

Internal Policies and Procedures ||| 2024-2025



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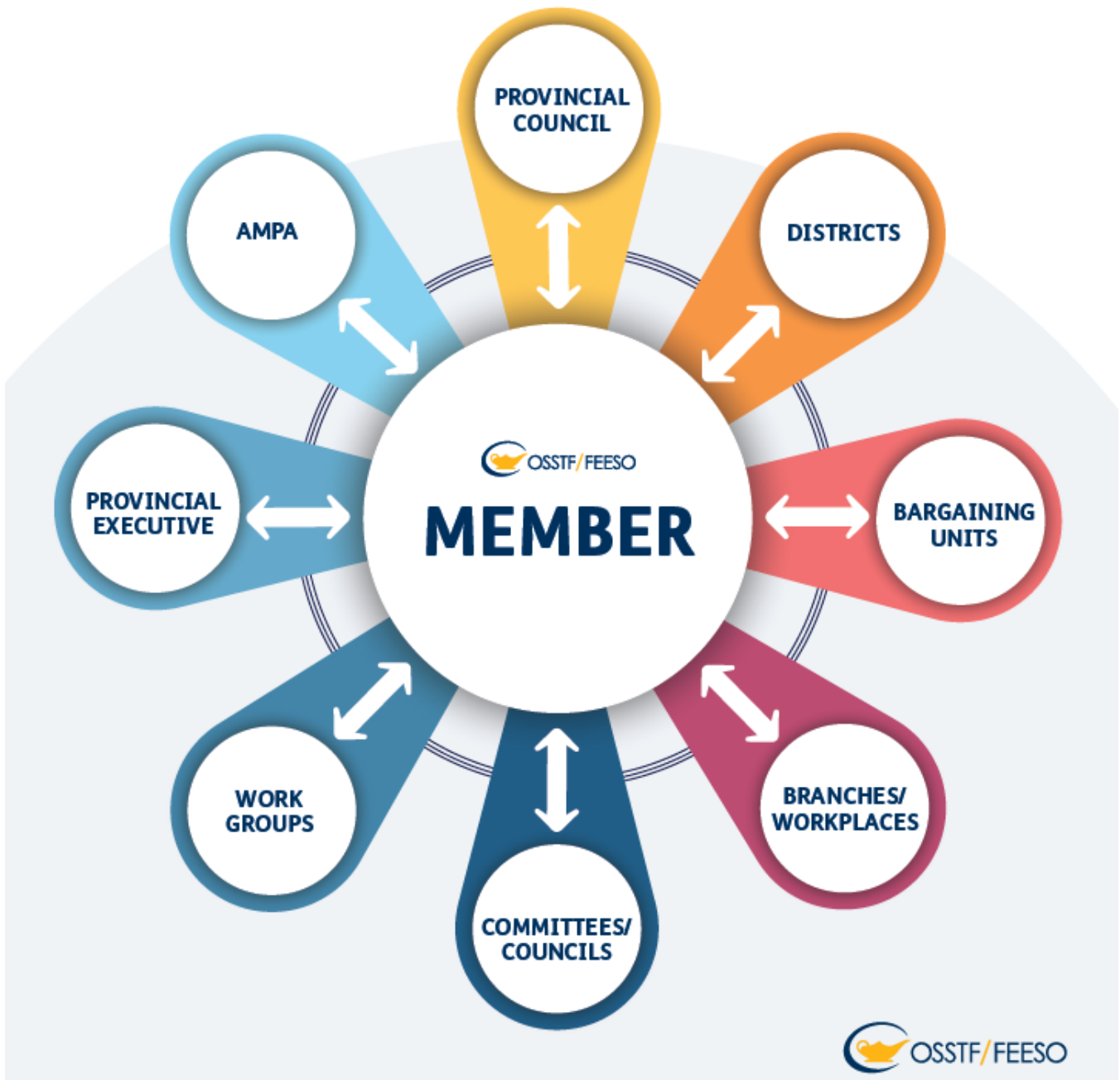
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PLEASE NOTE: In the case of discrepancy, the online version of this document on the OSSTF/FEESO website shall prevail.

Updated: July 18, 2024

OSSTF/FEESO ORGANIZATIONAL CHART

Members are at the heart of the work of OSSTF/FEESO. Whether it be working on behalf of members to advocate for publicly funded education in Ontario or representing members, or members serving in the various advisory and leadership roles at the branch, bargaining unit, district, or provincial organization that guide the work of the Federation, members are central to it all.



ACRONYMS USED BY OSSTF/FEESO

AEFO	L'ASSOCIATION DES ENSEIGNANTES ET DES ENSEIGNANTS FRANCO-ONTARIENS
AMPA	ANNUAL MEETING OF THE PROVINCIAL ASSEMBLY
ARM	ACTIVE RETIRED MEMBERS
CAMP	CAMPAIGN
CAS	CHILDRENS' AID SOCIETY
CBES	COLLECTIVE BARGAINING EMPLOYMENT STATUS
CBEV	COLLECTIVE BARGAINING EVALUATION
CBLG	COLLECTIVE BARGAINING LEAVE AND GRATUITY
CBS	COLLECTIVE BARGAINING SALARY
CBW	COLLECTIVE BARGAINING CONDITIONS OF WORK
COPE	CANADIAN OFFICE PROFESSIONAL EMPLOYEES
CPAC	COMMUNICATIONS AND POLITICAL ACTION COMMITTEE
CLC	CANADIAN LABOUR CONGRESS
CPI	CONSUMER PRICE INDEX
CPP	CANADA PENSION PLAN
CSLF	COMITÉ DES SERVICES EN LANGUE FRANÇAISE
CTA	COUNCIL OF TRUSTEES' ASSOCIATIONS
CTF	CANADIAN TEACHERS' FEDERATION
EAO	EDUCATOR ASSOCIATED ORGANIZATIONS
EDFI	EDUCATION FINANCE
EDIS	EDUCATIONAL ISSUES
EFG	EDUCATORS FINANCIAL GROUP
EI	EDUCATION INTERNATIONAL
ELL	ENGLISH LANGUAGE LEARNER
ESC	EDUCATIONAL SERVICES COMMITTEE
ESL	ENGLISH AS A SECOND LANGUAGE
ESO	EDUCATIONAL SERVICES OFFICER
ESS	EDUCATIONAL SUPPORT STAFF
ETFO	ELEMENTARY TEACHERS' FEDERATION OF ONTARIO
ETH	ETHICS
FEESO	FÉDÉRATION DES ENSEIGNANTES-ENSEIGNANTS DES ÉCOLES SECONDAIRES DE L'ONTARIO
FNMI	FIRST NATIONS, MÉTIS, INUIT
FTE	FULL-TIME EQUIVALENT
JC	JUDICIAL COUNCIL
LTDI	LONG TERM DISABILITY INSURANCE
MCU	MINISTRY OF COLLEGES AND UNIVERSITIES
MOE	MINISTRY OF EDUCATION
MOLITSD	MINISTRY OF LABOUR IMMIGRATION, TRAINING SKILLS DEVELOPMENT

MPWG	MEMBER PROTECTION WORK GROUP (COMPRISED OF PROVINCIAL OFFICE STAFF)
MISP	MISCELLANEOUS POLICY
MSRB	MEDIATION SERVICES RESOURCE BANK
OCT	ONTARIO COLLEGE OF TEACHERS
OECTA	ONTARIO ENGLISH CATHOLIC TEACHERS' ASSOCIATION
OFL	ONTARIO FEDERATION OF LABOUR
OHIP	ONTARIO HEALTH INSURANCE PLAN
OHSA	OCCUPATIONAL HEALTH AND SAFETY ACT
OLRA	ONTARIO LABOUR RELATIONS ACT
OMERS	ONTARIO MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM
OSIS	ONTARIO SCHOOLS: INTERMEDIATE AND SENIOR
OSSD	ONTARIO SECONDARY SCHOOL DIPLOMA
OSSTF	ONTARIO SECONDARY SCHOOL TEACHERS' FEDERATION
OTC	ONTARIO TEACHER'S CERTIFICATE
OTF	ONTARIO TEACHERS' FEDERATION
OTIP/RAEO	ONTARIO TEACHERS' INSURANCE PLAN
OTPA	ONTARIO TEACHERS' PENSION ACT
OTPP	ONTARIO TEACHERS' PENSION PLAN
OTPPB	ONTARIO TEACHERS' PENSION PLAN BOARD
PC	PROVINCIAL COUNCIL
PCC	PARLIAMENTARY AND CONSTITUTION COUNCIL
PD	PROFESSIONAL DEVELOPMENT
PE	PROVINCIAL EXECUTIVE
PEN	PENSIONS
PSAT	PROVINCIAL SCHOOLS AUTHORITY TEACHERS
PSC	PROTECTIVE SERVICES COMMITTEE
PSSP	PROFESSIONAL STUDENT SERVICES PERSONNEL
REG	REGULATION
RRIF	REGISTERED RETIREMENT INVESTMENT FUND
RTO	RETIRED TEACHERS OF ONTARIO
SBCBA	SCHOOL BOARDS COLLECTIVE BARGAINING ACT
SDA	SPECIAL DISTRICT ASSISTANCE
SWAG	SUPPORT WORKER ADVISORY GROUP
T/OT	TEACHER/OCCASIONAL TEACHER
TAO	TEACHER ASSOCIATED ORGANIZATION
TPA	TEACHING PROFESSION ACT
TPP	TEACHERS' PENSION PLAN
WHMIS	WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM

OSSTF/FEESO DISTRICTS

District 1	Ontario North East
District 2	Algoma
District 3	Rainbow
District 4	Near North
District 5A	Northern Shield
District 5B	Rainy River
District 6A	Thunder Bay
District 6B	Superior North
District 7	Bluewater
District 8	Avon Maitland
District 9	Greater Essex
District 10	Lambton Kent
District 11	Thames Valley
District 12	Toronto
District 13	Durham
District 14	Kawartha Pine Ridge
District 15	Trillium Lakelands
District 16	York Region
District 17	Simcoe
District 18	Upper Grand
District 19	Peel
District 20	Halton
District 21	Hamilton-Wentworth
District 22	Niagara
District 23	Grand Erie
District 24	Waterloo
District 25	Ottawa-Carleton
District 26	Upper Canada
District 27	Limestone
District 28	Renfrew
District 29	Hastings-Prince Edward
District 30	PSAT
District 31	Franco-Nord Ontarien
District 32	Centre-Sud-Ouest de l'Ontario
District 33	District de l'Est
District 34	Independent Educational Programs
District 35	Universities

OSSTF/FEESO REGIONS

Region 1	District 5A	Northern Shield
	District 5B	Rainy River
	District 6A	Thunder Bay
	District 6B	Superior North
Region 2	District 1	Ontario North East
	District 2	Algoma
	District 3	Rainbow
	District 4	Near North
	District 31	Franco-Nord Ontarien
	District 35	Algoma University
Region 3	District 7	Bluewater
	District 8	Avon Maitland
	District 9	Greater Essex
	District 10	Lambton-Kent
	District 11	Thames Valley
	District 18	Upper Grand
	District 23	Grand Erie
	District 24	Waterloo
	District 35	University of Guelph
	District 35	Wilfrid Laurier University
Region 4	District 12	Toronto
	District 13	Durham
	District 16	York Region
	District 17	Simcoe
	District 19	Peel
	District 20	Halton
	District 21	Hamilton-Wentworth
	District 22	Niagara
	District 30	PSAT
	District 32	Centre-Sud-Ouest
	District 34	Independent Educational Programs
	District 35	Brock University
	Region 5	District 14
District 15		Trillium Lakelands
District 25		Ottawa-Carleton
District 26		Upper Canada
District 27		Limestone
District 28		Renfrew
District 29		Hastings-Prince Edward
District 33		District de l'Est
District 35		Saint Paul University
District 35		University of Ottawa

OSSTF/FEESO INTERNAL POLICIES

(As amended at AMPA, March 2024, in accordance with Regulation 21)

Policy 1 – Ethics

1.1. THE MOTTO

1.1.1. *Ne Sibi Quisque Consulat, Sed Inter Nos Auxilio Simus*

(Let us not take thought for our separate interests, but let us help one another) (A.12)

1.2. THE PLEDGE

1.2.1. I solemnly dedicate myself to promote and advance the cause of education. (A.12)

1.2.2. I will strive to achieve and maintain the highest degree of professional competence and will always uphold the honour, dignity, and ethical standards of my profession. (A.12)

1.2.3. I pledge my loyalty and support to the Ontario Secondary School Teachers' Federation and will comply with the Bylaws, Constitution, Regulations, Policies, Procedures and established practices which govern its Members. (A.24)

1.3. ETHICS STATEMENT

1.3.1. The Member should present a practical illustration of scholarship and self-discipline and should maintain the utmost respect for the rights and dignity of each individual and for the environment in which the individual lives. (A.24)

1.3.2. The Member should endeavour to foster a regard for law, an appreciation of freedom, a respect for human dignity, a respect for the global environment, and the ideal of public service. (A.24)

1.3.3. The Member's professional conduct should be characterized by courtesy and good faith, and should imply the obligation to refrain from public criticism of the Member's colleagues. (A.24)

1.3.4. The Member should promote anti-racist and anti-sexist education. (A.24)

1.3.5. The Member should endeavour to eliminate any behaviour that undermines the dignity or self-esteem of an individual, or which creates an intimidating, hostile or offensive environment. (A.24)

1.4. PROFESSIONAL CONDUCT STATEMENT

A Member shall: (A.24)

1.4.1. recognize the supreme importance of effective learning and teaching in the continuing development of students as individuals and citizens. To this end, the Member shall endeavour to develop in students an appreciation of standards of excellence, an appreciation of the principles of democracy, an appreciation of the need to be just and considerate in human relations, an appreciation of the need to develop a positive self image, an appreciation of Canada's rich multicultural heritage and an appreciation of intellectual freedom; (A.12)

1.4.2. recognize the unique responsibility to society which is inherent in the teaching process. Consequently, the Member shall endeavour at all times to enhance public regard for the teaching profession and to discourage untrue, unfair or exaggerated statements with regard to teaching. In all relationships with colleagues, students, parents and other Members of the community, the Member shall strive to uphold the honour, dignity and ethical standards of the profession; (A.12)

- 1.4.3. strive to help each student realize their potential as a worthy and effective member of society. The Member therefore shall endeavour to stimulate in students the spirit of inquiry, the acquisition of knowledge and understanding, the appreciation of standards of excellence, and the thoughtful formulation of worthy goals; (A.12)
- 1.4.4. exert every effort to raise professional standards, to promote a climate that encourages the free exercise of professional judgment, to foster co operative relationships among colleagues, and to assist in preventing the practice of a profession by unqualified persons; (A.12)
- 1.4.5. recognize that responsibility to colleagues is best expressed through compliance with the Constitution and Regulations of OSSTF/FEESO through positive criticism of those policies and practices which in their professional opinion are seriously detrimental to the interests of OSSTF/FEESO, and through the use of proper channels within OSSTF/FEESO in seeking changes. The Member shall recognize a further responsibility to offer a reasonable amount of individual service to OSSTF/FEESO in the pursuit of its aims and objectives, while retaining the right to determine the manner in which to serve; (A.24)
- 1.4.6. endeavour at all times to enhance public regard for all Members and for the various services which they offer to the educational system; (A.12)
- 1.4.7. strive to eliminate discrimination based on age, ancestry, citizenship, colour, creed, disability, ethnic origin, family status, gender expression, gender identity, marital status, physical appearance, place of origin, political affiliation, race, religion, sex (including pregnancy and gender), sexual orientation or socioeconomic status; (A.15)
- 1.4.8. strive to eliminate all forms of harassment directed at, and offensive to, another individual that the Member knows, or ought reasonably to know, would cause offence or harm; (A.12)
- 1.4.9. endeavour to ensure equity and inclusiveness for all individuals in the workplace; (A.12)
- 1.4.10. shall endeavor to respect a culture of consent towards all individuals in the workplace; and (A.18)
- 1.4.11. recognize and respect the diversity of students and colleagues, and the goals of anti-racist and anti-sexist education. (A.12)
- 1.5. BILL OF RIGHTS**
- 1.5.1. A Member has all the civil and political rights which accrue to citizens in a free and open democratic society, including all those rights stated in *Canada's Bill of Rights*, *the Human Rights Code of Ontario*, and the *Canadian Charter of Rights and Freedoms*. (A.12)
- 1.5.2. A teacher has the right to exercise professional judgment in professional relationships with students including, but not necessarily limited, to the following: (A.12)
- 1.5.2.1. the right to take appropriate measures to correct and discipline students; (A.12)
- 1.5.2.2. the right to give advice to students and parents considering the welfare of the students; (A.12)
- 1.5.2.3. the right to choose and advise in the choice of appropriate instructional materials; (A.12)
- 1.5.2.4. the right to employ appropriate teaching methods; (A.12)
- 1.5.2.5. the right to evaluate students' progress and to make recommendations concerning students' progress and potential for progress; and (A.12)
- 1.5.2.6. the right to choose and advise on the choice of appropriate topics for class discussions in keeping with Ministry guidelines. (A.12)

