

**Constitution,  
By-laws & Procedures  
Of The  
Ontario English Catholic Teachers'  
Association  
Eastern Unit  
2007**

# CONSTITUTION FOR THE EASTERN ONTARIO UNIT OF OECTA

2007

## CONSTITUTION

1. The name of the association is the Eastern Ontario Unit of the Ontario English Catholic Teachers Association.
2. The purpose for the establishment of the Eastern Ontario Unit within the framework of O.E.C.T.A. is:
  - a) to promote the principles of Catholic education;
  - b) to develop a greater understanding among parents, teachers, and students;
  - c) to work for the moral, intellectual, religious and professional growth of its members;
  - d) to improve the status of the teaching profession;
  - e) to secure for teachers a leading role in education;
  - f) to co-operate with other teacher organizations in improving the standards of education;
  - g) to defend and promote the constitutional rights of the Catholic school system in Ontario and the fair and equitable funding for all publicly funded school boards;
  - h) to continue and to expand effective and efficient membership representation;
  - i) to steadfastly recognize the individual and collective aims and desires of the membership on a unit basis;
  - j) to promote full protection of its members under the Ontario Human Rights Code;
  - k) to represent members in all matters related to collective bargaining.
3. The unit membership shall include the following groups:
  - a) all teachers in the elementary panel,
  - b) all teachers in the secondary panel,
  - c) all teachers on the system occasional teachers' list
  - d) all teachers employed for a continuing education program,
  - e) associate members as accepted and designated by the Provincial Executive.
4. A minimum of two (2) unit general meetings shall be held annually, including the unit annual general meeting.
5. Robert's Rules of Order shall be used at unit general meetings.

6. The provisions of the O.E.C.T.A. Provincial Constitution and By-laws continue to govern this unit.
7. This constitution may be amended by a two-thirds vote of the the members present at the beginning of any general meeting of the unit, provided that notice of such proposed amendment has been distributed to the members at least ten (10) calendar days prior to the unit general meeting. Proposed changes to the by-laws, policies and procedures voted on and approved by the general membership will become effective the next “by-law” year (July 1), unless otherwise specified in the amendment.

## **BYLAWS**

### ARTICLE 1 – MEMBERSHIP

#### Section 1 – Statutory membership

1. The statutory members of the association shall be:
  - a) all teachers in the Catholic School Board of Eastern Ontario employed in the regular school day program;
  - b) all teachers in the Catholic District School Board of Eastern Ontario employed for a continuing education program;
  - c) all teachers in the Catholic District School Board of Eastern Ontario employed as occasional teachers.
2. The duties, responsibilities and privileges of a statutory member shall be those designated by:
  - a) the *Teaching Profession Act*, and its regulations;
  - b) the by-laws and policies of the Ontario Teachers Federation;
  - c) the constitution, by-laws, policies and procedures of this Association, both at provincial and unit level.

#### Section 2 – Associate membership

Associate members who have been granted membership by the provincial executive have rights and privileges according to the Provincial Handbook.

#### Section 3 – Life membership

Any former member who has been granted a life membership by the council of presidents shall have the same duties, responsibilities and privileges as an active member except that the member shall not hold office in the unit.

## ARTICLE II – UNIT ORGANIZATION

### Section 1 – Unit Executive

1. The officers of the unit shall be:
  - a) Unit President
  - b) Unit Past President
  - c) Unit Vice-President
  - d) Chief Executive Officer of the teacher local bargaining unit from which the Unit President is not elected
  - e) Unit Treasurer
  - f) Unit Secretary
  - g) Two councillors from Lanark, Leeds and Grenville
  - h) Two councillors from Prescott-Russell
  - i) Two councillors from Stormont, Dundas and Glengarry
  - j) Occasional teachers' representative
2. The unit executive shall be elected according to the election procedure established by the unit. The election of release officers shall take place before May 15 of each year and for all officers at least before May 31.
3. The officers of the unit executive shall take office on July 1 of the year in which they are elected.
4. The term of office for the unit executive shall be for two years or until successors are appointed by the Executive for the various positions. Interim elections may occur if a unit executive member is unable to fulfill the full two-year term.
5. To qualify as a candidate for Unit Executive a nominee shall be a member of the Ontario College of Teachers and is a member of the Unit at the time of taking office.
6. The unit executive shall appoint a replacement if the unit president or vice-president is unable to continue in the duties of the position.
7. The unit president shall be released from teaching full-time. The unit vice-president may be released up to full-time.

