

Constitution  
of the  
Riverside Teachers' Union

May 2021

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# CONSTITUTION OF THE RIVERSIDE TEACHERS' UNION

## **Preamble:**

### Name:

The Union name shall be:

The Riverside Teachers' Union/  
Le Syndicat de l'enseignement de Riverside

### Aim:

The purpose of the Union shall be the protection and advancement of the professional, social, and economic welfare of its members, and the promotion of research and innovation in the field of education.

### Interpretation:

- |          |   |
|----------|---|
| A.G.M.   | - Annual General Meeting  |
| Delegate | - A member appointed to the Council to represent the members of the Union in his/her school |
| Due      | - The amount of money exigible from the individual member, as set forth in the Due Policy   |

Fiscal Year/School Year - July 1st to June 30th

QPAT - Quebec Provincial Association of Teachers

Representative - A member accredited by the Union to represent it

Appendices:

Appendix I, Voting Procedures, and Appendix II, Rules of Procedure for all R.T.U. meetings, form an integral part of the Constitution.

## **Section I**

### **Membership**

#### **A. Eligibility**

A teacher in the employ of the Riverside School Board and who is not excluded by virtue of his/her functions according to the provisions of the Quebec Labour Code shall be eligible for membership.

#### **B. Application for Membership**

Any teacher seeking admission or readmission to the Union shall apply in writing to the Executive which shall, after ascertaining the eligibility of the applicant, by resolution, accept or reject the application.

#### **C. Duties of the Members**

Each member of the Union shall have the duty:

- to observe the Constitution;
- to pay the Dues and Special Levies;
- to carry out Union policy.

#### **D. Termination of Membership**

Any member may withdraw from the Union upon written notice to the Executive, which shall acknowledge the resignation with a motion of acceptance.

Any member may be expelled from the Union, in accordance with the procedures of Section VIII.

Failure to pay the applicable Dues shall constitute sufficient grounds for the Executive to terminate the membership of any individual.

## **Section II**

### **Dues and Special Levies**

The Dues and the method of collection of the Dues shall be determined at the A.G.M.

A Special Levy and a method for its collection may be set at any meeting of the General Assembly.

## **Section III**

### **The General Assembly**

The General Assembly shall be the ultimate policy determining body of the Union with exclusive power to determine pressure tactics and to ratify collective agreements.

## A. Composition

The General Assembly shall consist of members of the Union meeting together in joint assembly duly summoned in accordance with the Constitution.

## B. Meetings of the General Assembly

1. The General Chair shall summon the General Assembly to meet once each year to hold the A.G.M. of the Union, on a date in May or June and at a place as determined by the Executive.
2. The General Chair shall also summon the General Assembly to meet when requested to do so by the Executive, Council, Conduct Committee or by twenty-five (25) members who are on the staffs of at least two schools.
3. The meeting shall be held no later than ten (10) working days following a request under paragraph 2 above.
4. Notice of the meeting shall be posted in each school at least five (5) working days prior to the meeting indicating, whenever possible, the purpose of the meeting.
5. Notwithstanding the above, whenever the Executive or Council judges that a situation requires urgent action,

a meeting may be called on twenty-four (24) hours notice.

6. In the event of adverse weather conditions or other extenuating circumstances, a scheduled meeting of the General Assembly may be postponed by the General Chair after consultation with the President. The Executive shall reschedule the meeting as soon as possible.

#### C. Quorum

The quorum shall be twenty-five (25) members including the General Chair or alternate.

#### D. Rights of the Members

- to attend all meetings of the General Assembly;
- to exercise all rights pertinent to discharging the business of the General Assembly;
- to ratify collective agreements applicable to their bargaining unit.

#### E. Business of the General Assembly

##### 1. At all meetings

- a. to consider:



- all items on the agenda as prepared by the Executive and to take whatever action is deemed advisable;
  - any other item presented by a member and which the meeting agrees, by majority vote, to add to the agenda;
  - collective agreements and decisions of the Executive or Council which require ratification.
- b. to determine pressure tactics;
  - c. to carry out any of the functions of the General Assembly set forth in Sections VI G and VIII;
  - d. to set the policy with respect to expenses of members and employees of the Union which will be reimbursed by the Union;
  - e. to amend the budget and Due Policy;
  - f. to authorize the taking of a loan in the name of the Union;
  - g. to amend the Constitution in accordance with Section VII.

