

NOVA SCOTIA TEACHERS UNION

***Halifax County Local
Operational Procedures***

April 2016

HALIFAX COUNTY LOCAL OPERATIONAL PROCEDURES

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1. DUTIES OF THE HALIFAX COUNTY LOCAL EXECUTIVE

- 1.01 The Halifax County Local Executive shall:
- i. conduct the business of the Local under the direction of the Local Council and/or Local General Membership;
 - ii. receive and disburse all Local funds in accordance with the Nova Scotia Teachers Union and Local policies;
 - iii. regularly attend meetings related to their role and perform duties as required;
 - iv. be in attendance at least 30 minutes before Local Council/General meetings when possible to connect with members and be available for Local Representatives' questions;
 - v. present written reports to Halifax County Local Council and/or General Meetings regarding their activities when applicable;
 - vi. maintain a written record of their work and shall forward it, committee materials and any technology/equipment to their successors;
 - vii. attend Annual Council when possible;
 - viii. attend Locally sponsored events at which it would be beneficial to have Local Executive representation when possible;
 - ix. provide a written annual report, upon request of the President.
- 1.02 The Halifax County Local Executive may:
- i. assist educational sites in the selection of NSTU representatives.
- 1.03 The Halifax County Local Executive members acting as committee chairs shall:
- i. oversee that the duties of assigned committee(s) are completed in a timely fashion;
 - ii. prepare agenda for meetings, ensure minutes are taken and a copy stored in manner determined by Local Executive;
 - iii. send minutes and action items as well as reminders to committee members as needed;
 - iv. maintain a record of attendance of committee members and submit to the Nominating committee when requested;
 - v. attend NSTU sponsored conferences related to their role. If unable to attend, a designate may be appointed by the Local Executive;
 - vi. outline goals established by their respective committees at the beginning of October. This may be communicated in their written report;
 - vii. arrange with treasurer all payments for committee initiatives and activities;
 - viii. be responsible for their Local Committee budget line(s) by monitoring and providing updates in written reports;
 - ix. at the Annual General Meeting, present an annual report based on their committee duties and goals.

2. DUTIES OF THE HALIFAX COUNTY LOCAL COUNCIL

- 2.01 The Halifax County Local Council shall:
- i. encourage member involvement in the development of goals and objectives for the Local;
 - ii. assess ongoing programs of the Local;
 - iii. receive and deliver to their respective school/site NSTU members, information from the Local Executive;
 - iv. address the views and concerns of NSTU representatives, thus providing direction to the Local Executive;
 - v. address/discuss or refer concerns brought forward from the membership;
 - vi. propose motions for consideration at Local Council and/or General Meetings as applicable;
 - vii. review the Halifax County Local Constitution and Operational Procedures at least every 2 years to become familiar with their contents .

3. DUTIES OF THE LOCAL TABLE OFFICERS

3.01 The Halifax County Local Table Officers shall:

- i. call a special meeting in the event of an emergency or special need;
- ii. present to the Annual General Meeting of the Local:
 - a. a financial statement
 - b. a proposed balanced budget for the upcoming year
 - c. a Year End Report
- iii. review written requests Executive Members to attend conferences and workshops-related to their role on the Executive Council or to their respective committee duties.
- iv. be responsible for providing a minimum of two (2) training sessions annually for Halifax County Local Executive as described in Leadership Training;
- v. when necessary, select an alternate from the Economic Welfare Committee or the Local Executive for the Regional Bargaining Committee. This alternate will replace the Local Economic Welfare chair or the Local President in their absence from regional bargaining sessions.
- vi. review Local Benevolent Fund requests.
- vii. assist in the selection of the delegates and alternates to Annual Council as needed;
- viii. assist in the selection of the Nominating Committee for the following year.

4. DUTIES OF THE HALIFAX COUNTY LOCAL PRESIDENT

4.01 The Halifax County Local President shall:

- i. be the official spokesperson for the Local on Local matters excluding bargaining unit issues;
- ii. oversee the business of the Local;
- iii. prepare the agenda for Local Executive, Local Council and General Meetings;
- iv. make a call for agenda items for Local Executive, Local Council and General Meetings at least one week in advance;
- v. preside at all Local Council, General and Local Executive meetings. If the President is not able to attend, the First Vice President or designate shall be appointed;
- vi. be an ex-officio member of all Local committees;
- vii. be a member of the Regional Representative Council, the Regional Economic Welfare Committee and the Regional Grievance Committee;
- viii. review the Local's Constitution and Operational Procedures during the first meeting of the Local Executive each year;
- ix. perform such duties as directed by the Local, the Local Council, and the Local Executive;
- x. be responsible to report on the activities of the Local and its members in relation to union affairs through a regular communication;
- xi. be the primary contact for the local, responding to the Local membership questions in a timely fashion;
- xii. oversee the Membership Registry update and assist NSTU Representatives as needed;
- xiii. assist with the updating of the NSTU Representatives database and provide to the Chair of the Equity & NSTU Reps Committee, the Treasurer and the secretary;
- xiv. oversee the coordination of the Annual Halifax County Local Awards.

4.02 The Local President may:

- i. be the chair of the Halifax Regional Representative Council;
- ii. be the chair of the Regional Grievance Committee;
- iii. be the joint chair of the Management / Teacher Committee;

- iv. be the chair of the Regional Classroom Climate Committee;
- v. be the joint chair of the Halifax Regional Article 60 Professional Development Fund Committee.