- 1.5.3. A Member has the right to:
 - 1.5.3.1. fair and equitable treatment from the Member's employer, officials of the Member's employer, from the Ministry of Education and the Ministry of Training, Colleges & Universities, and officials from these Ministries; and (A.12)
 - 1.5.3.2. be evaluated fairly according to an objective process which has been approved by OSSTF/FEESO; (A.12)
 - 1.5.3.3. a review by an objective, neutral authority of all administrative decisions which could negatively affect the Member materially or professionally which are deemed to be arbitrary or unfair; (A.12)
 - 1.5.3.4. fair representation by the representatives of OSSTF/FEESO empowered to bargain collectively on their behalf; and (A.12)
 - 1.5.3.5. a workplace and union environment free from harassment and bullying. (A.12)

1.6. PROVINCIAL EQUITY STATEMENT

- 1.6.1. OSSTF/FEESO is a democratic union that recognizes the importance of encouraging and supporting involvement by all Members, while recognizing that some Members have historically been marginalized. For OSSTF/FEESO to be at its best, all Members must see themselves reflected in its goals, structures, and practices. OSSTF/FEESO will strive to identify and eliminate barriers to participation through programs, procedures, Regulations, and policies supported by specified resources and education. (A.24)
- 1.6.2. OSSTF/FEESO supports equity, diversity, and social justice within the union, the workplace, and in broader society. (A.12)
- 1.6.3. Not all discrimination is deliberate or visible. Inadvertent, hidden and systemic discrimination must be identified and addressed. (A.12)
- 1.6.4. Discrimination and harassment must not be ignored when we see it. Overt discrimination and harassment within OSSTF/FEESO must be challenged and rectified. (A.12)
- 1.6.5. The marginalization of certain groups must be specifically recognized. For OSSTF/FEESO, these group include, but are not necessarily limited to, women, people of colour, lesbian, gay, bisexual, transgendered, queer, intersexed, questioning, two-spirited, First Nations, Inuit, Métis, with disabilities, Francophones, and those whose participation is impeded because of economic circumstances or family status. (A.12)
- 1.6.6. Equal opportunity to participate in OSSTF/FEESO does not mean treating all Members the same. Within a democratic framework, promoting the engagement of members of equity-seeking groups is a valid and necessary approach to reaching equal outcomes. (A.12)
- 1.6.7. OSSTF/FEESO will be guided in its efforts to eliminate barriers by valid research, regular review, and consultation with the membership. (A.12)
- 1.6.8. OSSTF/FEESO programs and policies designed to eliminate barriers must not only do so, they must be widely seen to do so. (A.12)

1.7. PROVINCIAL ANTI-HARASSMENT POLICY

- 1.7.1. Let us not take thought for our separate interests, but let us help one another. (A.15)
- 1.7.2. A Member has the right to a workplace and union environment free from harassment and bullying. (A.15)
- 1.7.3. Harassment and discrimination are not joking matters. They have a destructive effect on the workplace environment, individual well-being, and union solidarity. Such actions are not only destructive, they can be illegal. (A.15)

- 1.7.4. Inadvertent, hidden and systemic harassment and discrimination must be identified and addressed. The roots of systemic harassment and discrimination include, but are not limited to, racism, sexism, and homophobia and transphobia. OSSTF/FEESO does not condone harassment and discrimination on the basis of age, national or ethnic origin, colour, religion, sex, gender identity, sexual orientation, race, socio-economic status or mental or physical disability. (A.15)
- 1.7.5. Harassment and discrimination can take many forms and may be verbal, physical or psychological. They can involve a wide range of actions including comments, gestures or looks, pictures, messages, touching, or more aggressive actions. These acts may be indirect or overt; they may be isolated or repeated. (A.15)
- 1.7.6. However, acts of harassment and discrimination are always degrading, unwelcome and coercive. They are always unacceptable. (A.15)
- 1.7.7. As Members, our goal must be to protect human rights, to promote mutual respect and trust, and to foster inclusion. (A.15)
- 1.7.8. We cannot condone or tolerate intimidating, demeaning, hostile and aggressive behaviour against another Member. We cannot condone these behaviours when we witness them. (A.15)
- 1.7.9. As Members, we must speak out against this conduct and stand together to protect human rights. We must take action. (A.15)
- 1.7.10. OSSTF/FEESO is committed to strengthening Member solidarity, and, in addition to representing Members' interests in the workplace, takes seriously its own responsibility to ensure that Members are treated with respect and dignity at all provincially sponsored OSSTF/FEESO events and meetings. (A.15)
- 1.7.11. Any Member who feels targeted by harassment or discrimination must be able to speak up and know their concerns will be responded to immediately in accordance with OSSTF/FEESO Regulations and the Resolution and Complaint Procedure as found in the OSSTF/FEESO Policies and Procedures. (A.24)
- 1.8. PROVINCIAL ANTI-HARASSMENT & EQUITY DECLARATION**
- 1.8.1. A Member has the right to an equitable work and union environment free from the destructive effects of discrimination and harassment. (A.17)
- 1.8.2. Anyone who feels targeted by harassment or discrimination must be able to speak up and know their concerns will be responded to immediately in accordance with OSSTF/FEESO Policies and Procedures which are available on the provincial website. (A.17)

OSSTF/FEESO PROCEDURES

(As amended at AMPA, March 2024, in accordance with Regulation 21)

Procedure 1 – Preparation of the General Account

- 1.1. **Budget**
- 1.1.1. The OSSTF/FEESO spending authorities shall consult with the Chair, Vice-Chair and/or designates of the provincial Finance Committee prior to the end of December to submit and review initial budget requests for all accounts under their authority. (A.17)
- 1.1.2. Notwithstanding Procedure 1.1.1, initial budget allocations for provincial standing committees and councils shall: (A.17)
 - 1.1.2.1. be funded by a flat rate amount based on the number of meetings and the number of members for the committee or council, as identified in the OSSTF/FEESO Policies and Procedures; and (A.17)
 - 1.1.2.2. where two Provincial Executive Members are assigned to a standing committee or council, provide funding for only one Provincial Executive Member. (A.24)
- 1.1.3. Any resolution with a cost estimate submitted to AMPA must be referred to the Finance Committee before presentation to AMPA. (A.19)
- 1.2. **Finance Committee Role**
- 1.2.1. The Finance Committee shall:
 - 1.2.1.1. review the detailed authorized expenditures for General Account Budget lines and shall prepare and present a written report to Provincial Assembly delegates indicating whether or not the allocations in the proposed Budget are reasonable amounts for the service provided; (A.17)
 - 1.2.1.2. submit a written report, including the submitted budget requests of the spending authorities, to the Provincial Council, for its information, at its last meeting before AMPA; (A.17)
 - 1.2.1.3. be guided by Regulation 9.1.1.3 in preparing its written report to the delegates of the Annual Meeting of the Provincial Assembly; (A.24)
 - 1.2.1.4. in the preparation of the Budget, recommend the amount to be allocated to the Contingency Account for recommendation from the Annual Meeting of the Provincial Assembly; and (A.24)
 - 1.2.1.5. if the annual audit reveals that the level of liquid assets in the Member Protection Account is less than that year's fee income, the Finance Committee must bring a motion to deal with the situation to the following AMPA. (A.12)
 - 1.2.1.6. The Finance Committee, in order to discharge its duties, shall be present at the Provincial Assembly. (A.12)

Procedure 2 – Elections

- 2.1. **Balloting**
- 2.1.1. **Balloting Rules**
- 2.1.1.1. Election shall be by ballot, not earlier than the second day of AMPA, by those qualified to vote, present and voting.(A.14)

- 2.1.1.2. Each qualified voter may cast a number of votes up to the number of positions to be filled by that ballot.(A.14)
- 2.1.1.3. The phrase “receive(s) a majority of the votes” shall mean that the candidate’s vote total exceeds 50% of the number of delegates present, qualified to vote and voting. (A.14)
- 2.1.2. **Removing Candidates from The Ballot**
- 2.1.2.1. After a ballot takes place, candidates may be declared elected, as per Procedure 2.1.3, and removed from the ballot. (A.14)
- 2.1.2.2. If a further ballot is required, candidates are removed from the ballot as follows: (A.14)
- 2.1.2.2.1. The candidate receiving the lowest number of votes is always removed from the ballot. This may result in candidate(s) being declared elected. (A.14)
- 2.1.2.2.2. Any candidates receiving fewer than 40 votes are removed from the ballot, in order from lowest vote total to highest, providing that their removal does not result in the election of those remaining on the ballot. (A.14)
- 2.1.2.2.3. if only one candidate has been removed from the ballot either by following steps in Procedures 2.1.2.2.1 and 2.1.2.2.2, or by being declared elected, then the candidate with the next lowest number of votes is removed, providing that their removal does not result in the election of those remaining on the ballot. (A.14)
- 2.1.2.2.4. In the event of a tie for the lowest number of votes, all candidates with the lowest number of votes shall be dropped, unless this would result in the election of the remaining candidate(s). In this case, the candidates will remain on the ballot. (A.14)
- 2.1.2.2.5. In the event of a tie between 2 candidates for the last elected position, a further ballot is held between these 2 candidates. If a tie occurs a second time, the candidates shall draw lots to see who is elected. (A.14)
- 2.1.3. **Results of a Ballot**
- 2.1.3.1. One Position to Fill
- 2.1.3.1.1. For the first ballot for the election of President, Treasurer or OTF Table Officer, or for the subsequent ballot of any elected position where one position remains to be filled, the following occurs after a ballot has been cast: (A.14)
- 2.1.3.1.1.1. if no candidates receive a majority of the votes, candidate(s) are dropped from the ballot as per Procedure 2.1.2 and a further ballot shall be held; (A.14)
- 2.1.3.1.1.2. if one candidate receives a majority of the votes, the candidate shall be declared elected. (A.14)
- 2.1.3.2. 2 Positions to Fill
- 2.1.3.2.1. For the first ballot for the election of Vice-President, or for the subsequent ballot of any elected position where 2 positions remain to be filled, the following occurs after a ballot has been cast: (A.14)
- 2.1.3.2.1.1. if no candidates receive a majority of the votes, candidate(s) are dropped from the ballot as per Procedure 2.1.2 and a further ballot shall be held, if necessary; (A.14)
- 2.1.3.2.1.2. if one candidate receives a majority of the votes, the candidate shall be declared elected, candidate(s) are dropped from the ballot as per Procedure 2.1.2 and a further ballot will be held for the remaining position, if necessary; (A.14)
- 2.1.3.2.1.3. if 2 candidates receive a majority of the votes, they shall be declared elected.
- 2.1.3.2.1.4. If 3 candidates receive a majority of the votes: (A.14)

- 2.1.3.2.1.4.1. if these were the only candidates on the ballot, the 2 with the highest vote counts shall be declared elected, or(A.14)
- 2.1.3.2.1.4.2. a further ballot shall be held on which the names of only those 3 candidates appear. (A.14)
- 2.1.3.3. 3 Positions to Fill
- 2.1.3.3.1. For the first ballot for the election of Executive Officer, or for the subsequent ballot of any elected position where 3 positions remain to be filled, the following occurs after a ballot has been cast: (A.14)
 - 2.1.3.3.1.1. if no candidates receive a majority of the votes, candidate(s) are dropped from the ballot as per Procedure 2.1.2 and a further ballot will be held, if necessary; (A.14)
 - 2.1.3.3.1.2. if one or 2 candidates receive a majority of the votes, they shall be declared elected, candidate(s) are dropped from the ballot as per Procedure 2.1.2 and a further ballot will be held for the remaining position(s), if necessary; (A.14)
 - 2.1.3.3.1.3. if 3 candidates receive a majority of the votes, they shall be declared elected; (A.14)
 - 2.1.3.3.1.4. if 4 or 5 candidates receive a majority of the votes: (A.14)
 - 2.1.3.3.1.4.1. if there were only 4 candidates on the ballot, the 3 with the highest vote counts shall be declared elected, or (A.14)
 - 2.1.3.3.1.4.2. a further ballot shall be held on which the names of only those candidates who received a majority shall appear, and the candidates with the 3 highest vote counts on this ballot shall be declared elected. (A.14)
- 2.1.3.4. 4 Positions to Fill
- 2.1.3.4.1. For the subsequent ballot for the election of OTF Governor where 4 positions remain to be filled, the following occurs after a ballot is cast: (A.14)
 - 2.1.3.4.1.1. if no candidates receive a majority of the votes, candidate(s) are dropped from the ballot as per Procedure 2.1.2 and a further ballot will be held, if necessary; (A.14)
 - 2.1.3.4.1.2. if one, 2, or 3 candidates receive a majority of the votes, they shall be declared elected, candidate(s) are dropped from the ballot as per Procedure 2.1.2 and a further ballot will be held for the remaining position(s), if necessary; (A.14)
 - 2.1.3.4.1.3. if 4 candidates receive a majority of the votes, they shall be declared elected; (A.14)
 - 2.1.3.4.1.4. if 5, 6 or 7 candidates receive a majority of the votes: (A.14)
 - 2.1.3.4.1.4.1. if there were only 5 candidates on the ballot, the 4 with the highest vote counts shall be declared elected; or (A.14)
 - 2.1.3.4.1.4.2. a further ballot shall be held on which the names of only those candidates who received a majority shall appear, and the candidates with the 4 highest vote counts on this ballot shall be declared elected. (A.14)
- 2.1.3.5. 5 Positions to Fill
- 2.1.3.5.1. For the first ballot for the election of OTF Governor, or for the subsequent ballot for the election of OTF Governor where 5 positions remain to be filled, the following occurs after a ballot has been cast: (A.14)
 - 2.1.3.5.1.1. if no candidates receive a majority of the votes, candidate(s) are dropped from the ballot as per Procedure 2.1.2 and a further ballot will be held, if necessary; (A.14)
 - 2.1.3.5.1.2. if one, 2, 3 or 4 candidates receive a majority of the votes, they shall be declared elected, candidate(s) are dropped from the ballot as per Procedure 2.1.2 and a further ballot will be held for the remaining position(s), if necessary; (A.14)

- 2.1.3.5.1.3. if 5 candidates receive a majority of the votes, they shall be declared elected; (A.14)
- 2.1.3.5.1.4. if 6, 7, 8 or 9 candidates receive a majority of the votes: (A.14)
- 2.1.3.5.1.4.1. if there were only 6 candidates on the ballot, the 5 with the highest vote counts shall be declared elected; or (A.14)
- 2.1.3.5.1.4.2. a further ballot shall be held on which the names of only those candidates who received a majority shall appear, and the candidates with the 5 highest vote counts on this ballot shall be declared elected. (A.14)

Procedure 3 – Campaign Procedures

[Determined under Regulation 13.1]

CAMP Reg. 1

- 3.1. Each candidate, successful or defeated, shall submit to the General Secretary of OSSTF/FEESO, by June 30 of the election year, on standard forms provided by the Treasurer of OSSTF/FEESO , a financial statement detailing income and expenses incurred for the campaign. For the purposes of reporting, expenses shall be deemed to include both monies disbursed and goods and services donated on behalf of the candidate. (A.91)

CAMP Reg. 2

- 3.2. The candidate shall maintain for the period of the subsequent school year, and shall furnish upon the request of the Provincial Council through the General Secretary, all receipts, vouchers and all other documentation validating the financial statement as reported. (A.91)

CAMP Reg. 3

- 3.3. The General Secretary shall provide a summary report of the financial statement for each candidate on time and in writing to the next regular meeting of the Provincial Council following June 30. (A.91)

CAMP Reg. 4

- 3.4. There shall be an Election Co-ordinator, assigned by the General Secretary, who shall:
 - 3.4.1. prepare campaign guidelines and procedures to be submitted for the approval of the Provincial Council no later than the June meeting of the Provincial Council; and (A.12)
 - 3.4.2. arrange for the distribution of the guidelines and procedures, as approved by the Provincial Council, to be followed by all candidates.