## 2. At the A.G.M.

- a. to receive and approve the financial statement;

- b. to adopt the budget for the following fiscal year;
- c. to receive the report of the Nominations Committee;
- d. to appoint auditors;
- e. to appoint the signing officers of the Union;
- f. to adopt the remuneration policy for Union staff and/or President;
- g. to appoint the Conduct Committee.

## F. Secret Votes

Any votes of the General Assembly to ratify collective agreements or to authorize pressure tactics must be by secret ballot, of the members within the appropriate bargaining unit(s).

## **Section IV**

### The Council

#### A. Membership

The Council shall consist of

1. the Executive, and
2. delegates representing each school according to the following formula:

one delegate for each twenty (20) Union members or major fraction thereof on the school staff; nevertheless, each school shall be represented by at least one delegate.

### Appointment of Delegates

The staff of the school shall elect the delegate(s) for the school year and forward the name(s) to the Union office. The Executive shall automatically name delegates so elected and appoint the delegate(s) for any school which has not submitted the name(s).

### Allotment of Delegates

The number of delegates for the subsequent school year shall be based on the number of Union members on the school staff as of May 31st of the current school year. Any necessary adjustments shall be made following receipt of the official staff lists of September 30th.

## B. Tenure of Delegates

Delegates shall hold office for one school year, or the remainder thereof, as the case may be.

A delegate may resign by giving notice to his/her staff and, in writing, to the Executive. A delegate shall be removed from office by the Executive on the request of 2/3 of the staff.

Any vacancy will be filled by the election of a new delegate, or, failing this, by Executive appointment.

## C. Meetings

1. The Council shall meet regularly once a month from September to June inclusive at a date and time determined by the Council.
2. The General Chair shall summon the Council for a special meeting upon the request of
  - a) the Executive;
  - b) fifteen (15) members of the Council; or,
  - c) to fulfill the conditions of Section V C 2.
3. The agenda for regular meetings shall be prepared by the Executive, including thereon all items and motions

submitted by the delegates one week prior to the meeting, and shall be forwarded to the delegates at least two working days before the meeting, together with motions to be presented. The agenda is subject to Council approval and amendment.

4. The notice for a special meeting shall be sent at least one working day in advance specifying the topic(s) and motion(s) for discussion and only such items shall be in order at the meeting.

#### D. Quorum

The quorum for the Council shall be fifteen (15) members including the General Chair or alternate.

#### E. Rights and Duties of the Delegates

1. to attend council Meetings;
2. to participate in the business of the meetings;
3. to receive and to disseminate information from the local and provincial associations;
4. to witness and to intervene on behalf of the membership within their schools with the competent authority;
5. to hold information sessions with the membership regarding union policy and decisions;
6. within Council, to represent the views of the members of his/her school and to inform the Council of his/her

- membership's views. (Its function being similar to a Representative's Assembly);
7. the Delegate must inform the Executive of any union related matter that comes to his/her attention;
  8. each Delegate should attempt to find an alternate to replace him/her at Council Meetings should she/he be unable to attend.
  9. the integrity and binding of the Delegate: all Delegates are bound to report and implement Council's policy and viewpoint within their respective schools;
  10. the action of the Delegate will be subject to review by the Discipline Committee as per Section VIII A of the Constitution.

#### F. Functions of the Council

1. to establish and amend policy in all areas not reserved exclusively for the General Assembly;
2. to carry out instructions of the General Assembly;
3. to carry out its functions in Section VI C, and IX F;
4. to authorize the expenditure of funds which would exceed the budgeted amount or create a new budget item, provided these funds can be covered by budgetary transfer or from the current unreserved assets of the Union;
5. to carry out its duties under Section VIII;
6. to elect from amongst its members, at the first meeting of the year, a Secretary who shall keep a record of the proceedings of the Council.

## **-Section V**

### The Executive

The Executive shall consist of:

- the President
- the Treasurer
- the General Chair
- two Secondary Representatives
- two Elementary Representatives
- Vocational Education Representative
- Adult Education Representative

#### A. Nominations and Election

All members have the right to be nominated for the office of Treasurer and General Chair. All members who are tenured teachers with one (1) year of Executive Committee experience have the right to be nominated for President.

The other members of the Executive shall be nominated as follows:

<u>Position</u>	<u>Constituency</u>
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Secondary Representative	
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Members employed primarily at the Secondary level
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Elementary Representative

Members employed primarily at the Elementary level

Vocational Ed Representative

Members employed primarily at the Vocational level

Adult Ed Representative

Members employed primarily at the Adult level

The nominee must be a member of the appropriate constituency. Persons on leave of absence are considered to be members of the constituency to which they were attached when they were granted a leave of absence. All members may nominate and vote for all positions.