5. DUTIES OF THE FIRST VICE PRESIDENT

5.01 The First Vice President shall:

- i. assume, as needed, the role of President in his/her absence;
- ii. be a voting member of the Regional Economic Welfare Committee. As such they shall:
 - a. participate on the Regional Asking Package Committee and the Regional Negotiating Team;
 - b. present the Local's views concerning improved working conditions for members to the Regional Economic Welfare Committee.
- iii. be a member of Regional Grievance Committee;
- iv. collect and collate items for future Regional Asking Packages;
- v. chair the Economic Welfare and Resolutions Committee;
- vi. conduct a forum to collect the concerns of members no later than the conclusion of the October Council or General meeting;
- vii. oversee Halifax County Local Resolutions to Annual Council collection and submission process
 - a. forward to the NSTU Central office by the requested date, draft minutes of the General Meeting of the Local at which Council resolutions were considered by the General Membership;
 - b. complete and send all necessary documentation to Central Office regarding Annual Council (delegate information and resolutions);
 - c. report results of all Halifax County Local Resolutions to the membership.

5.02 The First Vice President may

- i. be the chair of the Regional Economic Welfare Committee.

6. DUTIES OF THE VICE PRESIDENT - COMMUNICATIONS

6.01 The Vice President – Communications shall:

- i. chair the Communications Committee;
- ii. keep informed of and promote NSTU public relations, public affairs and communications programs to the membership;
- iii. maintain a current contact file of MLAs, MPs, municipal council members, school board members, and other persons with an interest in public education;
- iv. arrange for opportunities for discussion with MLAs, MPs, municipal council members, school board members, and/or other persons with an interest in public education;
- v. be responsible for web page maintenance and related social media with regards to:
 - a. activities of the Local and its members in relation to union affairs;
 - b. pertinent or interesting information for teachers.
- vi. be a representative on the Regional Communications Committee;
- vii. attend or monitor HRSB elected school board meetings and report to the Local Executive and Local Council as well as on social media where applicable. The Vice President – Communications may appoint a designate;
- viii. oversee the creation and/or purchase of Local information items to go to the membership.

7. DUTIES OF THE VICE PRESIDENT – PROFESSIONAL DEVELOPMENT

- 7.01 The Vice President – Professional Development shall:
- i. chair the Local Professional Development Committee;
 - ii. represent the Local Council on the HRSB-NSTU Article 60 Professional Development Fund Committee;
 - iii. receive and collate all applications from members related to Local professional development funding and initiatives;
 - iv. receive and approve reimbursement requests along with appropriate receipts from members related to Local professional development funding and initiatives;
 - v. oversee the database of members approved for and who have been reimbursed for professional development activities from Local funds;
 - vi. communicate with applicants in a timely manner regarding the status of their application;
 - vii. liaise with the provincial NSTU Professional Development Committee;
 - viii. regularly update and maintain the PD section of the Local website.

8. DUTIES OF THE LOCAL SECRETARY

- 8.01 The Local Secretary shall:
- i. send reminders to Executive members of upcoming deadlines for reports, action items and meeting minutes;
 - ii. receive and collate written reports from Executive Members prior to Executive, Local Council and General Meetings and send to President to attach to agenda;
 - iii. record and maintain copies of the minutes of all meetings of the Local Council, General Council and the Local Executive;
 - iv. attach the attendance record as well as action items to the minutes of meetings;
 - v. ensure that draft Local Executive Meeting minutes are sent to Local Executive within one week when possible;
 - vi. ensure that draft Local Council or General Meeting minutes are sent to members within one week when possible;
 - vii. safe keep all official records of the Local including the Constitution and Operational Procedures and ensure that appropriate revisions are processed at all meetings;
 - viii. maintain a current list of contact information for Local NSTU Representatives, Local Executive members and Local Standing Committee members and provide to the Local Executive by the end of October;
 - ix. forward to the NSTU Central Office names and contact information for the Local Executive immediately following the Annual General Meeting;
 - x. arrange for refreshments at Local Council, General Membership, Local Executive and Special Meetings;
 - xi. assist with identification of schools not represented at Local Council, General Membership and Special Meetings and send information packets to those schools as necessary.

9. DUTIES OF THE LOCAL TREASURER

- 9.01 The Local Treasurer shall:
- i. chair the Finance Committee;
 - ii. administer all financial matters associated with the Local;
 - iii. issue suitable receipts for all funds received and deposit all monies on behalf of the Local;
 - iv. keep electronic files of Halifax County Local's expenses using the accounting software designated by the NSTU Financial Officer;

- v. ensure that all money of the Local is disbursed according to the Constitution and Operational Procedures of the Local and requiring that all transactions be supported with expense form claims and appropriate receipts;
- vi. report to the Local, by means of current monthly financial statement, at all Executive and Local Council and/or General Meetings;
- vii. provide financial records to the NSTU Financial Officer for an annual audit review of Local finances in accordance with guidelines prepared by the Finance and Property Committee by October;
- viii. prepare a proposed budget for approval at the Annual General Meeting in consultation with the Finance Committee and the Local Executive;
- ix. present the proposed budget to the Local Executive for approval prior to the presentation at the Annual General Meeting;
- x. ensure that a copy of the approved budget for the upcoming fiscal year is sent to the Provincial NSTU by the end of June;
- xi. attend the Annual Provincial Treasurers' Conference. If the treasurer is unable to attend a designate may be appointed by the Local Executive;
- xii. provide access of the financial records to the Local President;
- xiii. provide financial counsel with regard to Local financial matters when requested by committees or membership;
- xiv. process all NSTU Representatives' travel expenses twice annually, the last meeting in the fall and at the Annual General Meeting
- xv. provide a list to the Provincial NSTU of the executive members who received honorariums by December 31;
- xvi. provide a list to the Provincial NSTU of persons who received taxable income from our local by December 31;
- xvii. provide a list to the Provincial NSTU after December 31st, of persons who have received financial reimbursement from the Halifax County Local NSTU for presenting workshops or in-services;
- xviii. mentor the incoming Treasurer and be available until the annual audit is received and reviewed;
- xix. keep itemized records of all receipts and expenditures for a period of seven years (according to Canada Revenue Agency practices);
- xx. oversee the Halifax County Local Bursary with assistance from the Finance Committee.