CAMP Reg. 5

- 3.5. The cost of travel for those candidates nominated in accordance with Bylaw 1, Schedule A, Section 2 and for one campaign worker if not otherwise covered by AMPA, and rental costs to a maximum of the rental cost of a medium-sized suite for 2 nights during AMPA, shall be paid by the provincial organization. (A.89)

Procedure 4 – Counselling and Mediation: (Dealing with Disputes Affecting the Professional Relationships between Members)

- 4.1. Member(s) having a dispute affecting that Member(s)' professional relationship with another Member(s) may report such a matter to: (A.12)
 - 4.1.1. that Member(s)' Field Secretary (the elected or appointed District/Bargaining Unit President or Officer or the Field Secretary). (A.12)

- 4.2. The Field Secretary may refer the matter to the Chair of Mediation Services Resource Bank. (A.12)
- 4.3. When a Member reports a dispute to the Field Secretary, and the matter is not referred directly to the Mediation Services Resource Bank the Field Secretary shall: (A.12)
 - 4.3.1. counsel the Members and/or attempt resolution of the dispute; (A.12)
 - 4.3.2. keep on file only meeting dates, whether the dispute was resolved, and records of agreements reached between the parties, and (A.12)
 - 4.3.3. in the event that resolution by the Field Secretary has been unsuccessful, advise the Member(s) of the right to: (A.12)
 - 4.3.3.1. discontinue any further proceedings or (A.12)
 - 4.3.3.2. proceed, as would be appropriate, to one of: (A.12)
 - 4.3.3.2.1. a request to the Field Secretary to refer the matter to Mediation Services Resource Bank (for a Member(s) having a dispute affecting that Member(s)' professional relationship with another Member(s)); (A.12)
 - 4.3.3.2.2. Judicial Council (for a matter involving a dispute between the Member(s) and OSSTF/FEESO or an Officer(s) of OSSTF/FEESO); or (A.12)
 - 4.3.3.2.3. another venue. (A.12)
- 4.4. When the Member's dispute is referred by the Field Secretary to the Chair of Mediation Services Resource Bank, (A.12)
 - 4.4.1. the Chair of Mediation Services Resource Bank shall acknowledge receipt of the request for mediation, forthwith and in writing, and shall ensure that all relevant parties consent to mediation and are advised of the procedures to be followed in the mediation process. (A.12)
- 4.5. Within 45 working days of the Field Secretary's referral of the request for mediation, the Chair of Mediation Services Resource Bank shall report to the Field Secretary, in writing, the outcome of the attempted mediation, including agreements reached, if any. (A.12)
 - 4.5.1. Copies of this report shall be sent to the parties and to the General Secretary. (A.12)
- 4.6. No written records related to the mediation shall be kept on file except the original letter requesting mediation and the final report. (A.12)
- 4.7. All records shall be destroyed after a 2 year period. (A.12)

Procedure 5 – Judicial Council

- 5.1. **Formal Complaints**
 - 5.1.1. Complaint procedures in this section must be in accordance with the Bylaws and Regulation 6. (A.24)
 - 5.1.2. A formal Complaint shall clearly indicate which applicable Regulation(s) or Article(s) of the Constitution is/are alleged to have been violated and the facts of the incident concisely stated, including the date of the alleged incident giving rise to the Complaint. (A.24)
 - 5.1.3. In the case of a formal Complaint made against an elected OSSTF/FEESO official, the formal Complaint must indicate which provision(s) of the Bylaws, Regulation(s) or Article(s) of the Constitution is/ are alleged to have been violated by the Respondent(s) in the performance of the duties of their office. (A.24)

- 5.1.4. In the case where the formal Complaint is from a single complainant, it must be signed by the complainant. In all other cases, the Complaint must be signed by an authorized representative of the complaining group. (A.17)
- 5.1.5. The formal Complaint shall clearly indicate that a copy of the formal Complaint has been sent to the Respondent(s). (A.17)
- 5.1.6. All Formal Complaints to the Judicial Council must be sent to the Chair of Judicial Council with copies to the Respondent(s) and to the General Secretary. The Formal Complaint shall be submitted no later than: (A.17)
 - 5.1.6.1. 40 days from the incident giving rise to the Complaint; (A.17)
 - 5.1.6.2. 40 days from the Member(s) becoming aware of the incident giving rise to the Complaint, in which case the Member(s) shall include a written explanation for the delay between the occurrence of the incident and the Member(s)' becoming aware of it; or (A.17)
 - 5.1.6.3. 40 days after the end of the sanction, for Complaints dealing with alleged violations of Regulation 2.3.2 and/ or Regulation 2.3.3. (A.24)
- 5.1.7. The Chair of Judicial Council shall acknowledge receipt of the formal Complaint forthwith, in writing, with a copy to the General Secretary. (A.17)
- 5.1.8. The Chair of Judicial Council shall notify, in writing, all parties concerned of their rights and responsibilities with respect to procedures of the Judicial Council. (A.17)
- 5.1.9. All filings with respect to a case and the contents of all meetings are in camera and strictly private and confidential. (A.17)
- 5.1.10. The Complainant may withdraw the Complaint at any time. (A.17)
- 5.2. **Appointments of Advocates**
 - 5.2.1. The General Secretary shall appoint an advocate from a list of candidates approved by the Provincial Executive to the Complainant and to the Respondent to assist in preparation for hearings before the Judicial Council. (A.17)
- 5.3. **Preliminary Investigation**
 - 5.3.1. In receipt of a Formal Complaint, the Judicial Council shall conduct a preliminary investigation into the details of each incident in the charges, and either hold a hearing or dismiss the case. (A.17)
 - 5.3.2. Where the Respondent expressly states that they will not defend themselves against the charge(s) set forth in the Formal Complaint, the Judicial Council shall make such decision as it deems appropriate on the basis of the Formal Complaint and evidence received from the Complainant. (A.17)
 - 5.3.3. Where the Respondent admits to the violations of the charges set forth in the formal Complaint and agrees to a Judicial Council decision without a hearing, Judicial Council shall make such decision as it deems appropriate on the basis of the formal Complaint and evidence received from the Complainant and Respondent. (A.17)
 - 5.3.4. The Judicial Council may require that a pre-hearing Discovery be done before the case is heard. (A.17)
- 5.4. **Abeyance**
 - 5.4.1. Judicial Council shall hold in abeyance any case: (A.17)
 - 5.4.1.1. currently in another venue; and/or (A.17)

- 5.4.1.2. where the Respondent is no longer a Member. (A.17)
- 5.4.2. **Pre-Hearing Discovery**
- 5.4.2.1. A pre-hearing Discovery meeting will be held in advance of a scheduled hearing at a time to be set by the Chair of Judicial Council. (A.17)
- 5.4.2.2. Discovery may be informal and shall comply with the following requirements: (A.17)
- 5.4.2.2.1. Both Complainant and Respondent, along with their Advocate(s), are entitled to be present. (A.17)
- 5.4.2.2.1.1. Failing the presence of either Complainant or Respondent, the Advocate(s) to the absent party shall be present. (A.17)
- 5.4.2.2.2. The Chair of Judicial Council, or designate, who may be the Secretariat Liaison to the Judicial Council, shall be present. (A.17)
- 5.4.2.2.3. All documents to be submitted as evidence by either Complainant or Respondent shall be exchanged. (A.17)
- 5.4.2.2.3.1. Documents not produced and made available for exchange will not be admissible at the hearing unless the Hearing Panel decides that special circumstances exist which justify the failure to produce the document(s) at the pre-hearing Discovery. (A.17)
- 5.4.2.2.4. Both parties may agree that certain documents constitute uncontested facts of the case and do not need the presence of a witness to introduce them at the hearing. (A.17)
- 5.4.2.2.4.1. Such documents, by agreement of the parties, may be distributed to members of the Judicial Council prior to the hearing. (A.17)
- 5.4.2.2.5. A list of witnesses who will be present at the hearing should be submitted by both parties along with a brief description of the testimony of each witness, clearly indicating to which incident(s) the witness will be testifying. (A.17)
- 5.4.3. **Hearing Venue**
- 5.4.3.1. The hearing shall be held in the District in which the Respondent was employed at the time the alleged offence or offences occurred, or in any other place determined by mutual consent of the Chair of the Hearing Panel and the Respondent. (A.17)
- 5.4.4. **Nature of Proceedings**
- 5.4.4.1. The hearing shall be in camera. (A.17)
- 5.4.4.2. The Hearing Panel shall afford all parties the right to: (A.17)
- 5.4.4.2.1. present a case or defence by oral and documentary evidence; (A.17)
- 5.4.4.2.2. submit rebuttal evidence, and conduct such cross-examination as may be required for a full and true disclosure of the facts; (A.17)
- 5.4.4.2.3. submit proposed findings of fact and conclusions and supporting reasons therefore; (A.17)
- 5.4.4.2.4. make offers of settlement or proposal of adjustment; (A.17)
- 5.4.4.2.5. be accompanied, represented, and advised by an Advocate or represent themselves; (A.17)
- 5.4.4.2.6. be promptly notified of the denial in whole or in part of any request submitted in connection with the proceedings; and/or (A.17)
- 5.4.4.2.7. reach a mutually agreeable resolution of the dispute at any time. (A.17)
- 5.4.5. **Hearings**
- 5.4.5.1. The Chair of the Hearing Panel, a member of Judicial Council, shall: (A.17)

- 5.4.5.1.1. regulate the course of the hearing, which shall include limiting or restricting the nature and extent of examination, cross-examination, or re-examination; (A.17)
- 5.4.5.1.2. dispose of procedural requests or similar matters; (A.17)
- 5.4.5.1.3. hold conferences for the settlement or simplification of the issues by consent of the parties; (A.17)
- 5.4.5.1.4. take depositions or cause depositions to be taken; (A.17)
- 5.4.5.1.5. rule on the admissibility and relevance of evidence introduced; (A.17)
- 5.4.5.1.6. rule on a motion for dismissal; and (A.17)
- 5.4.5.1.7. require Members or Advocate(s) to present a statement of agreed facts. (A.17)
- 5.4.5.2. In the case of hearings, the Hearing Panel shall consist of members of Judicial Council and shall: (A.17)
 - 5.4.5.2.1. consider the allegations, hear the evidence, and ascertain the facts of the case; (A.17)
 - 5.4.5.2.2. determine whether, upon the facts so ascertained, the allegations have been proved; (A.17)
 - 5.4.5.2.3. determine whether, in respect of the allegations so proved, the Member is guilty of a breach of the Duties of Members and either: (A.17)
 - 5.4.5.2.4. dismiss the Complaint; or (A.17)
 - 5.4.5.2.5. determine the penalty to be imposed in accordance with Regulation 6.3.32 and subject to the Bylaws; (A.24)
 - 5.4.5.2.5.1. with the severity of the penalty commensurate with the severity of the breach; and/or (A.17)
 - 5.4.5.2.5.2. with the penalty(ies) increasing in severity if the breach is of an identical or similar nature to one for which the Member was previously found guilty. (A.17)
- 5.4.5.3. The Hearing Panel will be provided with any and all past decisions involving the individual(s) as Respondent(s) with breaches of an identical or similar nature after a determination of guilt has been decided based on the evidence presented in the hearing and prior to the determination of the penalty. (A.17)
- 5.4.6. **Absences**
 - 5.4.6.1. Failure without just cause on the part of the Complainant or the Respondent to appear at the hearing shall not prevent the Hearing Panel from proceeding with the case. (A.17)
- 5.4.7. **Records**
 - 5.4.7.1. The Hearing Panel shall, by stenographic, electronic, or mechanical means, accurately and completely preserve the testimony and exhibits in the proceedings and the recommendations of the Hearing Panel, together with all briefs, documents and requests filed in the proceedings, which shall constitute the exclusive record for the Hearing Panel's recommendations and final ruling by the Provincial Executive. (A.17)
- 5.4.8. **Dismissal**
 - 5.4.8.1. The Judicial Council shall have the right to dismiss a case or a charge at any time prior to the conclusion of a hearing if: (A.17)
 - 5.4.8.1.1. mediation has been successful; (A.17)
 - 5.4.8.1.2. the conditions in Regulation 6.2 or Procedure 5.1 have not been met; (A.24)
 - 5.4.8.1.3. there is no evidence of an OSSTF/FEESO Regulation violation; or (A.24)
 - 5.4.8.1.4. there is no witness or documented evidence relating to the complaint; (A.17)

- 5.4.8.1.5. the Judicial Council or OSSTF/FEESO does not have the authority to deal with the case; (A.17)
- 5.4.8.1.6. the charge is similar to a previously heard case involving the same parties on the same issue; (A.17)
- 5.4.8.1.7. the reasons given by the complainant for requesting a hearing are found to be without substance; or (A.17)
- 5.4.8.1.8. the charges are frivolous, vexatious, or an abuse of process. (A.17)
- 5.4.8.2. Where a decision has been made to dismiss a case by the Judicial Council, that decision must be given in writing with reasons. (A.17)
- 5.4.8.3. On receipt of the reasons in writing, the Member is entitled to a Request for Leave to Appeal a Judicial Council Decision to the Appeal Committee of Provincial Council, in accordance with OSSTF/FEESO Policies and Procedures. (A.17)
- 5.4.9. **Withdrawal**
- 5.4.9.1. A Formal Complaint, or any portion thereof, may be withdrawn by the Complainant at any time prior to the adjournment of the hearing. (A.17)
- 5.5. **Decisions**
- 5.5.1. As set out in Regulation 6.4.3.6, in no case shall the Judicial Council have the authority to remove a Provincial Executive Member from office or otherwise impair a Provincial Executive Member's ability to fulfill the obligations of their office. (A.24)
- 5.5.2. The Judicial Council shall base its decision on certain findings of fact and shall determine whether the Member should be found guilty or not guilty of each offence charged in the Formal Complaint. (A.17)
- 5.5.3. The decision of the Judicial Council shall be forwarded to the Provincial Executive for implementation and shall be served by prepaid registered post at the last known address of the parties. (A.17)
- 5.5.4. On receipt of the reasons in writing, either Member is entitled to a Request for Leave to Appeal a Judicial Council Decision to the Appeal Committee of Provincial Council in accordance with OSSTF/ FEESO Policies and Procedures.
- 5.6. **Publication of Decision**
- 5.6.1. The final decision of the Judicial Council in a case may be published pursuant to Regulation 6.4.5. (A.24)
- 5.6.2. Should the Complainant and/or Respondent wish to release the full or any part of the decision, they must petition the Judicial Council, state the reasons in writing and provide a copy of the portion(s) of the decision that they wish to make public. (A.17)
- 5.6.2.1. Permission from the Judicial Council to release all or part of the decision will not be unreasonably withheld. (A.17)
- 5.6.2.2. No part of the decision may be made public by the parties until after the appeal process has concluded. (A.17)
- 5.6.2.3. Where appropriate, the name of the Member(s), the charge(s), and the penalty(ies) will be published in a regular OSSTF/FEESO publication. (A.17)
- 5.7. **Request for Leave to Appeal a Judicial Council Decision**
- 5.7.1. A Request for Leave to Appeal a Decision of the Judicial Council shall be submitted to the Chair of the Appeal Committee of Provincial Council within fifteen days of the date

- on which the decision being appealed was served, with copies of the Request to the original Complainant or Respondent, to the Chair of Judicial Council, and to the General Secretary. (A.24)
- 5.7.2. The Request for Leave to Appeal shall state, in writing, the grounds and rationale for the appeal and the relief sought. (A.17)
- 5.7.3. The Chair of the Appeal Committee of Provincial Council will request submissions from the Chair of Judicial Council and from the original Complainant or original Respondent with respect to whether Leave to Appeal should be granted. (A.17)
- 5.7.4. For Requests for Leave to Appeal a Decision of the Judicial Council, the following shall apply: (A.17)
- 5.7.4.1. the Respondent to the Request for Leave to Appeal shall be the Chairperson of Judicial Council; (A.17)
- 5.7.4.2. should Leave to Appeal be granted, the other party in the original Complaint submitted under Regulation 6.3 shall have the opportunity to have third-party status at the Appeal Hearing. (A.24)
- 5.7.5. Advocates previously assigned to the original Complainant and original Respondent pursuant to Procedure 5.2 will continue to be assigned if possible. (A.24)
- 5.7.6. The General Secretary shall appoint an advocate from a list of candidates approved by the Provincial Executive to all parties granted status under Procedure 5.7.4.2 not currently assigned an advocate, to assist in preparation for the hearing(s) before the Appeal Committee of Provincial Council. (A.17)
- 5.7.7. Leave to Appeal may be granted by the Appeal Committee of Provincial Council if it is satisfied that the appeal raises matters of importance to OSSTF/FEESO involving the interpretation or application of its Constitution and/or Regulations, and the Member seeking leave to appeal demonstrates an arguable case. (A.24)
- 5.7.8. The Appeal Committee of Provincial Council shall render a decision to grant or deny Leave to Appeal no later than fifteen days after receipt of a Request for Leave to Appeal, with copies to the General Secretary and interested parties as in Procedure 5.7.4. (A.17)
- 5.7.9. When a Leave to Appeal is granted, the Chair of the Appeal Committee of Provincial Council shall request that all parties granted status under Procedure 5.7.4 submit their arguments within fifteen days. (A.17)
- 5.7.10. The Chair of Judicial Council shall ensure that a transcript is made if a hearing is the source of the appeal. (A.17)
- 5.7.11. The Chair of the Appeal Committee of Provincial Council shall ensure that the Hearing Panel and all parties receive copies as soon as possible of all submissions and transcripts relevant to the appeal. (A.17)

Procedure 6 – Appeals

- 6.1. The Appeals Committee of Provincial Council shall hear appeals in accordance with Regulation 7. (A.24)
- 6.2. Procedures for Request for Leave to Appeal are in accordance with the Procedures of the body being appealed. (A.15)

- 6.3. Hearings**
- 6.3.1. Hearings shall be conducted in accordance with rules approved by AMPA or Provincial Council. (A.15)
- 6.3.2. The Appeal Hearing shall not proceed in the absence of the Appellant or the Appellant's representative. (A.15)
- 6.3.3. If, however, after one adjournment, and on the next date set for the hearing, the Appellant or representative does not appear or provide reasonable grounds for not appearing, the appeal shall be dismissed. (A.15)
- 6.4. Decisions**
- 6.4.1. Within 5 days after the Hearing, the Appeals Committee of Provincial Council shall: (A.15)
- 6.4.1.1. confirm the original decision; (A.15)
- 6.4.1.2. vary the original decision, in whole or in part; (A.15)
- 6.4.1.3. give such decision that ought to have been pronounced; or (A.15)
- 6.4.1.4. refer the matter back to the body who made the original decision. (A.15)
- 6.4.2. All decisions taken on appeal require the approval of a majority of the members of the panel consisting of at least 3 members of the Appeals Committee of Provincial Council assigned to that case by the Chair of the Committee. (A.15)
- 6.4.3. Any decision taken by the Appeals Committee of Provincial Council under Regulation 7 shall be final and binding and without further right of appeal. (A.24)
- 6.4.4. The Chair of the Appeals Committee of Provincial Council shall forward the decision to all parties within 5 days of the release of the decision. (A.15)
- 6.4.5. When the matter is referred back to the originating body, it shall be without prejudice to a party appealing a subsequent decision of the body. (A.15)