1. The nominations period shall open on the third Monday in April.
2. Nominations must be:
  - a) for a particular position;
  - b) accompanied by:



- i) ten (10) signatures from members of the Union who shall be drawn from at least three (3) different schools;
  - ii) the written consent and curriculum vitae of the nominee; and,
  - c) filed at the Union office no later than 17:00 h on the last working day in April.
3. The Nominations Committee shall determine that the nominations are in good order.
4. If at the close of nominations there is only one candidate for any particular position other than those of Elementary Representatives and Secondary Representatives then this candidate shall be declared elected by acclamation. If there are either one or two candidates for the positions of Elementary Representatives or Secondary Representatives then the candidate(s) shall be declared elected by acclamation.
5. Within seven (7) calendar days after the close of nominations, the Nominations Committee shall forward to each school:
  - a) a copy of the voting procedures for posting, if an election is necessary;

- b) a list of candidates acclaimed, who shall no longer be considered as candidates;
  - c) a list of the candidates and positions being contested;
  - d) the curriculum vitae of each candidate;
  - e) at the option of the candidate, a one page document (8.5 x 11)(e.g. Election statement, c.v. Highlights, etc.) prepared by the candidate, including layout and translation, in sufficient quantity for each member;
  - f) a list of those eligible to vote. Any teacher may request that the Committee review his/her eligibility, within three (3) working days from the issuance of the list. The decision of the Committee shall be final.
6. All nominees shall be presented at the A.G.M. by the Chair of the Nominations Committee, when the A.G.M. precedes the date of the election.
7. A secret ballot shall be conducted in each school in conformity with the Voting Procedures, on the third Tuesday of May. The Executive shall take office on July 1st.

## B. Tenure

All Executive members shall hold office for one school year, or the remainder thereof, or until:

- a) he or she ceases to be a member of the Union,
- b) he or she resigns by written notice to the Executive and the Chair of the Nominations Committee, or
- c) he or she is removed from office in accordance with Section VI G.

## C. Vacancy

1. In the period from July 1 until the first Monday in May, should a vacancy occur in any Executive position, a special election will be held according to the procedure in Part 18 of Appendix I.
2. Should a vacancy occur in the period from the first Monday in May until June 30 in an Executive position, other than that of President, a special meeting of the Council shall be held on the tenth working day from the date of the vacancy. This meeting shall be conducted in accordance with Part 19 of Appendix I.
3. Should the Presidency become vacant during the period outlined in paragraph 2, the pro-tem replacement shall assume the office of President and

s/he shall be replaced in accordance with paragraph 2 above.

#### D. Meetings of the Executive

1. The Executive shall hold regular meetings on a semi-monthly basis, from September to June inclusive, at a date and time determined by the Executive and at other times deemed necessary by the President or two members of the Executive.
2. The President shall
  - summon the Executive to meet;
  - prepare the agenda for the Executive meetings, subject to approval by the Executive.
3. The quorum for an Executive Meeting shall be four (4) members of the Executive including the President or Pro-tem replacement.

#### E. Duties and Powers of the Executive

As a body:

1. to appoint, at its first meeting, one of its members to act as a pro-tem replacement for the President;

2. to carry out specific instructions from the Council and General Assembly;
3. to supervise services of the Union;
4. to administer the assets of the Union;
5. to recommend a budget and dues for the following fiscal year to the A.G.M.;
6. to present, when necessary, budgetary amendments and/or changes in the Dues Policy;
7. to appoint delegates in accordance with Section IV A;
8. to carry out its functions under Sections VI C;
9. to engage and dismiss staff;
10. to recommend the change of current policies or the establishment of new ones;
11. to prepare the agenda for Council and General Assembly meetings;
12. to authorize the filing or withdrawal of grievance cases;
13. to carry out its duties under Section VIII;

14. to consider applications to and resignations from the Union;
15. to approve the payment of any and all liabilities incurred by the Union, provided such payments do not cause the budgetary allotment to be exceeded;
16. to authorize the issuance of cheques to pay salaries and other expenses directly related to the operation of the office, in the event that a budget is not adopted by June 30th;
17. to discharge such other functions as this Constitution now and may from time to time direct.
18. to elect at its first meeting one of its members to act as secretary.

#### As individuals

1. to attend meetings of the Executive, Council and General Assembly;
2. to discharge the duties normally associated with Executive office.

