

BY-LAWS
OF THE
ALGONQUIN - LAKESHORE UNIT
OF THE
ONTARIO ENGLISH CATHOLIC TEACHERS ASSOCIATION

July 1, 2017

APPROVED AT THE APRIL 20, 2017 GENERAL MEETING.

A. FUNDAMENTAL PRINCIPLES

1. The name of the Unit shall be the Algonquin-Lakeshore Unit of the Ontario English Catholic Teachers Association. The Unit is comprised of the former Frontenac-Lennox & Addington Unit and the Hastings-Prince Edward Unit, hereafter referred to as the predecessor Units.
2. The objects of the Unit shall be:
 - 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 in Ontario;
 - 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 represent members in all matters related to collective bargaining;
 - i) to promote full protection of its members under the Ontario Human Rights Code.
3. The Unit membership shall include:
 - a) teachers in the elementary panel of the Algonquin and Lakeshore Catholic District School Board;
 - b) teachers in the secondary panel of the Algonquin and Lakeshore Catholic District School Board;
 - c) occasional teachers of the Algonquin and Lakeshore Catholic District School Board;
 - d) associate members as accepted and designated by the Provincial Executive;
 - e) teachers employed to teach credit courses in a continuing education program.
4. A minimum of two (2) general meetings shall be held annually, including the Unit annual general meeting, held in the Spring.
5. Robert's Rules of Order shall be used at all Unit meetings where they are not inconsistent with the Provincial and Unit Bylaws, or any special rules of order the Unit may adopt.
6. The By-laws, policies and procedures may be amended by a two-thirds (2/3) vote of the members present and voting at a General Meeting provided notice of the proposed amendment has been distributed to the members at least fourteen (14) calendar days prior to the Unit general meeting. Proposed changes to the Bylaws voted on and approved by the general membership will become effective the next 'bylaw' year (July 1), unless otherwise specified in the amendment.

7. The Unit Bylaws are consistent with the Provincial O.E.C.T.A. Handbook and does not contravene its Constitution and By-Laws.

B. POLICIES AND PROCEDURES
UNIT ORGANIZATION

Section 1 - Unit Executive

1. a) The Executive of the Unit shall consist of:
President
First Vice-President
Elementary Vice-President
Secondary Vice-President
Occasional Teacher Vice-President
Treasurer
Secretary
Elementary Councillor East
Elementary Councillor West
Secondary Councillor East
Secondary Councillor West
- b) Upon election, the President shall declare which unit office he/she will staff for the term of the position, and the First Vice-President shall be assigned to staff the alternate unit office.

The Executive Officers of the Unit shall be deemed to hold corresponding positions on the Teacher Bargaining Unit Executive when these officers are the members of the bargaining unit.

2. The term of office for all Unit Executive positions shall be two (2) years.
3. a) Release time for the President shall be one hundred percent (100%), with compensation set at grid salary plus a responsibility allowance of twenty-two percent (22%) of A4 maximum.
b) Release time for the First Vice-President shall be one hundred percent (100%), with compensation set at grid salary plus a responsibility allowance of fifteen percent (15%) of A4 maximum.

Section 2 - Duties of the Unit Executive

The duties of the Unit Executive shall be as defined in the current Association Handbook and:

- a) to promote the interests of the Association;
- b) to establish the objectives of the local Unit during the term of the elected Executive and to communicate these objectives to the membership;
- c) to approve the choice of Association Representative, Health and Safety Representative, and School Council Representative, at each worksite.
- d) to remove from office by a two-thirds vote of the Unit Executive an officer of the Unit Executive or an Association Representative who fails to perform the duties inherent to the office - provided at least ten days written notice of such impending action be given to the officer. (If removed, the officer may appeal to the Unit Membership at its next

General Meeting. If an appeal is made, a vote shall be held and the removal is sustained or overturned by a majority of those present and voting.);

