

As you are all well aware, we are having our SCEOT Executive elections at our Annual General Meeting on Tuesday May 10, 2016 at the SCEOT office! Each candidate shall have up to four minutes to address the membership.

\*\*\* THIS IS YOUR NOTIFICATION of the request for nominations thirty (30) calendar days prior to the local annual meeting (notification must be made prior to April 10, 2016) \*\*\*

\*Nominations can be mailed or emailed to **Miriam Schembri**.  
(responses to nominations will not begin until April 10, 2016)\*

211 Stanley Street  
Barrie, ON L4M 6X9  
[myschembri@gmail.com](mailto:myschembri@gmail.com)

You will be notified via phone or email once your nomination form has been received.

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Nominations must be received no later than **May 2, 2016 at 11:59pm!**

### **Section 1 – Local Executive**

7.1.1 The local executive shall include the following executive officer positions:

- (a) President;
- (b) Vice President;
- (c) Secretary;
- (d) Treasurer; (\*appropriate training required once elected)
- (e) Health and Safety Officer; (\*appropriate training required once elected)
- (f) Other executive positions as determined by the local executive such as Member at Large.
  
- (g) The chairs for the following standing committees shall become non-officer members of the executive once elected at the annual general meeting.
  - i) Collective Bargaining
  - ii) Professional Learning
  - iii) Status of Women, Equity and Social Justice
  - iv) Political Action and Public Relations

A list of nominated candidates will be made available ON THE WEBSITE [www.sceot.org](http://www.sceot.org) on May 4, 2016.

During this meeting we will be proposing some changes to the Constitution which can be found on our website under Constitution 2016 draft (all omissions have been ~~struck~~ and all additions are **bold**).

\*\*\* THIS IS YOUR NOTIFICATION OF:

- constitutional changes (proposed amendments must be submitted to the Executive thirty (30) calendar days prior to the annual meeting) \*this notification was also sent in the March ON CALL
- proposed changes to the Constitution must be announced fifteen (15) calendar days prior to the local annual meeting. \*\*\* (should additional requests come forward, you will be notified).

- Request for nominations for elections for the 2016-2018 term

This meeting will also elect the delegates for the 2016 ETFO Annual Meeting.

According to our Constitution, there will be an elections committee who will oversee the SCEOT elections and procedures following up to those elections. This committee was selected by the Executive at our Executive Meeting held March 31<sup>st</sup> based on those who emailed us, indicating interest as per the email request sent out in the March ON CALL newsletter.

(Taken from our Constitution which can be found at [www.sceot.org](http://www.sceot.org))

## **Section 2 – Eligibility**

10.1.1 an active member in good standing in the Simcoe County Elementary Occasional Teacher's Local may be nominated to stand for elected office.

## **Section 3 – Nominations**

10.2.1 Members shall be notified of the request for nominations thirty (30) calendar days prior to the local annual meeting.

10.2.2 The deadline for receipt of nominations in writing shall be seven (7) calendar days in advance of the local annual meeting.

10.2.3 Nominations from the floor shall be accepted for any position where there is no duly nominated individual.

## **Section 4 – Election Procedures**

10.3.1 the executive of the Simcoe County Elementary Occasional Teachers' local shall be elected at the local annual meeting.

10.3.2 candidates shall have the opportunity to address the local annual meeting before election (4 minutes)

10.3.3 the election shall be by secret ballot.

10.3.4 each candidate may appoint one scrutineer to observe the counting of the ballots for that candidate's election.

10.3.5 the vote for all elected positions shall be released to the members present following each ballot and be published in the minutes of the annual meeting.

10.3.6 to be declared successful, a candidate must obtain a simple majority of the votes cast.

10.3.7 an unsuccessful candidate may seek another position on the executive for which the member is eligible (Options of eligibility:

1. No one is duly nominated and seconded for the position
2. Candidate's nomination for the position was declared seven days in advance of the election)

10.3.8 the ballots will be destroyed by motion of the annual meeting immediately following the election.

10.3.9 An individual can only be elected to one executive officer position.

**Nomination Form For Positions on the 2016-2018  
ETFO – Simcoe County Elementary Occasional Teachers’ Local Executive**

President  
Secretary  
Health and Safety

Vice-President  
Treasurer  
Collective Bargaining Chair

Professional Learning  
Status of Women, Equity and Social Justice  
Political Action and Public Relations

Nomination for the position of: \_\_\_\_\_

Name of Person Nominated (please print) \_\_\_\_\_

Address: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_

\* Nominator: (must be another member who has worked for the SCDSB within 120 days prior to the date of signing this nomination.)

Name (please print) \_\_\_\_\_

Address: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_

Secunder:

Name (please print) \_\_\_\_\_

Address: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_

**This form must be received by the Election Officer at 11:59pm on Monday May 2, 2016 via Canada Post or email.**

Votes will be counted in order of President, Vice President, Secretary, Treasurer, Health and Safety Officer, Collective Bargaining Chair, Professional Learning, Status of Women, Equity and Social Justice, and Political Action, Public Relations Chair.

