

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1) EXECUTIVE EXPECTATIONS

- i) As per the TLOTL Constitution there will be at least 9 executive meetings per year. (10 will be scheduled, with the ability to cancel one if necessary)
- ii) All Executive Members are required to attend all executive meetings, the General Meetings and all other meetings called by the President.
- iii) Meeting Dates:
 - a) The date of the first (September) meeting of each school year shall be determined in June.
 - b) The date of all other planned monthly meetings will be determined in September.
 - c) Meetings will be held outside the school day except the final meeting of the year (June) unless otherwise agreed to by the Executive.
 - d) If Local Executive Meetings are held either in the North or the South, Executive Members who live in the opposite region of the Board may be provided with a part day of release time to assist with travel. The Executive will make a decision on a case-by-case basis.
 - e) Once dates are set, if an Executive member fails to attend, they shall be considered absent.
 - f) If a date needs to be changed by the President, all Executive Members will be consulted when setting a new date.
 - g) Once a new date is decided:
 - (1) if an Executive Member declared a conflict, they shall not be considered absent.
 - (2) if an Executive Member agreed to the new date and does not attend, they shall be considered absent.

2) PROCEDURE FOR DISCIPLINE OF EXECUTIVE

- i) Failure of a member of the Executive to attend fifty per cent (50%) of Executive Meetings in any school year, or any unprofessional conduct and/or abrogation of duties, may be cause for loss of their responsibility allowance, or part thereof, or for removal from office by the Executive or the membership.
- ii) Removal initiated by Executive
 - a) The decision by the Executive to alter the responsibility allowance 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.
 - b) 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.
- iii) Removal initiated by Membership
 - a) When the Membership initiates the loss of responsibility allowance 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.
 - b) 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.

3) FORMS

- i) Forms for expenses and Release time are available from the President, Treasurer or designate.
- ii) Forms for the Member Development Fund (MDF), Dependent Care Subsidy and other member-related forms are available from the local website tlotl.ca
- iii) All forms must be completed and submitted with the appropriate supporting documentation. Electronic submissions are acceptable.

4) COMMUNICATIONS

- i) The President is the official spokesperson for the Trillium Lakelands Occasional Teachers' Local.
- ii) All communication must be issued and/or approved by the President.
- iii) Regular communication with the membership is the responsibility of the President.
- iv) The President shall maintain a database of members' personal emails.
- v) The President will be an administrator and may designate administrators for the Local's website, Facebook page, Twitter account, and any other electronic communication methods.
- vi) If Executive Members are approached for advice, they should direct the member to contact the President.

5) SIGNING OFFICERS

- i) Three (3) signing officers shall be named from the Executive for the Local. One of the signing officers must be the President, and another must be either the Vice-President or Secretary.
- ii) All cheques shall be signed by two (2) signing officers.
- iii) Every attempt will be made to have cheques signed by signing officers other than the person to whom the cheque is written.

6) TLOTL COMMITTEES

A) EXPECTATIONS

- i) Committees may be formed at the request of the President, an Executive Member or a Member of the Local (with the approval of the Executive) on an as needed basis.
- ii) Committees must include at least one member of the Executive.
- iii) Committee members are expected to attend all meetings required for their position. If unable to attend any meeting, notice must be given.
- iv) Committees are responsible for:
 - a) establishing a Terms of Reference, subject to the approval of the ETFO-TLOTL Executive;
 - b) selecting such officers as they deem necessary;
 - c) submitting a written report or minutes of all meetings to the following Executive meeting or to the President;
 - d) submitting committee motions and/or budget proposals to the Executive.