#### F. Duties and Powers of the President

1. to call and prepare the agenda for all Executive meetings;

2. to carry out specific instructions of the General Assembly, Council, and Executive;
3. to make a report to the A.G.M.;
4. to coordinate the work of
  - the Executive, Council and General Assembly;
  - the committees of the Union;
  - the Union itself;
5. to officially represent and speak for the Union;
6. to execute all contracts and agreements in the name of the Union;
7. to supervise the handling of all grievance cases and cases of breach of contract.

#### G. Duties of the Treasurer

1. to present a financial statement to the Executive and Council, and at the A.G.M. in accordance with established policy.

#### H. Duties of the General Chair

1. to chair all meetings of the General Assembly, Council and Executive. Should s/he be absent then the body

concerned shall select one of its members to chair the particular meeting.

## I. Duties of Constituency Representatives

1. to ensure representation of the concerns of their constituency at the Executive level.

## J. Duties of the Secretary

1. to ensure that minutes of meetings of the Executive and General Assembly are taken.

## **Section VI**

### Committees of the Union

#### A. General

All committees shall adopt their own internal regulations consistent with the Constitution.

#### B. Kinds of Committees

1. standing committees; namely,

Discipline Committee;  
Nominations Committee.

2. ad hoc committees;



3. Conduct Committee; and,
4. parity committees, for purposes of appointment of Union members.

### C. Appointment of Committees

1. The members of the standing committees and the parity committees shall be appointed by the Council no later than its October meeting. The Council may replace the members of any such committee at any meeting.
2. The General Assembly, Council or Executive may at any meeting create an ad hoc committee, define its functions and appoint its members, or dissolve any such committee.
3. The members of the Conduct Committee shall be elected, by secret ballot, at the A.G.M. following the procedure in Section VI G. The General Assembly may replace any member of this committee at any meeting following the procedures of Section VI G in so far as possible.

### D. General Rules Applicable to all Committees

1. Unless specifically excluded, the President shall be a member, ex-officio, of all committees.

2. A non-member of the Union may be appointed to any Committee.
3. The term of office for members of any committee, except the Conduct Committee, shall be one school year, or the remainder thereof.

#### E. Duties of the Committees

It shall be the duty of each committee to:

- meet when requested to by its Chair;
- deliberate upon such matters as it has been charged to consider;
- recommend the action to be taken;
- report through its Chair to the appropriate body.

#### F. Special Provisions for Standing Committees

##### 1. Discipline Committee

- a) The committee shall consist of a minimum of four members, at least:
  - one Elementary teacher
  - one Secondary teacher
  - one member of the Executive

b) The deliberations of this committee shall be conducted in strict confidence.

c) Duties of the Committee:

- to conduct any investigation and to recommend a course of action in accordance with Section VIII.

## 2. Nominations Committee

a) The Nominations Committee shall consist of five (5) members, none of whom may be members of the Executive.

b) If a member of the Nominations Committee chooses to become a candidate in any given election s/he shall be immediately replaced.

c) The duties of the Committee are set forth in Section V and in Appendix I.

## G. Conduct Committee

1. There shall be three members at least one from the high school teachers and one from the elementary teachers. None may serve simultaneously on the Executive.

2. Names of potential members may be forwarded to the Nominations Committee from the date of the second last Regular Council Meeting until one week before the last Regular Council Meeting prior to the A.G.M. The Nominations Committee shall report to the Council, at this latter meeting, which may add other names if there are fewer than three on the list.
3. The list obtained in 2 above shall be posted in all schools prior to the A.G.M. At the A.G.M. each member shall register three choices from the list submitted and the three persons with the highest totals shall be appointed provided the conditions of (1) above are met.
4. Duties of the Committee
  - a) It shall receive and investigate written complaints against members of the Executive for breach of discipline or abuse of office, which are signed by a member of the Union.
  - b) The Committee may use its own good offices to attempt to remedy the situation.
  - c) Following investigation and at its own discretion, it may deem that no further action is necessary, in which case the matter is closed, or it may recommend any of the recommendations found in Section VIII B 3 b, c, or d, and/or, that the person be

removed from office. If either of the latter two recommendations is made alone or accompanied by any other then the matter must go directly to a Special Meeting of the General Assembly which may sustain such recommendations by a two-thirds majority. The decision of the General Assembly shall be final without appeal. In other cases, the Committee may make its recommendation to the body it deems appropriate.