Procedure 7 – Districts in Difficulty

- 7.1. Districts in Difficulty shall be defined as districts where: (A.14)
- 7.1.1. 2 or more Bargaining Unit Presidents and/or members who serve on a District or Bargaining Unit executive have serious disagreement(s) on issues of importance to the functioning of the District and are unable to resolve their differences despite repeated attempts to do so; (A.14)
- 7.1.2. the disagreement(s) have a significant impact on the ability of the District to function appropriately; and (A.14)
- 7.1.3. Members are either directly impacted or have the potential to be directly impacted if the problems persist. (A.14)
- 7.2. Intervention**
- 7.2.1. Upon written request from one of the parties involved, the General Secretary and one Associate General Secretary will interview all parties directly involved in the dispute, conduct fact finding and attempt dispute resolution. This step will not include rank and file Members. (A.14)
- 7.2.2. If no resolution is found through the process in Procedure 7.2.1, the General Secretary will refer the matter to an Intervenor selected from the Official Retiree Volunteer List for formal intervention. (A.14)

- 7.2.3. Formal intervention will begin by a further attempt at dispute resolution by the Intervenor. Advocates will not be appointed in this process. (A.14)
- 7.2.3.1. Dispute resolution should involve, at minimum, a meeting with those parties directly involved or central to the issues, either individually or in small groups and whenever possible, a joint meeting, to attempt to find common ground and gain consensus. (A.14)
- 7.2.3.2. Dispute resolution will be deemed successful and completed when a written document is agreed to and signed by all affected parties. The document will outline the issues, solutions and timeframe for implementation. (A.14)
- 7.2.3.3. The assigned Intervenor will be seized with the document and may intervene at a later date if the conditions in the document are not met. (A.14)
- 7.2.4. If no resolution is found, the Intervenor will make a recommendation on Trusteeship of all affected Bargaining Units to the General Secretary who will bring the recommendation to the Provincial Executive. (A.14)

Procedure 8 – Trusteeship and Removal from Office

- 8.1. The Trusteeship Committee shall be composed of the General Secretary (Chair), the Associate General Secretaries, a retired member of the Secretariat or a retired Provincial Executive member, and the Chair of Provincial Council or designate. (A.17)
- 8.2. The Trusteeship Committee shall have the authority to conduct an investigation and render a decision to put a District or Bargaining Unit into trusteeship and/or remove an officer from office. (A.17)
- 8.3. In the case of a District in Difficulty, the General Secretary shall bring the Intervenor's recommendation on trusteeship and/or removal from office to the Trusteeship Committee. (A.17)
- 8.4. The Trusteeship Committee, as convened by the Chair, may initiate an investigation if: (A.17)
 - 8.4.1. it has received information that leads it to be concerned with the financial mismanagement, or malpractice, or incapacitation of the District or Bargaining Unit officer(s), or failure to properly represent the membership by the District or Bargaining Unit or its officers; or (A.17)
 - 8.4.2. it has received a request for an investigation from a District or Bargaining Unit or from Judicial Council. (A.17)
- 8.5. The investigation shall be conducted and a final decision rendered by the Trusteeship Committee within 60 working days from the initiation of the investigation. (A.17)
- 8.6. The Trusteeship Committee shall report the results of the investigation or intervention, and whether or not to initiate trusteeship and/or removal from office to the District or Bargaining Unit Executive, at a meeting called by the Trusteeship Committee. The date of the meeting will start the timeline for the appeal process. (A.17)
 - 8.6.1. At the conclusion of the appeal process, the Trusteeship Committee shall also report the results of the investigation or intervention, and whether or not to initiate trusteeship and/or removal from office, to a Special General Meeting of the District or Bargaining Unit, called by the Trusteeship Committee. (A.17)

- 8.6.1.1. The Special General Meeting will be held at the earliest possible date following exhaustion of the Trusteeship and Removal from Office Appeal process. When there is no appeal, the Special General Meeting will be held within 20 days of the report being made to the Provincial Executive under Procedure 8.5. (A.17)
- 8.7. The General Secretary shall report the results of the investigation and the decision rendered to the next meeting of the Provincial Council at the conclusion of the appeal process. (A.17)
- 8.8. In the event that the investigation results in the District or Bargaining Unit being placed in trusteeship, the Trusteeship Committee shall appoint the trustee. (A.17)
- 8.8.1. Without limiting the generality of the following, the trustee shall have full responsibility to conduct the affairs of the District or Bargaining Unit, to receive and distribute its funds and, in general, to carry out the duties which would otherwise have been carried out by the officer(s), both individually or collectively, of the District or Bargaining Unit. (A.17)
- 8.8.2. The trustee shall also be responsible for calling regular meetings of the membership to keep them informed of the status of the trusteeship and the District or Bargaining Unit business. (A.17)
- 8.9. Notwithstanding Regulation 6, and notwithstanding trusteeship not being imposed, the Trusteeship Committee may suspend or remove from OSSTF/FEESO office(s) a member(s) of a District or Bargaining Unit Executive (for clarity, in their capacity as Executive of the District or Bargaining Unit, and not in their capacity as Member of OSSTF/FEESO) who has been found by the Trusteeship Committee as a result of an investigation pursuant to Procedure 8.5 to have been involved in the financial mismanagement or malpractice of a District or Bargaining Unit, or who has failed to properly represent the membership, or whose capacity to carry out their duties has been found lacking. (A.24)
- 8.10. The General Secretary, or designate, shall report to each regularly scheduled Provincial Council meeting on the status of a trusteeship and the Provincial Council may make recommendations to the Trusteeship Committee regarding any matters related to the trusteeship. (A.17)
- 8.11. Subject to the provisions of the Ontario Labour Relations Act, the term of trusteeship shall remain in effect until such time as the problem(s) has(have) been resolved. In any event, the trusteeship shall not exceed a period of one year from the date of inception, unless otherwise approved by the Ontario Labour Relations Board. (A.17)
- 8.12. Appeals of the decisions of the Trusteeship Committee may be made to the Provincial Executive: (A.17)
- 8.12.1. by written submission; (A.17)
- 8.12.2. within 10 working days of receipt of a decision of the Trusteeship Committee; (A.17)
- 8.12.3. in the case of a decision of trusteeship, only upon motion of the impacted District or Bargaining Unit Executive; and, (A.17)
- 8.12.4. in the case of Removal from Office, by the individual(s) impacted. (A.17)
- 8.13. The appeal will be discussed by the Provincial Executive at its earliest opportunity. (A.24)

- 8.13.1. The respondent(s) will receive a written and final response from the Provincial Executive. (A.17)

Procedure 9 – Membership and Terms of Reference of Standing Committees

9.1. Common Committee Procedures

9.1.1. Chairpersons

9.1.1.1. Each committee shall:

9.1.1.1.1. determine procedures for nominations, speeches, and balloting for the position of Chairperson in accordance with OSSTF/FEESO established practice; and (A.16)

9.1.1.1.2. after the year of office of the new committee has begun, elect one Chairperson. (A.16)

9.1.1.2. For committees that have subcommittees:

9.1.1.2.1. Vice-Chairpersons shall be elected by the committee, who shall serve as Chairpersons of the subcommittees; (A.16)

9.1.1.2.2. the Chairperson of the committee shall be an ex-officio member of each subcommittee; and (A.16)

9.1.1.2.3. the Chairperson of the committee will not count towards the minimum membership of each subcommittee. (A.16)

9.1.2. Appointments and Co-options

9.1.2.1. Full-term appointments to each committee shall be determined by the Nominations Committee. (A.16)

9.1.2.2. All appointments to committees shall be for 3-year terms, unless otherwise stated. (A.16)

9.1.2.3. A member of the Provincial Council shall be appointed to each committee from its members, who shall act as liaison between the Provincial Council and the committee, for a one-year term. (A.16)

9.1.2.4. A mid-term vacancy which occurs to a committee position held by Provincial Council appointment from the membership at large: (A.18)

9.1.2.4.1. of one year or more shall be filled by the Nominations Committee; and (A.16)

9.1.2.4.2. appointments of less than one year shall be filled by a co-option as selected by the Committee. (A.16)

9.1.2.5. Additional co-options, as allocated in the Procedures, may be filled by the new membership of the committee, in time for the approval of the Provincial Council at its final meeting of the OSSTF/FEESO financial year. (A.24)

9.1.2.6. Repeat co-options are possible. (A.16)

9.1.2.7. All other vacancies shall be filled by the same body which appointed the original member, in accordance with the procedures of the appointing body, for the balance of the term. (A.16)

9.1.2.8. All Provincial Council appointments and co-options to committees are subject to final approval of the Provincial Council. (A.18)

9.1.2.9. Upon the completion of a maximum of one-term and one co-option, or three co-option's on any committee or council when appointed by Provincial Council or a committee or council, members will be ineligible to serve on any committee or council for one OSSTF/FEESO financial year. (A.24)

- 9.1.2.10. Members may only serve on one Provincial standing committee or council at a time. (A.22)
- 9.2. **Protective Services Committee (PSC)**
- 9.2.1. **Membership**
- 9.2.1.1. PSC shall consist of up to 34 members as follows: (A.18)
- 9.2.1.1.1. Up to 9 members with threshold experience, appointed by the Provincial Council; (A.18)
- 9.2.1.1.2. Up to 20 members appointed by the Provincial Executive as follows: (A.24)
- 9.2.1.1.2.1. Up to 10 designated Education Worker members and 10 designated T/OT members who shall form the basis of the Central Bargaining Advisory Work Group; (A.24)
- 9.2.1.1.2.1.1. The term of the PSC members designated as Central Advisory Work Group members shall run from the start of OSSTF/FEESO financial year (as provided for in the Bylaws) prior to the year of expiration of the current Central Collective Agreement to the start of the financial year prior to the year of expiration of the subsequent Central Collective Agreement. (A.24)
- 9.2.1.1.3. one non-voting member, appointed by the Provincial Council from its members, who shall act as liaison between the Provincial Council and PSC, and may serve on any subcommittee as required; (A.18)
- 9.2.1.1.4. two non-voting members, appointed by the Provincial Executive from its members, one assigned to each subcommittee, who shall act as liaison between the Provincial Executive and PSC; (A.18)
- 9.2.1.1.5. the two non-voting Directors of Protective Services, one assigned to each subcommittee; and (A.18)
- 9.2.1.1.6. Up to 8 additional Secretariat members, assigned by the General Secretary, as non-voting resource(s). These Secretariat members shall not be counted as part of the total PSC membership. (A.18)
- 9.2.1.2. The Protective Services Committee shall: (A.18)
- 9.2.1.2.1. elect two Vice-Chairpersons to the Negotiations and Implementation Subcommittee and two Vice-Chairpersons to the Contract Maintenance and Member Protection Subcommittee; (A.18)
- 9.2.1.2.2. assign, on the advice of its Chairperson and Vice-Chairpersons, a minimum of 10 of its members, two of whom are Vice-Chairpersons, to act as the Negotiations and Implementation Subcommittee; (A.18)
- 9.2.1.2.3. assign, on the advice of its Chairperson and Vice-Chairpersons, a minimum of 9 of its members, two of whom are Vice-Chairpersons, to act as the Contract Maintenance and Member Protection Subcommittee; and (A.18)
- 9.2.1.2.4. designate the Chairperson, the 4 Vice-Chairpersons, the two Provincial Executive liaisons, the Provincial Council liaison and the two Directors assigned to the Protective Services Committee to be an Executive Subcommittee which shall be responsible for recommending priorities to the PSC. (A.18)
- 9.2.1.3. The Negotiations and Implementation Subcommittee shall consist of a minimum of 10 members of the Protective Services Committee (PSC) as follows: (A.18)
- 9.2.1.3.1. two Vice-Chairpersons of PSC who shall serve as Co-Chairpersons of the Negotiations and Implementation Subcommittee; (A.18)

- 9.2.1.3.2. a minimum of 8 additional members;
- 9.2.1.3.3. a Provincial Executive liaison member; and (A.18)
- 9.2.1.3.4. the Director of Negotiations and Contract Maintenance. (A.18)
- 9.2.1.4. The Contract Maintenance and Member Protection Subcommittee shall consist of a minimum of 9 members of PSC as follows: (A.18)
 - 9.2.1.4.1. two Vice-Chairpersons of PSC who shall serve as Co-Chairpersons of the Contract Maintenance and Member Protection Subcommittee; (A.18)
 - 9.2.1.4.2. a minimum of 7 additional members; (A.18)
 - 9.2.1.4.3. a Provincial Executive liaison member; and (A.18)
 - 9.2.1.4.4. the Director of Member Protection. (A.18)
- 9.2.2. **Meetings**
 - 9.2.2.1. The Protective Services Committee's funding will be based on 7 meetings per OSSTF/FEESO financial year. (A.24)
- 9.2.3. **Terms of Reference**
 - 9.2.3.1. To serve OSSTF/FEESO as an expert committee and to advise the Provincial Executive and the Protective Services Division on all matters relating to bargaining, and implementation of collective agreements. (A.18)
 - 9.2.3.2. To participate in high level training at the committee level. (A.18)
 - 9.2.3.3. To work with Secretariat members assigned to the Committee to provide training to local leaders. (A.18)
 - 9.2.3.4. To receive information and input from local leaders through Regional structures and bring that information to the central body. (A.18)
 - 9.2.3.5. To discuss and advise on bargaining strategies. (A.18)
 - 9.2.3.6. To develop negotiating priorities for OSSTF/FEESO to be approved by the Provincial Executive and the Provincial Council. (A.18)
 - 9.2.3.7. To consult, monitor and advise on topics dealing with implementation and contract maintenance. (A.18)
 - 9.2.3.8. To establish and maintain a communications network between the Districts and Bargaining Units and the provincial organization with respect to Protective Services matters. (A.18)
 - 9.2.3.9. To make recommendations to the Provincial Executive and Protective Services Division for specific direction and action with respect to collective bargaining, legislative changes, negotiations, contract implementation and maintenance, and Member protection. (A.18)
 - 9.2.3.10. To provide local leaders with training in bargaining, contract maintenance, and Member protection including local bargaining priorities survey, local bargaining brief development, grievance and arbitration, employee contract rights, duty of fair representation, discipline and review of recent arbitration decisions. (A.18)
 - 9.2.3.11. To administer the selection process for awards related to Protective Services. (A.18)
 - 9.2.3.12. To coordinate and promote an annual provincial conference focusing on Protective Services matters. (A.18)
 - 9.2.3.13. To provide assistance to District and Bargaining Unit Officers on all aspects of the issues involved in the negotiation and maintenance of a collective agreement. (A.18)

- 9.2.3.14. To recommend targets, programs and priorities to the Provincial Executive, and policy to the Provincial Council and the Provincial Assembly. (A.18)
- 9.2.3.15. To monitor provincial grants, educational expenditures, negotiations and changes to education financial policy, both provincially and locally. (A.18)
- 9.2.3.16. To monitor provincial and national educational expenditures and decision making, and determine their implications of quality, sustainable publicly-funded education. (A.18)
- 9.2.3.17. To assist local Bargaining Units in the analysis of employer finances and their impact on available resources. (A.18)
- 9.2.3.18. To monitor and analyze current areas of emphasis by both the Provincial and Federal governments in the field of education finance in Ontario, and to assess the impact on the Ontario funding model on those areas of emphasis.
- 9.2.3.19. To report to the Provincial Council on the Ontario CPI increase, including any taxation or pension contribution increases semi-annually at the first meeting of Provincial Council following the December break and at the last meeting of the school year. (A.19)
- 9.2.3.20. To advise and communicate with the Provincial Executive, the Provincial Council and the membership on current issues in educational finance. (A.18)
- 9.2.3.21. To do research and analyze data related to collective bargaining, including comparisons of existing collective agreements. (A.18)
- 9.2.3.22. To develop model language for collective agreements. (A.18)
- 9.2.3.23. To maintain a databank of individuals with expertise on issues that fall under the terms of reference of the Protective Services Committee. (A.18)
- 9.2.3.24. The terms of reference of each subcommittee of the Protective Services Committee shall be determined by the Protective Services Committee within the area assigned to it by the Provincial Assembly. (A.18)
- 9.3. **Comité des services en langue française (CSLF)**
- 9.3.1. **Membership**
- 9.3.1.1. The Comité des services en langue française shall consist of up to 12 members as follows: (A.16)
- 9.3.1.1.1. 8 members appointed by the Provincial Council, including at least one member from each of the French language Districts; 2 French-speaking members from English language school boards; and, 2 members, from other Bargaining Units, who work in a French environment; (A.16)
- 9.3.1.1.2. one non-voting member, appointed by the Provincial Council from its members (francophone or French-speaking, if possible), who will act as liaison between the Provincial Council and CSLF; (A.17)
- 9.3.1.1.3. one non-voting member from the Provincial Executive, appointed by the President, who will act as liaison between the Provincial Executive and CSLF; (A.16)
- 9.3.1.1.4. one additional member who may be co-opted; and (A.16)
- 9.3.1.1.5. one non-voting Secretariat member, assigned by the General Secretary. (A.16)
- 9.3.2. **Meetings**
- 9.3.2.1. The Comité des services en langue française funding will be based on 7 meetings per OSSTF/FEESO financial year. (A.24)

