

NOVA SCOTIA TEACHERS UNION

Halifax City Local Operational Procedures

October 24th, 2012

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I. *Duties of the Local Executive*

- [1] The Local Executive shall conduct the business of the Local under the direction of the Local Council and/or Local general membership.
- [2] The Local Executive shall receive and disburse all Local funds in accordance with the Nova Scotia Teachers Union and Local policies.
- [3] The Local Executive shall regularly attend meetings and perform duties as required.
- [4] The Local Executive shall present reports to Local Council and/or Local General Meetings regarding their activities.
- [5] The Local Executive may assist educational sites in the selection of NSTU representatives.
- [6] All Local Executive members shall maintain a record of their work and shall forward it to their successors.

II. *Duties of the Local Council*

- [1] The Local Council shall encourage member involvement in the development of goals and objectives for the Local.
- [2] The Local Council shall assess ongoing programs of the Local.
- [3] The Local Council shall receive Local Executive and committee reports.
- [4] The Local Council shall address the views and concerns of NSTU representatives, thus providing direction to the Local Executive.
- [5] The Local Council shall debate and resolve routine concerns.
- [6] The Local Council shall propose motions for consideration at general meetings.
- [7] The Local Council shall provide a mandate for Local Executive action, subject to ratification at a General Meeting.

- [8] The Local Council shall periodically review the Local Constitution and Operational Procedures.

III. *Duties of the Local Table Officers*

- [1] The Local Table Officers shall establish Local administrative procedures for adoption by the Local Executive on an annual basis.
- [2] The Local Table Officers shall call a special meeting in the event of an emergency or special need.
- [3] The Local Table Officers shall organize for the Annual General Meeting of the Local:
- a financial statement
 - a proposed budget for the coming year
 - a report of the Local's activities for the year

IV. *Duties of the Local President*

- [1] The Local President shall be the official spokesperson for the Local on Local matters excluding bargaining unit issues.
- [2] The Local President or designate shall preside at all meetings of the Local, the Local Council, and the Local Executive.
- [3] The Local President shall prepare agendas for all Local meetings at which the President presides in consultation with the Local Secretary.
- [4] The Local President shall be an ex-officio member of all Local committees.
- [5] The Local President shall be a member of the Halifax Regional Representative Council,
- [6] The Local President shall dialogue with educational site administrators in consultation with educational site NSTU representative(s).
- [7] The Local President shall review the Local's Constitution and Operational Procedures during the first meeting of the Local Executive each year.

- [8] The Local President in consultation with the Local Executive shall confirm with the Local Secretary that all changes to the Local Constitution or Operational Procedures have been correctly recorded and appended to the appropriate document.
- [9] The Local President in consultation with the Local Executive shall appoint an Executive member responsible for substitute teacher concerns.
- [10] The Local President in consultation with the Local Executive shall appoint an Executive member as a New Member Contact Person.
- [11] The Local President in consultation with the Local Executive shall appoint an Executive member responsible as an Equity Contact Person.
- [12] The Local President in consultation with the Local Executive shall designate a Local Parliamentarian.
- [13] The Local President in consultation with the Local Executive shall appoint members to committees resulting from the regional contract and to other committees as necessary.
- [14] The Local President shall perform such duties as directed by the Local, the Local Council, and the Local Executive.
- [15] The Local President in consultation with the Local Executive shall be responsible for the effective running of the Local.
- [16] The Local President shall be a bonded signing officer for the Local.

V. *Duties of the Vice President – Communications/Public Affairs/Public Relations*

- [1] The Vice President – Communications/Public Affairs/Public Relations shall chair the activities of the Communications Committee, the Nominating Committee, the Public Affairs/Public Relations Committee and Social Committee.
- [2] The Vice President – Communications/Public Affairs/Public Relations shall maintain the Local's membership registry as well as a list of Local Council members.

[3] The Vice President-Communications/Public Affairs/Public Relations shall maintain a sign in register for all Local Council and Local General Meetings and forward to the Secretary at the conclusion of each.