- d) In all cases the Committee shall inform the accused of the existence of a complaint and provide an opportunity to reply to it. Both the plaintiff and accused shall be informed of the Committee's decision before it is made known to any other persons.
- e) The members of the Committee shall conduct themselves with the discretion and secrecy warranted by the issues dealt with by the Committee.
- f) All documents received by the Committee shall be the property of the Committee. The Union shall maintain a safe deposit box for the use of the Committee in storing its records and to which only the Chair of the Committee shall have access.

- g) Between the date of the A.G.M. and July 1st, the old and new Committees shall meet, at which time the new Committee shall choose its chair and receive all Committee documents and the keys to the safe deposit box. The term of office of the old Committee shall end with this meeting.

## **Section VII**

### Amendment of the Constitution

#### A. Request

Any two members of the Union may propose an amendment of the Constitution.

#### B. Procedure

The proposed amendment must be sent, in writing, to the Executive not later than ten (10) working days before the meeting of the General Assembly at which it is presented.

The Executive may reword the amendment to meet legal requirements but not to destroy the spirit of the proposal.

#### C. Notice

The proposed amendment shall be distributed with the notice of the meeting of the General Assembly.

## D. Vote

Approval by two-thirds of the members present and voting will be required for the adoption of the amendment.

## E. Date of Effect

The amendment shall come into force immediately upon its adoption, unless it is otherwise specified in the resolution, or there are legal delays to be met.

## **Section VIII**

### Discipline

#### A. Principle

The Union has the right to require any member to answer for his/her conduct in failing to observe the Constitution and policies of the Union.

#### B. Procedure

1. Any complaint against a member shall be sent, in writing, to the Chair of the Discipline Committee, except for complaints against Executive members which shall be sent to the Conduct Committee.

2. The Chair shall immediately inform the member concerned, in writing, of the nature of the complaint and invite the member to meet with the Committee to ascertain the facts.
3. After investigating the case, the Committee shall adopt, by resolution, a recommended course of action. The Chair shall forward the recommendation, in writing, to the Executive with a copy to the member.

Possible recommendations:

- a) that no further action be taken;
- b) that a letter of reprimand be issued;
- c) that restitution to the Union be requested;
- d) that the member be expelled.

4. The Executive shall by resolution sustain or reject the recommendation, and inform the member, in writing, of its decision.

### C. Date of Effect

Recommendations 3 a, b, and c shall have effect upon adoption of the Executive resolution. Recommendation 3 d shall have effect upon adoption of a resolution of endorsement with a two-thirds majority of the votes cast, by the Council.



## D. Right of Appeal

The member shall in all cases have the right of appeal to the Executive and/or Council, and in the case of expulsion, an appeal may be made to the General Assembly. The appeal must be made within one month of the date of effect or at the next regular meeting of the body concerned. The Council may sustain or reject the appeal against recommendations b or c by a simple majority vote. No further appeal may be made in these cases.

The General Assembly shall sustain or reject the appeal against expulsion by a simple majority vote. Only one such appeal to the General Assembly may be made.

## **Section IX**

### Affiliation

#### A. Principle

The Union may join such federations of unions and other educational organizations as the General Assembly deems wise.

#### B. Procedure

Application to affiliate with such organizations shall be made following the passage of a resolution to that effect by the General Assembly.

Notice of withdrawal from any such organization shall require the passage of a resolution to that effect by the General Assembly.

### C. Representatives

1. Selection - The representatives of the Union to any body with which it is affiliated shall be selected in the same manner as a standing committee.
2. Conduct- The representatives shall participate in the debates and votes of the body of which they are a member in light of Union policy. They shall be free to vote as they deem correct, except where bound.

### D. Binding of Representatives

The representatives may be bound, as to their votes, on a particular matter by a special motion to bind the vote adopted by a two-thirds majority of the Council or General Assembly.

A caucus of the representatives may choose to bind itself by the adoption of a motion to that effect, by a two-thirds vote of the caucus.

If, during the course of the meeting, significant new information is presented or a substantive amendment is made to the motion, then the caucus may, by a specific motion adopted by a two-thirds majority of the caucus, unbind itself and allow a free vote on the motion.

#### E. Endorsement by the General Assembly

Resolutions of any body to which the Union is affiliated, in matters where the General Assembly has exclusive power, shall require endorsement by the General Assembly before implementation.

#### F. QPAT Provisions

1. The R.T.U. is a member of the QPAT.
2. The R.T.U. will respect the Constitution and By-laws of the QPAT.

## **Section X**

### General Provisions

#### A. Records

All records of the Union shall be kept in the office of the Union.