B) POTENTIAL COMMITTEES

- i) Collective Bargaining Committee
- ii) Political Action/Public Education Committee
- iii) Human Rights Committee
- iv) Status of Women Committee
- v) Environmental Committee
- vi) New Member Committee
- vii) Professional Learning Committee
- viii) Other committees as needed from time to time

7) ELECTIONS

A) POLICY

- i) TLOTL elections for Executive positions will be held every two years. The elections will be held at the May ETFO-TLOTL AGM. If the AGM is in-person, candidates must be physically present. If AGM is virtual, Candidates must appear virtually, on camera.
- ii) Failure to adhere to the above will render a candidate ineligible unless special permission has been granted by the Executive and the Elections Chair for specific extenuating circumstances.
- iii) Eligibility is based upon the candidate's status of being an active ETFO-TLOTL member in good standing.
- iv) Nominations sent to the President must identify the name of the Member being nominated as well as the office to which they are seeking election.
- v) The chair may accept nominations from the floor of the AGM when a position is left open with no candidate, and if the nominated person is in attendance (physically or virtually) at the AGM.
- vi) Candidates are successful when they receive a plurality of the ballots cast.
- vii) There shall be no vote by proxy.
- viii) The elections shall follow Article IX in the ETFO-TLOTL Constitution.

B) CAMPAIGN PROCEDURES

The following procedures are to ensure the right of all candidates to campaign on a fair and equal basis:

- i) Election 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.
- ii) Each candidate may have information posted on the Local's website regarding their candidacy.
- iii) Campaign materials to be posted must be sent to the Elections Chair within five (5) calendar days of nomination deadline.
- iv) Information is to be sent in on one 8 ½ x 11 sheet, single sided, in a PDF format.
- v) Materials will be posted on the website once all candidates' materials are received, no later than six (6) calendar days after nomination deadline.
- vi) 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.
- vii) Other forms of campaigning are not sanctioned by the Local and may be subject to discipline.
- viii) All candidates must be aware and agree to these terms as condition of candidacy.

C) ELECTIONS CHAIR ROLE AND RESPONSIBILITY

- i) 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.
- ii) The Elections Chair:
 - a) must not be a candidate for election.
 - b) is required to attend the TLOTL General Meeting.
 - c) will be responsible for the distribution of the campaign materials.
 - d) will respond to questions or concerns of candidates about the election process.
 - e) will act as the elections officer at the Annual General Meeting with defined duties.
 - f) will investigate concerns about campaigning violations.
 - g) will decide if discipline is necessary for campaign violations, up to disqualifying candidate if violation is severe enough.
 - h) will report to the membership at the TLOTL AGM and explain the election process, report any disciplinary action, introduce candidates, distribute ballots, monitor ballot boxes, count ballots and announce winning candidates.

Trillium Lakelands Occasional Teachers' Local Policies and Procedures – DRAFT

8) DOCUMENTS

- i) TLOTL Constitution and Policies and Procedures – Whenever amendments are made to either document, current copies will be posted on the website within 30 days.
- ii) Collective Agreement – A copy of the current collective agreement shall be posted on the tlotl.ca website once it is compiled into its final format. Upon request an electronic copy may be sent to members from the President.
- iii) Files will be maintained by the President. General Files will be culled on a five (5) year cycle. Financial information will be culled on a seven (7) year cycle. Files related to grievances or collective bargaining will not be culled.

9) MEMBER DEVELOPMENT FUND (MDF)

A) CRITERIA FOR REIMBURSEMENTS

- i) When Members seek to augment their knowledge and/or skills so that the benefits are shown in the classroom and benefit themselves and their students.
- ii) Members may access each MDF category ONCE for reimbursement funds during the Fiscal year (July 1 to June 30) in which the learning was completed, or the resource purchased.
- iii) Member must have been on the TLOTL Roster for 1 year before eligible to apply.
- iv) Must be a member of TLOTL at the time of completion or purchase.
- v) The course, workshop, or resource must be paid for and completed prior to application. Receipts and documents must be provided to substantiate this information.
- vi) Member Development Funds will be provided on a first come basis. A member may access each reimbursement category once per fiscal year until the funds in that category are depleted. Budget may be exceeded by motion of the Executive.
- vii) The amount each member may access in a given year will be established in the budget and passed by the membership at the TLOTL Annual General Meeting in May of the preceding school year.
- viii) The Reimbursement categories will be as follows:
 - a) AQ/ABQ Reimbursement;
 - b) Teacher Book Reimbursement (Examples – How to do a Math talk, Mental Health in the classroom, Lesson Ideas for Social);
 - c) NON-AQ/ABQ Professional Learning (Other workshops and conferences members may attend)
- ix) Applications must be received by June 15th (or date listed on the online form each year) of the fiscal year in which the application is being made. (Supporting Documentation may be submitted later for AQs that end in June)

