

OSSTF TTBU General Meetings

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 these rules. 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 TTBU Executive upon recommendation of the Constitution and Steering Committee in accordance with these rules and procedures.
5. 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, except where it would impact the orderliness of a motion.
 - c. Late motions will be sequenced on the Agenda as an item that does not come prior to On time motions.

Timed Items

6. Agenda items may be timed or untimed.
 - a. Timed items shall be marked with a time on the Agenda.
 - b. Timed items shall not interrupt a motion or election in progress.
7. Timed items may be:
 - a. Unhashtagged timed items
 - b. Hashtagged (#) timed items
8. Unhashtagged timed items are marked with a time on the Agenda
 - a. The Chair will note when a timed item time has been reached at the exact time.
 - b. The timed item will be sequenced next.
 - c. Timed items will not interrupt current speakers, though the speaker may choose to yield to the timed item.
 - d. The speaker will be asked by the Chair if they wish to yield to the timed item.
9. Hashtagged timed items are marked with a hashtag (#) and a time on the Agenda
 - a. The Chair will note that a hashtagged time has been reached at the exact time
 - b. The hashtagged timed item will immediately proceed
 - c. The hashtagged timed item will interrupt the current speaker.

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 Members 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 Member present.
 - a. Motion language may be changed through consensus
 - b. Motions may be passed through consensus

Main Motions

14. A Main Motion brings business before the assembly, and is used to direct action
15. A new Main Motion can not be moved until the Main Motion currently being debated has been withdrawn or voted on.

Motions that can affect a Main Motion

16. Motions can be made to affect the current motion on the floor.
 - a. Postponement to a later date
 - i. Moves to postpone the motion on the floor to a specific future date.
 - b. Referral to another entity
 - i. Moves to refer the motion to a standing Committee, the Executive, or one of the other entities in the Bargaining Unit for further study.
 - c. Move to Informal Discussion or Committee of the Whole
 - i. A Member may move, "that we discuss [topic] informally for [time]".
 - ii. This motion should be voted on almost immediately.
 - iii. After discussing the topic, if no motion is forthcoming, the meeting should proceed to the next item on the Agenda.
 - d. Move into Executive Session
 - i. All matters discussed in Executive Session shall remain absolutely confidential to those Members present during the Session.
 - ii. A motion to rise and report from Executive Session shall be moved at the end of the Session.
 - iii. Executive Session will be ended through a majority vote to Rise and Report from Executive Session

Other Kinds of Motions

17. Amendment to the motion on the floor
 - a. An amendment may delete, substitute, or add words that will modify the original motion but must not negate it or change the intent.
 - i. If the amendment passes, the Chair should read the new amended motion which is on the floor to be debated and voted on.
 - ii. If the amendment fails, the previous motion again becomes the motion on the floor. Further amendments are allowed, one at a time.
 - iii. An amendment to an amendment may not be amended.

18. Reconsider
 - a. A motion to reconsider a previous decision can be made within the same meeting after the decision has been made.
 - i. It is non-debatable.
 - ii. The motion can be made only by a Member who voted on the prevailing side in the original vote.
 - b. If the motion to reconsider is passed, then a Member moves the previous motion and it is again debated and voted on.
 - i. The new decision replaces the previous one.

19. Deal with a report
 - a. Not all reports need to have an attached motion.
 - b. A motion to deal with a report can be either adopted, endorsed, or received.
 - i. Adopting has the effect of approving every word in the report.
 - ii. Endorsing has the effect of approving the general directions of the report without adopting the recommendations.
 - iii. Receiving indicates only that the report has been read.

20. Notice of Motion
 - a. A notice of motion can be made to Members in writing during a meeting regarding a motion to be presented at a future meeting.
 - b. A notice of motion may be made to Members verbally during a meeting regarding a motion to be presented at a future meeting.
 - c. This motion does not require a seconder

21. Procedural Motions
 - a. BLOCing motions - "En bloc" shall be used to request that interdependent motions be considered together.
 - i. Motions can be combined and approved as one BLOC
 - ii. When motions have been moved en-bloc, a single Member may request for the removal of one or more motions from the bloc. Any motion removed from the bloc shall be dealt with immediately after the en bloc resolutions have been dealt with.
 - b. Calling for the Vote / Calling the Question
 - i. A Member that believes the debate is exhausted and wishes the meeting to proceed directly to a vote may "Call for the vote" or "Call the question".
 - ii. The Chair will immediately move to a vote to see if the assembly wishes to end debate immediately and move to the vote on the motion, otherwise the prior debate will continue.
 - iii. There will be no debate on this motion.
 - c. Moving to suspend the rules
 - d. Amending an adopted Agenda
 - e. Changing the sequencing of Motions
 - f. Splitting a motion
 - i. A motion may be split if there are distinct questions that can be moved, debated, and voted on separately.

Debate

Indicators

22. There shall be 4 indicators used during debate:
 - a. **FOR (✓)** (90 second speaking limit): Debating in favour of the motion.
 - b. **AGAINST (X)** (90 second speaking limit): Debating against the motion.
 - c. **QUESTION (?)** (60 second speaking limit): A question indicator may be used for:

- i. Moving a Main Motion
- ii. Moving a motion that can affect a motion being debated
- iii. Moving other kinds of motions
- iv. Moving a procedural motion
 - i. Procedural motions may be moved at any time after the Member has been recognized by the Chair.
- v. Questions to the Chair or to the mover through the Chair about a motion
 - i. Answers to the questions are not timed.
 - ii. TTBU Members may only ask one question each time they are recognized by the Chair on the QUESTION indicator, and one follow up (10 second speaking limit) to clarify
- d. **PAUSE (●)** (60 second speaking limit): Used only when absolutely necessary to pause meeting business, upon recognition by the Chair. It may not be used during a vote. It may be used by a Member only when the Member:
 - i. believes the established Rules of Order are being contravened.
 - ii. is experiencing an issue which is impacting their ability to participate in the meeting and within the purview of the Chair to resolve.
 - iii. is experiencing an issue which requires accommodation to physically participate in the meeting.
 - iv. disagrees with the ruling of the Chair and wishes to Challenge to the Chair.
 - i. Challenges will not be accepted if they contravene the existing bylaws or constitution.
 - v. has a question for the Chair about how to navigate the Rules of Order.

