

Colchester-East Hants Local
of the
Nova Scotia Teachers Union

Operational Procedure

Revised 2010

Section 1: Organization

1. Executive Members Attendance at Meetings

That all executive members including the Prov. Executive Member for the local be required to attend all regularly scheduled and special executive meetings, rep meetings and general meetings of the local.

2. Executive Members

(a) priorities and goals of the local

That the executive meet annually to review the priorities and future goals for the local.

(b) training program/planning conference

That one weekend per year be set aside when the local executive put in place an executive members training program and planning conference. That the local bear the costs of such a conference.

(c) finances of the local

That the executive continue to study the present and future finances of the local.

3. Executive Members Tickets to Locally Sponsored Events:

That any member of the Locals Executive be given a ticket(s) to attend local events where their attendance is expected /required.

4. School Reps Training Program:

That the Col. East-Hants Local participate in and or conduct a series of in-services or workshops at the local or regional level, targeted at upgrading the knowledge base, the image, and the profile of the school representatives.

5. Role of the Executive Members:

(a) That each executive member be assigned to a group of schools to act as a liaison with that school and its rep. and make attempts to communicate with the staff of that school so as to keep open a direct

channel of communication between the local executive and individual schools.

(b) That once a majority decision has been made by the Local Executive, it is the responsibility of all executive members to support that decision before all members of the local. An executive member may reserve the right to dissent by having a nay vote at the executive table recorded at the time the majority decision is taken.

(c) That the following matters of Executive business shall be regarded as confidential: personal matters, matters of discipline and professional conduct and grievance issues.

6. Official Spokesperson for The Local:

That the President or designate, of the Col. East-Hants Local be the official spokesperson for the local.

7. The Local Office:

(a) that the local maintain an office for use by the local in carrying out its business.

(b) that the Executive set up a schedule whereby the Local office is open and available to the membership.

8. Release Time for President:

The Local will pay for 20% release time to carry out the Presidential duties.

9. Local Meeting Dates

That the Executive set all meeting dates for the next school year prior to the end of September and that this information be forwarded to all school representatives.

10. Location of Local Meetings

That all school rep and general meeting be held in one location.

11. Meetings: Inclement Weather

That on any day when all schools are closed due to weather, any scheduled NSTU (local) or meeting shall be canceled.

12. Annual General Meeting

That the annual general meeting of the local be held during the last week of May.

13. Committee Reports: Annual General Meeting

That all committee reports presented at the annual general meeting are to be by type written and presented before the membership. A motion must be passed for the report to be accepted.

14. Membership Involvement in Local Activities

That an executive be sensitive to the need to promote teacher involvement in the local's activities.

15. Executive Members on Standing Committees

That an executive member serves on only one standing committee.

16. Ad Hoc Committees

That all ad hoc committees be appointed by the executive. The executive will determine the number of members of each ad hoc committee. One executive member will be appointed to each ad hoc committee. The executive will provide each ad hoc committee with a clearly defined mandate and the parameters within which they are expected to operate.

17. Grievance Committee

The local's representative on the Regional Grievance Committee shall be the chairperson of the Economic Welfare Committee.

18. Occupational Health and Safety Committee

That the chairperson of the Economic Welfare Committee or his/her designate be the Unions representative on the Occupational Health and Safety Committee.

19. Committee Expenses

(a) that all committee expenses be reported at General Meetings.

(b) that committee chairpersons will make available expense vouchers for their committees and forward completed vouchers to the treasurer. All committee expenses including travel will be verified by the chairperson.

20. Visitations to Schools

That the President of the Col. East-Hants Local visit as many schools as possible during the school year.

21. Annual Council

(a) that the delegation consist of the number of voting delegates as determined by the formula contained in the by-laws of NSTU and up to the maximum number of alternate delegates as allowed by the Provincial Body.

(b) that the Elections chairperson submit all the names of possible alternate delegates in descending order to the Secretary so that a ready-made waiting list be available in case of need.

(c) the delegation appoint a leader (normally the local President) who will;

- (a) act as chief spokesperson,
- (b) assign resolutions to other delegates, and
- (c) assign voting privileges to alternates.

(d) a minimum of two preparatory meetings of delegates be held prior to council and that other members of the local attending council under other auspices be invited to attend these meetings. These meetings should not exceed two hours in length in order that all resolutions receive proper consideration.

(e) a post-council meeting of delegates be held and that a report including recommendations be presented to the next general meeting.

(f) all delegates, voting and alternates, must be prepared to attend all sessions of council.

(g) the Local cover the costs incurred by the alternate delegates on the same formula as per voting delegates.

(h) the local cover the cost of a meeting room for the duration of council.

(i) the annual council delegates appoint a treasurer (normally the treasurer of the Local) prior to attending council. The treasurer to be responsible for:

- (a) hotel charges as approved above and
- (b) meeting room expenses as approved above

(j) each delegate be granted an in-town travel allowance of \$125.00.

(k) the Resolution Committee be struck early in the school year to both receive and draft resolutions. The Resolutions Committee appoint a Chairperson, (normally the Chairperson of Communications) and a Secretary, (normally the Secretary of the Local). Other members to include members of council delegates. Resolutions must be submitted to the committee two weeks prior to the meeting designated for resolutions.