### Section 2 – Duties of the Unit Executive

The duties of the unit executive shall be:

- a) to promote the interests of the Association and the unit:
- b) to report in writing to the general secretary any case of alleged breach of Association constitution, by-laws, policies or procedures by a member of the unit and, at the same time, to provide the member with a copy of the report.

- c) to report to the provincial office, as the unit executive becomes aware, any investigation of a member by the Ontario College of Teachers;
- d) to receive and consider reports of alleged unfairness on the part of the school board and reports of professional difficulties between members of a school staff and, if necessary, to work with the general secretary in the resolution of these matters;
- e) to refer to the general secretary all matters requiring legal advice;
- f) to encourage each school to be represented by an experienced, responsible member;
- g) to conduct a workshop for staff representatives when deemed necessary;
- h) to fill vacancies in the membership of the unit executive;
- i) to choose the delegates and alternate delegates to the annual general meeting (AGM) and other provincial conferences;
- j) to hold unit general meetings when deemed necessary for the welfare of the unit and when required by the Association by-laws and procedures;
- k) to hold executive and staff representative meetings when required;
- l) to appoint an elections committee;
- m) to supervise the compilation of a balanced unit budget and to present the unit budget for membership approval each year;
- n) to authorize and approve the unit expenses and receive and approve all finances;
- o) to levy, with the approval the unit membership, any necessary additional local fee;
- p) if a grant is required to supplement income, to submit in writing to the provincial executive a grant application along with the proposed annual budget;
- q) to borrow funds on behalf of the unit if such action is authorized by the provincial executive;
- r) to appoint and dissolve a negotiating team;
- s) to appoint unit committee or workgroup chairpersons and members;
- t) to attend unit executive, staff representative and general meetings, unless excused by the unit president;
- u) to receive committee reports and to take whatever action it deems necessary;
- v) to conduct an orientation workshop for all teachers new to the board concerning aims, objective, by-laws, the constitution of the Association and parliamentary procedure, and the collective agreement;
- w) to censure any unit executive member who fails to attend three (3) meetings and to request that the member defend their right to remain on the executive. If this explanation is not acceptable to the unit executive, this person shall be requested to resign. If the person does not resign, the executive will vote to remove the member. Such member, if removed, may appeal to the unit membership at its next general meeting.
- x) to award the President's Award at the annual Retirement and Awards Dinner(s) in addition to honouring retiring teachers, and presenting 15 and 25 year service awards."

### Section 3 – Duties of Unit Executive Officers

#### 1. Past President

The duties of the past president shall be:

- a) to advise and counsel the unit president and the unit executive;
- b) to be responsible for nominations and elections.

#### 2. Unit President

The duties of the unit president shall be:

- a) to represent the unit membership and be the official spokesperson for the Association;
- b) to promote the interests of the Association and the unit;
- c) to call unit meetings, preside thereat and plan the program thereof;
- d) to prepare the delegation to the provincial annual general meeting and to ensure the delegation knows that it represents the majority opinion of the unit members;
- e) to serve on the council of presidents and when unable to perform this duty, appoint a delegate in order of executive rank;
- f) to give a detailed report to the unit executive following each meeting of the council of presidents;
- g) to be an ex-officio member of all committees;
- h) to prepare and present a report on activities of the past year, at the annual general meeting of the unit;
- i) to present a brief summary of activities at regular staff representative meetings;
- j) to be one of the signing officers of the unit;
- k) to carry out decisions reached by the unit executive and the general membership;
- l) to act as liaison with the Board, teacher local bargaining unit(s) and community groups as may be required;
- m) to maintain ongoing communication with the chief executive officer in order to minimize potential conflicts and difficulties;
- n) to monitor the collective agreement in conjunction with unit vice-president and to pursue any contravention of the collective agreement through the grievance procedure.