[4] The Vice President-Communications/Public Affairs/Public Relations shall maintain a sign in register for all Local Council and Local General Meetings and forward to the Treasurer by the conclusion of the April Local meeting.

VI. *Duties of the First Vice President*

[1] The First Vice President shall chair the Economic Welfare Committee, and be responsible for the Finance Committee and the Resolutions Committee.

[2] The First Vice President shall be a member of the Halifax Regional Representative Council.

[3] The First Vice President shall be a voting member of the Regional Economic Welfare Committee.

[4] The First Vice President shall present the Local's views concerning improved working conditions for members to the Regional Economic Welfare Committee.

[5] The First Vice President may conduct economic welfare training in the Local under the direction of the Regional Economic Welfare Committee.

[6] The First Vice President shall perform the duties of the Local President in the President's absence.

VII. *Duties of the Vice President – Professional Development*

- [1]** The Vice President – Professional Development shall serve as chairperson of the Local Professional Development Committee, and the Equity Committee.
- [2]** The Vice President – Professional Development may represent the Local on the Article 60 Committee.

VIII. *Duties of the Local Secretary*

- [1]** The Local Secretary shall record and maintain copies of the minutes of all meetings of the Local Council, the Local General, and the Local Executive.
- [2]** The Local Secretary shall prepare copies of the minutes for distribution at Local meetings.
- [3]** The Local Secretary shall maintain a record of the attendance at all meetings of the Local Council, the Local General, and the Local Executive, and shall report to the Local President unrepresented educational sites following the meeting.
- [4]** The Local Secretary shall maintain all official records of the Local including the Constitution, Operational Procedures and Local Membership Registry and ensure that appropriate revisions are processed.
- [5]** The Local Secretary shall maintain a current list of contact information for Local NSTU Representatives, Local Executive members, and Local Standing Committees.
- [6]** The Local Secretary shall forward to the NSTU Central Office the names and contact information for the new Local Executive immediately following the Annual General Meeting.
- [7]** The Local Secretary shall circulate through the Vice President of Communications/Public Affairs/Public Relations to all educational sites by September 30th the schedule of Local Council and Local General Meetings for the year.
- [8]** The Local Secretary may keep an Action Register for each Local meeting.
- [9]** The Local Secretary may prepare meeting highlights for distribution.

IX. *Duties of the Local Treasurer*

- [1] The Local Treasurer shall chair the Finance Committee.
- [2] The Local Treasurer shall administer all financial matters associated with the Local under the direction of the Local and report to the Local, by means of a financial statement, at its general meetings.
- [3] The Local Treasurer shall be responsible for an annual review of the financial records of the Local in accordance with guidelines prepared by the Finance and Property Committee.
- [4] The Local Treasurer shall prepare a proposed budget for approval at the Annual General Meeting.
- [5] The Local Treasurer shall be a bonded signing officer for the Local.

X. *Duties of the Past President*

- [1] The Past President or designate shall act in an advisory capacity to the Local President and the Local Executive.
- [2] The Immediate Past President or designate shall chair the Resolutions Committee and the Nominating Committee.

XI. *Duties of Members-At-Large*

- [1] Each member at large will be assigned to individual portfolios/other responsibilities at the President's discretion.

XII. Duties of the Provincial Executive Member

- [1]** The Provincial Executive Member shall perform such tasks as outlined in the Nova Scotia Teachers Union Guidebook.
- [2]** The Provincial Executive Member shall keep the Local informed of Provincial Executive activities and inform the Provincial Executive of the interests and concerns of the Local.