(l) the locals delegation consider voting as a block on designated resolutions at council. It is mandatory that we support our own resolution at council or abstain from voting, unless there is electronic voting.

(m) a copy of the recommendations from the previous years council delegates be given to each delegate prior to the pre-council meeting.

(n) at our pre-council meeting we investigate where committee members or officers are needed and encourage our delegates to seek nominations on Provincial Committees chosen at Annual Council.

(o) A Social Committee of two or three delegates and/or alternates be responsible for the meeting room. This committee should be struck at the first pre-council meeting.

(p) our local may host a hospitality event.

(q) the delegates to Annual Council be encouraged to seek Local Offices.

(r) that the local support members wishing to run for Provincial Office.

(s) That a pre-council meeting of delegates be held prior to the commencement of council in order to organize activities and responsibilities.

22. School Reps Attendance at Meetings

That all school reps be required to attend all regularly scheduled rep and general meetings and special meetings of the local. Absences of more than two consecutive meetings may cause the reps position to be declared vacant.

23. Duties of the School Representative

(a) all duties in NSTU Guidebook

(b) deaths in the family of a member - to contact the local's secretary regarding the death in the family of a member. (a card is sent to the family and a donation sent to the I.W.K.)

24. Costing

That any new expenditures exceeding \$500.00 must be costed by the finance committee prior to an executive decision.

25. Budget: Standing Committees

That the chair of the Standing Committee present a projected budget to the Treasurer of the Local at the Summer Planning Conference.

26. In-Local Kilometrage for Reps and Executive Members

That the Col. East-Hants Local reimburse school representatives, local executive members and committee members at the NSTU provincial rate for travel to and from regularly scheduled and special meetings of the local. The travel expenses of members shall be paid when traveling on specific union business when a travel expense claim has been filled out and filed

with the treasurer of the local. The Local Executive has the right to set the mileage rate.

27. Funding for Provincial Teacher Tournaments

That the Local make available through the Social Events Committee a sum of money not to exceed \$2000.00 annually to fund local teams, composed of N.S.T.U. members to participate in Provincial Tournaments. The amount available to each team will not exceed the registration fee. The amount paid for any one tournament will not exceed 500.00

28. Detailed Financial Statement

(a) That a detailed financial statement be presented to the membership at the annual meeting accounting for moneys disbursed.

(b) That a detailed financial statement be presented to the membership in October accounting for moneys disbursed by the Local for the last fiscal year.

29. Reserve Fund & Rebate

(a) that the Local maintain a reserve fund

(b) that the annual EI rebate be placed in general revenue for operational expenses

(c) operational expenses will include the following:

- (a) bursary fund
- (b) honoraria
- (c) regional matters
- (d) donations
- (e) school rebate

Amount to be set by Finance Committee

Section 2: Economic Welfare

1. Arbitration/ratification vote

(a) that prior to an arbitration vote or a ratification vote of school teachers on a Regional Contract the Local shall hold a meeting for teachers for the purpose of clarification and information.

(b) that the ballots in each instance will be provided by the NSTU

(c) that the school reps will be responsible for the distribution of all ballots.

2. Informing the membership during negotiations

(a) that the membership be informed as to the status of Regional negotiations.

(b) that school reps be responsible for informing their respective school staffs as to the status of Regional negotiations.

3. Voting on Regional Contracts

(a) that teachers regularly employed with the board including permanent, probationary, and term contracts shall be eligible to vote.

(b) that substitute teachers employed on the day of the vote shall be eligible to vote.

4. Membership input in the asking package

(a) that the membership be given opportunities to submit proposals for inclusion in the regional asking package. Such proposals may be submitted from;

- i) individual members
- ii) a school staff
- iii) the executive of the local
- iv) committees of the local

(b) all proposals shall be in writing giving a clear explanation of the intent and reasons for the proposal being made.

Forms will be provided by the REWC and submitted to the chair of the REWC.

5. Informing the membership regarding the asking package

(a) that a summary of the regional asking package be presented to the school reps as soon as possible after the package has been formally presented to the school board at the first negotiating session.

(b) that the school reps be responsible for informing their respective school staffs of the content of the asking package.

6. Guidelines for regional negotiations

*see provincial policy book

Section 3: Miscellaneous

1. Remembrance Day

That the Colchester East-Hants Local provide annually a wreath(s) on behalf of all the members to be placed at cenotaphs on Remembrance Day in Colchester County and in the Municipality of East Hants.

2. Minutes of the executive meetings

That the minutes of executive meetings be approved and recorded for executive members only i.e. not to be distributed to the membership.

3. Standing committees appreciation

The committee chairpersons may host one meal per year to be paid for out of funds allotted to the annual budget for that committee.

4. Retirement dinner

That it be the responsibility of the local president or designate to chair the retirement dinner.

5. Monitoring the school board meetings

That the Colchester East-Hants Local monitor, by having present at school board meetings, a person who is a member of the local. (Usually the chair person of the Public Affairs Committee.)