



AMPA

March 13–15, 2021

Volume 2.1:
Guide Book

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AMPA GUIDEBOOK 2021

PURPOSE

1. The purpose of the AMPA Guidebook is to provide information for Delegates to the Annual Meeting of the Provincial Assembly (AMPA) so that they may be effective members of the Assembly. AMPA is the supreme legislative body of OSSTF/FEESO. Its duties can be found in Bylaw 11.1.

ORGANIZATION

2. The AMPA Coordinating Committee, consisting of the President, the General Secretary, and the AMPA Coordinator, is responsible for the overall organization of AMPA. The Presiding Officer of AMPA is the President who may delegate certain duties, including the chairing of AMPA sessions, to various other persons or bodies.
3. Prior to AMPA, an AMPA Coordinator is appointed by the General Secretary. A Credentials Committee is also appointed. The Parliamentary and Constitution Council recommends to the President six of its members to act as the Steering Committee for AMPA.
4. Prior to December, the AMPA Coordinator distributes Volume One to the Secretaries of the bodies outlined in Bylaw 20.2.1.1 as well as other interested persons.
5. Volume One contains information with regard to registration, expenses, election procedures, and resolutions. It also contains the list of ongoing miscellaneous action resolutions (MAC).

PREPARATION FOR AMPA

6. Those bodies which may submit resolutions to AMPA are identified in Bylaw 20.2.1.1 in the Constitution and Bylaws. The Secretary or Presiding Officer for these bodies must submit an online resolution form located at www.osstf.on.ca/resolutionform. It is important to note the appropriate deadlines which affect voting majorities.
7. Cost estimates must be included. If the resolution calls for the setting up of a committee or work group, it can be costed by the Finance Committee if the proposed size of the group and the number of meetings are included.
8. Numbering system used in AMPA resolutions

AMPA resolutions are numbered as follows:

100s	Notices of Motions submitted to Steering at the previous AMPA
200s	On-Time Resolutions received online by the General Secretary on or before the 3rd working Tuesday in January.
300s	Late resolutions received online by the General Secretary on or before the 3rd working Tuesday in January and the end of February Provincial Council

400s	Late resolutions received online by the General Secretary between the end of February Provincial Council and 4 pm on March 12, 2021
500s	From-the-Floor resolutions submitted to Steering.

9. The Steering Committee classifies each resolution according to the following categories:

Acronym	Name	Explanation	Vote Count: On-Time and Notices of Motion from previous AMPA (100s and 200s)	Vote Count: Late and From the floor (300s, 400s and 500s)
PROC	Procedural	Motions that deal with the internal workings of AMPA - for example, approving the agenda, “bloc”-ing motions, endorsing reports, etc.	Most are 1/2; however, 2/3, 3/4 or 9/10 are also possible.	
CON	Constitution	Motions that amend the articles.	2/3	9/10
BYL	Bylaws	Motions that amend the bylaws. Bylaws are the rules governing the membership of OSSTF/FEESO on matters entirely within the control of OSSTF/FEESO.	1/2	3/4
BUDG	Budget	Motions dealing with the annual budget and other financial matters.	1/2	1/2
CERT	Certification	Motions dealing with teacher certification.	1/2	3/4
COMP	Committee or Council Procedure	Motions that amend committee or council procedures (Procedures 9 and 10).	1/2	3/4
INPO	Interim Policy	Interim policy motions that were passed at Provincial Council that now need to be ratified by AMPA.	1/2	Not Applicable
INTP	Internal Procedure	Motions that amend OSSTF/FEESO procedures (Procedures 1-8, 11 and 12).	1/2	3/4

Acronym	Name	Explanation	Vote Count: On-Time and Notices of Motion from previous AMPA (100s and 200s)	Vote Count: Late and From the floor (300s, 400s and 500s)
MAC	Miscellaneous Action	Motions that seek to create an action that is within the internal legislative power of OSSTF/FEESO.	1/2	1/2
NOM	Notice of Motion	Motions that will be dealt with at next year's AMPA.	NOMs are not voted on at this AMPA. Vote counts at next year's AMPA will depend on the type of motion.	
PLAN	Annual Action Plan	Motions that deal with the Annual Action Plan	1/2	1/2
POL	Internal Policy	Motions that amend internal policies. "Internal policy" means a behavioural goal for all members to strive to achieve.	1/2	3/4
PRN	Policy Renewals	Motions to renew external policies. OSSTF/FEESO External Policies expire after 10 years, unless they have been amended or renewed.	1/2	1/2
ROO	Rules of Order	Motions that amend the Rules of Order.	1/2	3/4
CBEV	Policy 1: Collective Bargaining - Evaluation	Motions that amend the external policies. "External policy" means any stand or position taken by OSSTF/FEESO	1/2	3/4
CBLG	Policy 2: Collective Bargaining - Leave and Gratuity	in accordance with its Bylaws on matters beyond its internal legislative power.	1/2	3/4
CBS	Policy 3: Collective Bargaining – Salary	External policies begin with the phrase, "It is the policy of OSSTF/FEESO that..."	1/2	3/4

