

OSSTF Toronto TBU Council

Rules of Order

Procedures

1. The Chair shall begin the meeting at the time scheduled for Call to Order.
2. The meeting will continue until Adjournment.
3. Each person shall be recognized by, and address, the Chair in the order determined by the rules of order. They must first be recognized by the Chair using the appropriate indicator they wish to speak on.

Agenda

4. The tentative Agenda shall be set by the TTBUC Executive upon recommendation of the Constitution and Steering Committee in accordance with these rules and procedures.
5. Order of Agenda
 - a. On time motions will be sequenced prior to executive reports.
6. Order of Motions
 - a. On time motions will be sequenced before late motions.
 - b. On time motions will be sequenced in the following order:
 - i. Equity Motions (see definitions).
 - ii. Additional on time motions will be sequenced in the order they are received before the on-time deadline.
 - c. Late motions will be sequenced on the Agenda as an item that does not come prior to On time motions.

Timed Items

7. Regular timed items are marked with a # symbol and they interrupt the regular business on the agenda.
8. Priority timed items are marked with a ## symbol and interrupt regular business on the agenda, and regular timed items. They do not interrupt Priority timed items or Adjournment timed items.
9. Adjournment timed items are marked with a ### symbol and interrupt all items. They are exclusively used for adjournment.

Motions

10. A motion may not contravene our established bylaws or constitution.
11. Unless otherwise stated, a Motion will require a mover and a seconder who are voting Council Representatives and who are present at the meeting.
12. Unless otherwise stated a Motion may be debated.

Decisions by Consensus

13. Decisions can be made by consensus (i.e. not requiring a vote) if, when the Chair asks, there is no objection from any Council Representative.

- a. Motion language may be changed through universal consensus
- b. Motions may be passed through universal consensus

Types of Motions / Debate

14. The types of motions and ways to engage in debate that shall be used at OSSTF/FEESO meetings are set forth in the Provincial Rules of Order Bylaw 20, Table 2 MOTIONS & ENGAGING IN DEBATE (<https://bit.ly/OSSTFconstitution2023-24>).

Debate

15. No debate shall be held on a topic until there is a motion on the floor.
16. Prior to the vote, all main motions and amendments shall be written and presented to the Speaker or to the Motions Committee.
17. To hear from a variety of perspectives on a motion, there will be a rotation that includes speakers who will speak in the following order: in favour, in opposition, ask questions or move procedural motions, and then point of consideration.
18. The mover of a motion shall speak first to open the debate on the motion, answer questions and then shall speak once more to conclude the debate or choose to pass.
19. Members who wish to speak must first be recognized by the Speaker and should begin by stating their name and branch, whether they support or oppose the motion, are moving an amendment, or have other intentions.
20. Members shall not speak more than once to a motion unless they are the mover of a motion, are asking a question or have been asked by the Speaker to clarify part of their speech. No debate shall be allowed upon the explanation.
21. After a motion or an amendment has been debated, the Speaker calls the question by asking those in favour of the motion to so indicate, followed by those opposed. The Speaker then declares the motion "carried" or "defeated".

Interrupting Debate

22. A Pause indicator may be used to indicate the desire to pause the meeting. It may be used by a Member / Council Representative only when the Member:
 - a. believes the established Rules of Order are being contravened.
 - b. is experiencing an issue which is impacting their ability to participate in the meeting and within the purview of the Chair to resolve.
 - c. is experiencing an issue which requires accommodation to physically participate in the meeting.
 - d. disagrees with the ruling of the Chair and wishes to Challenge to the Chair.
 - e. has a question for the Chair about how to navigate the Rules of Order.