10. DUTIES OF MEMBER-AT-LARGE – NOMINATING

10.01 The Member-at-Large – Nominating shall:

- i. chair the Nominating Committee;
- ii. update the Nominating and other relevant sections of the Halifax County Local website;
- iii. shall oversee the selection of delegates and alternates to Annual Council
 - a. Prepare Annual Council Expression of Interest form, including outline of role & responsibilities to accompany the form and set timeline;
 - b. receive and collate Annual Council Delegate Expression of Interest forms.
- iv. shall serve as the coordinator of alternates during Annual Council proceedings. If this Member-at-Large is unable to attend to this duty, a designate may be appointed;
- v. shall oversee Local Executive elections
 - a. prepare Local Executive Expression of Interest form, including outline of role & responsibilities to accompany the form and set timeline;
 - b. receive and collate Local Executive Expression of Interest forms;
 - c. circulate information of nominees for Local Executive positions to membership in a timely fashion prior to elections;
 - d. oversee Local Executive elections at General Meeting.

- vi. shall oversee the selection process for Standing Committees
 - a. prepare Local Committee Expression of Interest form, including outline of committees to accompany the form, and set timeline;
 - b. receive and collate Local Committee Expression of Interest forms;
 - c. oversee the creation of standing committees:
 - (c.i) The Nominating Committee to be selected with the Table Officers;
 - (c.ii) All other standing committees to be selected with the Nominating Committee;
- vii. shall oversee the selection of candidates to other events, such as CONTACT, as directed by the Local Executive.

11. DUTIES OF MEMBER-AT-LARGE – EQUITY & NSTU REPRESENTATIVES

- 11.01 The Member-at-Large – Equity & NSTU Representatives shall
- i. chair the Equity & NSTU Representatives Committee;
 - ii. liaise with the NSTU Equity Committee; -
 - iii. shall reserve meeting space for Local Council, General and other special meetings of the Local;
 - iv. arrange for acquisition and awarding of prizes for Local Council and General meetings;
 - v. coordinate attendance taking at Local Council, General and Special Meetings and ensure a copy is provided to the secretary for the minutes, the Nominating Committee Chair and the Treasurer;
 - vi. set up information and be available for Local Representatives’ questions at Local Council/General meetings;
 - vii. oversee the coordination of the NSTU Representative Training Conference;
 - viii. oversee the coordination of the Equity Committee Event(s).

12. DUTIES OF THE MEMBER-AT-LARGE – SOCIAL & WELLNESS

- 12.01 The Member-at-Large – Social & Wellness shall:
- i. chair the Social and Wellness Committee;
 - ii. oversee the organization of Local social and wellness events;
 - iii. oversee the budget line for and hospitality at Annual Council;
 - iv. oversee the coordination of the Annual Retirement Dinner.

13. DUTIES OF THE PAST PRESIDENT

- 13.01 The Past President shall act in an advisory capacity to the Local President and the Local Executive.
- 13.02 The Past President may serve as Local Parliamentarian.
- 13.03 The Past President shall be a member of the Economic Welfare & Resolutions Committee for the duration of their term.

14. DUTIES OF THE PROVINCIAL EXECUTIVE MEMBER

- 14.01 The Provincial Executive Member shall perform tasks as outlined in the Nova Scotia Teachers Union Guidebook.
- 14.02 The Provincial Executive Member shall report Provincial activities to the Local Executive and to the Membership.

15. DUTIES OF THE NSTU REPRESENTATIVE

- 15.01 The NSTU Representative shall:
- i. use NSTU Webmail to receive and send union information;

- ii. request time on staff meeting agendas for NSTU updates and share pertinent and upcoming activities with members at their site;
- iii. communicate educational site member concerns to the Local Council as appropriate and/or work with/refer to appropriate personnel to resolve those concerns;
- iv. keep the educational site administrator(s) informed of NSTU matters;
- v. become knowledgeable about policies and procedures of the Local and Provincial NSTU;
- vi. direct member requests and questions to the appropriate Local, Regional or Provincial authority;
- vii. encourage new member involvement with Local activities;
- viii. attend Local Council and General Membership meetings;
- ix. circulate information items and materials as sent for that purpose;
- x. conduct educational site votes or elections except when they are a candidate;
- xi. update the annual Membership Registry online as requested by the NSTU;
- xii. encourage members to update their online NSTU Personal Profile each September;
- xiii. endeavor to attend Rep Training Conference, or to send a designate from their respective site should they not be available to attend.

15.02 The NSTU Local Representative may:

- i. organize meetings as required with the NSTU members at the educational site in order to:
 - a. obtain member views on professional and economic welfare matters;
 - b. disseminate information to members concerning Local, Regional and Provincial matters.

16. HALIFAX COUNTY LOCAL STANDING COMMITTEES

16.01 COMMUNICATIONS COMMITTEE

- i. The Communications Committee shall consist of 6 members plus the committee Chair
- ii. Duties of the Communications Committee shall include:
 - a. regularly attend committee meetings and perform duties as required;
 - b. promote teacher image through publicity of programs of Local interest;
 - c. coordinate and maintain internal communications with members via website, and/or social media;
 - d. assist in the maintenance of a contact file of MLAs, MPs, municipal council members, school board members, and other persons with an interest in public education;
 - e. communicate with MLAs and Members of Parliament where applicable in order to maintain an open line of dialogue between the Local and the government;
 - f. assist with the monitoring of or attending School Board meetings as well as the preparation of reports for inclusion in the Communications Report;
 - g. promote the involvement in public affairs by encouraging NSTU members to take an active part in government affairs pertaining to education while maintaining the NSTU's historical position of not attaching itself to any political party;
 - h. keep abreast of and promote NSTU public relations and communications programs;
 - i. promote programs and services of the NSTU;
 - j. sponsor, coordinate, and host a variety of activities for Local members as directed by the Local Executive or by the Committee;
 - k. create and/or purchase Local information items to go to the membership.