B) MEMBER RESPONSIBILITIES

- i) The Member will request a Member Development Fund (MDF) application from the President or access the electronic copy via www.tlotl.ca then click on professional learning
- ii) After completing a course or workshop, the member will send the completed application, proof of payment and proof of successful completion to the president.
- iii) For a book, proof of purchase, and a completed application form must be submitted to the President.

C) EXECUTIVE RESPONSIBILITIES

- i) The President will receive the MDF application forms from the Members and present them to the Executive at the next Executive Meeting for approval.
- ii) The Executive will review the MDF application form to see that it meets the criteria established.

- iii) The Executive will use a motion to accept or reject the MDF application from the Member.
- iv) If approved by the Executive, the President will send a cheque to the Member and keep records of this transaction.
- v) If rejected by the Executive, the President will inform the Member of the rejection and provide reasons for the rejection.

D) CRITERIA FOR EXECUTIVE MEMBER DEVELOPMENT

- i) Any Executive Member may apply to any MDF category, just as any member of the Local may.
- ii) In addition, each Executive member has the opportunity to attend one professional learning event per year with any additional expenses covered under the budget line Executive MDF.
- iii) If it is an ETFO event, expenses not covered by ETFO – additional parking, 407, single room, registration fee will be covered.
- iv) If it is NOT an ETFO event, all standard expenses will be covered – meals, mileage, accommodation, parking, registration.
- v) ETFO events are automatically approved; other events require prior approval by the Executive.
- vi) Events are limited to those occurring in Ontario, unless by special motion to the Executive.

E) CRITERIA FOR DEPENDENT CARE SUBSIDY

- i) The Trillium Lakelands Occasional Teachers' Local offers a subsidy for dependent care so members may attend professional learning opportunities, or to attend executive meetings.
- ii) Application forms are available from www.tlotl.ca and at PL events.
- iii) The rates are as follows per member NOT per child:
 - a) up to \$50.00 per day (full day workshop – over 5 hours);
 - b) up to \$35 per half day (over 3 hrs, up to 5 hour workshop)
 - c) up to \$25.00 per afterschool/evening event (1 hr up to 3 hour workshop).
- i) Guidelines for Payment:
 - a) Payment for childcare is limited to dependents 12 years of age and under.
 - b) Payment for adult dependent care is limited to an adult whose care is the responsibility of the member, or dependents 12-18 years with special needs.
 - c) The Caregiver may not be the partner of the member.
 - d) Payment for a Caregiver who resides at the same address as the member, such as an older child, shall not be reimbursed unless that Caregiver is usually paid for such services by the member.
 - e) A receipt signed by the caregiver must accompany this form
 - f) This form must be returned to the Trillium Lakelands Occasional Teachers' Local no later than 14 days after the event.

F) DOOR PRIZES

- i) The Local provides door prizes for member attendance at General Meetings, workshops and member engagement events (ie Trivia Night).
- ii) At the Annual General Meeting the top door prize will be either an IPAD or cost of AQ/ABQ (Max value \$700) unless otherwise moved by Executive.
- iii) At the Fall General meeting the top door prize will be a \$200 gift card to a store of winner's choice.
- iv) At general workshops and member engagement events, top prize will be a \$50 gift card.
- v) Effective September 2021, a tracking sheet (spreadsheet) will be maintained by the President recording amount of gift card, store, date of event, winning member name.

