

# Council Guide 2020

## Purpose

1. The purpose of the Council Guide is to provide information for Council Representatives regarding the monthly Council meetings and how they function including documenting important past practices.

## Submitting a motion to Council

2. Motions are submitted to the Administrative Assistant, with responsibilities for Council ([mleblanc@osstftoronto.ca](mailto:mleblanc@osstftoronto.ca)), eight days prior to any given Council, by 4:30pm.
3. The Constitution and Steering Committee meets to propose the agenda and examine each resolution (motion) for correct and appropriate wording and consider whether any resolutions are out of order. Reasons Steering might recommend that a resolution be ruled out of order could include the following:
  - It might be contrary to an existing article or bylaw.
  - It might be redundant to an existing article or bylaw.
  - It might refer to a bylaw or procedure that does not exist.
  - It might not be germane.
4. The Executive Liaison to Steering contacts the mover of a motion to let them know if the committee is recommending their motion be ruled out of order and the rationale.

## Submitting a question to Council

5. Members uncomfortable with speaking at the microphone at Council may submit their question/concern by sending an email prior to the Wednesday before Council to [mleblanc@osstftoronto.ca](mailto:mleblanc@osstftoronto.ca) with the subject line, "Question/Concern for Council". Please be sure to include your name and Branch. The Chair will read the question/concern at the beginning of the appropriate agenda item.

## Registration for Council

6. Council Representatives need to be registered to vote at Council. Branch Presidents complete the *Branch Executive Form* once elections are complete in the school and submit it to the OSSTF Toronto office.
7. The Steering email address ([steering@osstftoronto.ca](mailto:steering@osstftoronto.ca)) is used exclusively for submitting Branch Representative information, Council Representative information, and Council Alternates.
8. The Steering email address is checked by the Executive Liaison to Steering and/or the assigned Administrative Assistant.
9. To designate an alternate for the Branch, the Branch President should email the name of the Council Representative who cannot attend and the name of the alternate to: [steering@osstftoronto.ca](mailto:steering@osstftoronto.ca) no later than noon on the day of the council meeting. Alternates will need to show ID at registration.

## Voting Badges

10. The Executive Liaison to Steering, or designate, and an office staff member distribute voting badges before the Council meeting. Once the meeting begins, the office staff continues to distribute the badges. All Council Representatives must be prepared to show photo ID.
11. TTBU Council voting badges are non-transferable and only valid on the day they are issued.

Elections at Council

12. During elections, the office staff distribute the ballots, collect the ballots, and count the ballots; except for elections under the purview of the Elections Commission.
13. The Provincial Executive Assistant, or designate, will Chair the TTBU Council meeting for the portion of the meeting when Provincial Council elections and AMPA elections occur.
14. The Chair steps down if they are running in an election being held at Council, and the Chair is filled by the Provincial Executive Assistant or designate.

Council Meeting

15. The Provincial Executive Assistant sits in close proximity to the Chair and advises the Steering Committee during the meeting when requested to do so.
16. Late motions/amendments are typed and projected onto a screen by a Steering member.

<b>Card</b>	<b>When to use</b>	<b>Time to speak</b>
White	Speak in favour of a motion	90 seconds
Blue	Speak against a motion	90 seconds
Yellow	Ask a question. Amend a motion, call the question, motions to refer, postpone, parliamentary inquiry to the Chair, limit or extend limits of debate.	60 seconds
Red	Point of Order or Question of Privilege, Challenge the Chair, Request a Rising Vote or Suspension of the Rules. Debaters using the red card for anything other than questions of privilege or points of order will be declared OUT OF ORDER.	90 seconds
n/a	Question on reports	60 seconds
n/a	Items of concern	60 seconds

17. The coloured cards can be found beside each of the microphones. Members are to use these cards when waiting at the microphones so the Spotter can determine the correct order of speakers to be recognized by the Chair.
18. Timing lights can be located in front of the Chair. A yellow light indicates that approximately 2/3 of the speaking time has elapsed. A red light indicates that the speaking time has expired at which time the Chair will stop the Member and the microphone will be turned off.