16.02 ECONOMIC WELFARE & RESOLUTIONS COMMITTEE

- i. The Economic Welfare and Resolutions Committee shall consist of 5 members (including the Past President where applicable) plus the committee Chair.
- ii. Duties of the Economic Welfare and Resolutions Committee shall include:
 - a. regularly attend committee meetings and perform duties as required;
 - b. coordinate with and supporting the work of the Regional Economic Welfare Committee;
 - c. promote effective working conditions of the Local membership;
 - d. consult with Local committees regarding possible submissions to the Regional Asking Package Committee with respect to the Regional agreement. Such submissions will be made in writing;
 - e. survey the membership for general concerns, collate the information and recommend to the Local Executive Council appropriate action;
 - f. assist the Chair in the collection and submission process of the Halifax County Local Resolutions to Annual Council;
 - g. help educate and assist members in the preparation of resolutions and accompanying briefs;
 - h. assist the Chair with editing resolution submissions and ensuring that the information is accurate;
 - i. assist the Chair with briefing the Local's delegation to Annual Council at a pre-Council meeting when one is held.

16.03 EQUITY & NSTU REPRESENTATIVE COMMITTEE

- i. The Equity & NSTU Representative Committee shall consist of 4 members plus the committee Chair.
- ii. Duties of the Equity & NSTU Representative Committee shall include:
 - a. regularly attend committee meetings and perform duties as required;
 - b. Duties related to the equity function:
 - b.i. organize and host at least one Equity event;
 - b.ii. support, develop and/or implement initiatives and events to further the goals of the organization to further the promotion of equity within the Local;
 - b.iii. research and raise teacher consciousness regarding equity issues in public education;
 - b.iv. where applicable, provide information to Economic Welfare & Resolutions Committee on equity issues in public education for resolutions to Annual Council or for inclusion in regional contract negotiations;
 - b.v. keep abreast of and promote NSTU equity events and programs.
 - c. Duties related to supporting NSTU Representatives:
 - c.i. assist in the setting up and cleanup of Local Council and General Meetings as needed;
 - c.ii. help organize and host an annual Representative Training Conference;
 - c.iii. identify the needs of representatives and provide, information, resources and /or training to assist representatives in their role;
 - c.iv. Award NSTU representative service pins each year at the Annual General Meeting.

16.04 FINANCE COMMITTEE

- i. The Finance Committee shall consist of 4 members plus the committee Chair
- ii. Duties of the Finance Committee shall include:
 - a. regularly attend committee meetings and perform duties as required;
 - b. assist the treasurer in processing NSTU Representatives' travel expenses as needed;
 - c. assist in the preparation of a proposed budget to send to the Local Executive;

- d. revising Guidelines for NSTU Local Expenditures;
- e. invest and carry out appropriate action with regard to the investment of non-current assets;
- f. assist the treasurer with any needs as they pertain to the financial business of the Local;
- g. generally supervise the financial affairs of the Local in a manner consistent with the prudent financial practices and in particular with respect to policies made by the Local and the NSTU;
- h. prepare criteria and select successful applicants for scholarships and/or bursaries sponsored by the Local;
- i. adhere to the Expense Guidelines and the Financial Guidelines for Budgeting and Record Keeping found in Appendices A and B, respectively;
- j. review Expense Guidelines and the Financial Guidelines for Budgeting and Record Keeping found in the Appendix of this document and forward suggestions to the Local Executive for review.

16.05 NOMINATING COMMITTEE

- i. The Nominating Committee shall consist of 4 members plus the committee Chair.
- ii. Duties of the Nominating Committee shall include:
 - a. regularly attend committee meetings and perform duties as required;
 - b. assist with the election process for Local Executive positions at the Annual General Meeting;
 - c. assist with the selection of Annual Council delegates;
 - d. review guidelines for election of NSTU representatives;
 - e. review guidelines for selection of Local Standing committees;
 - f. review guidelines for selection of delegates and alternates to Annual Council;
 - g. review the applications of eligible candidates for committees and administer the selection process for Local Standing committee membership except for the Nominating Committee;
 - h. act as scrutineers at Local Council and General Meetings as required;
 - i. be familiar with Elections/Voting Privileges Article found in the *Halifax County Local Constitution*.

16.06 PROFESSIONAL DEVELOPMENT COMMITTEE

- i. The Professional Development Committee shall consist of 4 members plus the committee Chair.
- ii. Duties of the Professional Development Committee shall include:
 - a. regularly attend committee meetings and perform duties as required;
 - b. organize professional development activities, seminars, and workshops for the Local;
 - c. offer recommendations through the Chair to the Article 60 Professional Development Fund Committee with respect to guidelines that govern the administration of Article 60 Funding;
 - d. assist with maintenance of the database of members approved for professional development activities from Local funds as needed;
 - e. review Local PD Fund guidelines annually and make available to the membership;
 - f. assist with the maintenance of the professional development section of the Halifax County Local website;
 - g. vet applications for Local Curriculum Development Assistance Funding (CDAF) grants;
 - h. where applicable, provide information to Economic Welfare and Resolutions Committee on issues regarding professional development as it relates to curriculum development and implementation for resolutions to Annual Council.

16.07 SOCIAL & WELLNESS COMMITTEE

- i. The Social & Wellness Committee shall consist of 5 members plus the committee Chair.

- ii. Duties of the Social & Wellness Committee shall include:
 - a. regularly attend committee meetings and perform duties as required;
 - b. sponsor, coordinate, promote and host a variety of activities and programs for Local members which support teacher physical, social and mental wellness;
 - c. help organize and host the annual retirement function;
 - d. when appropriate, assist with arranging entertainment and/or refreshments for Halifax County Local delegates and alternates at Annual Council.
 - e. research and raise teacher consciousness regarding wellness as a workplace issue;
 - f. support the membership by ensuring they are knowledgeable about the NSTU Member Assistance Programs;
 - g. where applicable, provide information to other committees as necessary on issues of teacher wellness for inclusion in regional contract negotiations.