10) OFFICE

- i) As per the TLOTL Constitution, the President is the Chief Executive Officer of the Local and the Manager of the TLOTL office.
- ii) The President decides on the location of the TLOTL office.
- iii) It is the responsibility of the President/Office Manager to keep an organized filing system of all ETFO materials, all TLOTL materials and all the correspondence between the Local and the other organizations and individuals.
- iv) It is the responsibility of the President/Office Manager to keep all office equipment well maintained.
- v) An Office and equipment inventory list will be provided to the Executive at the first executive meeting in the new school year.
- vi) It is the responsibility of the President/Office Manager to buy equipment, services, furniture or supplies that are required for the functioning of the TLOTL office within the confines of the established TLOTL Budget for office expenditures. Any capital or operating expenditure in excess of \$400.00 will require the approval of the Executive either at an Executive meeting or by electronic communication.
- vii) The President/Office manager, after leaving office, will organize and make available, with the assistance of the new President and other members of the Executive assigned to help, all files and equipment for the new TLOTL office.
- viii) If the president chooses to operate the TLOTL office from their home, they will receive a remuneration of \$250/month for maintenance and cleaning costs. This amount will not be paid if office space is rented.
- ix) Other customary office expenses (internet, cell phone, etc.), will also be paid by the local.

SECTION 2 - FINANCIAL BUSINESS

1) BANKING AND FINANCIAL POLICY

- i) The Local will maintain a general chequing account for daily operations, and a Collective Bargaining savings account for local bargaining costs (as Per Section 2.2).
- ii) Funds not required for regular daily operations of the Local will be invested in short term investments (ie GICs). These funds will be distributed in the following manner:
 - a) Office relocation - \$15,000 initial deposit (2021) – The Office fund is in the event a fully costed new office location is required. This amount would cover initial office set up (furniture, printer, internet, basic office supplies, rent etc).
 - b) Strike Fund - \$20,000 initial deposit – The strike fund will be held in the event of strike days. For a central strike, Members will receive a strike pay top-up of \$25, per day that they walk on the picket line. The executive may pass a motion to top-up members above what is in the Strike Fund, to a maximum of an additional \$10,000.
 - c) Release Time - \$10,000 initial deposit (2021) – this fund will be used to cover additional president release time not covered by provincial.
 - d) In any given year, as of the end of April, when the balance in the general chequing account exceeds \$150,000, Executive will discuss a reduction in the levy rate for the subsequent year.
 - e) Funds above \$150,000 will be re-distributed, to the three funds listed above upon their renewal date (25%, 25%, 50% respectively of the amount above \$150,000).
 - f) When any fund category exceeds the local fee rebate amount, no additional monies will be added. If all three fund each exceed the local fee rebate amount, and the general fund has more than \$125,000 as of April 30th, a levy reduction will be passed for the subsequent school year.

2) COLLECTIVE BARGAINING FUND

- i) In non-bargaining years \$5000 will be budgeted for Collective Bargaining – Local, this amount will increase to \$7000.00 in a year during which bargaining is to take place.
- ii) At the end of each fiscal year, the balance remaining in the line budgeted for Collective Bargaining – Local, shall be transferred into a savings account.
- iii) The amount held in the savings account shall be considered the CB Fund.
- iv) The assets of the CB Fund shall accumulate from year to year.
- v) If costs of local collective bargaining exceed the budgeted amount in any year, money will be transferred out of the CB Fund to cover those costs.
- vi) The assets of the CB Fund shall be only used to pay the approved costs incurred for local bargaining, including but not limited to:
 - a) Release time for Collective Bargaining committee members
 - b) Meals, accommodation, mileage and other traveling expenses for the Collective Bargaining committee members
 - c) Meeting space costs
 - d) Printing, photocopying, mailing costs related to local collective bargaining
 - e) Fund collective bargaining initiatives as approved by the Executive
- vii) Revenue earned by the CB Fund shall remain in the CB Fund.
- viii) If the balance of the CB Fund exceeds the total of one year of fee rebates and levy income, the executive shall report with recommendations to that year's Annual General Meeting.

