

## OSSTF TTBU Virtual Council 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>IN FAVOUR</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>IN OPPOSITION</b> (X)	<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>• To move a Procedure Motion, such as 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 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> <p><i>Speaking time: 60 seconds</i></p>	Type “PAUSE” to SPOTTER

*Table continued on next page*

Indicator	Purpose of Indicator	HOW? (using Zoom chat feature)
<p style="text-align: center;"><b>POINT OF CONSIDERATION</b> (🗨️)</p>	<p>During debate:</p> <ul style="list-style-type: none"> <li>● to make a statement through an equity, anti-racism and/or anti-oppression lens.</li> <li>● to make a statement that relates to the integrity, rights, or privileges of an individual or the assembly collectively.</li> </ul> <p style="text-align: center;"><i>Speaking time: 60 seconds</i></p>	<p style="text-align: center;">Type “CONSIDERATION” to SPOTTER</p>

### Sequence of Indicators

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

### Subsequent rotation of debaters: IN OPPOSITION, QUESTION, POINT OF CONSIDERATION, IN FAVOUR.

- 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 President / Provincial President/Treasurer Reports

- 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>.

### 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>