#### 3. Unit Vice - President

The duties of the unit vice-president shall be:

- a) to perform unit duties in conjunction with the unit president as may be required;
- b) to assist the unit president and to assume the duties of that position in the absence of the unit president;
- c) if the unit president fails to call a mandatory meeting of the unit, the unit vice-president shall call the meeting and notify the provincial president, general secretary and unit president of this action;
- d) to represent the unit executive on at least one unit or Board committee;

- e) to be responsible for coordinating the program for teachers new to the Board;
- f) to be responsible for the staff representative in-service.
- g) to be one of the three signing officers of the unit.

4. Chief Executive Officer (of the teacher local bargaining unit from which the unit president is not elected)

The duties of the chief executive officer shall be:

- a) to assist the unit president;
- b) to represent the needs of all the members of the teacher local bargaining unit as a member of the collective bargaining committee and to be a signing officer of the branch affiliate for collective bargaining purposes;
- c) to attend unit executive, staff representative and unit general meetings;
- d) to serve on the council of presidents and to be a delegate at the AGM. If the chief executive officer is unable to perform this duty, the unit vice-president shall be designated as the replacement;
- e) to maintain ongoing communication with the unit president, unit vice-president or regional councillors in order to minimize potential conflicts and difficulties.

5. Unit Treasurer

The duties of the unit treasurer shall be:

- a) to see that all money from the provincial treasury and other sources is received and acknowledged;
- b) to deposit all funds in the name of the unit in a chartered bank or in an accredited credit union chosen by the unit executive;
- c) to keep an account of all money received and spent;
- d) to pay all authorized accounts and expenses incurred by the unit;
- e) to present a balanced unit budget for approval to the membership at the first unit general meeting;
- f) to give a detailed annual report to the membership at the annual unit general meeting;
- g) to prepare motions for executive meetings for expenditure approvals;
- h) to submit a detailed annual financial report covering operations for the entire fiscal year, audited by a licensed public accountant, to the membership at the first unit general meeting following such audit and to the provincial office;
- i) to be one of the signing officers of the unit;
- j) to present a financial statement at unit executive meeting, staff representative meetings and all unit general meetings;
- k) to represent the unit at provincial treasurers' workshops and seminars.

6. Unit Secretary  
The duties of the unit secretary shall be:
  - a) to record the minutes at all meetings and ensure that those minutes are kept on file in the unit office;
  - b) to represent the unit executive on at least one unit or Board committee.
  
7. Unit Councillors: (LLG, PR, SDG)  
The duties of the unit councilors shall be:
  - a) to assist the unit executive in its duties;
  - b) to represent the unit executive on at least one unit or Board committee;
  - c) to act as liaison with their respective regions and to bring to the attention of the unit executive matters requiring attention as requested by unit members.
  
8. Occasional Teachers' Representative  
The duties of the Occasional Teacher Representative shall be:
  - a) to assist the Unit Executive in all its duties;
  - b) to chair the Occasional Teacher Committee;
  - c) to report to the Unit Executive on issues/concerns raised by the Occasional Teachers' Committee.

#### Section 4 – Staff Representatives

1. Each staff shall elect or appoint its representative and alternate by September 15<sup>th</sup> of each year, subject to approval by the unit executive. If a staff representative cannot attend a scheduled meeting, the alternate will attend.
  
2. To qualify as a candidate for staff representative, a teacher must be on staff at the time of the election;
  
3. In electing or appointing a staff representative, it is strongly recommended that the teacher be a permanent teacher with the Board.

#### Duties of Staff Representative:

1. To act as direct liaison between the unit executive and the unit members, including occasional teachers, by:
  - a) retaining on a yearly basis minutes of unit meeting;
  - b) distributing to the members and posting all unit information items;
  - c) actively promoting unit activities and available services;
  - d) assisting staff members in understanding their right and responsibilities in consultation with the unit office.
  