3) RELEASE AND RESPONSIBILITY ALLOWANCE

A) RELEASE – EXECUTIVE DUTIES

- i) In the event the President becomes 1.0 release – any articles referencing the President being paid at the daily-rate are nullified.
- ii) The following release time shall be given each fiscal year.
- iii) The Treasurer will receive 1/2 day of pay/release time per school month to complete the books. As well, 1 day of pay/release will be provided to attend the OT treasurers conference (TROT), and 1 day of pay/release will be provided for the completion of the budget. (Total 7 days.)
- iv) The Secretary will receive 1/2 day of pay/release time per school month to complete the minutes. Plus ½ day for minutes for each general meeting (Total 6 days).
- v) The member updating the website will receive up to a total of 3 days pay/release time depending on updates and changes requested by the President.
- vi) The PL Chair will receive a half (.5) day of pay/release for the afternoon of any PL event that runs after school on a regular school day. They will also receive one (1) day of pay/release for attending the PLOTs conference. Additional release may be provided, by Executive decision, depending on the location of the PLOTS conference. As well, an additional half (0.5) day of pay at the daily rate, will be provided for every two (2) workshops that are planned. If Executive payroll is done by the Board and the PL Chair is in a full year LTO, this planning compensation will be in the form of costs such as printing, internet charges .
- vii) If an Executive Member is asked to attend a meeting/event on behalf of the Local, the member shall be paid the daily rate for the day. Eg. Policy reviews, NTIP steering, etc.
- viii) If an Executive Member is asked to attend any event that release time is not otherwise paid, the Local shall pay the member the daily rate. Eg, POTs, GHOTs, Leadership, etc.
- ix) All Executive Members shall be paid the daily rate for any additional meetings related to Collective Bargaining.
- x) All Executive Members shall be paid the daily rate for attending any executive meetings held during a regular school day.

B) RELEASE - OTHER UNION WORK

- i) The President may assign union work.
- ii) If release time is required by an Executive Member, and it is approved by the President, the President will inform the Executive Member.
- iii) Release time will be paid at the daily occasional rate for either a 0.5 or 1.0 day.
- iv) If release time is required by a Daily Occasional Teacher, it must be approved by the President and then the President shall inform the Member. The Member must book off the appropriate time through ADS/Atrieve.
- v) If release time is required by an LTO Member to complete Local Union Work, the President will inform the Employer. It is the responsibility of the LTO Member to inform the Principal at their worksite that Union Leave is required. The LTO Member will not be compensated by the Local, instead their regular LTO wage will be paid. The expense of an occasional teacher to replace the Member will be the responsibility of the Local.
- vi) Any Member who does not obtain approval from the President before taking Local Union Leave will be responsible for all costs themselves.
- vii) The President will record all release time and will inform the Executive of all Local Union Leave and Work. The President will present a copy of the record to the Treasurer.

C) RESPONSIBILITY ALLOWANCE

- i) The responsibility allowance for the President may be paid throughout the school year by payroll.
- ii) For Executive members, their allowance will be paid out in 2 equal installments, in January and June, in recognition of carrying out their responsibilities on behalf of the membership. The allowances are paid as per section 7.6 of the Constitution.
- iii) Executive Members are permitted to miss up to two executive meetings per year due to unforeseen circumstances without loss of any part of the allowance.
- iv) If an Executive Member misses more than two executive meetings in a year, the allowance may be deducted on a proportional basis.
- v) Should the Executive Member wish to have extenuating circumstances considered, they may make an appeal to the Executive in writing.

4) MILEAGE AND TRAVEL EXPENSES

A) MILEAGE

- i) TLOTL Executive Members on authorized Local business are eligible for travel expenses.
- ii) Mileage will be paid as per the Canada Revenue Agency (CRA) guidelines . CRA guidelines will be checked regularly and rate increases applied as appropriate.
- iii) All mileage calculations will be from the Executive Member's home to the event location, except:
 - a) If an Executive Member lives beyond an immediate co-terminus Board (KPR, Durham, Simcoe, Near North), the closest TLDSB school to the member's home will be the starting point for all mileage calculations.
 - b) If an Executive Member is in an LTO their calculation will be from their home school to the event.
- iv) Carpooling allowances will be added as per ETFO travel guidelines (~~5¢~~/km per person)

B) MEAL ALLOWANCE

- i) Costs will be paid as per the ETFO travel guidelines (currently \$20 breakfast, \$25 lunch, \$50 dinner).