17. LEADERSHIP TRAINING

- 17.01 The Halifax County Local Table Officers shall be responsible for providing a minimum of two (2) training sessions annually for Local Executive members on the topic of governance principles and practices; such sessions may include roles and responsibilities, fiduciary obligations, and constitutional requirements.
- a. Local governing and guiding documents should be reviewed with Local Executive at the beginning of each year, including, but not limited to, Local Constitution, Operational Procedures, Common Practices and Protocols, Expense Guidelines as well as Financial Guidelines for Budgeting and Record Keeping.
- 17.02 The Equity & NSTU Representative Committee shall sponsor leadership training on an annual basis for all Halifax County Local NSTU Representatives.
- 17.03 The Local will endeavour to send a full complement of delegates to the NSTU Leadership Development Institute when offered:
- a. Executive members are encouraged to attend if they have not already completed the 3 year program (as it currently stands);
 - b. The Local will also strive to send at least one NSTU Representative or Committee member if five (5) or more delegates are permitted by the NSTU.
- 17.4 Local Executive Training Fund
- a. A Local Executive member may file a written request to the Table Officers to attend training related to their role. Should the request be denied, the table officers will debrief the applicant.
 - b. Local Executive Training Fund Guidelines:
 - a.i. Pre-approval is required, at least 10 days prior to the event end date;
 - a.ii. The total annual request from an individual Executive member shall not normally exceed \$2,175.00 for the current fiscal year. Requests exceeding this amount shall be reviewed by the Local Executive;
 - a.iii. Substitute days required will be through either Regional Agreement Article - Union Release Time or paid for by the Local, to a maximum of three (3) days per fiscal year;
 - a.iv. Proof of attendance and original, itemized receipts and shall be submitted for reimbursement within sixty (60) days of the end date of the conference or workshop.
 - a.v. The Local Executive member receiving the funding shall provide a summary of the event and its benefit to their role in a report to the membership.

18. ELECTION PROCEDURES

18.01 Local Executive Members (Except Local President and Provincial Executive Members)

- i. Elections will be held at the Annual General Meeting.
- ii. A notice of election for available Local Executive positions will be announced at least six (6) weeks prior to the Annual General Meeting;
- iii. Expressions of Interest Forms will be made available at least six (6) weeks prior to the Annual General Meeting.
- iv. Expressions of Interest submission for Local Executive positions will be accepted by a deadline, which shall be at least two (2) weeks prior to the Annual General Meeting.
- v. Candidates' Publicity
 - a. Each candidate for Local Executive will be entitled to one half page in the weekly memo/newsletter, content to be determined by the candidate and adhering to the Code of Ethics of the NSTU. The issue will also contain an explanation of the method of voting. Candidate material shall appear in alphabetical order per position and candidate.
 - b. Candidates' statements carried in the weekly memo/newsletter will also be posted to the Local's website.
- vi. Candidates will be given the opportunity to address the membership at the Annual General Meeting prior to the vote.

18.02 Election of Local President

- i. Elections will be held prior to May 1 when possible.
- ii. Expressions of Interest submission for Local President will be accepted by a deadline established by the Nominating Committee.
- iii. Expressions of Interest Forms will be made available at least four (4) weeks prior to the deadline.
- iv. Local Presidential candidates may be able to job shadow the president for up to one day prior to the election;
- v. Candidates' Publicity
 - a. Each candidate for Local President will be entitled to one campaign poster no larger than 11' x 17", to be distributed to members through the NSTU Representatives.
 - b. Each candidate for Local President will be entitled to one page in the weekly memo/newsletter, content to be determined by the candidate and adhering to the NSTU Code of Ethics. The issue will also contain an explanation of the method of voting. Candidate material shall appear in alphabetical order.
 - c. Candidates' statements carried in the weekly memo/newsletter, as well as their posters, will also be posted to the Local's website.
 - d. The use of employers' email systems is prohibited for campaigning purposes.
- vi. Candidates will be given the opportunity to address the membership at a Local Council or General Meeting prior to the election.
- vii. The successful candidate may have up to three (3) days of job shadowing experience with the current Local President prior to the start of their term.

18.03 Election of Provincial Executive Members

- i. Provincial Executive Members will be elected as outlined in the NSTU Guidebook.

19. ANNUAL COUNCIL DELEGATE SELECTION PROCESS

19.01 Delegate selection to Annual Council shall be based according to the following priority excluding designated alternate delegates

- i. The President of the Local;

- ii. Local Executive members;
- iii. Local Representative/committee members and/or a member in the position of Insurance Trustee in good standing by having missed no more than two (2) Union meetings prior to Annual Council of that academic year.
- iv. Local members (consideration will be given to Local, Regional and/or Provincial Union involvement, along with promoting diversity of representatives);
- v. Council delegates must be knowledgeable of local issues as measured in the rubric below;
- vi. Selection process rubric of criteria for applicants who are eligible and /or are on equal ground in order to rank involvement.
 - a. Attendance at Local Council/general or committee meetings
 - a.i. 5 points for attendance at 75% of meetings or more; or
 - a.ii. 3 points for attendance at 50% - 75% of scheduled meetings; or
 - a.iii. 1 point for attendance at less than 50% of scheduled meetings
 - b. Made a positive contribution at Annual Council as a delegate or alternate
 - b.i. 5 points for more than 5 years; or
 - b.ii. 3 points for 1-5 years; or
 - b.iii. 1 point if applicant has never attended Annual Council
 - c. Local involvement:
 - c.i. 5 points if a current school rep or committee member; or
 - c.ii. 3 points if a Local member who attends Local meetings (not a rep or committee member); or
 - c.iii. 1 point if a local member who has not attended any Local meetings this school year.
 - d. Tie breaking considerations: participation in provincial committee(s) John Huntley Internship, CONTACT, submission of resolutions, in general with the NSTU, etc.
 - e. The selection committee will strive to include at least two (2) first-time delegates and one (1) substitute teacher.

