



**OSSTF District 12
PRIDE Committee**

**Oct. 19, 2021, 4:30 to 5:30 PM
Via Zoom**

We would like to acknowledge that this building is situated upon traditional territories. The territories include the Wendat, Anishinabek (Anish-na-bick) Nation, the Haudenosaunee (Ho-di-ne-show-nee) Confederacy, the Mississaugas of the New Credit, and the Metis Nation. I would also recognize the enduring presence of Indigenous peoples on this land.

Tentative Meeting Agenda

1. Approval of agenda
2. Election of Chair
3. Approval of June minutes
4. Executive Liaison report
5. Poster competition update
6. Priority Planning
 - a. Previous initiatives
 - b. New ideas
7. Other business
8. Adjournment

ROLES AND RESPONSIBILITIES OF COMMITTEE CHAIRS AND LIAISONS

Adapted from the Provincial OSSTF Manual for Committee Chairs

1. Chairing Meetings

a) Setting the Agenda

In advance of each meeting, discuss the agenda with the executive liaison. This should be done a week ahead of the meeting. Your executive liaison will ensure that the draft agenda is circulated in advance of the meeting to each member and any pertinent attachments that need to be read in advance. OSSTF TORONTO committees may have a standard format for their agenda which includes timed liaison reports and subcommittee meetings.

The Executive Liaison is responsible for maintaining a list including accurate email address, and phone numbers for each member. Most committee members have an email list serve that is a very effective tool for distributing meeting reminders, requests for input between meetings etc. Minutes of the meeting will be recorded by a member of the committee.

b) Formality of the Chairs Role

All OSSTF TORONTO meetings follow the Rules of Order found at the back of the OSSTF/ FEESO Constitution and bylaws. These rules, and Roberts Rules of Order, are based on **formal rules** for running a meeting, under which the Chair/ Presiding Officer normally does not participate in debate and does not vote on motions.

Each federation body should choose at the beginning of the federation year if they wish to run **informal meetings**. In informal rules the Chair may both participate in discussions and vote. Most OSSTF TORONTO Committees, Councils and Work Groups use these informal rules. You should ensure that the rules are explained and an official motion voted on at the outset of each federation year.

c) Conduct of the Meeting

Whether the meeting is formal or informal, the Chair is responsible for calling the meeting to order, announcing each item on the agenda, maintaining decorum, keeping a list for recognizing speakers and ensuring that all motions are properly put, debated and voted on.

2. Action Items Assigned to the Chair

Occasionally, items are actioned to the Chair. However, a committee Chair does not have the authority to write a letter on behalf of OSSTF TORONTO to an external agency or person, or act or speak on behalf of the District/BU. Only the District / BU Executive and President have such authority.

If the Committee or Work group wishes an action taken, it normally passes a motion recommending or requesting that the Executive carry out the action. The Executive Liaison to the body, who is responsible for reporting to the Executive any business arising from each meeting, will include the recommendation in their next such report to the District Executive.

3. Budget

The Budget/ Finance Committee requires each Executive Liaison to complete a Budget Request Form in early spring of each year for the budget of the next federation year. The Executive Liaison to the Committee will consult with the Chair when completing the Budget Request Form. The Executive Liaison will prepare and submit the final Budget Request Form.

Role of the Executive Liaison

The Executive Liaison to a Committee reports to each committee meeting on current issues and major activities of the Federation since the last meeting, takes part in Committee debates and decisions, and reports back on the actions of the Committee, including motions or concerns from the group. When a Committee motion is recommended to the District/ Bargaining Unit Executive, the Executive Liaison is not obligated to vote in favour of the Committee motion, but must forward it to the Executive for consideration.