- e) to establish a practice of recognition for service to the Unit and/or the teaching profession;
- f)
 - i) 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;
 - ii) to report to the provincial office, as the Unit Executive becomes aware, any investigation of a member by the College of Teachers;
- g) to receive and consider reports of alleged unfairness on the part of any school board within the Unit and reports of professional difficulties between OECTA members of a school staff and, if necessary, to work with the General Secretary in the resolution of these matters;
- h) to refer to the General Secretary, or designate, all matters requiring legal advice;
- i) to encourage each school to be represented by an experienced responsible member;
- j) to conduct a workshop for Association Representatives when deemed necessary;
- k) to fill vacancies in the membership of the Unit Executive;
- l) to choose the delegates and alternate delegates to the Annual General Meeting and other provincial conferences;
- m) to hold general meetings when deemed necessary for the welfare of the Unit and when required by the Association by-laws and procedures. At Unit meetings, all accredited members shall be entitled to vote;
- n) to appoint a nominating committee prior to the Unit Annual General Meeting;
- o) to supervise the compilation of a balanced Unit budget, to authorize and approve Unit expenses and to levy, with the approval of the Unit membership, any necessary additional local fee;
- p) if a grant is required to supplement fee 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 a communications officer to promote and publicize the activities of the Association;
- s) to appoint Unit committee/workgroup chairpersons at the first Executive meeting after taking office, whenever possible;
- t) to receive committee reports and take whatever action it deems necessary;
- u) to have the Unit budget and auditor approved by the members of the Unit by December 15 of each year;
- v) to conduct an orientation workshop for all teachers new to the Board;
- w) to hold at least ten Executive meetings each year;
- x) to award the O.E.C.T.A. Meritorious Service Award (one in the East and one in the West) at the annual Retirement and Recognition Dinners. In addition to honouring the retiring teachers, the unit shall also present twenty-five year service awards, and recognize those who have served as Executive members, Association Representatives, and Bargaining Team Members.
- y) to review the Unit Bylaws on a biannual basis and to make recommendations for amendments following the procedure in section A, number 6.

z) to award the Elaine MacNeil Award.

Section 3 - Duties of Unit Executive Officers

1. President The duties of the Unit President shall be as defined in the current Association Handbook and as follows:

It shall be the duty of the President to:

- a) Promote the interests of the Association and the Unit;
- b) Be the chief representative and spokesperson of the Unit;
- c) Call regular Unit meetings, preside thereat, and plan the program thereof;
- d) Keep the Membership informed of Unit business through the Association Representatives and through the use of newsletters and the Unit website;
- e) Be responsible for preparing the Unit delegation to the Provincial Annual General Meeting to discharge its duties and responsibilities. It is essential that the delegation represent the majority opinion of the members in the Unit;
- f) Provide a report to the Unit Executive following each meeting of the Council of Presidents and of the Provincial Annual General Meeting;
- g) Present to the Unit Executive at the regular June meeting and subsequently to the Membership an annual report on activities pertaining to the Office of the Unit President;
- h) Serve as a member of the, Finance Committee and to be an "ex officio" member on all other Unit Committees.
- i) Serve as a signing officer of the Unit;
- j) Attend to all correspondence;
- k) File and keep in good order all Unit records;
- l) Keep on file a record of all members in good standing;
- m) Forward by the prescribed date to the general secretary the names and addresses of the members of the Unit Executive immediately following their election;
- n) Forward the names of Unit delegates and alternate delegates to the provincial Annual General Meeting and other provincial conferences;
- o) Provide assistance to the Local Occasional Teachers' Bargaining Unit;
- p) Prepare and submit all grant requests to the Provincial O.E.C.T.A. office;
- q) Maintain communication with retired members;
- r) Direct and supervise office staff.
- s) Organize and preside at, with the assistance of the social committee, the regional Annual Retirement and Recognition Dinners; and
- t) Forward by the prescribed date (May 31), to the Board, the names of the two (2) Unit release officers.