- 9.3.3. **Terms of Reference**
- 9.3.3.1. To advise the Provincial Executive, the Provincial Council, and the Provincial Assembly on matters relating to the special needs of Francophone Members and Members who speak French as part of their role within OSSTF/FEESO and to French education. (A.16)
- 9.3.3.2. To consult Districts and Bargaining Units on matters related to the special needs of Francophone Members and Members who speak French as part of their role within OSSTF/FEESO and to French education. (A.16)
- 9.3.3.3. To make recommendations concerning, and to assist in the coordination of, union training provided by OSSTF/FEESO in French. (A.16)
- 9.3.3.4. To encourage, support, and/or provide professional development activities in Districts and Bargaining Units for OSSTF/FEESO Francophone Members and Members who speak French as part of their role within OSSTF/FEESO. (A.16)
- 9.3.3.5. To liaise with provincial standing committees and councils and to provide assistance to the standing committees and councils in meeting the needs of French-speaking Members. (A.16)
- 9.3.3.6. To advise the Provincial Executive in the development of resources for Francophone Members as needed. (A.16)
- 9.3.3.7. To establish and maintain an effective communication network between the CSLF Committee and the membership through the Provincial organization with regards to the needs of francophone members and French language services. (A. 22)
- 9.4. **Communications and Political Action Committee (CPAC)**
- 9.4.1. **Membership**
- 9.4.1.1. The Communications and Political Action Committee shall consist of up to 25 members as follows: (A.16)
- 9.4.1.1.1. up to 16 members appointed by the Provincial Council; (A.16)
- 9.4.1.1.2. one non-voting member appointed by the Provincial Council from its members who will act as liaison between the Provincial Council and CPAC; (A.17)
- 9.4.1.1.3. one non-voting member appointed by the Provincial Executive from its members who shall act as liaison between the Provincial Executive and CPAC; (A.17)
- 9.4.1.1.4. one non-voting member from the Provincial Executive, appointed by the President, who will act as liaison between Provincial Executive and CPAC; (A.16)
- 9.4.1.1.5. up to 5 members who may be co-opted; (A.16)
- 9.4.1.1.6. one non-voting Secretariat member, assigned by the General Secretary; and (A.16)
- 9.4.1.1.7. additional Secretariat members, assigned by the General Secretary, as non-voting resource(s) to subcommittees. These Secretariat members shall not be counted as part of the total CPAC membership. (A.16)
- 9.4.1.2. The Political Action and Activism Subcommittee shall consist of a minimum of 5 members of the Communications and Political Action Committee as follows: (A.16)
- 9.4.1.2.1. one Vice-Chairperson of CPAC, who shall serve as the Chairperson of Political Action and Activism Subcommittee; and (A.16)
- 9.4.1.2.2. a minimum of 4 additional members. (A.16)
- 9.4.1.3. The Member Outreach and Training Subcommittee shall consist of a minimum of 5 members of CPAC as follows: (A.16)

- 9.4.1.3.1. one Vice-Chairperson of CPAC, who shall serve as the Chairperson of the Member Outreach and Training Subcommittee; and (A.16)
- 9.4.1.3.2. a minimum of 4 additional members. (A.16)
- 9.4.1.4. The Recognition and Promotion Subcommittee shall consist of a minimum of 5 members of CPAC as follows: (A.16)
 - 9.4.1.4.1. one Vice-Chairperson of CPAC, who shall serve as the Chairperson of the Recognition and Promotion Subcommittee; and (A.16)
 - 9.4.1.4.2. a minimum of 4 additional members. (A.16)
- 9.4.2. **Meetings**
 - 9.4.2.1. The Communications and Political Action Committee's funding will be based on 7 meetings per OSSTF/FEESO financial year. (A.24)
- 9.4.3. **Terms of Reference**
 - 9.4.3.1. To provide advice, assistance, training, support and resources to Districts and Bargaining Units regarding OSSTF/FEESO communication and political action. (A.16)
 - 9.4.3.2. To administer the annual selection and presentation of awards for excellence in communications, public relations and political action. (A.16)
 - 9.4.3.3. To assist those responsible for the dissemination of information within Districts and Bargaining Units, by providing expertise and advice in improving communication techniques and by making recommendations for long term communication strategies which support the Priorities of OSSTF/FEESO. (A.16)
 - 9.4.3.4. To promote the pride and participation of Members in protecting and enhancing public education. (A.16)
 - 9.4.3.5. To advise, assist, support and provide training and resources to all levels of OSSTF/FEESO regarding political action, lobbying and activism with respect to but not limited to: (A.16)
 - 9.4.3.5.1. governments at all levels; (A.16)
 - 9.4.3.5.2. political parties; (A.16)
 - 9.4.3.5.3. labour organizations; (A.16)
 - 9.4.3.5.4. community and education groups; and (A.16)
 - 9.4.3.5.5. municipal/provincial elections. (A.16)
 - 9.4.3.6. To collaborate with other OSSTF/FEESO provincial committees, councils and work groups on issues of mutual concern. (A.16)
 - 9.4.3.7. To coordinate and assist in the delivery of provincial/regional training of political action representatives. (A.16)
 - 9.4.3.8. The terms of reference of the subcommittees shall be determined by CPAC within the area assigned to it by the Provincial Assembly. (A.16)
- 9.5. **Educational Services Committee (ESC)**
 - 9.5.1. **Membership**
 - 9.5.1.1. The Educational Services Committee shall consist of up to 25 members as follows: (A.16)
 - 9.5.1.1.1. up to 16 members appointed by the Provincial Council; (A.16)
 - 9.5.1.1.2. one non-voting member appointed by the Provincial Council who shall act as liaison between the Provincial Council and ESC; (A.17)

- 9.5.1.1.3. one non-voting member appointed by the Provincial Executive who shall act as liaison between the Provincial Executive and ESC; (A.17)
- 9.5.1.1.4. one non-voting member from the Provincial Executive, appointed by the President, who will act as liaison between the Provincial Executive and ESC; (A.16)
- 9.5.1.1.5. up to 5 members who may be co-opted; and (A.16)
- 9.5.1.1.6. one non-voting Secretariat member, assigned by the General Secretary. (A.16)
- 9.5.1.2. The Professional Development and Training Subcommittee shall consist of a minimum of 8 members as follows: (A.19)
 - 9.5.1.2.1. one Vice-Chairperson of ESC who shall serve as Chairperson of the Professional Development and Training Subcommittee; and (A.19)
 - 9.5.1.2.2. at least 7 additional members. (A.19)
- 9.5.1.3. The Educational Issues and Pedagogy Subcommittee shall consist of a minimum of 8 members as follows: (A.19)
 - 9.5.1.3.1. one Vice-Chairperson of ESC who shall serve as Chairperson of the Educational Issues and Pedagogy Subcommittee; and (A.19)
 - 9.5.1.3.2. at least 7 additional members. (A.19)
- 9.5.2. **Meetings**
 - 9.5.2.1. The Educational Services Committee's funding will be based on 7 meetings per OSSTF/FEESO financial year. (A.24)
- 9.5.3. **Terms of Reference**
 - 9.5.3.1. The role of the Educational Services Committee is:
 - 9.5.3.1.1. to identify and monitor the professional, curricular, resource, training, and educational issues and priorities that impact Members; (A.19)
 - 9.5.3.1.2. to examine current educational issues, social policy application to curriculum, and emerging trends around learning and their impact on our Members; (A.19)
 - 9.5.3.1.3. to provide analysis of Members' needs and wants as it relates to professional development, and research into the most effective methods of providing PD; (A.19)
 - 9.5.3.1.4. to provide input into a plan for the on-going development of professional development for all Members; (A.19)
 - 9.5.3.1.5. to make recommendations to the Provincial Executive for the development of relevant policy, direction, and actions; (A.19)
 - 9.5.3.1.6. to provide information and advice and to prepare discussion and position papers on educational issues and priorities for the consideration of the Provincial Executive; (A.19)
 - 9.5.3.1.7. to provide information and advice to the Provincial Executive and Educational Services staff; (A.19)
 - 9.5.3.1.8. to promote, encourage and support education-related research and effective models of professional development and training at the District and Bargaining Unit levels; (A.19)
 - 9.5.3.1.9. to assist and encourage Members through professional development and training opportunities, the sharing of educational resources, and professional interactions to work collaboratively to implement innovative and evidence-based educational practice; (A.19)

- 9.5.3.1.10. to promote and facilitate OSSTF/FEESO endorsed or approved programs, activities, training and conferences that address innovative educational trends and practices; (A.19)
- 9.5.3.1.11. to be responsible for the maintenance, development and promotion of the Educational Services Resource Bank (ESRB); (A.19)
- 9.5.3.1.12. to promote and support the role of the Educational Services Officer; (A.19)
- 9.5.3.1.13. to assist in the planning, promotion and delivery of the Educational Services Officers' conferences; (A.19)
- 9.5.3.1.14. to assist in the planning, promotion and delivery of provincial/regional/local training of Educational Services Officers; (A.19)
- 9.5.3.1.15. to be responsible for the selection of recipients of awards and scholarships as determined under the Regulations; (A.24)
- 9.5.3.1.16. to provide reports on the activities of the Educational Services Committee to the Provincial Executive, the Provincial Council and AMPA; and (A.19)
- 9.5.3.1.17. to provide information and create resources for Members who work directly with students, for the broader membership and for the educational community. (A.24)
- 9.5.3.2. The terms of reference of the subcommittees shall be determined by the Educational Services Committee within the area assigned to it by the Provincial Assembly. (A.19)
- 9.6. **Finance Committee (FC)**
- 9.6.1. **Membership**
- 9.6.1.1. The Finance Committee shall consist of up to 10 members as follows: (A.16)
- 9.6.1.1.1. 5 members appointed by the Provincial Council for 5-year terms, so appointed that each year, one regular vacancy shall occur; (A.16)
- 9.6.1.1.2. one non-voting member, appointed by the Provincial Council from its members, who will act as liaison between the Provincial Council and the Finance Committee; (A.17)
- 9.6.1.1.3. one non-voting Vice-President of OSSTF/FEESO, appointed by the Provincial Executive from its members (alternating annually); (A.16)
- 9.6.1.1.4. the Treasurer of OSSTF/FEESO; (A.16)
- 9.6.1.1.5. the Chief Financial Officer of OSSTF/FEESO (non-voting); and (A.16)
- 9.6.1.1.6. one additional member who may be co-opted. (A.16)
- 9.6.2. **Meetings**
- 9.6.2.1. The Finance Committee's funding will be based on 9 meetings per OSSTF/FEESO financial year. (A.24)
- 9.6.3. **Terms of Reference**
- 9.6.3.1. To prepare a Budget for presentation to the Provincial Assembly in accordance with the Regulations. (A.24)
- 9.6.3.2. To advise the Provincial Assembly, the Provincial Council and the Provincial Executive on all OSSTF/FEESO financial matters including the management of all OSSTF/FEESO funds, investments and properties as required by those bodies. (A.16)
- 9.6.3.3. To annually review the purposes and practices concerning the General Account including District funding, the Member Protection Account, and the Contingency Account, as well as any other accounts that may be created from time to time, and to report its findings each January to the Provincial Executive. (A.16)

- 9.6.3.4. To prepare a written report, including the submitted budget requests of the spending authorities, to the Provincial Executive and to the Provincial Council, for its information, at the last meeting prior to AMPA. (A.24)
- 9.6.3.5. To perform duties related to the annual audit, which shall include: (A.16)
- 9.6.3.5.1. together with management, meet with external auditors to receive the annual audit plan (the approval of such plan being left with management); (A.24)
- 9.6.3.5.2. together with the Provincial Executive, receive and review the external auditor's communication of Audit Results Report; and (A.24)
- 9.6.3.5.3. to review any non-audit services that may affect the independence of the auditor and to make recommendations to the Provincial Executive on the approval of such services. (A.16)
- 9.6.3.6. Together with the Provincial Executive, receive a report from the Chief Financial Officer on the adequacy of internal controls and the identification of any significant financial risks that may affect OSSTF/FEESO, provided that any error or misstatement in a financial statement is immediately reported to the auditors and the Provincial Executive. (A.24)
- 9.6.3.7. To receive a report from the Chief Financial Officer on the appropriateness of insurance coverage. (A.16)
- 9.6.3.8. To provide advice on OSSTF/FEESO resources to the Provincial Executive during the development of the Strategic Action Plan. (A.18)
- 9.6.3.9. To review and recommend amendments to the Financial Handbook. (A.16)
- 9.6.3.10. To analyze and report annually to AMPA a 5-year projection of income and expenditures for the General Account and the Member Protection Account. (A.18)
- 9.6.3.11. To hear FTE appeals received in accordance with Bylaw 10.2. (A.16)
- 9.6.3.12. To perform the duties in Procedure 1 related to the preparation of the budget. (A.17)
- 9.6.3.13. To be in attendance at AMPA. (A.17)
- 9.7. **Health and Safety/Workplace Safety Insurance Act Committee (HS/WSIAC)**
- 9.7.1. **Membership**
- 9.7.1.1. The Committee shall consist of up to 15 members as follows: (A.24)
- 9.7.1.1.1. 10 members appointed by the Provincial Council; (A.24)
- 9.7.1.1.2. one non-voting member, appointed by the Provincial Council from its members, who shall act as liaison between the Provincial Council and HS/WSIAC; (A.17)
- 9.7.1.1.3. one non-voting member from the Provincial Executive, appointed by the President, who will act as liaison between the Provincial Executive and HS/WSIAC; (A.16)
- 9.7.1.1.4. up to 2 members who may be co-opted; and (A.16)
- 9.7.1.1.5. one non-voting member from the Secretariat, assigned by the General Secretary. (A.16)
- 9.7.2. **Meetings**
- 9.7.2.1. The Health and Safety/Workplace Safety Insurance Act Committee's funding will be based on 7 meetings per OSSTF/FEESO financial year. (A.24)

- 9.7.3. Terms of Reference**
- 9.7.3.1. To provide assistance at Provincial and Regional workshops, Districts and Bargaining Units, on all aspects of the issues involved in Health and Safety and worker's compensation. (A.19)
- 9.7.3.2. To provide training at Provincial and Regional workshops, Districts and Bargaining Units, regarding Health and Safety and the Workplace Safety Insurance Act. (A.16)
- 9.7.3.3. To establish and maintain an effective communication network between the Health and Safety Committee and membership through the provincial organization with regards to Health and Safety and worker's compensation. (A.19)
- 9.7.3.4. To encourage, promote, and educate Members on healthy and safe working conditions. (A.16)
- 9.7.3.5. To promote and increase Health and Safety Officer training through the Certificate Program in Health and Safety offered by the Workers' Health and Safety Centre. (A.16)
- 9.7.3.6. To promote and increase Workplace Safety Insurance Act training through the Certificate Program offered by the Occupational Disability Response Team and/or Prevention Link. (A.19)
- 9.7.3.7. To monitor, analyze and inform Members of current enforcement priorities of the Ministry of Labour in the field of Health and Safety and worker's compensation. (A.19)
- 9.7.3.8. The Chairperson shall advise and communicate with the Provincial Executive, the Provincial Council, and membership on current issues and trends in Health and Safety and worker's compensation in Ontario and other jurisdictions. (A.19)
- 9.7.3.9. To make recommendations to the Provincial Executive for specific direction and action with respect to collective bargaining language, legislative changes, negotiations, contract maintenance and Member protection. (A.16)
- 9.8. Human Rights Committee (HRC)**
- 9.8.1. Membership**
- 9.8.1.1. The Human Rights Committee shall consist of up to 12 members as follows: (A.16)
- 9.8.1.1.1. up to 7 members appointed by the Provincial Council; (A.16)
- 9.8.1.1.2. one non-voting member appointed by the Provincial Council from its members, who will act as liaison between the Provincial Council and the HRC; (A.17)
- 9.8.1.1.3. one non-voting member from the Provincial Executive, appointed by the President, who will act as liaison between Provincial Executive and the HRC; (A.16)
- 9.8.1.1.4. up to 2 members who may be co-opted; and (A.16)
- 9.8.1.1.5. one non-voting Secretariat member, assigned by the General Secretary. (A.16)
- 9.8.2. Meetings**
- 9.8.2.1. The Human Rights Committee's funding will be based on 6 meetings per OSSTF/FEESO financial year. (A.24)
- 9.8.3. Terms of Reference**
- 9.8.3.1. To recommend to the Provincial Executive goals to be achieved in order to safeguard all of the human rights of Members and to ensure that none of the human rights enjoyed by other Ontario residents shall be denied to Members. (A.16)
- 9.8.3.2. To recommend to the Provincial Executive policies and actions that will uphold the objects of OSSTF/FEESO to ensure equity and inclusiveness in the workplace. (A.16)