Time Limits

23. Speakers will have a time limit based on the indicator on which they rise.
 - a. In Favour and In Opposition shall have a 90 second limit
 - b. Ask Questions or Move Procedure Motions shall have a 60 second limit
 - c. Points of Consideration shall have a 60 second limit
 - d. A Pause Indicator shall have a 60 time limit

24. Timing will commence after the Member has stated their name, branch. If a member chooses to, they may state:
 - a. Their pronouns
 - b. Upon their first time at the microphone, a land acknowledgement
 - i. Land acknowledgements will have a 60 second time limit

Rules for Debate

25. Any Member in attendance may participate in debate.
26. The appropriate form must be used to submit motions. Motions must be submitted to Steering in writing prior to debate of the motion.
27. Only a Council Representative can move, second, and vote on motions.
28. Once a Member has identified the indicator they wish to speak on they will be placed into sequence by Steering. Changing indicators changes the sequencing of speakers.

Voting

General

29. No interruptions are permitted while the vote is in progress.
30. Once the order of business has been announced by the Speaker, no further action can be taken on the previous motion except for reconsideration of a motion.
31. When a vote has been taken electronically, the results are final once they have been announced by the Speaker.

Vote Results

32. After an electronic vote, the chair will read the following, if available:
 - a. The vote percentage In Favour and In Opposition
 - b. The number of votes in Favour and In Opposition

Inconclusive Vote for Votes Taken by a Show of Hands

33. If the Speaker is in doubt about a vote taken by a show of hands, the Speaker should immediately retake the vote as an uncounted rising vote. Any Council Representative who is unable to rise will be accommodated.
34. A Council Representative can also request an uncounted rising vote without needing a motion to do so.
35. If after an uncounted rising vote, the Speaker is still unable to determine the result, the Speaker should take the vote a third time as a counted rising vote.
36. Once the counted rising vote count tabulations are completed, the Speaker shall announce the results to the House. After the announcement of the counted rising vote, the results are final.
37. In voting by a show of hands (including a counted rising vote), a Council Representative has the right to change their vote up to the time their vote has been counted.
38. A Council Representative may vote on a rising vote count not having voted previously on the issue.

39. The doors should be closed, and no one should enter or leave the House while a count is being taken.

Registration

40. Council Representatives must be registered to vote at Council by the established deadline.
41. Branch Presidents must complete the Branch Executive Form once elections are complete in the school and submit it to the OSSTF Toronto TBU office by the established deadline.
42. Council representatives may be asked to show ID at registration.
43. Alternates for the Branch may be designated by the Branch President.
 - a. The Branch President must email the name of the Council Representative who cannot attend and the name of the alternate to steering@osstftoronto.ca no later than noon on the day of the Council meeting. Alternates will need to show ID at registration.
44. When required, voting cards will be distributed by the Executive Liaison to Constitution and Steering or designate, and office staff members, before the Council meeting. Once the meeting begins, the office staff will continue to distribute the voting cards.
45. TTBU Council voting cards are non-transferable and only valid on the day they are issued.

Elections

46. 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, and elections during a Virtual Meeting.
47. 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.
48. The Chair steps down if they are running in any election being held at Council; the Chair is filled by the Provincial Executive Assistant or designate.

Virtual Meetings

49. Virtual meetings may be called to replace in-person meetings at the discretion of the TTBU Executive upon review of technologies available.
50. Registered Council Representatives will receive an email that contains the meeting access link prior to the meeting.
51. The link for the meeting will be posted on the OSSTF Toronto website for any TBU Member that wishes to attend as an observer. Observers may be asked by one of the meeting hosts to briefly turn on their camera for identification purposes.
52. Only registered Council Representatives can vote during the meeting.
53. Sign in for the virtual meeting will open at least twenty minutes before the meeting call to order, as listed in the agenda.