2. To act as liaison between provincial executive and members of the unit by:
  - a) distributing OECTA and OTF publications and correspondence and notifying the proper authority regarding shortages;
  - b) actively promoting the Association and its services.

3. To attend all unit staff representative and unit general meetings as a voting member.
4. To bring to the attention of the appropriate unit executive member, matters requiring attention, as requested by staff members.
5. To attend unit staff representative workshops when they are presented.
6. To be responsible within their school for the implementation of the unit courtesy procedure, on behalf of the unit. This includes informing the unit office of births, deaths and marriages;
7. To submit to the unit office news items from their school that may be published in the unit newsletter.

#### Section 5 – Unit General Meetings

1. The unit shall hold a minimum of two (2) unit general meetings per year.
  - a) One meeting shall be in the fall to present and approve the unit budget and auditor's report.
  - b) One meeting shall deal with AGM resolutions, and /or amendments to the unit constitution and by-laws.More general meetings may be scheduled if necessary.
2. At unit general meetings, all accredited members shall be entitled to vote.
3. A quorum at all unit general meetings shall be one half the number of members who were present at the beginning of the meeting.

#### Section 6 – Unit Committees

1. All committees must report to the unit executive through its chairperson.
2. Each committee is responsible to the unit executive.
3. The unit executive shall establish special committees, as it considers necessary. Special committees may be dissolved upon completion of task by an executive motion.
4. Volunteers for committees will be requested from the membership by Sept. 30. From these volunteers, the unit executive shall appoint chairpersons and members to the standing committees. Volunteers shall be recognized and have their names recorded in the minutes.

5. It is possible for committees to have only one OECTA member, such as a shared Board and employee committee. OECTA members on Board/employee committees will ensure that reports or minutes of meetings are given to the unit executive regularly.
6. Each committee, that consists of OECTA members only, shall have one unit executive liaison.
7. The members of standing and special committees shall be appointed to ensure as broad a school representation as possible on each committee. Both elementary and secondary members shall be appointed.
8. All financial transactions conducted by the committee must be directed to the unit treasurer, and must fit within the budget request presented by the committee chairperson.
9. All committees must seek approval for meetings from the unit executive and chairpersons shall report to the unit executive.
10. The following committees may be appointed annually:
  - a) Collective Bargaining Committee (CBC)
  - b) Communications
  - c) Elections
  - d) Employee Assistance Program
  - e) Health and Safety
  - f) Legislation
  - g) Political Action Committee (PAC)
  - h) Professional Development (PD)
  - i) Social
  - j) Occasional Teachers' Committee
  - k) Beginning Teachers' Committee

### Article III – AMENDMENT TO BY-LAWS

The by-laws may be amended by a two-thirds vote of the members present at the beginning of a unit general meeting provided notice of the proposed amendment has been distributed to the members at least ten calendar days prior to the unit general meeting.

## PROCEDURES

### PROCEDURES I – PROVINCIAL ANNUAL GENERAL MEETING

1. Delegates and alternates to the Provincial Annual General Meeting shall be chosen first from the unit executive, then the staff representatives, and finally from the general unit membership. If the occasional teachers' local generates extra delegates based on the provincial formula, such delegates shall be selected from the occasional teachers' membership.
2. Selection of delegates and alternates shall be completed by January 31.
3. All delegates and alternates shall attend the unit general meeting and the delegate preparation meeting prior to the AGM, or relinquish their right to attend the AGM.
4. Delegates and alternates shall ensure that a full voting delegation is present at all AGM sessions.
5. Delegation members shall help prepare an AGM report to inform unit members of key issues and resolutions.
6. One member of the delegation shall be appointed to assist with the AGM Eastern Hospitality.