19.02 Delegates and alternates selected by the Nominating Committee, as well as a waiting list when possible, are presented to Local Executive for approval. The approved list will be announced at a Local Council or General meeting prior to the deadline outlined by the NSTU.

19.03 Should positions be available to attend Annual Council after the original list is approved, the waiting list should then be utilized. If the wait list is also exhausted, an additional application / selection process will be conducted following the criteria as outlined.

19.04 All delegates and alternates are expected to adhere to the roles and responsibilities of Annual Council delegates as outlined in the Appendix and shall observe a standard of conduct in all activities of Council, including business and social functions that inspires the respect of colleagues and reflects positively on the NSTU and the teaching profession in the community. Should a delegate or alternate not do so, they may be asked to leave Annual Council and/or jeopardize future opportunities to represent the Local.

20. COMMITTEE SELECTION PROCESS

20.01 Selection Process for Standing Committees

- i. A call for Expression of Interest to serve on Standing Committees will be made at least six (6) weeks prior to the Annual General Meeting. The Forms shall be made available at that time.
- ii. Standing Committee Expressions of Interest forms will be accepted by a deadline, which shall be at least two (2) weeks prior to the Annual General Meeting.
- iii. Standing Committees will be selected by the Nominating Committee, approved by the Local Executive and announced at the Annual General Meeting.

- a. Except the Nominating Committee –to be selected by the table officers, approved by the Local Executive and announced at the Annual General Meeting.
- iv. Standing Committees are formed based on:
 - a. Ensuring that there are members with experience as well as new members to the Committee;
 - b. Candidates’ preference, experience and availability of positions on the Committee.
- viii. If any Standing Committees have positions available after the AGM, the Chair will present any changes to the Local Executive for approval and announce them in Local Council and General Meeting Reports.
- ix. A list of committees, the membership of each committee along with the members’ school should be published.
- x. Term of Office for Standing Committees
 - a. Appointment to a Standing Committee will be for one (1) year to a maximum of four (4) years, unless there are no other applicants in a given year.
 - b. Standing Committees of the Local shall serve from August 1st to July 31 unless otherwise directed by the Executive.

20.02 Ad hoc Committees

- i. Ad hoc committees are established by the Local Executive for a specific time and specific purpose. Ad hoc committees cease to exist on the completion of the task assigned.
- ii. The President calls for volunteers from the appropriate group of people, as determined by the Local Executive, whether from the Local Executive, Local Council/Committees, NSTU Representatives or membership.
- iii. If more volunteers put their name forward than are required, the selection method will be determined by the Local Executive on a case by case basis.

22.03 Removal of a Person From a Committee

Preamble

Removing or impeaching a committee member is a very serious action and should never be approached lightly. Due process must always be followed.

- i. Grounds for removing a committee member
 - a. Disruption of committee efforts;
 - b. Failure to attend three (3) committee meetings without valid reasons.
- ii. Procedures
 - a. The chairperson of the affected committee shall attempt to resolve the situation prior to moving forward with removal process.
 - b. A complaint may be made by the chairperson of the affected committee and shall be made in writing to the Chair of the Nominating Committee outlining the issue and efforts made to resolve the issue.
 - b.i. If the issue is within the Nominating Committee, the complaint would be made with the Local President.
 - c. The Chair of the Nominating Committee shall investigate and attempt to resolve the situation. This may be done in consultation with the Local President.
 - d. If the complaint is found to be valid and of such a nature to warrant removal from the committee, the Chair of the Nominating Committee will present the results of the investigation and her/his recommendation to the Local Executive in closed session. The Nominating Committee chairperson should move a motion that the recommendation be adopted.
 - e. If the motion passes, the member will be informed that s/he is no longer serving on the committee.
 - f. The Nominating Committee will propose a candidate to replace the removed member for the remainder of that person’s term. The completion of this term will not count as part of the term of appointment of the newly named member.

21. HALIFAX COUNTY LOCAL BURSARY

- 21.01 The Halifax County Local will exist when funds are provided for in the Halifax County Local Budget for any fiscal year;

- 21.2 The bursary will be administered by the Finance Committee;
- 21.3 Criteria will be determined by the Finance Committee, reviewed and publicized annually;
- 21.04 Criteria and forms to be posted on the Local website, included in the weekly memo/newsletter and sent directly to Halifax County Local High School Guidance Departments.

22. LOCAL BENEVOLENT FUND

- 21.01 The Benevolent Fund will exist when funds are provided in the Halifax County Local Budget for any fiscal year.
- 21.02 The Halifax County Local Benevolent Fund provides financial assistance for a member and family where there is little or no protection through pension, sick leave, credit union, medical services benefits, insurance, banks, etc.
- 21.03 Requests should be in writing to the President of Halifax County Local.
- 21.04 The Halifax County Local Table Officers shall review any Benevolent Fund Requests.

23. REGULAR MEETING PROTOCOLS

- 23.01 Halifax County Local Council General Meetings, Local Council Meetings and Local Executive Meetings shall strive to conclude within 2 hours. If a meeting exceeds the 2 hour limit, a motion will be made to extend.