**\* All candidates and nominators must be on the SCDSB Elementary Occasional Teachers list and must have worked as an Elementary Occasional Teacher with the Simcoe County District School Board within the last 120 school days preceding the nomination deadline before standing for a position – or nominating another to stand for a position on the local Executive.**

**Please mail/email the form to:**

Miriam Schembri  
211 Stanley Street  
Barrie, ON L4M 6X9  
[myschembri@gmail.com](mailto:myschembri@gmail.com)

**The Elections Officer will contact you by email within three school days of receiving your nomination to confirm receipt of this form.**

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# ETFO – Simcoe County Occasional Teachers

## Executive Position Descriptions

### President

- Official spokesperson for the Local
- Local signing officer
- Full-time release position from September through June
- Works out of a central office
- Attends meetings at locations across the Simcoe County District School Board
- Counsels and represents members through to grievance/arbitration/investigation meetings
- Communicates with the membership through newsletters and the Local website
- Ex-officio member of all committees, including the Collective Bargaining Committee
- Chairs or delegates a chair for all Executive and General Meetings Co-chairs Board/Union Consultation Committee
- Attends ETFO Annual Meeting in August
- Represents Local at ETFO Representative Council three times a year
- Attends POTS (Sept and June) and GHOTS (four times a year)
- Responds to and implements the Pres-Net emails (provincial email thread) along with member emails, other local emails, board emails, etc.
- Website coordinator
- Organizes, implements and plans a yearly retreat (or delegates as necessary)
- Database updates/changes
- Secure Services – check regularly and share as needed
- Writes and sends out monthly or bi-monthly newsletters (ON CALLS) via email, the web and hardcopy to those members who have requested
- Online calendar, office calendar, mail, bills, and other office necessities
- Organize Exec. Meetings, agendas, etc.

### Vice President

- Works out of a central office when necessary
- Local signing officer
- Attends meetings at locations across the Simcoe County District School Board when necessary
- Attends all Executive and General Meetings of the Local
- Attends and/or chairs committee meetings
- Sits on Board/Union Consultation Committee
- Attends ETFO Annual Meeting in August
- May attend Representative Council
- Assumes duties of President as necessary
- Website coordinator (if applicable) – Executive report postings and other aspects as necessary
- Facebook SCEOT Page facilitator
- Prints Board Memos pertaining to OTs
- Organizes, plans and implements the General Meeting and AGM
- Organizes snacks/food for the week at ETFO Annual General Meeting

### Treasurer

- May be released to conduct Union business, as determined by the President
- Local signing officer
- Attends all Executive and General Meetings
- Must become familiar with the use of Quicken or equivalent accounting program
- Must at all times keep duplicate (triplicate) records of the Local's finances in 2 separate locations i.e. office, home, USB keys
- Presents financial report at all meetings
- Attends and may chair committee meetings
- Prepares and oversees the annual budget of the Local
- Conducts Local's banking as a signing officer
- Arranges for the annual audit
- Willing to submit to credit check

### **Secretary**

- Attends all Executive and General Meetings
- Prepares minutes and emails an electronic copy to the President
- Sits on and/or chairs various committees

### **Collective Bargaining Chair**

- Attends all Executive and General Meetings
- Attends provincial meetings on Collective Bargaining issues and ensures information is presented to the membership
- Prepares preliminary submissions with Provincial Staff officer and President
- Creates, sends out and correlates data for CBC goals all member survey

### **Health and Safety Representative**

- Attends all Executive and General Meetings
- Attends provincial meetings on Health and Safety issues and ensures information is presented to the membership
- Must attend all meetings of the JHSC and must participate on all JHSC sub-committees relevant to OT's
- Assists members with Health and Safety issues
- Promotes and advocates for Health and Safety issues in schools

### **Professional Learning Chair**

- Attends all Executive and General Meetings
- Attends provincial meetings on Professional Learning issues and ensures information is presented to the membership
- Plans, organizes, attends and implements

professional learning opportunities for the members

### **Political Action/Public Relations Chair**

- Attends all Executive and General Meetings
- Attends provincial meetings pertaining to Political Action/Public Relations issues and ensures information is presented to the membership
- Responds to and implements the PA-Net emails (provincial email thread)

### **Status of Women, Equity and Social Justice**

- Attends all Executive and General Meetings
- Attends provincial meetings pertaining to Status of Women, Equity and Social Justice issues and ensures information is presented to the membership
- Oversees the Goodwill budget ideas and organizes the delivery of goodwill items
- Responds to and implements the emails of Status-Net (provincial email thread)

### **Executive-at-Large**

- Attends Executive and General Meetings of the Local
- Attends and may chair committee meetings
- Participates in debates and votes on issues affecting members
- Acquires knowledge of Board/Union relations and Federation structure
- May participate in Provincial Federation activities and ensures information is presented to the membership