2. First Vice-President

The duties of the First Vice-President shall be as defined in the current Association Handbook and as follows:

It shall be the duty of the First Vice-President to:

- a) Promote the interests of the Association and the Unit;
- b) Speak on behalf of the Unit when directed by the President;
- c) Call regular Unit meetings, preside thereat, and plan the program thereof, in the absence of the President;

- d) Communicate with the membership and the Association Representatives as directed by the President;
- e) Assist the President in the preparation of the Unit delegation to the Provincial Annual General Meeting;
- f) Present to the Unit Executive at the regular June meeting and subsequently to the membership an annual report on activities pertaining to the Office of the First Vice-President;
- g) Attend to correspondence as directed by the President;
- h) Provide assistance to the Local Occasional Teachers' Bargaining Unit;
- i) Attend Council of Presidents' meetings;
- j) Co-ordinate the program for Association Representatives;
- k) Maintain communication with retired members;
- l) Direct and supervise office staff; and
- m) Organize and preside at, with the assistance of the social committee, the regional Annual Retirement and Recognition Dinners.

3. Elementary Vice-President

It is the duty of the Elementary Vice-President to:

- a) Chair one of the Unit's standing committees and to report to the Executive at regular meetings and to the membership as directed by the President;
- b) Attend Executive meetings called by the President, Unit General Meetings, and Association Representative Meetings;
- c) Serve as the second Unit representative to the Council of Presidents in the case where the First Vice-President is not the official representative to the Council of Presidents.

4. Secondary Vice-President

It is the duty of the Secondary Vice-President to:

- a) Chair one of the Unit's standing committees and to report to the Executive at regular meetings and to the membership as directed by the President;
- b) Attend Executive meetings called by the President, Unit General Meetings, and Association Representative Meetings; and
- c) Serve as the second Unit representative to the Council of Presidents in the case where the First Vice-President is not the official representative to the Council of Presidents.

5. Occasional Teacher Vice-President

It is the duty of the Occasional Teacher Vice-President to:

- a) Chair the occasional teacher committee.
- b) Attend Executive meetings called by the President, Unit General Meetings, and Association Representative Meetings;
- c) Report to the Unit Executive issues/concerns raised by the Occasional Teachers' committee.

6. Treasurer

The duties of the Treasurer shall be as defined in the current Association Handbook and as follows:

It is the duty of the Treasurer to:

- a) Serve as a Unit signing officer;
- b) Attend Executive meetings called by the President, Unit General Meetings, and Association Representative Meetings;
- c) Chair the Unit Finance Committee and to report to the Executive at regular meetings and to the membership as directed by the President;
- d) Prepare, in consultation with the President, the proposed annual Unit budget for approval by the Unit Executive;
- e) Receive and acknowledge all money from the provincial treasury;
- f) Deposit all funds in the name of the Unit in a financial institution that is a member of the Canada Deposit Insurance Corporation or in an accredited teacher's credit union chosen by the Unit Executive;
- g) Keep an account of all money received and spent;
- h) Pay all authorized accounts and expenses incurred by the Unit;
- i) Present a balanced Unit budget for approval to the Membership at the first general meeting; and
- j) Submit a detailed annual financial report covering operations for the entire fiscal year, including teacher local bargaining units. This report, audited by a licensed public accountant, is to be presented to the Membership at the first general meeting following the completion of such audit and a copy sent to the provincial office.

7. Secretary

It is the duty of the Secretary to:

- a) Chair one of the Unit's standing committees and to report to the Executive at regular meetings and to the membership as directed by the President;
- b) Record and keep on file the minutes of Unit Executive and General meetings;
- c) Forward copies of such minutes to the general secretary when requested; and
- d) Attend Executive meetings called by the President, Unit General Meetings, and Association Representative Meetings.

8. Councillors

It is the duty of the Councillors to:

- a) Chair one of the Unit's standing committees and to report to the Executive at regular meetings and to the membership as directed by the President; and
- b) Attend Executive meetings called by the President, Unit General Meetings, and Association Representative meetings.
- c) Assist the Unit Executive in its duties.

Section 4 - Standing Committees

The following standing committees shall be established by the Unit Executive bi-annually. Each executive member is responsible for chairing one standing committee listed in a) to i) below.

The membership of all standing committees shall be approved by the Unit Executive.