23.02 The agenda at a *Halifax County Local Council General Meeting* shall include:

- 1. Call to Order
- 2. Approval of the Minutes of the Previous Meeting
- 3. Correspondence
- 4. Reports
 - President
 - Treasurer
 - First Vice President
 - Vice-President – Professional Development
 - Vice-President – Communications
 - Members-at-Large
 - Provincial Executive
- 5. Regional Representative Council Report
- 6. Unfinished Business
- 7. New Business
- 8. Announcements
- 9. Adjournment

23.03 The agenda at a *Halifax County Local Council Meeting* shall include:

- 1. Call to Order
- 2. Approval of the Minutes of the Previous Meeting
- 3. Correspondence
- 4. NSTU Representative Forum
- 5. Reports
 - President
 - Treasurer
 - First Vice President
 - Vice-President – Professional Development
 - Vice-President – Communications
 - Members-at-Large
 - Provincial Executive
- 6. Regional Representative Council Report
- 7. Unfinished Business
- 8. New Business

9. Rep Forum (if time permits)
10. Announcements
11. Adjournment

23.04 The agenda at a *Halifax County Local Executive Meeting* shall include:

1. Call to Order
2. Approval of Minutes of the Previous Executive Meeting
3. Correspondence
4. Table Officers' Report
5. Reports
 - President
 - Treasurer
 - First Vice President
 - Vice-President – Professional Development
 - Vice-President – Communications
 - Members-at-Large
 - Provincial Executive
6. Regional Representative Council Report
8. Unfinished Business
9. New Business
10. Announcements
11. Adjournment

24. AMENDMENTS

24.01 These *Operational Procedures* may be adopted, amended, or rescinded by a majority of votes cast by members present at a *Halifax County Local Council*, a *Special Meeting* or a *Halifax County Local General Meeting*, provided that written notice of motion to adopt, amend, or rescind has been sent to all NSTU representatives or alternate representatives ten (10) days prior to the meeting.

APPENDIX A: Expense Guidelines

Preamble

Teachers acting on behalf of the Union should not be out-of pocket for expenses incurred to perform their Union duties. However, expense claims should not be seen as honoraria.

A1. Expense Forms

- A1.1 Expense cheques will not be issued unless the Expense Claim Form is filled out in detail and original itemized receipts attached.
- A1.2 Teachers attending Membership Meetings as an NSTU Representatives are required to complete an Expense Claim Form when they arrive at Local Council or General meetings and submit the form at that same meeting. Teachers should complete a form only for themselves and only if representing their school.
- A1.3 Typically, NSTU Representatives' claims are paid twice per year: by the end of December and by the end of June or upon request of the member. NSTU Representatives must save their itemized receipts and keep track of their claimable expenses.
- A1.4 In the event of an ambiguity concerning the consistency of an expense claim with the Halifax NSTU expense guidelines, the expense form will be submitted to the next meeting of the Finance Committee for review and disposition.

A2. Guidelines for Meeting Expenses

- A2.1 Barring unforeseen circumstances, such as weather or road conditions, all NSTU Representatives, committee members and Local Executive attending Halifax County Local NSTU meetings, with the exception of Annual Council, shall abide by the following guidelines recommended by the Finance Committee and the NSTU Guidebook:
 - i. **Accommodations**
 - a. Accommodation may be provided for specific events such as NSTU Representative or Local Executive Training.
 - b. Accommodation for the night of a regular meeting or event shall be in extreme cases only where weather will not permit safe travel home. This expense will only be reimbursed with the approval of the Table Officers.
 - ii. **Meals**
 - a. When attendance at a meeting or travel to and from a meeting occurs during the normal meal hours, members may claim for the respective meals. Original itemized receipts must be submitted. Alcoholic beverages are not covered. In cases where a meal is provided by the Local, the meal claim is invalid.
 - iii. **Metrage** is calculated as direct travel from:
 - a. home to meeting and return to home; or
 - b. school to meeting and return to home. When travelling from school to a meeting, should a member travel by or near their home, travel is to be calculated from home to the meeting and return to home.
 - c. metrage is paid according to the NSTU Provincial rate to attend a Union meeting in the capacity as Local Executive member, committee member or NSTU Local Representative (or designate). This can only be claimed to reimburse the committee member or representative for the actual expense of operating a vehicle for that purpose. It can only be claimed once per vehicle for actually attending a meeting. For example, if two committee members or NSTU Local Representatives share the same vehicle, only one can claim the metrage. Taxi fare will be reimbursed at the NSTU Provincial rate, with approval.

iv. Family Care

- a. The Local will cover the necessary family care, pet care, eldercare, special needs care expenses for members if they are required to attend Union meetings as an Executive member, committee member or NSTU Representative at the NSTU approved rate.
- b. All claims must be accompanied by a properly completed expense form and will be paid on the basis of amounts approved by the NSTU. Original receipts and Social Insurance Numbers of the claimant are required.
- c. The rate for family care shall be set at the minimum hourly wage rate set by the Province of Nova Scotia up to a maximum of eight (8) hours/day for children under the age of 14 years, or ten (10) hours/day maximum if overnight is required if the child is 18 years of age or younger.

These rates will apply to special needs dependents and elder care with the approval of the Finance Committee.

- d. The Local will reimburse receipted pet care expenses at the rate established by the NSTU – currently to a maximum of \$20.00 including tax per day.
- v. **Incidental Charges** - When staying overnight on approved NSTU business, an amount of \$4 per overnight is claimable.

A3. Local Executive Expenses

- A3.1 Any expenses incurred by Local Executive in fulfilling the duties of their role shall be claimed at the rates above.

A4. Other Allowable Expenses Rates

- A4.1 The cost of telephone calls for Union business may be claimed. Indicate Union calls on a photocopy of your phone bill, total them, and submit the photocopy with expense claim.
- A4.2 Other reasonable expenses incurred in the fulfillment of Local duties may be claimed. For example, a committee member / NSTU Representative can reimburse his/her school for the photocopying of Union information for teaching staff if accompanied by an original receipt from their school.

APPENDIX B: Financial Guidelines for Budgeting and Record Keeping

COMMITTEES, EVENTS & ACTIVITIES

- B.1 Committees shall submit a planned budget to support the next year's Local plans when requested by the Finance Committee.
- B.2 Each Committee or event coordinator shall operate according to a planned budget, shall keep meeting minutes and shall account for their allotted funds to the membership in their reports.
- B.3 Committees and event coordinators shall create a proposed budget for each activity, preferably based on similar activity held in the past or research done to provide reasonable estimated costs. Where possible, this proposed budget should be in meeting minutes and/or reports.
- B.4 In the minutes, an event summary shall be recorded after the event takes place. Include where applicable:
- Name and brief description of event
 - Date, time and place
 - Breakdown of expenses incurred:
 - Include previous year(s) costs - 2 years is ideal
 - Fees for registration or participation
 - Rental costs
 - Travel or transportation costs
 - Meals or snacks
 - Materials or supplies
 - Honoraria / salaries
 - Other costs
 - The person responsible for the organization of the event or the person overseeing the activity
 - Name of presenter(s)
 - Number of participants
 - Feedback received and suggestions for future similar events
- B.5 All expenses incurred, accompanied by itemized receipt(s), will be reimbursed according to the Provincial NSTU rates and the Halifax County Expense Claim guidelines.

