



MEMORANDUM

Staff Rep Please Post

Date: May 26, 2015
To: All TSU Members
From: Dave Szollosy, TSU President
Re: Procedure for Electing a TSU-OECTA Rep.

TSU Bylaws require that:

"The Teacher Representatives shall be elected by the end of the third week in June and shall take office on July 1 of each year"
(Bylaws, Article II, Section 8 – 1.2.8.1)

The responsibility for electing the TSU-OECTA Rep. lies with the members of the TSU Bargaining Unit (NOTE: Occasional teachers do not vote in election of Association Rep.). School administrators have absolutely no jurisdiction in this matter.

The following procedure is recommended for elections:

1. A number of members form an election committee. Prospective candidates cannot be members of this committee. The formation of the committee may be at the initiation of the current Rep.
2. The election committee requests nominations to be submitted to the committee by a specified deadline. Members can nominate others or themselves.
3. The election committee checks with nominees that they wish their names to be placed on a ballot paper. The nomination form should have a line for their signature.
4. The election committee prepares the ballots and conducts the election by secret ballot.
5. The election should take place in a designated place during a specified period of time.
6. The nominees may provide scrutineers to monitor voting and counting.
7. The election committee is responsible for the counting of the ballots.
8. Each school, or work location may elect one or more assistant Teacher Representatives.
9. TSU Bylaws provide for the election, to a number of other positions on a school OECTA Council, of representatives to the Unit standing committees. **(Bylaws, Article II, Section 9 – 1.2.9.1).**

Nominations and elections should not be conducted by a show of hands at a staff meeting; these are not considered proper democratic procedures. The intention is to provide fair notice and democratic process.

SAMPLE LOCAL SCHOOL OECTA COUNCIL NOMINATION FORM

1. TEACHER REPRESENTATIVE

Please use this form to nominate any staff member for the role of OECTA-TSU Association Representative and school LSSAC co-chair for 2015-16. The Representative is the Association's presence in the school and has an important role in assuring the terms of the Collective Agreement are upheld.

NAME OF NOMINEE _____

SIGNATURE OF NOMINEE _____

(indicates acceptance)

SIGNATURE OF NOMINATOR _____

(can be nominee)

2. SCHOOL OECTA COUNCIL

"Each school is to elect, in addition to a Teacher Rep per campus/site, the following members of the Local School OECTA Council ...to represent the school to the respective standing committee and to assist and support the staff rep in the conduct of the association's business." (TSU By-laws 1.2.9.1)

NAME OF NOMINEE _____

SIGNATURE OF NOMINEE _____

(indicates acceptance)

SIGNATURE OF NOMINATOR _____

(can be nominee)

NOMINATED FOR THE POSITION OF:

- Alternate Staff Rep
- Beginning Teachers Rep
- Environmental Stewardship Rep
- Health and Safety Rep
- Human Rights Rep
- Political Advisory
- Professional Development Rep
- Communications/Student Liaison and Awards Rep
- Membership Services/Religious Affairs Rep
- Negotiations Advisory Rep

Return completed nominations to any of the Election Committee members (names) by June (date). Elections (if necessary) will be held on June (date).
(Bylaws Article II, Section 8)

From the TSU By-laws

1.2.8.10 **The duties of the Teacher Representative shall be:**

- a) To act as the direct liaison between the Unit executive and the members of their respective schools by:
 - i) Retaining on a yearly basis minutes of Unit meetings
 - ii) Distributing to the members, Unit information items
 - ii) Actively promoting Unit activities and available services
- b) To act as a liaison between the provincial executive and the members of the Unit by:
 - i) Distributing to the members, OECTA and OTF publications and correspondence
 - ii) Notifying the appropriate authority regarding shortages therein
 - iii) Actively promoting the Association and its services among members
 - iv) To ensure an elections chair is identified to conduct the election of Teacher Representative
- c) To conduct the election of the unit executive officers under the direction of the Nominations/Elections Committee;
- d) To be completely familiar with the Teacher Representative handbook;
- e) To attend all meetings for representatives called by the Unit executive. In the event that a Teacher Representative is unable to attend, another staff member should be sent as a replacement;
- f) To bring to the attention of the appropriate executive, matters requiring attention as requested by staff members;
- g) To bring to the attention of staff members all communications received from the Unit executive;
- h) To maintain and update an OECTA binder containing:
 - i) OECTA handbook
 - ii) Unit By-laws, Policies & Procedures
 - iii) Unit Directory
 - iv) Local executive correspondence
 - v) provincial OECTA correspondence
 - vi) Unit Newsletters
 - vii) Any other relevant material