Committee chairpersons are responsible for conducting a minimum of three committee meetings per year. The committee chairs are to provide to the Unit President a list of the proposed

meeting dates, time and location by October 30 of each school year. Regional committees may hold meetings at the regional office. Other committees shall attempt to have a regionally balanced committee membership and shall hold meetings at the Kingston and Belleville offices on an alternating basis. Minutes shall be taken at each committee meeting and shall be forwarded to the Unit President following each meeting.

- a) Communications & Public Relations.
- b) Finance - Chaired by Treasurer, and comprised of President and First-Vice President.
- c) Legislation - Chaired by President.
- d) Political Action - Co-chaired (East and West) by two executive members.
- e) Professional Development - Co-chaired (East and West) by two executive members.
- f) Social & Awards - Co-chaired by two members, one from the east region and one from the west region.
- g) Occasional Teachers – Chaired by the Occasional Teacher Vice-President.
- h) Beginning Teachers.
- i) Status of Women.

Section 5 - Duties of Committees

1. Communications and Public Relations Committee
 - Promote and support the Algonquin-Lakeshore O.E.C.T.A. unit and its members by:
 - a) Periodic publication of a unit newsletter focusing on Unit activities, educational concerns, and membership news.
 - b) Maintenance of a hospitality service to our members marking milestones in their lives such as marriages, birth, illness and family bereavements.
 - c) Implementation of a scholarship program accessible to graduating students enrolled in the secondary schools of the Algonquin and Lakeshore Catholic District School Board.
 - d) Implementation of a charitable donations program based on established criteria both for the selection of sponsored groups and the raising of funds for donation.
 - e) Operation and maintenance of the Unit website which should focus on Unit activities, educational concerns, and membership news.
2. Finance Committee
 - a) Prepare annual budget to be approved by the Unit Executive and presented to the Unit membership at the fall Annual General Meeting.
 - b) Review unit investments quarterly and make recommendations regarding investment strategies.
3. Legislation Committee
 - a) Propose changes to the Algonquin-Lakeshore Unit's Bylaws for approval by the Unit Executive, to be presented at the spring Annual General Meeting for the approval of the membership.
 - b) Submit proposed changes to Provincial prior to notification to the membership.
 - c) Ensure that the Algonquin-Lakeshore Unit's Bylaws continues to reflect changes to the O.E.C.T.A. Provincial Constitution.

- d) Present to the Unit Executive for their consideration, proposals for bylaw changes put forth by Unit members.
- e) Present to the Unit membership for their consideration, proposals for bylaw changes put forth by Legislation Committee, Provincial, and Unit Executive.

5. Political Action Committee

- a) Promote Association positions and interests at local political party events and gatherings.
- b) Advise and assist the Unit Executive in local political actions.
- c) Advise the Executive and membership of the political issues at municipal, provincial, and federal levels of government that effect Catholic education and teacher welfare, and to recommend strategies to influence the course of these issues.
- d) To support the work of the local Labour Councils, with the co-chairs or designate(s) serving as O.E.C.T.A. representatives at monthly meetings of the Kingston & District Labour Council and the Quinte Labour Council.

6. Professional Development Committee

- a) Support the growth of its members, professionally, personally, and spiritually.
- b) Allocate the funds available for personal professional development in a fair and just manner.
- c) Increase awareness of professional development opportunities.
- d) Promote O.E.C.T.A.'s Young Authors Awards.

7. Social and Awards Committee

- a) Consult with the President and First Vice-President on regional social events being planned. The President and First Vice-President will inform the Executive and the membership of the social events being organized in each region.
- b) Maintain two committees, East and West, to plan social activities and awards procedures.
- c) Continue to foster positive social interactions among members.
- d) Promote O.E.C.T.A. as a strong, positive advocate for members' rights.
- e) Plan and promote the O.E.C.T.A. Retirement and Recognition Dinners to be held in Belleville and Kingston annually.

11. Occasional Teachers Committee

The committee will be comprised of the Unit President and First Vice-President, Occasional Teacher Vice-President and up to four (4) other occasional teacher members, two (2) from the east and two (2) from the west when possible.