C) SINGLE ROOM SUPPLEMENT

- i) The single room supplement will be paid for any Executive Member attending an event on behalf of the local.

D) GRATUITIES

- i) when at Federation events, especially those that are overnight or at the Federation Annual Meeting:
 - a) \$5.00/day to Housekeeping Staff for room cleaning, with the money to be left daily in the room;
 - b) \$2.00-\$3.00 per bag for a bellhop is considered appropriate
 - c) Up to \$5.00 for other hotel staff for services performed, as appropriate
 - d) Up to 15 – 20%, depending on the level of service, for meals but must be included in the amounts set as maximums by ETFO
- ii) These tips should be listed on the expense form for ETFO first, then for the Local for amounts not paid by ETFO.
- iii) Anything greater than \$10.00 must have a paper receipt to accompany the claim.

E) 407 ETR USAGE

- i) TLOTL will pay the yearly transponder fee for the President. TLOTL may pay the yearly transponder fee for other Executive Members with prior approval.
- ii) Executive Members may claim 407 ETR fees for travel to an ETFO event that they are attending on behalf of the Executive or if they are claiming the event under the Executive Member Development budget line.

F) PARKING

- i) TLOTL will pay parking fees incurred by Executive Members if they are attending an event on behalf of the Executive. If the parking costs are covered by ETFO but the costs exceed the amount allowed by ETFO (due to parking available), TLOTL will pay the difference.

G) INCLEMENT WEATHER

- i) If inclement weather would prevent an Executive Member from travelling safely to an event, cancelling their attendance is appropriate.
- ii) If inclement weather would prevent an Executive Member from travelling home safely after an event, the Member may stay in a hotel and TLOTL will pay the cost of the room and meals until the Member can safely travel home.
- iii) This does not require prior approval, but the Member should inform the President as soon as possible.

5) EXPENSES

- i) Other expenses incurred while doing the business of the Local must be itemized and submitted on an expense form with the appropriate documentation.
- ii) Expenses are usually submitted three (3) times during the school year; however Executive members may submit expenses at any executive meeting.

6) SUPPORT FOR MEMBERS RUNNING FOR PROVINCIAL EXECUTIVE

- i) The TLOTL Executive may determine by vote to support a nomination of a TLOTL member wishing to run for Provincial Executive.
- ii) The TLOTL Executive may financially support a TLOTL member running for Provincial Executive by an amount determined by the Executive (not to exceed \$2500)

- a) The amount determined would be the total amount given, less any donations provided by other locals.
- b) The member must provide receipts for all money spent.
- iii) The TLOTL Executive may financially support an ETFO member (not from TLOTL) running for Provincial Executive by an amount determined by the Executive (not to exceed \$100).

7) DONATIONS

- i) The Local will donate yearly to each of the five local women's shelters.
- ii) An additional donation of up to \$500 will be made to one, or more, other organization that is associated with helping children. The Executive will choose the organization(s) and amount.
- iii) Additional donation money up to \$500.00 is available for sudden unexpected events such as a humanitarian crisis or natural disaster. A decision to use these additional funds will be made by motion to the Executive.
- iv) Further donations to Social Justice related issue may be made with Executive approval

8) GOODWILL

- i) The goodwill budget line will be used for extraordinary events in members lives – death of immediately family member (spouse, parent, child); birth or adoption of a child.
- ii) A card honouring the specific event and a \$50 gift card will be mailed to the member. At the discretion of the President, flowers may also or alternatively be sent.

