

# OSSTF Toronto Virtual District Meeting Reference Guide

## Upon Entrance into the Virtual Meeting

Any Member in attendance at the District GM must sign in using their **first and last name and Bargaining Unit**. This can be accomplished either at sign-in, or by clicking the ‘change name’ option found in the top right corner of the video screen in which your name/image appears. If you require assistance, please use the chat function to direct-message a request to have your name changed to one of our staff: Nadia Vanker, Jessica Ramirez, Lindsay O’Donnell or Marion Reid. Include your first name, last name and Bargaining Unit in your message. If you request a name change from anyone else in the chat, they will not be able to help you, and will not respond.

**Only those whose full name and Bargaining Unit are visible will be able to stay in the meeting.**

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

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

| Indicator              | Purpose of Indicator   | HOW?<br>(using Zoom chat feature)   |
|------------------------|--|---|
| <b>FOR</b><br>(✓)      | <ul style="list-style-type: none"> <li>• Mover initially speaking to the motion</li> <li>• Debating in favour of a motion</li> </ul> <p style="text-align: center;"><i>Speaking time: 90 seconds</i></p>   | Type “FOR” to SPOTTER   |
| <b>AGAINST (X)</b>     | <ul style="list-style-type: none"> <li>• Debating against a motion</li> </ul> <p style="text-align: center;"><i>Speaking time: 90 seconds</i></p>  | Type “AGAINST” to SPOTTER   |
| <b>QUESTION</b><br>(?) | <ul style="list-style-type: none"> <li>• To ask a question to the mover</li> </ul> <p style="text-align: center;"><i>Speaking time: 60 seconds</i></p>   | Type “QUESTION” to SPOTTER  |
|                        | <ul style="list-style-type: none"> <li>• To move a Main motion</li> <li>• To reconsider a motion</li> <li>• Calling for the Vote / Calling the Question (i.e. end debate)</li> </ul>   | TYPE “MOTION” to STEERING<br>+ complete the online form to submit your amendment:<br><a href="https://bit.ly/D12amendments">https://bit.ly/D12amendments</a>    |
|                        | <ul style="list-style-type: none"> <li>• To make an amendment</li> </ul>   | Type “AMENDMENT” to STEERING<br>+ complete the online form to submit your amendment:<br><a href="https://bit.ly/D12amendments">https://bit.ly/D12amendments</a> |
| <b>PAUSE</b> (🔴)       | <p>May be used by a Member / District Representative only when the Member:</p> <ul style="list-style-type: none"> <li>• believes the established Rules of Order are being contravened.</li> <li>• is experiencing an issue which is impacting their ability to participate in the meeting and within the purview of the Chair to resolve.</li> <li>• is experiencing an issue which requires accommodation to physically participate in the meeting.</li> </ul> <p style="text-align: right;"><small>(cont’d on next page)</small></p> | Type “PAUSE” to SPOTTER   |

|  |  |  |
|--|--|--|
|  | <ul style="list-style-type: none"> <li>• disagrees with the ruling of the Chair and wishes to Challenge to the Chair.</li> <li>• has a question for the Chair about how to navigate the Rules of Order.</li> </ul> <p><i>Speaking time: 60 seconds</i></p> |  |
|--|--|--|

### Sequence of Indicators

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

Subsequent rotation of debaters: BLUE (CON), YELLOW (QUESTION), WHITE (FOR).

- The order of where you are placed into the queue can be viewed at <https://bit.ly/D12sequence>.
- When recognized by the Chair, you will be able to un-mute your mic. At the end of your allotted time or when you have finished, your microphone will be muted.

### Questions to Steering

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

### Questions to District President and Treasurer / Provincial President Reports

- Open the chat feature as noted above.
- **Select “Spotter”** from the drop-down list and type “**QUESTION**”. This will indicate to the Spotter that you wish to ask a question.
- Only the Spotter can acknowledge your request to ask your question. If you send it to someone else, you will not be placed in the queue.
- The Spotter will add you to the queue. The Chair will recognize speakers in the order in which the request to speak is received.
- When you are recognized by the Chair, you will be able to un-mute your mic. At the end of 60 seconds or when you have finished your question, your microphone will be muted.
- The order of where you are placed into the queue can be viewed at <https://bit.ly/D12sequence>.

### Voting at the GM

All motions will be voted on through the OSSTF Voting Centre on the Provincial OSSTF website. In order to vote, members must have a registered account on the Provincial OSSTF Website

<https://www.osstf.on.ca/services/member-login/members-login.aspx>.

Follow the instructions to vote here: <https://bit.ly/OSSTFvoting>

The Chair will indicate when voting opens and closes.

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

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

**For an organized list of all the materials and links you will need for this meeting:**

<https://linktr.ee/D12meetings>