Duties of the committee:

- a) Identify occasional teacher members' concerns and recommend actions to the unit executive.
- b) Select the occasional teacher delegate(s) to the AGM.
- c) To report to the Unit Executive, articles/items to be included in the unit newsletter and web page.

12. Beginning Teachers Committee
 - a) To promote the involvement and participation of beginning teachers in the Association.
 - b) To advise the Unit Executive on the needs and concerns of beginning teachers.
 - c) To advise the Unit Executive as to how best to support beginning teachers in their professional and union endeavours.
13. Status of Women Committee
 - a) Advise the Unit Executive on ways to enhance the status of women in society.
 - b) To assist the Unit Executive to establish ways to educate the membership about women's issues.
 - c) To make recommendations to the Unit Executive on outreach to community-based women's organizations.

Section 6 - Teacher Education Representative

The Executive shall appoint an Executive member as the Teacher Education Liaison to the Faculty of Education. If no Executive member is interested in the position, the Executive shall appoint a teacher from the membership.

Duties:

- a) Provide representation, on behalf of O.E.C.T.A., to the OTF/Faculty of Education Liaison Committee, Queen's University.
- b) Provide representation to O.E.C.T.A.'s provincial Teacher Education Network.

Section 7 – Unit Offices

The Algonquin - Lakeshore Unit will maintain two (2) offices, one in Belleville and the other in Kingston.

Section 8 - Unit Levy

A Unit Levy of up to \$5.00 per pay period may be deducted from each member commencing with the first pay of each school year subject to the Unit's budget approval.

Section 9 - Election Procedures

1. President
 - a) Nominations for the position of President shall close on or before April 1.
 - b) The election for President shall take place on or before April 15.
2. Other Unit Executive Positions
 - a) Nominations for other Unit Executive positions shall close on or before May 1.
 - b) The election for other Unit Executive positions will take place on or before May 15.
3. Elections shall take place in a central location within a stipulated time frame.
4. Unsuccessful candidates for the position of First Vice-President may step down to any other executive position, subject to membership within the appropriate panel.
5. Unsuccessful candidates for the position of Treasurer and Secretary may step down to run for the position of Elementary Vice-President, Secondary Vice-President, or Occasional

Teacher Vice-President, Elementary Councillor or Secondary Councillor , subject to membership within the appropriate panel.

6. Unsuccessful candidates for the position of, Elementary Vice-President or Secondary Vice-President may step down to run for the position of Elementary Councillor or Secondary Councillor subject to membership within the appropriate panel.
7. Election procedures can be found in Appendix B.

Section 10 - Voting

1. Voting shall take place by secret ballot.
2. Proxy votes shall not be permitted.
3. All candidates must be present at the election meetings, unless their absence is approved by the Nominating Committee.
4. In the case of an absence approved by the Nominating Committee, the candidate may follow the step down process by prior arrangement with the Nominating Committee.
5. All members present at the meetings may vote for the positions of President, First Vice-President, Treasurer and Secretary.
6. All elementary members present at the meeting may vote for the position of Elementary Vice-President.
7. All secondary members present at the meeting may vote for the position of Secondary Vice-President.
8. All occasional teachers present at the meeting may vote for the position of Occasional Teacher Vice-President.
9. All elementary members from schools in the Unit's western region present at the meeting may vote for the position of Elementary Councillor West.
10. All elementary members from schools in the Unit's eastern region present at the meeting may vote for the position of Elementary Councillor East.
11. All secondary members from schools in the Unit's western region present at the meeting may vote for the position of Secondary Councillor West.
12. All secondary members from schools in the Unit's eastern region present at the meeting may vote for the position of Secondary Councillor East.
13. Should there be more than two candidates, and in the event of a tie, the candidate(s) with the fewest number of votes shall step out of the running and a by-election held immediately for the remaining two candidates.
14. In the event of a tie between two candidates, or a subsequent tie as per #13 above, the successful candidate shall be chosen by a drawing of straws. The Nominating/Elections Committee will oversee this procedure.