- 9.8.3.3. To provide a forum to inform, discuss, and advise on human rights issues relevant to the professional careers of all Members. (A.16)
- 9.8.3.4. To establish and maintain an effective communications network between Districts and Bargaining Units and provincial OSSTF/FEESO with respect to human rights issues. (A.16)
- 9.8.3.5. To liaise with provincial standing committees and councils concerning human rights issues. (A.16)
- 9.8.3.6. To recommend priorities and programs to the Provincial Executive, and policy to the Provincial Council and AMPA. (A.16)
- 9.8.3.7. To assist in the development of local committees to address the human rights concerns of Members. (A.16)
- 9.8.3.8. To assist Members to recognize and appreciate the contribution of people of different racial groups, creeds, ethnicities, genders, sexual orientation and mental or physical abilities. (A.16)
- 9.8.3.9. To provide advice and recommendations to the Provincial Executive on matters pertaining to International Assistance activities, global human rights, and other matters as may be referred to it by the Provincial Executive. (A.16)
- 9.8.3.10. To ensure that the Chairperson meets at least once per year with the Chairperson of the Status of Women Committee. (A.16)
- 9.8.3.11. To maintain ongoing communication and collaboration with the Equity Advisory Work Group, the First Nations, Métis and Inuit Work Group and the Status of Women Committee on issues of mutual interest. (A.18)
- 9.8.3.12. To coordinate and promote the Human Rights Conferences. (A.16)
- 9.9. **Status of Women Committee (SWC)**
- 9.9.1. **Membership**
- 9.9.1.1. The Status of Women Committee shall consist of up to 12 members as follows:
- 9.9.1.1.1. up to 6 members appointed by the Provincial Council; (A.16)
- 9.9.1.1.2. one non-voting member, appointed by the Provincial Council from its members, who will act as liaison between the Provincial Council and SWC; (A.17)
- 9.9.1.1.3. one non-voting member from the Provincial Executive, appointed by the President, who will act as liaison between Provincial Executive and SWC; and (A.16)
- 9.9.1.1.4. up to 3 members who may be co-opted; and one non-voting member from the Secretariat designated by the General Secretary. (A.16)
- 9.9.2. **Meetings**
- 9.9.2.1. The Status of Women Committee's funding will be based on 7 meetings per OSSTF/FEESO financial year. (A.24)
- 9.9.3. **Terms of Reference**
- 9.9.3.1. To monitor the professional Status of Women Members of OSSTF/FEESO and to advise the Provincial Executive on the need for appropriate action with respect to any developing trends. (A.16)
- 9.9.3.2. To provide a forum for the discussion of issues relevant to women in OSSTF/FEESO. (A.16)

- 9.9.3.3. To recommend to the Provincial Executive research and educational programs designed to promote equality of opportunity with specific reference to women Members. (A.16)
- 9.9.3.4. To liaise with provincial Standing Committees and Councils concerning the status and proportional representation of women in OSSTF/FEESO, and to provide assistance to Standing Committees and Councils in meeting the needs of women Members. (A.16)
- 9.9.3.5. To provide Districts with assistance in establishing goals and directions for local Status of Women Committees. (A.16)
- 9.9.3.6. To recommend to the Provincial Executive, on an annual basis, goals to be achieved in order to implement the OSSTF/FEESO affirmative action statements highlighting the importance of intersectionality, creating safe spaces and a culture of consent, and ways to remove barriers to women's full participation in OSSTF/FEESO. (A.19)
- 9.9.3.7. To continue to report on proportional representation of women at various levels within OSSTF/FEESO. (A.16)
- 9.9.3.8. To establish and maintain an effective communications network between the Districts and Bargaining Units and provincial OSSTF/FEESO with respect to women's issues. (A.16)
- 9.9.3.9. To encourage and promote respect for the rights and the diverse needs of all Members with respect to their personal and family obligations. (A.16)
- 9.9.3.10. To recommend targets, priorities, and programs to the Provincial Executive, and policy to the Provincial Council and AMPA. (A.16)
- 9.9.3.11. To ensure that the Chairperson meets at least once per year with the Chairperson of the Human Rights Committee. (A.16)
- 9.9.3.12. To develop and provide regional and/or local outreach workshops for Members. (A.16)
- 9.9.3.13. To advise the Provincial Executive on liaison opportunities with community partners who provide advocacy for women's issues. (A.16)
- 9.9.3.14. To advise the Provincial Executive on the OSSTF/FEESO policies specific to girls and women. (A.16)
- 9.10. **Committee on Addressing Anti-Black Racism/Racism**
- 9.10.1. **Membership**
- 9.10.1.1. The Committee will be composed of up to 12 members: (A.22)
- 9.10.1.1.1. up to 7 members who identify as Black or racialized appointed by the Provincial Council; (A.22)
- 9.10.1.1.2. one non-voting member appointed by the Provincial Council from its members, who will act as liaison between the Provincial Council and the Committee on Addressing Anti-Black Racism/Racism; (A.22)
- 9.10.1.1.3. one non-voting member from the Provincial Executive, appointed by the President, who will act as liaison between the Provincial Executive and the Committee on Addressing Anti-Black Racism/ Racism; (A.22)
- 9.10.1.1.4. up to 2 members who identify as Black or racialized may be co-opted; and (A.22)
- 9.10.1.1.5. one non-voting Secretariat member, assigned by the General Secretary. (A.22)
- 9.10.1.1.6. In the inaugural year of the Committee, Provincial Council shall appoint three members to a three year term, three members to a two-year term, and three members to a one-

year term which shall be considered co-options for the purpose of nominations to committees and councils in the following year. (A.22)

9.10.1.2. The Dismantling Anti-Black Racism subcommittee shall consist of a minimum of 5 members of the Committee on Addressing Anti-Black Racism/Racism as follows: (A.22)

9.10.1.2.1. one Vice-Chairperson of the Committee on the Addressing Anti-Black Racism/Racism, who shall serve as the Chairperson of the Dismantling Anti-Black Racism Subcommittee; and (A.22)

9.10.1.2.2. a minimum of 4 additional members.

9.10.1.3. The Racial Justice Subcommittee shall consist of a minimum of 5 members of the Committee on Addressing Anti-Black Racism/Racism as follows: (A.22)

9.10.1.3.1. one Vice-Chairperson of the Committee on Addressing Anti-Black Racism/Racism, who shall serve as the Chairperson of the Racial Justice Subcommittee; and (A.22)

9.10.1.3.2. a minimum of 4 additional members. (A.22)

9.10.2. **Meetings**

9.10.2.1. The Committee on Addressing Anti-Black Racism/Racism’s funding will be based on 7 meetings per OSSTF/FEESO financial year. (A.24)

9.10.3. **Terms of Reference**

9.10.3.1. The Committee on Addressing Anti-Black Racism/ Racism shall have as its purpose: (A.22)

9.10.3.1.1. the organization of efforts to dismantle racism including Anti-Black racism, and to combat material and societal inequities that disproportionately affect Black and racialized communities; (A.22)

9.10.3.1.2. to advise Provincial Executive on actions to combat the material and societal inequities that disproportionately affect Black and Racialized communities using an anti-oppressive, anti-racist, and intersectional lens; (A.22)

9.10.3.1.3. to provide a forum to inform, discuss, and advise on issues relevant to Black and racialized Members and ensure effective communications between District and Bargaining Units and provincial OSSTF/FEESO with respect to these issues. (A.22)

9.10.3.1.4. to advise Provincial Executive, the Provincial Council, and the Provincial Assembly on matters and needs relating to Members who identify as Black or racialized as part of their role within OSSTF/FEESO and to combat anti-Black racism and racism in education; (A.22)

9.10.3.1.5. to provide advice, assistance, training support, and resources to all levels of OSSTF/FEESO regarding the work of the Committee including dismantling anti-Black racism; (A.22)

9.10.3.1.6. to advise Provincial Executive on ways to promote, and educate Members on how to engage, mobilize, and build networks with local Members and community; (A.22)

9.10.3.1.7. to advise on how to increase representation of Black and racialized Members at various levels within OSSTF/FEESO; (A.22)

9.10.3.1.8. to advise the Provincial Executive on liaison opportunities with community partners who provide advocacy for Black and Racialized communities; (A.22)

- 9.10.3.1.9. to provide advice to the Provincial Executive for the on-going development and implementation of the Action Plan to Support Equity, Anti-Racism, and Anti-Oppression. (A.22)
- 9.10.3.1.10. to liaise with OSSTF/FEESO advisory work groups, committees and councils. (A.22)
- 9.10.3.1.11. to maintain on-going communication and collaboration with the Equity Advisory Work Group, the First Nations, Métis, and Inuit Advisory Work Group, the Human Rights Committee, and the Status of Women Committee on issues of mutual interest; and (A.22)
- 9.10.3.1.12. to recommend and provide advice on priorities and programs to the Provincial Executive, and policy to the Provincial Council and AMPA including the development of an anti-racist framework. (A.22)

9.11. **2SLGBTQIA+ Committee**

9.11.1. **Membership**

- 9.11.1.1. The Committee shall consist of up to 12 members, as follows: (A.24)
- 9.11.1.1.1. up to 7 members who identify as part of the 2SLGBTQIA+ community appointed by the Provincial Council; (A.24)
- 9.11.1.1.2. one non-voting member appointed by the Provincial Council who, if possible, identifies as part of the 2SLGBTQIA+ community from its members, who will act as liaison between the Provincial Council and the 2SLGBTQIA+ Committee; (A.24)
- 9.11.1.1.3. one non-voting member from the Provincial Executive appointed by the President, who will act as liaison between the Provincial Executive and the 2SLGBTQIA+ Committee; (A.24)
- 9.11.1.1.4. up to 2 members who identify as part of the 2SLGBTQIA+ community may be co-opted; and (A.24)
- 9.11.1.1.5. one non-voting Secretariat member assigned by the General Secretary; (A.24)
- 9.11.1.1.6. in the inaugural year of the 2SLGBTQIA+ Committee, Provincial Council shall appoint 5 members to a three-year term, 2 members to a two-year term, and 2 members to a one-year term which shall be considered co-options for the purpose of nominations to committees and councils in the following year." (A.24)

9.11.2. **Meetings**

- 9.11.2.1. The 2SLGBTQIA+ Committee funding will be based on up to 7 meetings per OSSTF/FEESO financial year. (A.24)

9.11.3. **Terms of Reference**

- 9.11.3.1. The 2SLGBTQIA+ Committee shall have as its purpose: (A.24)
- 9.11.3.1.1. the organization of efforts to dismantle barriers, promoting representation, and addressing issues specific to the 2SLGBTQIA+ community within the organization; (A.24)
- 9.11.3.1.2. to advise Provincial Executive on actions to combat heteronormativity, heterosexism and other inequities affecting 2SLGBTQIA+ members using an anti-oppressive, anti-racist, and intersectional lens; (A.24)
- 9.11.3.1.3. to provide a forum for discussion, advice, and communication on issues relevant to 2SLGBTQIA+ members and ensure effective communications between District and Bargaining Units and provincial OSSTF/FEESO with respect to these issues; (A.24)

- 9.11.3.1.4. to advise Provincial Executive, the Provincial Council, and the Provincial Assembly on matters and needs relating to members who identify 2SLGBTQIA+ as part of their role within OSSTF/FEESO and to combat heteronormativity, heterosexism, and other forms of 2SLGBTQIA+ oppression in education; (A.24)
- 9.11.3.1.5. to provide advice, assistance, training support, and resources to all levels of the Federation regarding the work of the Committee; (A.24)
- 9.11.3.1.6. to develop and provide regional and/or local outreach workshops for members; (A.24)
- 9.11.3.1.7. to provide advice to the Provincial Executive for the on-going development and implementation of the Action Plan to Support Equity, Anti-Racism, and Anti-Oppression. (A.24)
- 9.11.3.1.8. to liaise with OSSTF/FEESO advisory work groups, committees and councils; (A.24)
- 9.11.3.1.9. to maintain on-going communication and collaboration with the Addressing Anti-Black Racism/Racism Committee, Equity Advisory Work Group, the First Nations, Métis, and Inuit Advisory Work Group, the Comité des Services en langue française, the Human Rights Committee, and the Status of Women Committee on issues of mutual interest; (A.24)
- 9.11.3.1.10. to recommend and provide advice on priorities and programs to the Provincial Executive, and policy to the Provincial Council and AMPA; (A.24)
- 9.11.3.1.11. to advise the Provincial Executive on liaison opportunities with community partners who provide advocacy for the 2SLGBTQIA+ community; and (A.24)
- 9.11.3.1.12. to finalize the name of the committee, in its inaugural year." (A.24)

Procedure 10 – Membership and Constitutions /Terms of Reference of Councils

- 10.1. **Common Council Procedures**
- 10.1.1. The constitution and/or regulations of a provincial council, shall be maintained in the OSSTF/ FEESO Policies and Procedures. Amendments to the constitution and/or regulations of a provincial council shall be made in the same manner as that prescribed for amendments to the Regulations. (A.24)
- 10.1.2. **Year of Office**
- 10.1.2.1. Unless defined otherwise in the constitution of the respective provincial council, a year of office of a provincial council shall commence during the meeting of the council which immediately precedes the Provincial Council’s final meeting of the OSSTF/FEESO financial year. (A.24)
- 10.1.2.2. Upon the completion of a maximum of one term and one co-option, or three co-options on any committee or council when appointed by Provincial Council or a Committee or Council, members will be ineligible to serve on any committee or council for one OSSTF/FEESO financial year. (A. 24)
- 10.1.3. **Chairperson**
- 10.1.3.1. Chairpersons of provincial councils shall be elected by their respective councils. (A.16)
- 10.1.4. **Co-options**
- 10.1.4.1. The council shall allow sufficient time for the new membership to recommend co-options for the approval of the Provincial Council preferably at its final meeting of the OSSTF/FEESO financial year. (A.24)

- 10.1.5. **Vacancies**
- 10.1.5.1. Vacancies which occur in positions held by appointment from the membership at large, and for which the unexpired term does not extend beyond the end of the current year of office, shall be filled by co-option of a member made by the council, subject to the approval of the Provincial Council, for the balance of the term. (A.16)
- 10.1.5.2. All other vacancies shall be filled by the same body which appointed the original member, in accordance with the procedures of the appointing body, for the balance of the term. (A.16)
- 10.2. **ACTIVE RETIRED MEMBERS' COUNCIL (ARM)**
- 10.2.1. **ARM Council Constitution**
- 10.2.1.1. **ARM Article 1 – Name**
- 10.2.1.1.1. The name of this organization shall be the Active Retired Members' Council (ARM). (A.16)
- 10.2.1.2. **ARM Article 2 – Objects**
- 10.2.1.2.1. To foster the development of a strong, united, active body of retired Members. (A.16)
- 10.2.1.2.2. To provide a forum for furthering the goals and welfare of retired Members. (A.16)
- 10.2.1.2.3. To assist in furthering the objectives of OSSTF/ FEESO, especially in the area of political action and election readiness. (A.16)
- 10.2.1.3. **ARM Article 3 – Representation**
- 10.2.1.3.1. Active Retired Members of OSSTF/FEESO shall be represented by the Active Retired Members' Council. (A.16)
- 10.2.1.3.2. An Active ARM Chapter will be defined as 25 or more Active Retired Members who have demonstrated evidence of a functioning executive, a record of activities and a financial statement of spending for the previous year. (A.16)
- 10.2.1.3.3. Notwithstanding Procedure 10.2.1.3.2, Districts with fewer than 25 Active Retired Members may apply to the General Secretary to combine their Active Retired Members with another nearby District with fewer than 25 Active Retired Members to form an Active ARM Chapter. (A.16)
- 10.2.1.3.4. Notwithstanding Procedure 10.2.1.3.2, a District may apply to the General Secretary to combine with another nearby District to create an Active ARM Chapter consisting of the Active Retired Members from those Districts named in the application. (A.16)
- 10.2.1.3.5. ARM Chapter members shall be part of the ARM Chapter attached to the District in which they geographically reside. (A.17)
- 10.2.1.3.6. **Transfer of Individual ARM Membership:** (A.17)
- 10.2.1.3.6.1. All requests for transfer of membership from one ARM Chapter to another must be forwarded to the Secretariat Liaison assigned to ARM Council. (A.17)
- 10.2.1.3.6.2. A member may request to be assigned to the ARM Chapter attached to the District from which they have retired. (A.17)
- 10.2.1.3.6.3. Notwithstanding Procedure 10.2.1.3.6.2, if a member moves to a new District that does not adjoin or is not nearby the District from which they retired, the member shall be re-assigned to the ARM Chapter in the District in which they geographically reside. (A.17)
- 10.2.1.3.6.4. If a member moves out of the province, they shall remain a member of the ARM Chapter in the District from which they retired. (A.17)