### PROCEDURES II – FINANCES AND EXPENSES

#### Section 1 – General Guidelines

1. Members should not be out of pocket for necessary expenditures incurred while conducting unit business nor shall the unit be liable for undue charges.
2. The unit shall pay all reasonable expenses incurred by executive members as determined by the unit executive and subject to budget restrictions.
3. The unit executive shall receive and control all finances.
4. All expenses shall be paid in accordance with the provincial guidelines.
5. All expenses must be requested in writing and approved, in advance, by the unit executive unless other arrangements have been agreed upon by the member and the executive.
6. Overexpenditures beyond budgeted or approved amounts must be approved by the unit executive.

7. Kilometrage will be paid to committee members upon receipt of an itemized claim. This will be extended to those committee members attending authorized meetings and conducting authorized committee business. Kilometrage shall be paid for the distance to and from the school in which a member teaches, or from which the member travels to attend a meeting.
8. Any committees, workgroups or special-interest groups requesting budget allocations for funds should prepare an application before the unit budget is prepared in September, and give reasons for their request.
9. OECTA bursaries shall be awarded to student(s) at each of the secondary schools, according to the school's criteria.

## Section 2 – Funding for Conferences

1. Requests for becoming a delegate to any provincially sponsored conference, or an individual professional development conference, must be made to the unit executive. All applicants will be informed of the unit executive's decision.
2. Receipts must be itemized and all expenses must be accounted for. Expense reports must be submitted as soon as possible, within 30 days. Provincial guidelines for meal and travel allowances must be followed.
3. Members are limited to one conference per school year. A member who seeks funding to the same conference each year may be put on hold if other members show an interest in the same conference.
4. Members are requested to book transportation early in order to take advantage of travel discounts.
5. Members who obtain funding must be willing to present their written report to the executive.
6. Members who are requested by the Board or other organizations to attend a specific conference are to use those organizations as sources of funding.
7. Transportation costs shall be paid for members representing the unit at conferences for which the unit has provided funding.
8. Names of all those requesting funding for conferences will be recorded in the minutes.

9. If release time is required for any provincial conferences, the unit president will request leave for the members. The unit will not pay for supply teachers for individual professional development conferences.

### Section 3 – Responsibility Allowances

The responsibility allowances for the Eastern Unit of OECTA will be as follows:

- Unit President - \$8,000
- Unit Vice-President - \$5,000
- Treasurer - \$500
- Secretary - \$500

### PROCEDURES III – DUTIES OF COMMITTEES

#### A Collective Bargaining Committee

1. The C.B.C. is charged with the following responsibilities:
  - a) to research all information pertinent to conditions of service and be familiar with all legislation pertinent to teacher employment, and to be knowledgeable of OECTA collective bargaining policies;
  - b) to complete a membership needs assessment;
  - c) to prepare possible changes to the collective agreements and draft proposals based upon the results of the needs assessment;
  - d) to present an initial proposal that is consistent with provincial Collective Bargaining policies, and has been approved by the provincial office, to the unit executive prior to presenting it to the membership for approval;
  - e) to have a subcommittee, appointed from the C.B.C. by the unit executive:
    - i) to negotiate the collective agreement;
    - ii) to present to the unit executive recommendations regarding a tentative agreement, sanctions or conclusions of the negotiating process;
    - iii) to direct the final signing of the collective agreement with the Board upon the approval by the provincial association
2. Any members appointed to the C.B.C. are encouraged to attend at least one, but preferably all, collective bargaining seminars provided by provincial office during the year.

B      Communications

It shall be the duty of the Communications Committee:

- a)        to assess strategies by which Eastern Unit can develop effective communication vehicles for the membership and make recommendations to the unit executive;
- b)        to provide input into and assist in updating the unit website;
- c)        to develop a unit newsletter to be issued three(3) times a year;
- d)        to oversee and deploy their approved budget for activities for communication.

C      Elections

The election procedure for the Eastern Ontario unit is found in Appendix A. The Elections' Committee shall be responsible for supervising the unit election procedure.

D      Employee Assistance

It shall be the duty of the Employee Assistance Committee:

- a)        to develop procedures for and implement jointly with the Board an Employee Assistance Program;
- b)        to ensure representation on the Board Employee Assistance Committee;
- c)        to assure attendance at Employee Assistance workshops;
- d)        to provide up-to-date information of the services available to the membership.