Section 12 - Association Representatives

1. Selection
 - a) During the first week of school the President will send a memo to all members inviting them to serve as the school O.E.C.T.A. Representative. The forms will be submitted to the unit office. If more than one person is interested, an election at the school will be conducted by the teacher with the most seniority, as long as they themselves are not running for the position. Each staff shall elect its representative by September 15 of each year.

b) To qualify as a candidate for Association Representative, a teacher must be on staff at the time of election.

Section 13 - Duties

It shall be the duty of Association Representatives:

- a) to attend all meetings for representatives called by the Unit Executive. In the event that an elected representative is unable to attend, another staff member shall be sent as a replacement.
- b) to bring to the attention of the appropriate Executive members those items requiring attention as requested by staff members;
- c) to bring to the attention of O.E.C.T.A. members all communications received from the Unit Executive;
- d) to act upon notices requiring such action, as directed;
- e) to act as the direct liaison between the Unit Executive and members of the Unit by:
 - i) retaining minutes of Unit meetings on a yearly basis;
 - ii) distributing Unit information items to O.E.C.T.A. members;
 - iii) actively promoting Unit activities and available services;
- f) to act as a liaison between the provincial executive and the members of the Unit by:
 - i) distributing publications and correspondence from the Ontario English Catholic Teachers' Association and the Ontario Teachers' Federation to the members;
 - ii) notifying the appropriate authority regarding any shortages thereof;
 - iii) actively promoting the Association and its services among the members;
- g) to be familiar with the collective agreement so as to:
 - i) advise members who need advice and to contact the Unit office where further assistance is required;
 - ii) to identify actions/behaviors which may be in breach of the collective agreement and to notify the Bargaining Unit Grievance Officer.
- h) to conduct the elections for Teacher Representative to the School Council and the local Health and Safety Committee Representative, prior to September 30.
- i) to provide to the Unit Executive a non-board email account that can be used as the primary method of communication and to check for email communications on a daily basis.

Section 14 - Delegates to the Annual General Meeting

The Supreme Body of O.E.C.T.A. is the Annual General Meeting. It is this assembly which makes the policy by which the members are governed. Therefore, the Unit has the responsibility to select the best possible delegates to represent the teachers of the Unit at the Annual General Meeting. In the selection of delegates, the following guidelines shall be observed:

1. Delegates will be selected in the following order:
 - a) Executive members
 - b) Association Representatives
 - c) Committee members
 - d) Membership at large
2. The final approval and selection of all delegates shall be the responsibility of the Unit Executive.

3. **All delegates and alternates are obliged to attend all sessions.** Exceptions shall be made at the discretion of the Head of the Unit Delegation.
4. AGM delegates who drive shall be able to claim return mileage to and from the Annual General Meeting. Those taking the train (economy fare with receipt) will be reimbursed by the Unit.

Section 15 -Procedure Regarding Remuneration for O.E.C.T.A. Business

Executive members, association reps, committee members, and any member named by the Executive to represent the Unit on O.E.C.T.A. business shall be paid a mileage allowance, at a rate to be determined by the local Executive on an annual basis. Unit Release Officers are not paid mileage to travel to and from their assigned Unit Office from their residences.

Appendix A

Eastern Region Schools

Archbishop O'Sullivan
Ecole Catholique Cathedrale
Holy Family
Holy Name
J.J. O'Neill
St. John XXIII
Mother Teresa
Our Lady of Lourdes
Our Lady of Mount Carmel
St. Patrick (Erinsville)
St. Marguerite Bourgeoys
St. Martha
St. Patrick (Kingston)
St. Patrick (Harrowsmith)
St. James Major
St. Paul
Sacred Heart (Wolfe Island)
St. Peter
St. Thomas More
Holy Cross
Regiopolis-Notre Dame
Loyola (Kingston)

Western Region Schools

Georges Vanier
Holy Rosary
Our Lady of Fatima
Our Lady of Mercy
St. Martin
Sacred Heart (Batawa)
Sacred Heart (Marmora)
St. Carthagh
St. Mary (Read)
St. Gregory
Holy Name of Mary
St. Joseph
St. Mary (Trenton)
St. Michael
St. Peter
Nicholson
St. Paul
St. Theresa
Loyola (Trenton)
Loyola (Belleville)
Loyola (Picton)

Appendix B

ELECTION PROCEDURES

A. UNIT PRESIDENT

Nominations for President shall be open on or about the first working day in February. Nominations shall close **FIVE BUSINESS DAYS** at 4 p.m.