Acronym	Name	Explanation	Vote Count: On-Time and Notices of Motion from previous AMPA (100s and 200s)	Vote Count: Late and From the floor (300s, 400s and 500s)
CBES	Policy 4: Collective Bargaining – Employment Status		1/2	3/4
CBW	Policy 5: Collective Bargaining Conditions of Work		1/2	3/4
EDFI	Policy 6: Educational Finance		1/2	3/4
EDIS	Policy 7: Educational Issues		1/2	3/4
CPA	Policy 8: Communication/ Political Action		1/2	3/4
PEN	Policy 9: Pensions		1/2	3/4
EAO	Policy 10: Educator Associated Organization		1/2	3/4
MISP	Policy 11: Miscellaneous		1/2	3/4
EXP	Explanatory Note	Motions that deal with making the documents more user-friendly	1/2	3/4

10. The Steering Committee meets to examine each resolution for correct and appropriate wording, and to consider whether any resolutions are out of order. Reasons Steering might recommend that a resolution be ruled out of order could include the following:
- It might be contrary to an existing article or bylaw.
 - It might be redundant to an existing article or bylaw.
 - It might refer to a bylaw or procedure that does not exist.
 - It might be the same as (or similar to) another motion that has already been dealt with at this AMPA.
 - It might not be germane.

11. Information for District Meetings, Volume Two The AMPA Coordinator shall distribute all 100 & 200 resolutions, including the rationale for resolutions recommended to be ruled out of order. Where the intent of resolutions from a number of Federation jurisdictions on a particular item seems to be the same, the Steering Committee may put forward a single resolution. A summary sheet indicating resolutions endorsed by other jurisdictions is included in Volume Two.
12. In Volume Two, each “on-time” resolution will be printed with the following format:

CON 208-25
D.99 Somewhere (2.5.01)
2/3

BE IT RESOLVED THAT Article 8.5 be amended by substitution to read:

"A District shall have such constitution and bylaws as are approved by a general meeting of the membership. The District constitution and bylaws shall never contravene the Constitution or Bylaws of the Provincial OSSTF/FEESO."

* * *

C&B, page 5
Article 8 - District Organization

- ➔ “CON 208-25” indicates that this is the 8th on-time CON printed in Volume Two for AMPA 2025. See a description of types of motions (table 9) and the numbering system (table 8).
- ➔ "D.99 - Somewhere" refers to the identity of the submitting body.
- ➔ “(2.5.01)” is the log designation. The first digit refers to the timeliness, the second digit refers to the originating body, and the last two digits refer to the order of receipt.
- ➔ "2/3" indicates that a 2/3 majority is required for adoption.
- ➔ "C&B, page 5
Article 8 - District Organization"
is the excerpt (or “pull”) from the Constitution and Bylaws.

MOTIONS AT AMPA (MAKING, WITHDRAWING, DISPOSING)

13. To make a motion or an amendment at a remote AMPA:
- a) Dial *3 to speak to a screener
 - b) Ask to speak to Resolutions.
 - c) Resolutions will assist you in making, withdrawing or disposing a motion.
 - d) No substantive resolution will be dealt with until it is available visibly to the Delegates.

14. Deadlines for submitting motions at AMPA:
 - a) Amendments to BUDG 201 or motions with cost estimates: 9:00 am on Sunday. See #21 below for more details.
 - b) Amendments to PLAN 201: One half hour prior to the scheduled introduction of PLAN 201 (refer to the agenda for the timing of PLAN 201's introduction).
 - c) All other motions: Adjournment on Sunday (except procedural motions, notices of motion, amendments to motions, and as noted above)
 - d) Procedural motions, notices of motion, and amendments to motions: Adjournment on Monday (except as noted above)

15. To withdraw resolutions:
 - a) Delegates wishing to withdraw resolutions must complete a withdrawal form, available in Volume One.
 - b) Withdrawal forms require different signatures, depending on the submitting body. Refer to PROC 202 for the list of required signatures for withdrawals.
 - c) Completed forms are to be returned to the Steering Committee table.

