

**District 13, Occasional Teachers' Bargaining Unit
Annual Meeting – Tuesday, June 15, 2021**

**Amendments to the Constitution and By-laws, Nominations, Campaign Rules,
and Duties of Elected Positions**

Deadlines

The Deadline to submit on-time resolutions to amend the Constitution is May 21, 2021.

The Deadline to submit on-time resolutions to amend the By-laws is May 26, 2021.

To submit a resolution, [click here](#).

The Deadline to submit on-time Nominations is Friday, June 4th, 2021.

To submit a nomination, [click here](#).

Amendments to the Constitution and By-laws

Members in good standing may propose amendments, duly moved and seconded, by submitting the Resolutions Form.

On-time resolutions will be posted on the D13 [District and Bargaining Unit Constitutions](#) page no later than May 31, 2021.

A brief rationale for each resolution must be included; the mover and seconder may expand on their rationale when the motion is debated at the Annual Meeting.

Nominations

- a) All members in good standing of the Unit shall be eligible to stand, make nominations, and vote for elected positions;
- b) The President shall contact all members in good standing by mail or email and post an announcement on the OTBU page of the District website to invite nominations to all available Bargaining Unit positions outlined in By-law 3, Section 1 no later than five (5) weeks prior to the Annual Meeting;
- c) Members may be nominated for up to two (2) different elected positions on the Executive;
- d) The District 13 Office Manager will accept, with the consent of the nominee, nominations in writing, signed by at least two Members in good standing, for all elected positions;
- e) The deadline for on-time nominations shall be two Fridays prior to the Annual Meeting;
- f) It is the sole responsibility of the candidate to ensure that nomination materials are properly completed, received, and filed with the District Office Manager prior the closing of nominations;

- g) After the deadline specified in (e) above, nominations will be deemed closed for all positions unless there is no nominee for a given position;
- h) The District 13 Office Manager will forward the on-time nominations to the Returning Officer no later than the Tuesday following the on-time nominations deadline;
- i) Nominees and the positions sought shall be posted on the OTBU page of the District website seven (7) days prior to the Annual Meeting;

Nominations Continued

- j) Where, upon the passing of the deadline for on-time nominations, there is no nominee for a given position, that position will remain open, with subsequent nominations being accepted until the nominations are declared closed by the Chairperson at the Annual Meeting;
- k) Late nominations, including nominations for any position from the floor of the Annual Meeting, shall only be accepted for open positions in writing, with the consent of the nominee, and signed by at least two Members in good standing;
- l) If any positions remain unfilled after the elections process has concluded, the Executive shall solicit nominations and fill the position by appointment.

Campaign Rules

- a) Candidates for election may only distribute copies of a single information sheet or pamphlet not to exceed 21.6 cm x 27.9 cm (8.5" x 11") in size to each school not earlier than three (3) weeks prior to the Annual Meeting and must submit their campaign literature to the District Office Manager at least one (1) week prior to distribution to schools;
- b) Campaigning will not be allowed through electronic communication with the exception of InPrint13 and/or the OTBU page of the District website;
- c) Campaign literature will not be posted on the District website prior to the closing of the on-time nominations and must be submitted to the District Office Manager at least one (1) week prior to the nominations deadline;
- d) The campaign literature of candidates who submit late nominations will not be posted on the District website;
- e) Each candidate may place only information sheets or pamphlets on the tables at the Annual Meeting. Each information sheet or pamphlet may not exceed 21.6 cm x 27.9 cm (8.5" x 11") and may include photographs and information about the candidate. Campaign literature must be submitted to the District Office Manager at least one (1) week prior to distribution at the Annual Meeting;
- f) Distribution of campaign literature shall be the sole responsibility of the candidate, at their sole expense.

Duties of the President

- a) be the Chief Executive Officer and official representative of the Bargaining Unit;
- b) be one of the signing officers of the Unit;
- c) call Unit Executive meetings and General Meetings as required;

- d) liaise regularly with the President of the District or the District Executive where the President is also the District President;
- e) submit reports each year to the OTBU Annual Meeting and the District Annual Meeting;
- f) represent the Unit on the District Executive and the District Council;
- g) be the Unit Communications and Political Action Officer;

Duties of the President Continued

- h) be a member of the OTBU Collective Bargaining Team;
- i) represent the Unit at Provincial Council and the Annual Meeting of the Provincial Assembly or to appoint an alternate for all or part of these meetings should the President be unable to attend;
- j) attend OSSTF/FEESO Regional Meetings, Conferences, and Leadership training opportunities, as appropriate;
- k) serve or designate a representative to serve as the Chairperson of the Unit Executive;
- l) sit as a member, ex-officio, of all OTBU Committees.

Duties of the First Vice-President

- a) perform the duties of the President in the President's absence;
- b) represent the Unit on District Council when the number of Representatives to the District Council, as specified in the District Constitution and Bylaws, is one or more;
- c) be a member of the Collective Bargaining Team;

Duties of the First Vice-President, Continued

- d) chair the OTBU Communications Committee;
- e) represent the Unit on the District Executive and District Council, in the event that the President is elected or appointed to an additional position on the District Executive;
- f) carry out other duties as may be delegated by the President.

Duties of the Second Vice-President

- a) perform the duties of the First Vice-President in their absence;
- b) represent the Unit on District Council when the number of Representatives to the District Council, as specified in the District Constitution and Bylaws, is two or more;
- c) coordinate the Professional Development and Social activities of the Unit;
- d) carry out the duties of the Educational Services Officer;
- e) attend Provincial and Regional Educational Services conferences and workshops, as required;
- f) carry out other duties as may be delegated by the President.

Duties of the Secretary

- a) receive correspondence on behalf of the Unit;
- b) record and keep, or cause to be kept, the records of Unit Executive meetings, General Meetings, and the Annual Meeting;
- c) carry out other duties as may be delegated by the President.

Duties of the Treasurer

- a) keep accurate account of Unit finances and report to each Executive, General Meeting, and Annual Meeting regarding the status of Unit finances;
- b) at least semi-annually, provide to the Bargaining Unit Executive financial reports which include expenses to date for each budget line and the financial position of the Bargaining Unit, including all Bargaining Unit assets, and forward the reports to the District Treasurer;
- c) present the projected budget on behalf of the Unit Executive to the Members for approval at the Annual Meeting;
- d) act as co-signing authority for the Unit;
- e) carry out other duties as may be delegated by the President.

Duties of the Representatives to the District Council

- a) keep the OTBU Executive Committee informed about questions, concerns, and initiatives arising from the OTBU membership;

Duties of the Representatives to the District Council Continued

- b) attend and be a voting member of the District Council;
- c) carry out other duties as may be delegated by the President.

Duties of the Delegate(s) to the Provincial Assembly

Attend the Annual Meeting of the Provincial Assembly, and Special Meetings as called, during their term of office.

Duties of the Representatives to the District Committees

To contribute to the committee and highlight Occasional Teacher interests, as appropriate.

- a) Communications
- b) Educational/Political Action
- c) Health and Safety
- d) Human Rights
- e) Professional Development

f) Public Relations

To learn more about the District Committees, [click here](#).