SECTION 3 – PROCEDURES

1) DELEGATES TO THE ETFO ANNUAL MEETING

- i) As per Article 10 of the TLOTL constitution, the Local may take one additional alternate.
- ii) For In-Person Annual Meetings:
 - a) Annual Meeting delegates/alternates will be provided with accommodation the evening prior to the start of the meeting.
 - b) ETFO provides the Local with funds to cover the costs of meals from Monday evening to Thursday, excluding Wednesday dinner, for delegates and one (1) alternate. The Local will provide delegates and all alternates who travel up on Sunday, the amount provided by ETFO, plus an additional \$110, to cover additional meals and snacks for the floor. Delegates/alternates who do not arrive until Monday, will receive an additional \$55.00. Receipts will not be required.
 - c) Delegates who choose not to attend the formal dinner on Wednesday may expense their meal to the Local.
 - d) Annual Meeting delegates/alternates are expected to be on the meeting floor (in designated seats or observer section) other than during pre-determined breaks to ensure that all voting positions are filled.
- iii) Annual Meeting delegates/alternates are expected to be available for the duration of the Annual Meeting unless prior arrangements are made.
- iv) Priority will be given to selecting delegates/alternates who will be available for the entire duration of the event.
- v) For Virtual Annual Meetings the local may provide a meal allowance to those attending. Amount will depend on number of sessions attending as a voting member.
- vi) A “wearable” item (hoodie, vest, jacket, shirt etc) to promote camaraderie and unity may be purchased by the Local for ETFO Annual Meeting. All incoming executive members will receive the “wearable”. The “Wearable” will be worn at the opening of the Federation A.M. During the remainder of the meeting it will be worn as often as possible and when appropriate, at the discretion of the Delegate/Alternate.

- vii) Delegates and Alternates must vote in accordance with instructions the Local has given to the delegation as a whole. When a direction has been given through discussion and agreement at the June POTs (Provincial Occasional Teachers) meeting, the Delegates and Alternates will vote in accordance with those directions, unless a different option is discussed and agreed upon. Where no direction has been given by the Local and/or POTs, Delegates/Alternates are free to vote as they choose.
 - a) A “consensus” vote means the majority of members have come to a decided direction for the vote on a particular resolution, and all the Local Delegates/Alternates will vote in the direction given unless they have voiced their alternative position ahead of time.
 - b) A “block” (en bloc) vote requires that Delegates/Alternates MUST vote in the agreed upon manner (at POTs or the Local Delegates and Alternates meeting) for a particular resolution.
- viii) Revisions to these directions may occur at the OT Caucus, just prior to the start of the Federation Annual Meeting (A.M.), or at any time throughout the A.M. when an OT caucus is called.
- ix) The POTs “whip” will provide direction to the Delegates/Alternates, for voting, when a caucus is called. Should a Delegate/Alternate choose not to follow the directions given by the Local, the President/designate shall have the authority to replace the Delegate/Alternate.

2) OBSERVERS AT MEETINGS OF THE TLOTL EXECUTIVE

- i) Only Members of TLOTL or an ETFO Executive Liaison may observe at meetings of the Executive.
- ii) A Member shall contact the President by email requesting to observe at an Executive Meeting no less than 48 hours prior to the start of the meeting.
- iii) The president shall forward to the Member the date and location of the Executive Meeting at which the Member may observe.
- iv) A Member may observe at an Executive Meeting in accordance with the following provisions:
 - a) There shall be no additional cost to the Local. (Food may be provided.)
 - b) The Member is responsible for any travel, accommodation, or incidental expenses incurred.
 - c) Materials provided to the Member during the meeting will remain property of the Local and must be returned at the end of the meeting.
 - d) The Member will be excluded from parts of the Executive Meeting that are held in camera.
 - e) The Member shall keep confidential all privileged information obtained during the meeting.
- v) During the meeting, Members observing may not participate in discussions or ask questions.
- vi) There will be time allotted at the end of the meeting for questions.
- vii) Electronics must be set to vibrate, and only work-related calls are acceptable.