## Virtual Meetings

19. The Council meeting will take place via electronic meeting platform. Registered Council Representatives will receive an email that contains the access the morning of the meeting. The link for the meeting will be posted on OSSTF Toronto website for any TBU member that wishes to attend, although only registered Council Representatives can vote.
20. Sign in will open at least twenty minutes before the meeting call to order.
21. To participate in the Council meeting, Virtual Council Reps must change their screen name to be <first name, last name, Branch>. Virtual Observers must change their screen name to be <OB: first name, last name>. Failure to do so will result in removal from the meeting.
22. Participants may be asked by one of the meeting hosts to turn on their camera for identification purposes. Aside from that time you may choose to turn your camera on, or leave it off.
23. The microphone of a speaker will only be un-muted when they are called on and recognized by the Chair.

## Voting in the Virtual Council Meeting

24. In order to vote, registered TTBU Council Rep must have a registered account on the Provincial OSSTF website.
25. All motions to Council will be voted on through the OSSTF Voting Centre on the Provincial OSSTF website.
26. Support for difficulty with the login process, or setting up an account can be accessed by contacting Membership-Database@osstf.ca. during regular business hours.
27. The Chair will indicate in the Council meeting when voting opens and closes in the Voting Centre.

## Debate in the Virtual Meeting

- Open the chat feature located at the bottom of your screen
- Above the text box you will see chevron. Click the chevron.
- Select Spotter from the drop-down list and indicate the colour indicator you wish to speak on (i.e. white, blue, yellow or red).
- Only the Spotter is able to acknowledge your request to speak. If you send it to someone else, you will not be placed in the queue. Speakers will be sequenced by the Spotter, in accordance with our Rules of Order, and recognized by the Chair in the appropriate order.
- Speakers will be sequenced by the Spotter and recognized by the Chair in the appropriate order.
- When recognized by the Chair, you will be able to un-mute your mic. At the end of your allotted time or when you have finished, your microphone will be muted.

## Questions to Executive Report/Items of Concern in a Virtual Meeting

- Open the chat feature located at the bottom of your screen
- Above the text box you will see a small chevron. Click on the chevron.
- Select Spotter from the drop-down list and write "QUESTION". This will indicate to the Spotter that you wish to ask a question or discuss a Branch Concern.
- Only the Spotter is able to acknowledge your request to ask your question/share your concern. If you send it to someone else, you will not be placed in the queue.
- The Spotter will add you to the queue. The Chair will recognize speakers in the order the request to speak is received.
- When recognized by the Chair, you will be able to un-mute your mic. At the end of 60 seconds or when you have finished your question/concern, your microphone will be muted.

- Select Steering from the drop-down list for questions from Steering.

Questions to Steering/Amendments to Motions

- Select Steering from the drop-down list for questions to Steering or to amend a motion.

## Virtual Council Meeting Frequently Asked Questions (FAQ)

### What if I have technical difficulties during the meeting?

If you are having difficulties with the electronic platform of the meeting, contact Nadia Vanker for assistance at [nvanker@osstftoront.ca](mailto:nvanker@osstftoront.ca) and/or call 416-393-8900.

If your problem is with the accessing the provincial OSSTF website, you need to contact [Membership-Database@osstf.ca](mailto:Membership-Database@osstf.ca) during regular business hours.

### I am not able to vote and want to check if I am registered as a delegate for the meeting.

- During the meeting, open the chat feature, select Nadia Vanker.
- She will be able to assist you.
- Council Representatives are registered via Branch Executive Forms submitted by the Branch President in advance of the meeting. Forms cannot be processed after noon the day of the meeting. Alternates are registered by the Branch President by sending an email before noon the day of the meeting to [steering@osstftoronto.ca](mailto:steering@osstftoronto.ca) stating the name of the alternate, who they are replacing and the name of the Branch.