Rules for Debate

- 23. A Member must be in attendance to participate in debate.
- 24. The appropriate form must be used to submit motions. Motions must be submitted to Steering in writing prior to debate of the motion.
- 25. Only a Member who is present at the meeting can move, and second motions.
- 26. 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.
- 27. Upon being recognized by the Chair, a Member shall first state their name, Branch (non-executive Members) or position (executive Members), and the indicator they are speaking on.
- 28. The mover of the motion shall be heard first on a FOR indicator, followed by the first AGAINST speaker. Subsequent debaters shall rotate in the order of QUESTION, FOR, AGAINST speakers. Before voting on the motion, the mover will have an opportunity to close debate on a FOR indicator.
- 29. Excluding the mover, no Member shall debate (FOR / AGAINST) more than once on any single motion.
 - a. An amended motion is considered to be a new motion.

Voting

Carrying a Motion

- 30. Vote counts specified in the constitution / by-laws shall take precedence over those listed below.

31. Unless otherwise stated, a motion is considered carried by receipt of a simple majority.
32. A 2/3 majority vote is required for:
 - a. All procedural motions which
 - i. suspend the Rules of Order,
 - ii. amend an adopted Agenda,
 - iii. change the sequencing of motions,
 - iv. calling for the vote,
 - v. motion to reconsider.
 - b. Late motions
33. A 9/10 majority vote is required for:
 - a. Amending a Late motion.

Voting Procedure

34. After the Chair has called for the vote, Members will cast their vote.
35. The Chair will announce if the motion is carried or defeated.
36. If the results are unclear, the Chair or a Member (on a PAUSE indicator) may:
 - a. Call for a vote by rising, or a counted vote.
 - b. At the conclusion of this procedure, the Chair will announce if the motion is carried or defeated.
37. If requested by a Member (on a PAUSE indicator) the percentages and/or vote count will be provided for a particular vote, or the rest of the votes at the meeting.

Registration

38. Members must make a reasonable attempt to register for the General Meeting by the established deadline.
39. Members may be asked to show ID at registration.
40. When required, voting cards will be distributed by the office staff members or designate, before the meeting. Once the meeting begins, the office staff will continue to distribute the voting cards.
41. TTBU voting cards are non-transferable and only valid on the day they are issued.

Virtual Meetings

42. Virtual meetings may be called to replace in-person meetings at the discretion of the TTBU Executive upon review of technologies available.
43. Registered Members will receive an email that contains the meeting access link prior to the meeting.
44. 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.

45. Sign in for the virtual meeting will open at least twenty minutes before the meeting call to order, as listed in the agenda.
46. Members may be asked by one of the meeting hosts to briefly turn on their camera for identification purposes.
47. 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.
48. 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.
49. A microphone will only be un-muted when a speaker is recognized by the Chair.
50. In order to vote, registered TTBU Members must have a registered account on the Provincial OSSTF website.
51. All motions to the assembly, not carried through 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.
52. 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. During a virtual meeting, the chair will declare how many people voted in favour and in opposition to each motion once voting for that motion has ended.
53. 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

54. This document shall be the sole authority for all General Meeting procedures.
55. At the first General 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 that 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.
56. If there is a need to address a procedure or issue not addressed in these Rules of Order, the Chair will make a ruling in consultation with the Steering Committee based on the information available to them.
 - a. If a Member does not agree with the ruling of the Chair, they can Challenge the Chair as per the Rules of Order.
57. These Rules will be reviewed on a regular basis by the Constitution and Steering Committee.
58. The Constitution and Steering Committee may edit this document for grammar and clarity.

Professional Conduct

59. Members and guests shall exercise professional conduct in the meeting judged with an equity lens. Participants shall wait until they are recognized before speaking.
 - a. Professional conduct is characterized by courtesy and good faith, and not engaging in public criticism of the Member's colleagues.
 - b. Members will not engage in any conduct that undermines the dignity or self-esteem of an individual, or which creates an intimidating, hostile or offensive environment

60. Unprofessional conduct shall be dealt with in the following order:
 - a. The Chair will remind the Member, and the house, of the rules and standards for the meeting.
 - b. If the conduct continues, the Chair will NAME the offender ("I have reminded _____ about the appropriate conduct in the House; please be respectful. If this conduct continues, you will be removed from this meeting.") Objectionable or disorderly words used by the offender shall be recorded and may be entered in the Minutes.
 - i. The case may be sufficiently resolved by an apology or a withdrawal of objectionable statements by the offender, if not;
 - ii. The Chair may choose to prevent the Member from participating in further debate.
 - c. If the conduct continues, The Chair will ask the Member to leave the meeting. ("Your conduct is interfering with the business of the House, I must direct you to leave the meeting.")
 - i. If the Member refuses to leave the meeting, they will be removed.

Definitions

61. "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.

62. 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

63. "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.

64. "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.

65. "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.

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