16. Any resolution that has not been withdrawn, and has not been moved and seconded on the floor, will be designated "Not Dealt With."

17. BUDG 201
This is the motion that approves the budget for the following year. Important timelines for BUDG 201:

Time	Actions
Sunday at 9:00 am	Deadline for submission of resolutions with cost estimates (including amendments to BUDG 201)
Sunday at 4:00 pm	All resolutions with cost estimates (including amendments to BUDG 201) must be dealt with by this time
After 4:00 pm Sunday and throughout Monday	Only the Finance Committee, through the Treasurer, may propose amendments to BUDG 201 in order to incorporate resolutions and amendments that have been passed by AMPA and to balance the budget.
Monday	Any questions of clarification to the Finance Committee regarding the proposed final budget may be addressed only to the changes made in order to incorporate resolutions and amendments that have been passed by AMPA and to balance the budget.
Monday, before adjournment	AMPA shall approve the budget for the following year.

DEBATE

Conduct of Business

18. PROC 202 is an important resolution and can be found in Volume Two. PROC 202 contains a set of procedures, based on past operation, prepared by Parliamentary and Constitution Council to facilitate the effective operation of AMPA. PROC 202 is open to debate during the opening session of AMPA.
19. The Steering Committee is responsible for advising the House, through the Speaker, on the Rules of Order and for aiding the Speaker in the orderly conduct of business.

Speaking at a remote AMPA

20. The intentions of the cards are categorized as follows:

Colour	Purpose	Time limit
White	To speak in favour of the resolution	90 (sec)
Blue	To speak against the resolution	90 (sec)
Yellow	To call for an amendment; motions to refer, postpone, limit, or extend limits of debate; call the question; lay on the table. To request information from the mover of the motion. To make a parliamentary inquiry to the Speaker.	30 (sec)
	To <u>reply</u> to a request for information	90 (sec)
Red	To make a Question of Privilege or Point of Order. To challenge the Chair. To request a Suspension of the Rules or a Rising Vote. Note: Red cards may interrupt debate only upon recognition by the Speaker. Debaters using the red card for anything other than questions of privilege or points of order will be declared OUT OF ORDER.	90 (sec)

21. The order of recognition of debaters is outlined in detail in PROC 202. The mover of the resolution will be heard first, followed by the first BLUE card. Subsequent debaters shall alternate between YELLOW, WHITE, and BLUE cards.
22. For the AMPA record, it is important that debaters at microphones clearly state their name and jurisdiction (e.g. P.E., Finance Committee, D.99 Somewhere, etc.), and state their intention (e.g. "I wish to speak in favour of the resolution," or "I wish to make a Parliamentary Inquiry" etc.), prior to entering into debate. If you are choosing to speak in French, please state this at the outset of your remarks and then pause for a moment to allow delegates to put on their translation devices.

23. Timing lights will be displayed on the screen. A yellow light indicates that 30 seconds remains in the speaker's allotted time. A red light indicates that the speaking time has expired at which time the Speaker will stop the debater and the microphone will be turned off.
24. Occasionally, debate on a motion might be "exhausted." When debate is exhausted, the mover shall be allowed to close debate, subject to the Rules of Order, and the question shall be put. Debate is exhausted in 2 situations:
 - a) When 4 WHITE cards have been heard on a motion and the only cards remaining at the mics are WHITE cards.
 - b) When 4 BLUE cards have been heard on a motion and the only cards remaining at the mics are BLUE cards.
25. On the last day of AMPA, the Speaker shall have the option of proceeding as follows:
 - a) Hear only the mover who shall open debate, one more WHITE card and two BLUE cards; then,
 - b) Call for the mover to close debate and calling the question.
 - c) The use of YELLOW and RED cards would not be restricted.
 - d) Following the mover (on WHITE) and one BLUE card, cards will be recognized in the usual order of YELLOW, WHITE, BLUE.
 - e) Once invoked, this procedure applies for the entire day.

Voting on Motions

26. Votes will occur using your phone. The chair will indicate what number to press to submit a vote in favour and what number to press to vote opposed.