XIII. Duties of the NSTU Representative

- [1]** The NSTU Representative shall request time on staff meeting agendas for NSTU Updates.
- [2]** The NSTU Representative shall organize a minimum of three (3) meetings per year with the NSTU members in the respective educational site in order to:
 - obtain member thinking on professional and economic matters
 - disseminate information to members concerning Local and Provincial matters
- [3]** The NSTU Representative shall communicate educational site member concerns to the Local and working to resolve those concerns.
- [4]** The NSTU Representative shall keep the site administrator informed of NSTU matters.
- [5]** The NSTU Representative shall be knowledgeable about policies and procedures of the Local and Provincial NSTU.
- [6]** The NSTU Representative shall direct member requests to the appropriate Local or provincial authority.
- [7]** The NSTU Representative shall encourage new member involvement with Local activities.
- [8]** The NSTU Representative shall post Local Council and Local General Meetings.
- [9]** The NSTU Representative shall post agendas for Local General Meetings.

- [10] The NSTU Representative shall distribute print material received from the NSTU to NSTU members on site.
- [11] The NSTU Representative shall conduct educational site votes as determined by the Local.
- [12] The NSTU Representative shall coordinate the annual Membership Registry.
- [13] The NSTU Representative shall promote a united teaching profession.

XIV. Duties of Committees

- [1] Duties of the *Communications Committee* shall include:
 - [i] maintaining an up-to-date list of contact numbers and addresses of the Local NSTU Representatives, the Local Executive and of all the members of each committee of the Local;
 - [ii] coordinating and maintaining internal communications with members via newsletter/website/email;
 - [iii] ensuring the circulation of information received from Local leaders and Local Committees to the general membership and other interested stakeholders;
 - [iv] encouraging members to contribute appropriate content to NSTU Local and community publications.
 - [v] initiating and implementing a Local telephone tree for purposes of conveying critical information when other forms of communication are not available or when time is critical.

- 2. Duties of the *Economic Welfare Committee* shall include:
 - [i] Coordinating with and supporting the work of the Regional Economic Welfare Committee;

- [ii] seeking input from the Local membership for Regional and Provincial asking packages;
 - [iii] overseeing the existing Regional and Provincial agreements;
 - [iv] promoting teacher rights and responsibilities;
 - [v] planning for and promoting improved working conditions for the members of the Local.
3. Duties of the *Finance Committee* shall include: (renumber)
- [i] preparing a budget for approval at the Annual General Meeting;
 - [ii] overseeing the production of a financial report for review and consideration by the Local Executive and the Local Council;
 - [iii] developing and revising Guidelines for Local Expenditures.
4. Duties of the *Nominating Committee* shall include:
- [i] circulating a notice of election for available executive positions to all school representatives at least three (3) weeks prior to the Annual General Meeting;
 - [ii] overseeing the election of executive positions;
 - [iii] providing NSTU representatives with the results of the elections;
 - [iv] overseeing the election of Annual Council delegates and establishing guidelines for the election of NSTU representatives.
 - [v] administering the selection process for Local committee membership.

5. Duties of the *Professional Development Committee* shall include:
- [i] organizing professional development activities, seminars, and/or workshops for the Local
 - [ii] providing co-operation and communication between teachers and the Board with respect to professional development
 - [iii] advising the Local Executive regarding professional development issues
 - [iv] liaising with the NSTU Professional Development Committee
 - [v] providing information to School Representatives regarding professional development opportunities;
 - [vi] preparing criteria and selecting successful applicants for scholarships and bursaries sponsored by the Local.
 - [vii] administering the review of applications and the approval of Special Project, Trip, and Out of Province grants.
6. Duties of the *Public Affairs/Public Relations Committee* shall include:
- [i] coordinating with and supporting the work of the Regional Public Affairs/Public Relations Committee;
 - [ii] promoting teacher image through publicity of programs of local interest;
 - [iii] maintaining and updating a contact file of MLAs, MPs, Municipal Council Members, School Board Members, and other persons with an interest in public education;
 - [iv] meeting with MLAs in order to maintain an open line of dialogue between the Local and the government;
 - [v] attending school board meetings and preparing reports for circulation.