54. Members may be asked by one of the meeting hosts to briefly turn on their camera for identification purposes.
55. Virtual Members must change their screen name to be <First Name, Last Name, Branch>. Failure to do so, after two requests, will result in removal from the meeting. Attendees are encouraged to do so before logging onto the meeting.
56. Virtual Observers must change their screen name to be <OBS: First Name, Last Name, Branch>. Failure to do so, after two requests, will result in removal from the meeting. Attendees are encouraged to do so before logging onto the meeting.
57. A microphone will only be un-muted when a speaker is recognized by the Chair.
58. In order to vote, registered TTBU Council Representatives must have a registered account on the Provincial OSSTF website.
59. All motions to the assembly, not carried through Universal Consensus, will be voted on through the OSSTF Voting Centre on the Provincial OSSTF website, when available.
 - a. Support for difficulty with the login process or for setting up an account can be accessed by contacting **Membership-Database@osstf.ca** during regular business hours.
60. During a virtual meeting, the Chair will indicate when voting opens, the length of time the ballot will be open, and when voting has closed.
61. The Steering Committee will explain the process for moving motions and participating in debate at the beginning of each virtual General meeting.

Authority for Procedures

62. For all procedures not listed in these rules, the OSSTF/FEESO Rules of Order are the primary authority.
63. At the first Council meeting of the Federation year the Rules of Order will be presented by the Constitution and Steering Committee accompanied by a motion to endorse the Rules of Order for for the Federation year and up until the Rules of Order are adopted for the following Federation year at Council's first meeting of the Federation year; unless subsequent amendments are proposed, the Rules of Order shall stand.
 - a. Any changes made to the Rules of Order by the Constitution and Steering Committee will be explained before the motion to endorse.
64. When the rules of order do not provide clear direction, Speakers and Steering may caucus, consult an external set of rules such as the Democratic Rules of Order and then present a ruling to the House.
65. Precedence set by the House will be recorded, which may be included in future, by amendment, into the Rules of Order.
66. Amendments to these Rules of Order must be provided using the correct form. They require a 2/3 vote.
 - b. If carried, the amended Rules of Order will not come into effect until the adjournment of the meeting at which they were passed.
67. These Rules will be reviewed on a regular basis by the Constitution and Steering Committee.

68. The Constitution and Steering Committee may edit this document for grammar and clarity.

Professional Conduct

69. Members and observers shall adhere to the principles of OSSTF/FEESO meeting conduct by following the rules of order approved by the House, listening to one another, only speaking when first recognized by the Speaker, directing all comments and questions through the Speaker, refraining from using profanity and may criticize an idea but never a fellow Member, including naming other Members and/or speculating on their motives.

Breaches of OSSTF/FEESO meeting conduct shall be dealt with in the following order:

- a. The Speaker will call the House to order and remind Members of meeting conduct.
- b. The Speaker will call the Member to order and ask for either an apology or a withdrawal of the objectionable action or statement.
- c. After the Speaker has named a Member, the objectionable action or disorderly words used by the Member shall be recorded in the Minutes and the Speaker can order one of the following penalties for removal: for a short break, the remainder of the day, the remainder of the meeting.
- d. Any further interruption will result in a complaint being filed with Judicial Council which could result in the Member becoming ineligible to attend future provincial events.

Definitions

70. "Equity Motion" shall mean a motion concerned with issues that primarily impact groups defined by the Protected Grounds under the [Ontario Human Rights code](#), and Adult Day School Teachers as an equity seeking group.

71. Motions will be classified as the following

- a) BYL - Bylaw motions
- b) CON - Constitution motions
- c) MAC - Miscellaneous Action Motions
- d) POL - Policy motions
- e) PROC - Procedural motions

72. "Policy motions" shall mean any stand or position taken by OSSTF Toronto TBU in accordance with its Bylaws on matters beyond its internal legislative power.

73. "Bylaw motions" shall mean any stand or position taken by OSSTF Toronto TTBUS that impacts the standing rules governing the membership of OSSTF Toronto TBU on matters entirely within the control of OSSTF Toronto TBU.

74. "Miscellaneous action motion" shall mean any stand or position taken by OSSTF Toronto TBU that is within the internal legislative power of OSSTF Toronto TBU.

75. "On time motions" shall mean motions that were submitted to the Administrative Assistant, with responsibilities for Council by the established deadline.

76. "Late motions" shall mean any BYL, CON, MAC, or POL motion that is not considered an "On time motion".