GENERAL GUIDELINES

- B.6 The Local will maintain a contingency fund equal to half of the funds received annually from the NSTU Rebate and the Employment Rebate.
- i. Contingency funds will be invested in low and medium risk products with reputable brokers and/or financial institutions.
 - ii. These funds will be accessible within forty-eight (48) hours when formally directed by a motion of the Local.
- B.7 Budgetary funds in excess of the contingency funds will be directed by a motion of the Local following the advice of the Finance Committee and/or the Executive.
- B.8 Funds of the Local are for the benefit of teachers who are members of the Local during the fiscal year.
- B.9 Persons collecting/receiving funds on behalf of the Local should have the funds verified. A receipt is to be issued by the Treasurer or designate.
- B.10 When a salary or honorarium is paid to an NSTU member, obtain presenter's Social Insurance Number.

APPENDIX C - Role and Responsibilities of the Annual Council Delegate

Please note: The term “delegate” in this document refers to both voting and alternate delegates.

Annual Council

This is the highest legislative body of the Nova Scotia Teachers Union. This is where decisions are made about policy, procedures and the future of the NSTU. As the name suggests, Annual Council is a yearly meeting of the NSTU and it brings together the Provincial Executive, Local delegates, RRC chairs, NSTU staff officers, committee representatives and Professional Association Presidents. At any given time there are over 200 people present in the council chamber.

The purpose of the Council is to consider resolutions that have been submitted by Locals or Provincial Executive and to pass the budget for the upcoming year. There are other areas of business, but those are the two main purposes. Debate is lively and delegates are encouraged to participate.

Every Local is entitled to send a number of voting delegates and alternates to council. The number is based on the number of members in a local. Halifax County Local has the largest delegation, averaging forty over the past years. It is important that we select the most knowledgeable members who contribute to discussion regularly.

Delegates' Responsibilities

1. Be informed of Local and Regional responsibilities
2. Attend the pre-council meeting
3. Be informed about the resolutions before going to Council
4. Attend and be attentive at all Council sessions
5. Be prepared to speak to resolutions in a professional and factual manner
6. Conduct yourself appropriately during all Council activities
7. Notify the local secretary prior to Council session of emergency absence

Be informed

Attend Local Council and General Meetings to learn of current issues and concerns. Do contribute to discussion when applicable. Review the Weekly CheckMark and attend information or training sessions pertinent to being an informed union member.

Each delegate will be sent a Council Workbook containing all the resolutions that will be considered at Council. There will be a pre-Council Meeting where we will discuss the resolutions put forward, as well as determine which Halifax County Local delegates will speak to which Halifax County resolution at council or other resolutions that could be detrimental to our members. We will also review procedures and protocols relating to delegates' responsibilities.

Council sessions

Please make yourself available to attend Friday evening, Saturday and Sunday. Generally Annual Council concludes mid-afternoon on Sunday.

Absenteeism

Absenteeism has been a problem in past years. We have had delegates simply not show up for sessions, resulting in lost votes and creating a negative impression of our local. This year we will replace delegates who have not claimed their voting cards at the beginning of a session by alternate delegate.

If you are unable to commit to the entire weekend it is better to give up your spot to someone who is able to attend all sessions.

Representing Halifax County Local

It is important that delegates remember they are representing Halifax County during these sessions. The expectation is that we have a full delegation. Our delegation sits together as a group and we expect our delegates to be attentive and ready to debate on our local members' behalf. To be reading other materials, distracted by electronic devices, knitting or doing something that may indicate that you are not giving your full attention to the Council proceedings is unacceptable. It reflects badly on our Local.

There is a certain amount of socializing during Council weekend, providing teachers an opportunity to network with teachers across the province. This is an important aspect of council, but moderation and common sense are advised. Remember your primary responsibility is to be representing our local members at Council.

Voting

We have never forced the vote of our delegation to council. Each delegate is to vote according to his or her own opinions. However, in the interest of local solidarity, we would ask that you refrain from actively debating against resolutions being brought to Council by our Local. The time for that debate would have been at the meeting when the resolution was ratified in the first place (November general meeting).

Alternate Delegates

While attendance is important for delegates, sometimes there are unavoidable circumstances when a delegate has to be absent from a given session. The local pays all the expenses for the alternates (the amount varies but works out to be about \$600 per person), who are included in the delegation, but vote only when they are replacing a voting delegate for a particular session. Alternates may speak to resolutions if they request permission from the chair. This permission is usually granted.

The local secretary, acting in the coordinator of alternates for our local, must be notified prior to the session so that an alternate delegate can fill in. Prior notice is required because the alternate delegates are accepted by a council vote before a session begins. Once the session has started the substitution cannot be made. All Council delegates and alternates should be in council chambers 10 minutes before the start of each session.

Mentoring

For those who are new to Annual Council, Halifax County Local makes mentoring available before and during Council. There are Council delegates with many years' experience who are ready to advise and assist our newer delegates and alternates. Let the committee know in advance if you would like to have a mentor.

Expenses

Each delegate is provided hotel accommodation and a meal allowance, plus child/pet care (with appropriate receipt) and certain other expenses, at the expense of the provincial NSTU. Please refer to the NSTU Guidebook for a breakdown.

Alternates will have the same expenses covered by the Local and must be submitted to the treasurer in a timely fashion.