- 10.2.1.3.6.5. A reconsideration of ARM member assignment to a specific Chapter can be made by the President of the ARM Chapter to which the member is requesting to belong, by forwarding the request to the Secretariat members assigned to ARM Council. (A.17)
- 10.2.1.3.6.5.1. Any reconsideration of ARM Member assignment must align with the above. (A.17)
- 10.2.1.3.7. A District may apply to the General Secretary to withdraw the active retired members in a District from a combined Active Chapter to create an independent Active ARM Chapter, as defined in Procedure 10.2.1.3. (A.17)
- 10.2.1.3.8. In order for the General Secretary to recognize a new Chapter of ARM, a written request must be sent including proof of the following: (A.17)
- 10.2.1.3.8.1. 25 or more ARM members; (A.17)
- 10.2.1.3.8.2. A functioning Executive; and (A.17)
- 10.2.1.3.8.3. A draft for local ARM Chapter Constitution and Bylaws. (A.17)
- 10.2.1.3.9. At the end of each OSSTF/FEESO financial year, Active ARM Chapters shall submit a record of activities and a financial statement of spending to the General Secretary. (A.24)
- 10.2.1.4. **ARM Article 4 – Membership**
- 10.2.1.4.1. The Council shall consist of:
- 10.2.1.4.1.1. each ARM Chapter President or designate; (A.17)
- 10.2.1.4.1.2. one non-voting member of the Provincial Executive appointed by the President who will act as liaison between Provincial Executive and ARM; and (A.17)
- 10.2.1.4.1.3. one member of the Secretariat (non-voting) designated by the General Secretary. (A.16)
- 10.2.1.4.2. At the first meeting of ARM following the election, ARM shall elect a Chairperson and a Vice-Chairperson, each of whom shall hold office for a 2-year term. (A.16)
- 10.2.1.5. **ARM Article 5 – Meetings**
- 10.2.1.5.1. Meetings of ARM shall be held up to 5 times per OSSTF/FEESO financial year with additional meetings as approved by the Provincial Executive. (A.24)
- 10.2.1.5.1.1. The Chair and/or designate of ARM Council and the Director of CPA Department shall meet on an annual basis. (A.17)
- 10.2.1.5.2. A General Meeting of Active Retired Members shall be held biennially prior to the end of the OSSTF/FEESO financial year. (A.24)
- 10.2.1.5.2.1. Representation at the General Meeting shall be composed of: (A.16)
- 10.2.1.5.2.1.1. the current members of ARM; (A.16)
- 10.2.1.5.2.1.2. one delegate from each active ARM Chapter; (A.16)
- 10.2.1.5.2.1.3. where the membership of an active ARM Chapter exceeds 100, one additional delegate; (A.16)
- 10.2.1.5.2.1.4. additional delegates based on one delegate for each 200 members in excess of 100; and (A.16)
- 10.2.1.5.2.1.5. one delegate appointed by the District Executive from each District without an active ARM Chapter and with 25 or more Active Retired Members. (A.16)
- 10.2.1.6. **ARM Article 6 – Duties**
- 10.2.1.6.1. To promote the objectives and activities of ARM. (A.16)
- 10.2.1.6.2. To report regularly to the Provincial Executive on the activities of the Active Retired Members' Council and membership issues. (A.16)

- 10.2.1.6.3. To liaise with other OSSTF/FEESO committees and councils through regular reports to Provincial Council. (A.17)
- 10.2.1.6.4. To assist in the organization and function of local Chapters of Active Retired Members and to liaise with those chapters. (A.16)
- 10.2.1.6.5. To recommend to the Provincial Executive ARM member to represent OSSTF/FEESO at the Congress of Union Retirees of Canada (CURC) and the Ontario Federation of Union Retirees (OFUR) when appropriate. (A.16)
- 10.3. **BENEVOLENT COUNCIL (BC)**
- 10.3.1. **BC Constitution**
- 10.3.1.1. **BC Article 1 – Name**
- 10.3.1.1.1. The name of this organization shall be the “Benevolent Council of the Ontario Secondary School Teachers’ Federation.” (A.16)
- 10.3.1.2. **BC Article 2 – Objects**
- 10.3.1.2.1. The objects of the Benevolent Council shall be to make benevolent relief grants to an Active Member who demonstrates extreme financial need due to:
- 10.3.1.2.1.1. prolonged illness; (A.16)
- 10.3.1.2.1.2. accident; or (A.16)
- 10.3.1.2.1.3. emergency; (A.16)
- 10.3.1.3. **BC Article 3 – Membership**
- 10.3.1.3.1. The Benevolent Council shall consist of not more than 9 members as follows: (A.16)
- 10.3.1.3.1.1. up to 6 members appointed by the Provincial Council from the same District; (A.16)
- 10.3.1.3.1.2. one non-voting member, appointed by the Provincial Council from its members, who will act as liaison between the Provincial Council and the Benevolent Council; (A.17)
- 10.3.1.3.1.2.1. the liaison member between the Provincial Council and the Benevolent Council shall be from the same District as the members of the Benevolent Council; (A.16)
- 10.3.1.3.1.3. one non-voting member from the Secretariat designated by the General Secretary; (A.16)
- 10.3.1.3.1.4. one non-voting member from the Provincial Executive, appointed by the President, who will act as liaison between Provincial Executive and the Benevolent Council; and (A.16)
- 10.3.1.3.1.5. members may be co-opted to replace members who have retired/resigned or are on an approved leave, subject to the approval of the Provincial Council. (A.16)
- 10.3.1.3.2. The members of the Benevolent Council shall have terms of office as follows: (A.16)
- 10.3.1.3.2.1. the Secretariat member shall have an appointed term determined by the General Secretary; (A.16)
- 10.3.1.3.2.2. the members appointed by the Provincial Council shall have an initial term of one year but any member so appointed may request appointment for an immediately subsequent term; if they do so, then they shall be deemed to be appointed for a further 3 years; (A.16)
- 10.3.1.3.2.3. the voting members of the Benevolent Council shall elect one of their members to be the Chairperson (The term of office of the Chairperson shall be determined by the Benevolent Council); and (A.16)

- 10.3.1.3.2.4. the Benevolent Council should be rotated to a different District every 3 years after the initial one year term. (A.16)
- 10.3.1.4. **BC Article 4 – Duties**
It shall be the duty of Benevolent Council: (A.16)
- 10.3.1.4.1. to recommend to the Provincial Executive outright benevolent relief grants in accordance with the objects of the Benevolent Council, set out in Procedure 10.3.1.2; and (A.24)
- 10.3.1.4.2. to recommend other ways and means to alleviate distress suffered by Members. (A.16)
- 10.3.1.5. **BC Article 5 – Procedures**
- 10.3.1.5.1. The Benevolent Council may establish procedures to assist it in carrying out the duties assigned to it by the Provincial Assembly, subject to approval of the next meeting of the Provincial Executive within 30 days. (A.24)
- 10.3.1.5.2. Procedures may be established by a majority vote of the membership of the Benevolent Council. (A.24)
- 10.3.1.5.2.1. All regulations established by the Benevolent Council and approved by the Provincial Executive must be presented to the next AMPA for ratification or rescission by majority vote, but pending submission thereto such procedures shall have full force and effect from the date of enactment. (A.24)
- 10.3.1.5.3. Procedures for the Benevolent Council may be established, amended or rescinded at AMPA in the same manner as that prescribed for amending the Constitution of OSSTF/FEESO. (A.24)
- 10.3.2. **BC Procedures**
- 10.3.2.1. **BC Procedure 1 – Applications**
- 10.3.2.1.1. Active Members may apply for a benevolent relief grant from the Benevolent Council only through their District or Bargaining Unit President who shall submit the application directly to the Secretariat Liaison assigned to the Benevolent Council on behalf of the Active Member with a written recommendation from the District or Bargaining Unit President. (A.16)
- 10.3.2.2. **BC Procedure 2 – Authorization**
- 10.3.2.2.1. No benevolent relief grants shall be made except by the approval of Benevolent Council and the Provincial Executive. Notwithstanding, between scheduled Benevolent Council meetings, the Chairperson of Benevolent Council, or designate from the Benevolent Council if the Chairperson is unavailable, and the Provincial Executive may together approve an interim benevolent relief grant, based on extreme need, up to fifty percent (50%) of the maximum allowable annual benevolent relief grant. (A.24)
- 10.3.2.3. **BC Procedure 3 – Recipients**
- 10.3.2.3.1. Notwithstanding Procedure 10.3.1.2, benevolent relief grants may be made to: (A.16)
- 10.3.2.3.1.1. dependents of deceased Active Members, upon application to Benevolent Council, within one year of the death of the Active Member; and (A.16)
- 10.3.2.3.1.2. members whose employment has been terminated, and the termination is the subject of a grievance filed by OSSTF/FEESO. (A.16)

- 10.3.2.4. **BC Procedure 4 Number of Benevolent Relief Grants**
- 10.3.2.4.1. In extreme cases, more than one benevolent relief grant may be made to one recipient within a period of one OSSTF/FEESO financial year, subject to the annual benevolent relief grant limits in Procedure 10.2.2.6. (A.24)
- 10.3.2.5. **BC Procedure 5 – Loans**
- 10.3.2.5.1. The Benevolent Council may not make loans. (A.16)
- 10.3.2.6. **BC Procedure 6 Amounts of Benevolent Relief Grants**
- 10.3.2.6.1. The Benevolent Council may make outright benevolent relief grants of up to \$3000 in any one OSSTF/FEESO year. (A.17)
- 10.3.2.6.2. No Active Member may receive more than \$6000 in benevolent relief grants from the Benevolent Council within a 5-year period. (A.17)
- 10.4. **JUDICIAL COUNCIL (JC)**
- 10.4.1. **JC Constitution**
- 10.4.1.1. **JC Article 1 – Name**
- 10.4.1.1.1. The name of this organization shall be the Judicial Council. (A.16)
- 10.4.1.2. **JC Article 2 Objects**
- 10.4.1.2.1. The objects of Judicial Council shall be: (A.17)
 - 10.4.1.2.1.1. to adjudicate Complaints with respect to alleged violations of OSSTF/FEESO Regulations by its members and leaders; (A.24)
 - 10.4.1.2.1.2. to determine a penalty and forward that decision to the Provincial Executive for implementation as specified in Procedure 5; and (A.24)
 - 10.4.1.2.1.3. to review and make recommendations to the Provincial Executive with regard to the conferral, removal, suspension and reinstatement of Provincial Life Membership. (A.17)
- 10.4.1.3. **JC Article 3 – Membership**
- 10.4.1.3.1. There shall be a Judicial Council consisting of 10 members appointed by the Provincial Executive for 5-year terms. (A.16)
- 10.4.1.4. **JC Article 4 – Meetings**
- 10.4.1.4.1. Judicial Council’s funding will be based on 3 meetings per OSSTF/FEESO financial year. (A.24)
- 10.4.1.5. **JC Article 5 – Duties**
- 10.4.1.5.1. The Judicial Council shall:
 - 10.4.1.5.1.1. provide members to act on formal Hearing Committees to adjudicate cases filed under Bylaw 6; (A.16)
 - 10.4.1.5.1.2. provide a minimum of 3 members to act as the panel in a formal hearing of Judicial Council; (A.16)
 - 10.4.1.5.1.3. conduct hearings in accordance with Regulations and regulations governing hearings as approved by the Provincial Assembly or the Provincial Council and shall, following its decision, forward its decision to the Provincial Executive for implementation; and (A.24)
 - 10.4.1.5.1.4. review questions referred to it by the Provincial Executive for clarification. (A.16)

- 10.5. **MEDIATION SERVICES RESOURCE BANK (MSRB)**
- 10.5.1. **MSRB Article 1 – Name**
- 10.5.1.1. The name of this organization shall be the “Mediation Services Resource Bank of the Ontario Secondary School Teachers’ Federation.” (Hereinafter called “MSRB”) (A.16)
- 10.5.2. **MSRB Article 2 – Establishment and Responsibility**
- 10.5.2.1. MSRB is established under the Constitution and Regulations and shall be responsible to the Provincial Executive for the carrying out of its duties. (A.24)
- 10.5.3. **MSRB Article 3 – Objects**
- The Objects of MSRB shall be:
- 10.5.3.1. to encourage and assist Members to resolve disputes in the interest of upholding the OSSTF/FEESO Motto; and (A.16)
- 10.5.3.2. to encourage and assist the education and training of the Members in managing conflict. (A.16)
- 10.5.4. **MSRB Article 4 – Membership**
- 10.5.4.1. MSRB shall be composed of 13 members as follows: (A.16)
- 10.5.4.1.1. up to 12 members of OSSTF/FEESO, broadly representative of the membership and with due regard to expertise in mediation, who shall be appointed by the Provincial Executive; and (A.22)
- 10.5.4.1.2. one non-voting member who shall be appointed from the Secretariat by the General Secretary. (A.16)
- 10.5.4.2. A member of MSRB shall not be a member of Judicial Council. (A.16)
- 10.5.4.3. Members are appointed to MSRB for 5-year terms. (A. 22)
- 10.5.4.4. The Provincial Executive may reappoint a member of the MSRB whose term has expired for additional terms. (A. 22)
- 10.5.5. **MSRB Article 5 – Meetings**
- 10.5.5.1. Meetings of MSRB shall be held up to 2 times per OSSTF/FEESO financial year. Additional meetings may be called at the request of the Chairperson or upon written request by a majority of MSRB. (A.24)
- 10.5.5.2. At the last meeting in the financial year MSRB shall: (A.24)
- 10.5.5.2.1. elect a Chairperson and Vice-Chairperson for the following year; and (A.16)
- 10.5.5.2.2. determine the schedule of meetings for the following year. (A.16)
- 10.5.5.3. Whenever possible, the agenda and related materials should be mailed or delivered to the members at least one week in advance of any meeting. (A.16)
- 10.5.5.4. The Chairperson shall notify members of MSRB of special meetings. (A.16)
- 10.5.6. **MSRB Article 6 – Procedures**
- 10.5.6.1. MSRB may propose procedures to assist it in carrying out its duties. (A.16)
- 10.5.6.2. All procedures proposed by MSRB must be approved by the Provincial Executive. (A.16)
- 10.5.7. **MSRB Article 7 – Powers and Duties**
- MSRB shall have the power and duty:
- 10.5.7.1. to attempt mediation in response to all requests forwarded directly from the Field Secretary; (A.16)
- 10.5.7.2. to develop a protocol for the expedited outcome of mediation with due regard for extenuating circumstances; (A.16)

- 10.5.7.3. to review, on a periodic basis, Member satisfaction with the mediation services provided; (A.16)
- 10.5.7.4. to report to the Provincial Executive regarding the conduct of mediation services to the membership; (A.16)
- 10.5.7.5. to provide training in conflict resolution for members of MSRB and other Members; (A.16)
- 10.5.7.6. to keep minutes of its meetings; and (A.16)
- 10.5.7.7. to assign members of MSRB to perform mediation. (A.16)
- 10.5.8. **MSRB Article 8 – Review**
- 10.5.8.1. MSRB shall be subject to review on a regular basis by the Committee to Review Committees and Councils who shall report the results of the review to the Provincial Executive. (A.16)
- 10.5.9. **MSRB Article 9 – Removal of MSRB Member**
- 10.5.9.1. The Provincial Executive may remove a member of MSRB. (A. 22)
- 10.5.10. **MSRB Guidelines**
- 10.5.10.1. Interpretation (A.16)
- 10.5.10.1.1. “MSRB” shall mean the Mediation Services Resource Bank; and (A.16)
- 10.5.10.1.2. “Party” shall mean any Member or group of Members requesting mediation or identified within the mediation request; (A.16)
- 10.5.10.2. **Request For Mediation**
- 10.5.10.2.1. On receipt of a request for mediation forwarded directly from the Field Secretary, the Chairperson shall attempt to obtain the mutual consent of all parties identified in the request for mediation in order to proceed with mediation. Where mutual consent is obtained, the Chairperson shall appoint a Mediator/Mediation Team. (A.16)
- 10.5.10.2.2. The mediation process used shall be at the sole discretion of the Mediator/Mediation Team. (A.16)
- 10.5.10.2.3. The Mediator/Mediation Team shall discuss with both parties, without prejudice, possible ways of resolving the dispute.
- 10.5.10.2.4. The Mediator/Mediation Team shall, within 45 working days of its establishment, report to the Chairperson whether the mediation was successful or not, or whether or not it is ongoing. (A.16)
- 10.5.10.2.5. The Chairperson, on behalf of MSRB, shall declare in writing that the mediation has been successful or that the mediation has not been successful. (A.16)
- 10.5.10.2.6. The Chairperson of MSRB shall report to each of the parties, to the Field Secretary and to the General Secretary. (A.16)
- 10.5.10.2.7. Upon being notified that one of the parties is no longer a Member or that one of the parties is involved in related legal proceeding(s) and/or other related matters, including grievance procedures, the Chairperson of MSRB shall notify the parties to the dispute, the Field Secretary, and the General Secretary that the request for mediation will be placed in abeyance and may be reactivated upon written request by the parties within the timelines specified in Procedure 12 of a change in these circumstances. (A.16)
- 10.5.10.3. All information arising from the mediation shall remain confidential and may not be used against any one of the parties in the future. All documents shall be destroyed after a 2-year period. (A.16)