### How do I contact the anti-harassment officer during the meeting?

- Open the chat feature located at the bottom of your screen
- Above the text box you will see a small chevron. Click on the chevron.
- Select AHO from the drop-down list and you will be able to write to the anti-harassment officer.

### How do I contact Steering during the meeting?

- Open the chat feature located at the bottom of your screen
- Above the text box you will see a small chevron. Click on the chevron.
- Select Steering from the drop-down list and will be able to write to Steering.

### How do I submit a late motion or amendment?

- Open the chat feature located at the bottom of your screen
- Above the text box you will see a small chevron. Click on the chevron.
- Select Steering from the drop-down list and will be able to write to Steering about submitting a late motion/amendment.

# Council Frequently Asked Questions (FAQ)

## **What is a motion?**

A directive for what we are going to do.

## **How do I submit an on-time motion?**

Submit your motion to Michelle Leblanc at [mleblanc@osstftoronto.ca](mailto:mleblanc@osstftoronto.ca) by 4:30pm on the Wednesday a week before Council.

## **Where can I find the tentative agenda and on-time motions before Council?**

They are posted on the [osstftoronto.ca](http://osstftoronto.ca) website on Friday morning the week before Council. You can find them under Member Resources - Meetings - TTBU Council: Tentative Agenda.

## **How do I move a motion?**

Go to a microphone with a white card (hold it high in the air), and wait to be acknowledged by the Chair.

## **How do I enter into debate?**

Go to a microphone with the appropriate card (hold it high in the air). See the chart on page 2 to know which card you should use and how long you will have to speak.

## **Why would a motion be out of order?**

There are a variety of reasons a motion can be out of order but most commonly is when it contradicts the constitution. The most common reason an amendment is out of order is if it contradicts the idea and/or original intent of the main motion.

## **When/how do I challenge the Chair?**

If the Chair makes a ruling that you think is unfair, you can challenge the Chair. You can only challenge the Chair immediately after a ruling. You go to the microphone on a red card and upon recognition by the Chair, say you wish to challenge the Chair. The Chair will explain why they made their ruling. You will have the opportunity to explain why you disagree with the ruling of the Chair. Then there will be a vote of voting delegates to see if they support the challenge to the Chair or uphold the ruling of the Chair.

## **How do I end debate?**

You can go to the microphone on a yellow card upon recognition by the Chair, ask the Chair to “call the question”. This is non-debatable. The Chair will immediately move to a vote to see if people want to call the question (vote on the topic immediately) or continue debate.

## **How do I submit a question if I am uncomfortable speaking at the microphone?**

One of the recommendations of the Barriers to Participation at Council Ad Hoc Work Group was that the Executive provide a process by which Council Delegates who might otherwise not wish to come to a microphone during the Council Meeting can submit a Question to the Executive or a Branch Concern.

Questions must be submitted no later than 4:30 pm on the Wednesday prior to Council (the same deadline as for on time motions) to [mleblanc@osstftoronto.ca](mailto:mleblanc@osstftoronto.ca). Include in the subject line: Question for

Council. Please be sure to include your name and Branch. The Chair will read the question/concern at the beginning of the appropriate agenda item.

**When is it appropriate to use a red card?**

A red card is used to interrupt debate. A red card can be used to challenge the Chair or make a point of order (for example, a speaker cannot be heard because the sound system is faulty). It is not appropriate to use a red card for an announcement. Please provide any announcements to the Chair in writing before the meeting.

**How do I propose an amendment to a motion?**

Go to the Steering desk and get a resolution (motion) sheet and complete it. You will need to write down the exact wording of your motion. You will also need to submit your name and Branch and the name and Branch of a seconder. Once you have completed this, submit it to the Steering desk. When you would like to move your motion, you go to the microphone with a yellow card.

**I have a question about the rules that isn't on here!**

Visit the Steering desk (beside the Chair) anytime during the meeting for information. Steering is also available for 10 minutes directly after the meeting at the Steering desk. You are welcome to come by with a question.