

## OSSTF TORONTO Virtual AGM Reference Guide

### Upon Entrance into the Virtual Meeting

Any Member in attendance at the District AGM 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.**

When you sign in your camera will be off, and your microphone muted. In order to be admitted to the meeting after arriving in the waiting room, you may be asked by one of the meeting hosts to turn on your camera for identification purposes. Aside from that time you may choose to turn your camera on or leave it off. The microphone will only be un-muted when you are called on and recognized by the Chair.

### 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? (using Zoom chat feature)
<p style="text-align: center;"><b>WHITE</b></p> <p><i>Speaking time: 90 seconds</i></p>	<ul style="list-style-type: none"> <li>● Mover initially speaking to the motion</li> <li>● Debating in favour of a motion</li> </ul>	<p>Type “WHITE” to SPOTTER</p>
<p style="text-align: center;"><b>BLUE</b></p> <p><i>Speaking time: 90 seconds</i></p>	<ul style="list-style-type: none"> <li>● Debating against a motion</li> </ul>	<p>Type “BLUE” to SPOTTER</p>
<p style="text-align: center;"><b>YELLOW</b></p> <p><i>Speaking time: 60 seconds</i></p>	<ul style="list-style-type: none"> <li>● To ask a question about the motion either of the mover, or of the Chair</li> </ul>	<p>Type “YELLOW” to SPOTTER</p>
	<ul style="list-style-type: none"> <li>● To amend a resolution (motion),</li> <li>● Call the question (which triggers a vote to see if there is support for moving immediately to vote on a motion)</li> <li>● Also used to postpone a resolution, refer a resolution, table a resolution and for other procedural motions.</li> </ul>	<p>TYPE “YELLOW” to SPOTTER + complete the online form to submit your amendment: <a href="https://bit.ly/D12amendments">https://bit.ly/D12amendments</a></p>
<p style="text-align: center;"><b>RED</b></p> <p><i>Speaking time: 90 seconds</i></p>	<p>The red card interrupts the business of the house. It is used for Questions of Privilege or Points of Order:</p> <p><b>Question of Privilege</b></p> <ul style="list-style-type: none"> <li>● those statements/questions that need to be made but are not directly related to the business of the meeting, yet are of importance to the meeting.</li> </ul>	<p>(see next page)</p>

<p><b>RED</b></p> <p><i>Speaking time: 90 seconds</i></p>	<ul style="list-style-type: none"> <li>For example, if noise in the background is affecting your ability to hear the speaker, use the red indicator, wait to be recognized by the Chair and then indicate your concern.</li> </ul> <p><b>Point of Order</b></p> <ul style="list-style-type: none"> <li>directed to the Chair of the meeting and is directly related to the rules governing the meeting.</li> <li>For example, if you believe a resolution is not in order because it contravenes established rules in the Bylaws, Constitution, or Rules of Order, you may use the red indicator, and upon being recognized by the Chair, state your concern.</li> </ul>	<p>Type "RED" to SPOTTER</p>
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### 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: A to L**" or "**Support: M to Z**" 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 is able to 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 AGM

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

The Chair will indicate when voting opens and closes.

All motions to the AGM 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](#).

**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>