7. Duties of the *Resolutions Committee* shall include:

- [i] forwarding the name of the Resolutions Committee Chairperson to the NSTU Office by October 1st of each year;
- [ii] calling for resolutions and informing the membership of submission procedures and timelines;
- [iii] distributing copies of resolutions to members prior to the General Meeting;
- [iv] assisting members in the preparation of resolutions and accompanying briefs;
- [v] submitting approved resolutions to Annual Council;
- [vi] briefing the Local's delegation to Annual Council.

8. Duties of the *Social Committee* shall include:

- [i] sponsoring, co-ordinating, and hosting a variety of activities for Local members as directed by the Local Executive.

9. Duties of the *Equity Committee* shall include:

- [i] tasks such as those outlined in the Equity Committee mandate in the Nova Scotia Teachers Union Guidebook [pp.92-93].

XV. Honoraria

[1] Honoraria shall be paid to the members of the Local Executive except the Provincial

Executive Member(s) in the following amounts:

President:	\$2 500.00
VP Economic Welfare:	\$1 500.00
VP PD:	\$1 500.00
VP PA/PR:	\$1 500.00 (2012/13)
VP Communications/PA/PR:	\$1 500.00
Treasurer:	\$1 750.00
Secretary:	\$1 500.00

Members at Large

(1)	\$500.00
(2)	\$500.00
(3)	\$500.00
(4)	\$500.00
Parliamentarian:	\$500.00
Past President:	\$500.00

In a case where an Executive member has missed an excessive number of meetings and/or has not performed the duties under their portfolio, the Local Table Officers may meet to discuss reduction of honorarium.

XVI. Meeting Protocols

[i] The agenda at a Local ~~General~~ meeting shall include:

1. Call to Order
2. Minutes of the Previous Meeting
3. Business from the Minutes
4. Correspondence and Business Arising from Correspondence
5. Reports
 - a. President
 - b. Treasurer
 - c. First Vice President
 - d. Vice President – Professional Development
 - e. Vice President – Communications/Public Affairs/Public Relations
 - f. Provincial Executive Member
 - g. Provincial Staff Liaison (if available)
6. New Business
7. Reps Forum
8. Date of Next Meeting
9. Adjournment

Note: There are two types of Local meetings – Council and General Meetings. In a Local Council meeting only educational site representatives may vote (alternate representatives replacing a site representative shall be entitled to vote).

In a Local General meeting, all members of the Local are invited to attend and may participate in voting at that meeting.

[ii] The agenda at a Local Executive meeting shall include:

1. Call to Order
2. Additions to the Agenda
3. Approval of the Minutes
4. Business Arising
5. Correspondence
6. Items for Discussion
7. Reports
 - a. President
 - b. Professional Development
 - c. Economic Welfare
 - d. Communications/Public Affairs/Public Relations
 - e. Provincial Executive
 - f. Treasurer
8. New Business
9. Adjournment

XVII. Constitutional Review

The Halifax City Local Constitution shall be automatically reviewed every five (5) years.

XVIII. Amendments

These Operational Procedures may be adopted, amended, or rescinded by a majority of the votes cast by members present at a Local Council Meeting, provided that written notice of motion to adopt, amend, or rescind has been sent to all school representatives or alternate representatives not less than ten [10] days prior to the meeting.

Appendix

Halifax City Local Educational Sites

Burton Ettinger
Central Spryfield
Chebucto Heights
Citadel High
Clayton Park Junior High
Cunard Junior High
Duc d'Anville
Department of Education
Elizabeth Sutherland
Fairview Heights
Fairview Heights Annex
Fairview Junior High
Gorsebrook Junior High
Grosvenor-Wentworth Park
Halifax Central Junior High
Halifax West High School
Highland Park Junior High
Inglis Street
J.L. Ilsley High
John W. MacLeod-Flemming Tower (2 buildings)
Joseph Howe
LeMarchant-St. Thomas
Oxford
Park West
Quinpool Education Centre (YPT & All-City Music)
Rockingham
Rockingstone Heights
Saint Mary's
Sir Charles Tupper
Springvale
St. Agnes Junior High
St. Catherine's
St. Joseph's-Alexander McKay
St. Stephen's
Westmount