E      Health and Safety

It shall be the duty of the Health and Safety Committee:

- a)        to represent the needs of the teachers as they apply to safe working conditions;
- b)        to function in accordance with the collective agreement;
- c)        to ensure representation on the Joint Health and Safety committee (Board and employees);
- d)        to monitor the health and safety standards according to the Occupational Health and Safety Act and Regulations;
- e)        to make recommendations to the employer and the workers for the improvement of the health and safety of workers.

F      Legislation

It shall be the duty of the Legislation Committee:

- a)        to study and report on all matters that pertain to the unit constitution, by-laws and procedures. It shall be responsible for submitting such matters to the unit executive for approval prior to presentation at a unit general meeting.

- b) to receive all resolutions submitted from the schools, unit executive, or individuals;
- c) to present resolutions to the AGM at the first unit general meeting of each year. Such resolutions must be received by September 30 and must be approved by the membership at the unit general meeting;
- d) to develop procedures and policies for the unit;
- e) the committee shall be empowered to:
  - read, analyze, clarify, reword and combine resolutions. If the sponsor objects to the combining of a resolution, he/she shall have the right to present as originally submitted;
  - return to sponsors resolutions requiring clarification
  - return to sponsors resolutions which are presently OECTA or OTF policy.

#### G Political Action

It shall be the duty of the Political Action Committee:

- a) to keep members informed of political developments pertaining to education;
- b) to heighten public awareness of Catholic education;
- c) to prepare newsletters or publications when deemed necessary by the unit executive;
- d) to organized information meetings, rallies or other activities, as needed, for teachers' views to be expressed to government, with the approval and assistance of the unit executive.

#### H Professional Development

It shall be the duty of the Professional Development committee:

- a) to be informed on issues, trends and problems in the area of professional development and curriculum;
- b) to identify members' needs and desires in P.D. and recommend action that the unit may pursue to satisfy these needs;
- c) to recommend to the unit executive individual conference procedures;
- d) to assist and give input to the Board regarding system-wide Professional Development days.

#### I Social

It shall be the duty of the Social Committee:

- a) to assess strategies which encourage collegiality and member involvement;
- b) to provide input into and updates for the unit website and newsletters with regards to social events in the unit;
- c) to assist in the planning and promotion of events;
- d) to prepare for the distribution of Service Recognition Awards;
- e) to plan and organize a function(s) to honour Association members who retire;
- f) to oversee and deploy the approved budget for social activities

J Occasional Teachers' Committee

It shall be the duty of the Occasional Teachers' Committee:

- a) to identify occasional teacher members' concerns and recommend actions to the unit executive;
- b) to recommend the occasional teacher delegates(s) to the AGM;
- c) to recommend occasional teacher representatives to serve on the collective bargaining team;
- d) to recommend articles/items to be included in the unit newsletter and webpage

K Beginning Teachers' Committee

It shall be the duty of the Beginning Teachers' Committee:

- a) to follow up on the Provincial OECTA beginning Teachers' Conference;
- b) to assess means by which the unit can support beginning teachers;
- c) to collaborate with the Professional Development Committee to convene regional meetings or programs for beginning teachers;
- d) to provide input into and updates for the unit newsletter and webpage with regards to beginning teachers

ARTICLE IV - REPORTING BY UNIT COMMITTEES

Reports shall be submitted in writing to be presented and attached to the minutes of the unit annual general meeting. The unit executive may request reports by committees at any other time.

ARTICLE V - AMENDMENTS TO PROCEDURES

Procedures may be established, amended or rescinded by either:

- a) a two-thirds vote of the membership present and voting at the Unit Annual General Meeting provided the proposed amendment has been distributed to the members at least 10 calendar days prior to the unit general meeting.
- b) a nine-tenths (9/10) majority of the unit executive, subject to ratification at the next general meeting.