- 10.6. **PARLIAMENTARY AND CONSTITUTION COUNCIL (PCC)**
- 10.6.1. **PCC Constitution**
- 10.6.1.1. **PCC Article 1 – Name**
- 10.6.1.1.1. The name of this organization shall be the Parliamentary and Constitution Council. (A.16)
- 10.6.1.2. **PCC Article 2 – Objects**
- 10.6.1.2.1. to provide advice and assistance to OSSTF/FEESO on matters related to constitutions, bylaws, regulations, policies, procedures and Rules of Order; and (A.24)
- 10.6.1.2.2. to provide steering and/or support for OSSTF/ FEESO meetings. (A.16)
- 10.6.1.3. **PCC Article 3 – Membership**
- 10.6.1.3.1. PCC shall consist of up to 12 members, who shall not be Provincial Councillors, as follows: (A.16)
- 10.6.1.3.1.1. 9 members appointed by the Provincial Council for 5-year terms, 2 to be appointed each year, except every 5th year, when only one shall be appointed; (A.16)
- 10.6.1.3.1.2. up to 2 members who may be co-opted; (A.16)
- 10.6.1.3.1.3. one non-voting member from the Secretariat designated by the General Secretary; and (A.16)
- 10.6.1.3.1.4. additional Secretariat members, assigned by the General Secretary, as non-voting resource(s) to PCC. These Secretariat members shall not be counted as part of the total PCC membership. (A.16)
- 10.6.1.4. **PCC Article 4 – Meetings**
- 10.6.1.4.1. The Parliamentary and Constitution Council’s funding will be based on 5 meetings per OSSTF/FEESO financial year. (A.24)
- 10.6.1.5. **PCC Article 5 – Duties**
- 10.6.1.5.1. To recommend to the President, members to act as a Steering Committee at the meetings of the Provincial Assembly, who may not serve as AMPA Representatives or Alternates at meetings of the Provincial Assembly. (A.24)
- 10.6.1.5.2. To provide 2 or 3 of its members to act as a Steering Committee at meetings of the Provincial Council. (A.16)
- 10.6.1.5.3. To provide advice and assistance to the Provincial Executive, the Provincial Council and/or the Provincial Assembly, provincial committees and councils on matters related to Bylaws, Constitution, Regulations, Procedures, Policy, and Rules of Order. (A.24)
- 10.6.1.5.4. To provide advice and assistance to Districts(s), Bargaining Units and Branches, on matters related to their constitutions, regulations and policies. (A.24)
- 10.6.1.5.5. To provide advice to the Presiding Officers of the Provincial Assembly and the Provincial Council, and upon request to the District(s), or Bargaining Units on: (A.16)
- 10.6.1.5.5.1. matters of parliamentary procedures, the ordering of an agenda, and the sequencing of resolutions and procedures followed; (A.16)
- 10.6.1.5.5.2. the drafting or phrasing of resolutions; (A.16)
- 10.6.1.5.5.3. the possible effect of resolutions on procedures and/or on other resolutions; and (A.16)
- 10.6.1.5.5.4. any other matters referred to it by one of these bodies. (A.16)
- 10.6.1.5.5.5. To, upon request, provide a Speaker and/or Steering Committee to District or Bargaining Unit general meetings whenever possible. (A.16)

- 10.6.1.5.5.6. To be responsible for the review of the constitution of each District and Bargaining Unit on a rotational basis every 5 years, with a report to the applicable District/Bargaining Unit; (A.16)

Procedure 11 – Provincial Life Membership

- 11.1. **Conferring of Provincial Life Memberships**
- 11.1.1. Candidates must have served 6 years on Provincial Executive or 10 years on Secretariat in order to be nominated for a Provincial Life Membership. (A.15)
- 11.1.2. **Nomination for Provincial Life Membership (A.15)**
- 11.1.2.1. Nominations shall be submitted in writing to the General Secretary by April 30th. (A.15)
- 11.1.2.2. The General Secretary shall forward nominations to the Chair of Judicial Council. (A.15)
- 11.1.3. **Determination of Candidacy**
- 11.1.3.1. The Judicial Council shall determine if each nominee: (A.15)
- 11.1.3.1.1. is a Member who is not currently under any sanction from the Judicial Council or Staff Association; and (A.15)
- 11.1.3.1.2. has no criminal conviction(s) for offence(s) which undermine the ethical standard of OSSTF/FEESO (including but not limited to theft, weapons, sex offences or violent, harmful or threatening behaviour). (A.15)
- 11.1.3.2. The Judicial Council shall forward the name(s) of the nominee(s) who meet the criteria outlined in Procedure 11.1.3.1 to the General Secretary to be considered as the candidate(s) for Provincial Life Membership. (A.15)
- 11.1.3.3. The General Secretary will forward the name(s) of candidate(s) to the Provincial Executive. (A.15)
- 11.1.4. **Appointment of Provincial Life Membership**
- 11.1.4.1. The Provincial Executive will make the final decision based on whether or not the candidate(s) has/have provided meritorious and outstanding service at the Provincial level. (A.15)
- 11.1.4.2. Announcements and appointments to the Provincial Life Member Roll will be made at the Provincial Council's final meeting of the OSSTF/FEESO financial year. (A.24)
- 11.2. **Removal from Provincial Life Member Roll**
- 11.2.1. A Provincial Life Membership may be removed from an individual upon: (A.15)
- 11.2.1.1. criminal conviction and/or (A.15)
- 11.2.1.2. official sanction by an adjudicating body, professional association, or other organization for, but not limited to, theft, weapons, sex offences, or violent, harmful or threatening behaviour. (A.15)
- 11.2.2. **Request for Removal from Provincial Life Member Roll (A.15)**
- 11.2.2.1. Removal may be initiated by:
- 11.2.2.1.1. the General Secretary; or (A.15)
- 11.2.2.1.2. one or more current Member(s), by written request to the General Secretary. (A.15)
- 11.2.2.2. Requests for removal of a member from the Provincial Life Membership Roll shall be sent to the Chair of Judicial Council. (A.15)
- 11.2.2.2.1. The Chair of Judicial Council shall determine whether or not the criteria for removal are met. (A.15)

- 11.2.2.2.1.1. If the criteria are not met, the Chair of Judicial Council, in consultation with the General Secretary, shall send a letter to the Member(s) submitting the request, explaining the decision not to pursue the request. (A.15)
- 11.2.2.2.1.2. If the criteria are met, the request shall be sent to the Judicial Council. (A.15)
- 11.2.2.3. The Judicial Council shall evaluate the allegations identified in the request and determine whether or not the investigation of the request should proceed. (A.15)
- 11.2.2.3.1. If the Judicial Council determines not to proceed, the Chair of Judicial Council shall provide the reasons to the General Secretary, and shall send a letter to the Member(s) submitting the request explaining the decision not to proceed. (A.15)
- 11.2.2.3.2. If the Judicial Council decides to continue the investigation, the Chair of Judicial Council shall inform the General Secretary. (A.15)
- 11.2.2.3.3. The General Secretary shall send a registered letter to the Provincial Life Member that a request to remove them from the Provincial Life Membership Roll is being considered by the Judicial Council and requesting that the Provincial Life Member: (A.15)
 - 11.2.2.3.3.1. respond in writing to the allegations within 60 working days; or (A.15)
 - 11.2.2.3.3.2. voluntarily resign from the Life Member Roll. (A.15)
- 11.2.2.3.4. If the Life Member resigns or does not respond within the established timelines, the Provincial Executive shall: (A.15)
 - 11.2.2.3.4.1. terminate the Provincial Life Membership; and (A.15)
 - 11.2.2.3.4.2. remove the Life Member's name from the Roll. (A.15)
- 11.2.2.3.5. If the allegations are challenged by the Life Member, the Judicial Council shall: (A.15)
 - 11.2.2.3.5.1. investigate by requesting written submissions from the Member(s) submitting the request and from the Life Member; (A.15)
 - 11.2.2.3.5.2. review the submissions; (A.15)
 - 11.2.2.3.5.3. make a determination; and (A.15)
 - 11.2.2.3.5.4. report their findings and recommendations to the Provincial Executive. (A.15)
- 11.2.2.3.6. If the recommendation is: (A.15)
 - 11.2.2.3.6.1. to uphold the Provincial Life Membership, the General Secretary shall send letters to both the Provincial Life Member and the Member(s) submitting the request indicating that the individual will remain on the Provincial Life Member Roll; (A.15)
 - 11.2.2.3.6.2. to revoke the Provincial Life Membership, the Provincial Executive shall: (A.15)
 - 11.2.2.3.6.2.1. terminate the Provincial Life Membership; and (A.15)
 - 11.2.2.3.6.2.2. remove the Provincial Life Member's name from the Roll. (A.15)
- 11.3. **Suspension of Provincial Life Membership Privileges**
- 11.3.1. All rights and privileges of Provincial Life Membership shall be suspended while the Provincial Life Member is found to be in conflict of interest with OSSTF/FEESO. (A.15)
- 11.3.2. A Provincial Life Member shall be deemed to be in a conflict of interest during the period of time when the Provincial Life Member is engaged in employment where their duties would result in the Provincial Life Member: (A.15)
 - 11.3.2.1. directly affecting the employment of Active Members on behalf of the employer; and/or (A.15)

- 11.3.2.2. being actively involved in the negotiation of terms and conditions in any OSSTF/FEESO collective agreements directly/indirectly on behalf of the employer; and/or (A.15)
- 11.3.2.3. being directly involved in the grievance and/or arbitration process in an investigative and/or adjudication capacity either in a neutral role or on behalf of the employer. (A.15)
- 11.3.3. **Request for Suspension of Provincial Life Membership Privileges**
- 11.3.3.1. Suspension may be initiated by: (A.15)
- 11.3.3.1.1. the General Secretary; or (A.15)
- 11.3.3.1.2. one or more current Member(s) by written request to the General Secretary, outlining the specific criteria, as per Procedure 11.3.2, placing the Provincial Life Member in conflict of interest. (A.15)
- 11.3.3.2. Requests for suspension of privileges of a Provincial Life Member shall be sent to the Judicial Council. (A.15)
- 11.3.3.2.1. The Judicial Council shall evaluate the concerns identified in the request and determine whether or not the investigation of the request should proceed. (A.15)
- 11.3.3.2.1.1. If the Judicial Council determines not to proceed, the Chair of Judicial Council shall provide the reasons to the General Secretary, who shall send a letter to the Member(s) submitting the request, explaining the decision not to proceed. (A.15)
- 11.3.3.2.1.2. If the Judicial Council determines to proceed, the General Secretary shall send a registered letter to the Provincial Life Member stating that a review by Judicial Council has been initiated, and requesting that the Provincial Life Member respond in writing to the alleged conflict of interest within 60 working days. (A.15)
- 11.3.3.2.1.2.1. If the Provincial Life Member does not respond within the established time lines, the Provincial Executive shall suspend the Provincial Life Membership privileges until reinstated as per Procedure 11.4. (A.15)
- 11.3.3.2.1.2.2. If the suspension is challenged, the Judicial Council shall: (A.15)
- 11.3.3.2.1.2.2.1. investigate and review the allegations and the Provincial Life Member's response; (A.15)
- 11.3.3.2.1.2.2.2. make a determination; and
- 11.3.3.2.1.2.2.3. report its findings and recommendations to the Provincial Executive. (A.15)
- 11.3.3.2.1.2.3. If the recommendation is: (A.15)
- 11.3.3.2.1.2.3.1. to maintain the Provincial Life Member's privileges, the General Secretary shall send a letter to the Provincial Life Member and the Member(s) submitting the request, indicating that the request to suspend Provincial Life Membership privileges is denied. (A.15)
- 11.3.3.2.1.2.3.2. to suspend Provincial Life Membership privileges, the General Secretary shall send letters to both the Provincial Life Member and the Member(s) submitting the request, indicating that the privileges of the Provincial Life Member are suspended until reinstated as per Procedure 11.4. (A.15)
- 11.4. **Reinstatement of Provincial Life Member Privileges**
- 11.4.1. A Provincial Life Member may apply to have suspended privileges reinstated, by written request to the General Secretary, with supporting documentation to indicate that the conflict of interest no longer exists. (A.15)

- 11.4.2. The General Secretary will send the request and documents to Judicial Council for review. (A.15)
- 11.4.3. The Judicial Council will determine whether or not the conflict of interest continues to exist and will make its recommendation to the Provincial Executive. (A.15)
- 11.4.4. If the recommendation is: (A.15)
 - 11.4.4.1. to uphold the suspension of Provincial Life Membership privileges, the General Secretary shall send a letter to the Provincial Life Member indicating that the suspension will continue. (A.15)
 - 11.4.4.2. to reinstate Provincial Life Membership privileges, the General Secretary shall send a letter to the Provincial Life Member indicating that their privileges have been reinstated. (A.15)

Procedure 12 – Anti-Harassment Procedure

- 12.1. **Complaints and Resolution Procedure (A.16)**
 - 12.1.1. A Member who has been identified as an Anti-Harassment Officer under Regulation 4.4 shall follow the Anti-Harassment Complaints and Resolution Procedure. (A.24)
 - 12.1.2. A Member who believes they have been the target of harassment or discrimination at a provincially sponsored OSSTF/FEESO meeting or event is encouraged to take immediate action to ensure this behaviour is stopped. (A.15)
 - 12.1.3. As a first step, the Member should make it clear to the perpetrator that she finds the behaviour offensive, and ask that it be stopped. This can be done personally, either in writing or verbally, or with the assistance of a third party. (A.15)
 - 12.1.4. If the behaviour recurs or persists, or if the Member does not feel safe in approaching the perpetrator directly, they should speak with the designated officer(s) and ask them to act. (A.15)
 - 12.1.5. If no officer has been identified, the Member should speak with the Secretariat in charge to ask that this be done. (A.15)
 - 12.1.6. The designated officer(s) will investigate the Complaint promptly, including separately interviewing the parties involved and any witnesses, with a view to resolving the problem informally. (A.16)
 - 12.1.7. During this process, the designated officer(s), with the approval of the General Secretary, may remove the respondent temporarily from the meeting if circumstances warrant. (A.15)
 - 12.1.8. The investigation shall be handled confidentially; however, all Complaints will be reported by the designated officer(s) to the General Secretary. (A.15)
 - 12.1.9. If the Complaint cannot be resolved informally, the complainant will be asked to put the Complaint and all relevant information in writing. (A.15)
 - 12.1.10. If the complainant chooses to provide such a written Complaint, it will be submitted to the General Secretary for action and it shall be the joint responsibility of the General Secretary and the Secretariat in charge to conduct an investigation, determine if the behaviour falls under the definition of harassment, and decide on appropriate remedial action. (A.15)

- 12.1.11. While conducting the investigation the General Secretary and Secretariat will be informed by an understanding of the systemic roots of discrimination and harassment as expressed in the OSSTF/ FEESO Equity Statement. (A.15)
- 12.1.12. The parties involved will receive a written report stating the findings and any action taken. (A.15)
- 12.1.13. Resolutions may include but are not limited to apologies, mediation, warnings, temporarily limiting access, or removal/exclusion from the meeting or event. (A.15)
- 12.1.14. If a decision is made to remove or exclude that Member, and where this Member is representing a Bargaining Unit or District, a confidential letter outlining the reasons for this decision will be sent to the president of the appropriate body. (A.15)
- 12.1.15. Decisions may be reviewed by the Appeals Committee of Provincial Council on the request of a Member. (A.15)
- 12.1.16. The General Secretary shall keep a confidential file of all records and reports related to the investigation of written Complaints for a period of 5 years. (A.15)
- 12.1.17. None of the above restricts a Member's right to file a Complaint with the Ontario Human Rights Commission or make a Complaint to police. (A.24)
- 12.2. **Request for Leave to Appeal an Anti-Harassment Policy and Procedure Decision**
- 12.2.1. A Request for Leave to Appeal a decision from the Anti-Harassment Policy and Procedure shall be submitted to the Chair of the Appeals Committee within 10 days of the date the decision appealed from was served, with copies of the request to the original Complainant or Respondent and to the General Secretary. (A.15)
- 12.2.2. The request for leave to Appeal shall state, in writing, the grounds and rationale for the appeal and the relief sought. (A.15)
- 12.2.3. The Appeals Committee will request submissions from the original Complainant or Respondent and the General Secretary with respect to whether Leave to Appeal should be granted. (A.15)
- 12.2.4. Leave to Appeal may be granted by the Appeals Committee if it is satisfied that the appeal raises matters of importance to OSSTF/FEESO involving the interpretation or application of the Provincial Anti-harassment Policy and Procedure, and the Member seeking Leave to Appeal demonstrates an arguable case. (A.215)
- 12.2.5. The Appeals Committee of Provincial Council shall render a decision to grant or deny Leave to Appeal not later than fifteen days after receipt of a request for leave to Appeal, with copies to interested parties as in Procedure 6.1. (A.15)
- 12.2.6. The General Secretary shall appoint an advocate from a list of candidates approved by the Provincial Executive to the Complainant, the Respondent, and any other parties granted third-party status to assist in the preparation of hearings before the Appeals Committee of Provincial Council. (A.15)

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Ontario Secondary School Teachers' Federation
Fédération des enseignantes-enseignants
des écoles secondaires de l'Ontario
60 Mobile Drive, Toronto, Ontario M4A 2P3

TEL 416.751.8300
TEL 1.800.267.7867
FAX 416.751.3394
www.osstf.on.ca