TERMS USED AT AMPA

Term	Definition
Amending	Modifies the wording of a pending motion, before the pending motion has been voted upon. OSSTF/FEESO requires that amendments must be germane.
Amending by Addition	An amendment by addition adds a word(s) or paragraph(s) to the end of the original.
Amending by Deletion	An amendment by deletion removes a word(s) or paragraph(s) from the original.
Amending by Deletion and insertion	An amendment by deletion and insertion removes words, or sentences amounting to less than a paragraph, and provides a replacement.
Amending by Insertion	An amendment by insertion adds a word(s) or paragraph(s) within the original or adds a new section.

Term	Definition
Amending by Substitution	An amendment that simultaneously strikes out an entire paragraph and inserts an entire paragraph in its place
Amendment, "friendly"	There really is no such thing as a "friendly amendment" because the motion, once read into the record, becomes the property of the assembly, not of the mover; however, the Speaker can facilitate an uncontroversial amendment by asking the assembly if there is no objection to incorporating the amendment. If no objection is made, the Speaker will simply declare that the amendment be incorporated, and it will be changed on the screen.
Amendment, primary	The first amendment to a main motion
Amendment, secondary	An amendment that amends another amendment. Note: A secondary amendment cannot be amended.
"Bloc"-ing	A series of motions that deal with a similar subject can be "bloc"-ed using a PROC motion to bloc. These "bloc"-ed motions can then be dealt with altogether "en bloc" using another PROC to approve the bloc.
Calling the question	A motion asking the House to stop debate on a motion or amendment; if carried, the House would immediately move to the vote.
Committee of the Whole	Occurs when AMPA wants to have free debate on a topic without needing to have a resolution on the floor, or if free debate of a resolution or resolutions is desired. Refer to PROC 202 or Rule 5.8 of the Rules of Order in the Constitution & Bylaws for more detail.
Executive Session	Occurs whenever the proceedings are secret or confidential, such as when AMPA must consider matters relating to personnel or matters of serious importance to it. When AMPA is in Executive Session, but all matters discussed must remain absolutely confidential to those members present during the Session. Refer to PROC 202 or Rule 5.10 of the Rules of Order in the Constitution & Bylaws for more detail.
Floor: 1. "On the floor" 2. "Has the floor"	<ol style="list-style-type: none"> 1. Means that the resolution has been stated by the Speaker as being open for debate. 2. Means that a delegate has been recognized by the Speaker as being the person currently allowed to speak.

Term	Definition
Germane	To be germane, an amendment must in some way involve the same question addressed in the original motion and must not change the basic intent of the original motion.
"Greens"	The list of resolutions that were submitted on time and are found on the green pages of Volume 2.
House	The Members currently registered as delegates at AMPA. For example, "Would the House come to order!"
Past practice	The way things have been done in the past. Past practice, however, cannot contravene what is in the Constitution & Bylaws.
The "Pit"	The OSSTF/FEESO staff working typing motions, coordinating what is presented on the screen, creating the sequencing sheet, and various other duties.
Quorum	The number of delegates who must be present at a meeting for business to be conducted. At AMPA, quorum is 40% of the voting members.
Reports, Adopting	When a report has been adopted, every word in the report has been approved by AMPA.
Reports, Endorsing	When a report has been endorsed, the general directions of the report has been approved by AMPA.
Reports, Received	When a report has been received, this means only that the report has been read (i.e. provided to delegates). No motion is required.
Resolution (motion)	A proposal formally made to AMPA.
Rules: 1. Standing Rules 2. Rules of Order 3. Robert's Rules of Order	Rules at AMPA (in order of precedence): 1. PROC 202 makes up the Standing Rules for AMPA 2. OSSTF/FEESO's Rules of Order can be found in the Constitution and Bylaws, pp. 42 - 46. 3. The Parliamentary authority used at AMPA
Sequencing	The order in which motions will come before the House. The sequencing sheet lists this order and is updated each day.
Speakers	The presiding officers of AMPA. Their jobs are to expedite the business of the House; decide on questions of order; respond to inquiries from delegates; and enforce the rules relating to debate, order, and decorum.

Term	Definition
Steering	Members of steering are responsible for timing, reading resolutions into the record, liaising with the "Pit," assisting delegates with motions, spotting delegates at the mics, and assisting the Speakers.
"Two and Two"	A method of speeding up debate on the last day of AMPA. Refer to #29 for a full explanation.
"Yellows"	The lists of late and "from the floor" resolutions which are printed on yellow paper and distributed to delegates each day of AMPA.