**POSITIONS ON THE EASTERN ONTARIO OECTA UNIT EXECUTIVE**

1. UNIT PRESIDENT ( 100% release time)
2. UNIT VICE-PRESIDENT ( 100 % release time)
3. UNIT TREASURER
4. UNIT SECRETARY
5. 2 COUNCILLORS PRESCOTT – RUSSELL (PR teachers vote)
6. 2 COUNCILLORS STORMONT, DUNDAS, & GLENGARRY (SDG teachers vote)
7. 2 COUNCILLORS LANARK, LEEDS, & GRENVILLE (LLG teachers vote)
8. CHIEF EXECUTIVE OFFICER (from branch affiliate opposite to that of president; to be voted on by teachers of corresponding branch affiliate; this position will involve attending and voting at provincial Council of Presidents meetings)
9. PAST PRESIDENT
10. OCCASIONAL TEACHERS’ REPRESENTATIVE (teachers on system OT list vote)

**THE ELECTION PROCEDURE**

- |  |   |
|--|---|
| 1. January/February                                  | Nomination forms go out to membership   |
| 2. March 31  | 5:00 p.m. deadline for submission of nomination forms   |
| 3. First week of April                               | Slate of candidates advertised to membership<br>(newsletter with biographies and photos of candidates to follow within two weeks)   |
| 4. Within two weeks                                  | All Candidates Regional General Meetings in Hammond, Smiths Falls, and Cornwall   |
| 5. Last week of April                                | First Tier Election for Unit President (voting at schools)  |
| 6. Two calendar days later                           | Membership notified of successful candidate for President (fax to all schools and sites)  |
| 7. Within 7 calendar days of Unit President election | 5:00 p.m. deadline for unsuccessful Presidential candidates to step down (to run for Unit Vice-President, or any other remaining position – notify the Electoral Officer)<br>5:00 p.m. deadline for CEO candidates who are disqualified from running because they are from the same branch affiliate as President to declare step down to run for any of the Second Tier Positions. |
| 8. Next day  | Notice to schools of revised slate of candidates for Second Tier Election (fax to all schools and sites)  |
| 9. Second week of May                                | Election of Unit Vice-President   |
| 10. Two calendar days later                          | Announcement to membership of successful candidate (fax to all schools and sites)   |
| 11. Within seven calendar days                       | 5:00 p.m. deadline for unsuccessful Unit Vice-President candidates to declare for any remaining positions (notify Electoral Officer)  |
| 12. Next day   | Notice to schools of revised slate of candidates for remaining positions (fax to all schools and sites)   |

13. First week of June  
Third Tier Election

All Remaining Positions (voting at schools): Two Councillors Prescott-Russell, Two Councillors Stormont, Dundas & Glengarry, Two Councillors Lanark, Leeds & Grenville, Occasional Teachers' Representative, Unit Treasurer, Unit Secretary, Chief Executive Officer, and Occasional Teachers' Representative.

14. Two days later

Announcement to membership of successful candidates (fax)

**NOMINATION FORM FOR EASTERN UNIT EXECUTIVE ELECTIONS**

**NAME OF CANDIDATE:** \_\_\_\_\_

Home Address

School Name and Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

**POSITION NOMINATED FOR:** \_\_\_\_\_

**NOMINATED BY:**

(Nominators for regional councillors must be from the same region; nominators for CEO must be from the same branch affiliate as the candidate; nominators for Occasional Teachers' Representative must be from the system occasional teachers' list.)

Nominator's Signature

Name of School & Location of Nominator

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Information for Candidate:**

1. Submit completed Nomination Form for the Eastern Unit Executive along with a one-sided PHOTOCOPY- ready biography sheet to the elections chairperson, the Unit Past President.
2. The BIOGRAPHY sheet must be typed and contain a recent photograph of the candidate in the upper right-hand corner of a ONE-SIDED 8.5" x 11" sheet of paper.
3. Biography sheet may include the following:
 

i) Provincial Experience	iii) School Experience	v) Related Experience
ii) Local Experience	iv) Educational Experience	vi) Personal Information
		vii) Other Information

