

## TTBU Council Meeting: Quick Reference Guide

### How to Communicate to the Steering Committee Using the Indicators?

- Open the chat feature located at the bottom of your screen
- Above the text box you will see a chevron. Click the chevron.
- Select either “Spotter” or “Steering” from the drop-down list, and using the table below select the action you wish to take:

Indicator	Purpose of Indicator	HOW? (using Zoom chat feature)
<b>FOR</b> (✓)	<ul style="list-style-type: none"> <li>• Mover initially speaking to the motion</li> <li>• Debating in favour of a motion</li> </ul> <p><i>Speaking time: 90 seconds</i></p>	Type “FOR” to SPOTTER
<b>AGAINST (X)</b>	<ul style="list-style-type: none"> <li>• Debating against a motion</li> </ul> <p><i>Speaking time: 90 seconds</i></p>	Type “AGAINST” to SPOTTER
<b>QUESTION</b> (?)	<ul style="list-style-type: none"> <li>• To ask a question to the mover</li> </ul> <p><i>Speaking time: 60 seconds</i></p>	Type “QUESTION” to SPOTTER
	<ul style="list-style-type: none"> <li>• To move a Main motion</li> <li>• To reconsider a motion</li> <li>• Calling for the Vote / Calling the Question (i.e. end debate)</li> </ul>	TYPE “MOTION” to STEERING + complete the online form to submit your amendment: <a href="http://bit.ly/TTBUamendments">http://bit.ly/TTBUamendments</a>
	<ul style="list-style-type: none"> <li>• To make an amendment</li> </ul>	Type “AMENDMENT” to STEERING + complete the online form to submit your amendment: <a href="http://bit.ly/TTBUamendments">http://bit.ly/TTBUamendments</a>
<b>PAUSE (🔴)</b>	<p>May be used by a Member / Council Representative only when the Member:</p> <ul style="list-style-type: none"> <li>• believes the established Rules of Order are being contravened.</li> <li>• is experiencing an issue which is impacting their ability to participate in the meeting and within the purview of the Chair to resolve.</li> <li>• is experiencing an issue which requires accommodation to physically participate in the meeting.</li> <li>• disagrees with the ruling of the Chair and wishes to Challenge to the Chair.</li> <li>• has a question for the Chair about how to navigate the Rules of Order.</li> </ul>	Type “PAUSE” to SPOTTER

### Sequence of Indicators

The mover of the motion shall be heard first on a FOR indicator.

Subsequent rotation of debaters: AGAINST, QUESTION, FOR.

- The order of where you are placed into the queue can be viewed at <http://bit.ly/TTBUsequence>.

- 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 Steering

- Open the chat feature as noted above.
- Select “Steering” from the drop-down chat list for questions to Steering

### Questions to Executive Report/Items of Concern

- Open the chat feature as noted above.
- Select “Spotter” from the drop-down list and type “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 in which the request to speak is received.
- When you are 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.
- The order of where you are placed into the queue can be viewed at <http://bit.ly/TTBUsequence>.

### Questions to By-Election Candidates

- Same procedure as Questions to Executive/Report/Items of Concern, with the exception that questions are only up to 30 seconds.
- Questioners will only be placed into queue when the Chair announces the start of each Q&A session for each position. Requests to ask questions will not be taken in advance.
- The order of where you are placed into the queue can be viewed at <http://bit.ly/ByElectionsSequence>

### Voting at Council

All motions and election ballots will be voted on through the OSSTF Voting Centre on the Provincial OSSTF website. In order to vote, members must have a registered account on the Provincial OSSTF Website (<https://www.osstf.on.ca/services/member-login/members-login.aspx>).

Follow the instructions to vote here: <https://osstftoronto.ca/wp-content/uploads/2013/11/OSSTF-Toronto-Online-Voting-Instructions.pdf>  
The Chair will indicate when voting opens and closes.

A ballot will only appear once a motion is ready to be voted upon. When the ballot is announced by the chair that it is ready, refresh the webpage for the ballot to appear.

**If you have difficulty with the login process, or setting up an account contact  
Membership-Database@osstf.ca or call 416-751-8300 / 1-800-267-7867 between 8:30 a.m. and 5 p.m.**

**For an organized list of all the materials and links you will need for this meeting:  
<https://linktr.ee/TTBUCouncil>**