Candidates are to fax/e-mail their own nomination, duly signed, to the Kingston Office to the attention of chairperson of the nominating/elections committee.

2) CAMPAIGNS

a) Finances

- i) any candidate seeking election is limited to \$200.00 in expenditures;
- ii) all expenditures must be itemized listing the amount and submitted to the nominating/elections committee on the evening of the election prior to the speeches.

b) Distribution of Materials

- i) the distribution of campaign materials will be through the school association reps who will receive sufficient copies for all members at the school. Materials can be mailed or distributed through the Board courier. The Kingston office will provide the candidates with the number of members at each site.
- ii) distribution of materials is at the candidates' expense; receipts must be provided and copying is not to be done at the Unit office(s) or school sites.
- iii) Candidates may commence distribution of campaign materials as of the opening of nominations.

3) ELECTION FOR UNIT PRESIDENT

Speeches

- i) the speeches for president will take place in Napanee on or about, the last Thursday in February.
- ii) the speaking order will be determined by lot and speeches will not exceed five (5) minutes;
- iii) a question period following the speeches shall not exceed twenty (20) minutes in duration. Candidates will be given equal opportunity to respond to each question for up to one (1) minute.
- iv) voting will follow the question period. The vote will be conducted by secret ballot with the names of all candidates preprinted on the ballot. The polls will close when all members present have voted.
- v) all candidates and one scrutineer per candidate will be present while the elections committee counts the votes.
- vi) in case of a tie, the elections committee will determine the winner by lot;
- vii) election results will be announced immediately following the final count;
- viii) all ballots will be destroyed within forty-eight (48) hours of the final count.

ELECTION PROCEDURES

B. OTHER EXECUTIVE POSITIONS

1) NOMINATIONS

Nominations for other Executive positions shall be open on or about the Thursday immediately following the March Break. Nominations shall close **FIVE BUSINESS DAYS** later at 4 p.m.

Candidates are to fax/e-mail their own nomination, duly signed, to the Unit Office to the attention of chairperson of the nominating/elections committee.

2) CAMPAIGNS

a) Finances

- i) any candidate seeking election is limited to \$200.00 in expenditures;
- ii) all expenditures must be itemized listing the amount and submitted to the nominating/elections committee on the evening of the election prior to the speeches.

b) Distribution of Materials

- i) the distribution of campaign materials will be through the school association reps who will receive sufficient copies for all members at the school. Materials can be mailed or distributed through Board courier. The Unit office will provide the candidates with the number of members at each site.
- ii) distribution of materials is at the candidates' expense; receipts must be provided and copying is not to be done at the Unit office(s) or school sites.
- iii) Candidates may commence distribution of campaign materials as of the opening of nominations.

c) i) That candidates or campaign staff may not visit the schools for the purpose of campaigning.

3) ELECTION FOR OTHER EXECUTIVE POSITIONS

Speeches

- i) the speeches for other Executive positions will take place in Napanee ON, on or about the last Thursday in April
- ii) the speaking order will be determined by lot and speeches will not exceed three (3) minutes;
- iii) for positions that are contested a question period shall occur. The question period shall not exceed ten (10) minutes in duration. Candidates will be given equal opportunity to respond to each question for up to one (1) minute.
- iv) voting will follow the question period. The vote will be conducted by secret ballot. Preprinted ballots will not be used due to the step down procedure. On a blank ballot the voter shall write in the name of the candidate.
- v) all candidates and one scrutineer per candidate will be present while the elections committee counts the votes.
- vi) in case of a tie, the elections committee will determine the winner by lot;
- vii) election results will be announced immediately following the final count;
- viii) all ballots will be destroyed within forty-eight (48) hours of the final count.