#### B. Language Rights

1. Any member may employ either English or French in addressing any body of the Union and is entitled to service in either language upon request.
2. The English texts of all Union documents shall be the official version, although French translations will be made available whenever possible.

## Appendix I

### Voting Procedures

1. The nominations committee will determine whether an in-person election, an electronic election, or hybrid will best allow the membership to be represented.
2. Those members not of the staff of any school, or on the staffs of more than one school, shall be assigned to a particular school, for voting purposes, by the Committee.
3. The Delegate in each school shall act as the Returning Officer; should s/he be unable to act, s/he shall appoint an alternate. When there is more than one, then the Delegates concerned shall name one to act as Returning Officer.
4. Any candidate shall be entitled to appoint a scrutineer in any school as a representative during voting hours, and at the counting of the votes in that school.
5. Voting in each school must take place
  - a) in clearly specified polling area which shall be publicized beforehand by the Returning Officer;
  - b) at times throughout the school day previously publicized by the Returning Officer, and for thirty (30) minutes after school day.

Notwithstanding part (b) above, the Returning Officer may declare the polls closed if the full membership of that school has voted.

6. Two days before the election a number of ballots equal to the number of Union members in the school shall be delivered to each school. In addition, extra ballots shall be delivered on the following basis:

<u>Number of Members</u>	<u>Extra Ballots</u>
1 - 40	3
41 - 80	5
81 - 120	7
121 - 160	9

The Returning Officer:

- a) should immediately notify the Union office of their receipt;  
and
- b) shall be responsible for their safekeeping until they are returned to the Union office.

7. Ballots shall under no circumstances be:

- a) distributed throughout the school;
- b) placed in the hands of voters outside the polling area;

- c) inserted in the mail boxes of voters;
- d) removed from the polling areas by any voter;
- e) given to other than Union members.

NO CANDIDATE and NO SCRUTINEER shall at any time be permitted to handle any ballot other than his/her own.

8. Ballots will be marked with a clear indication of choice. Any voter who has accidentally spoiled his/her ballot shall immediately tear it in half in the presence of the Returning Officer, who shall place the torn ballot in the envelope and issue a new ballot.
9. The counting of the votes will be conducted in each school immediately after the close of the poll in the presence of one witness and of the scrutineer(s) if any, however the absence of the scrutineer(s) shall not be cause for delay or invalidation of the count. The tally sheet shall account for all ballots (used, unused, spoiled), record the vote and be signed by the Returning Officer, a witness, and the scrutineer(s) if any. All ballots, including any spoiled ones, and the tally sheet shall be placed in the envelope provided and sealed.
10. The Returning Officer, or other Union member in the school delegated by the Returning Officer, shall personally deliver the sealed envelope to the Union office no later than

18.00h that evening, and sign the sheet provided indicating the time of deposit of the ballots at the office.

11. If due to extenuating circumstances, the Returning Officer is unable to comply with part 9, s/he must contact the Chair of the Nominations Committee to obtain permission to have the ballots delivered by special delivery mail. Should this permission be granted, the results of the vote must be reported by telephone to the Union office no later than 18.30 h on the polling day.
12. The counting of the votes, at the Union office, will be conducted by the members of the Nominations Committee. Under the supervision of the Chair and handling the envelope of only one school at a time, each shall open the sealed envelope, count and record the votes; each candidate may be present at this time, if s/he so wishes and s/he may bring one scrutineer. Candidates and scrutineers may inform themselves of the exact time of the beginning of the count by contacting the Chair of the Nominations Committee.

#### E-voting procedures:

The nominations committee shall name an executive assistant and a member of the nomination committee to act as Election Administrators. Election administrators will be responsible for inputting settings for electronic voting and generating reports



of results for electronic voting. The election administrators will test the election platform prior to the election.

The nominations committee shall determine the parameters of the electronic voting, including platform used, ballot questions, automatic login options, pre-final results display, instructions, reminder email number and schedule, and any other sundry decisions required by the platform.

The nominations committee and scrutineers will examine the fraud alerts, or equivalent, produced by the voting platform to determine if actual fraud has occurred.

Electronic elections will last for a minimum of 2 business days, ending no earlier than 5 pm, in order to minimize the effect of service disruption.

The platform selected for the e-voting will meet the following criteria:

- Confidentiality of voting
- Guarantee of single vote
- Accessibility of platform to all eligible members
- Membership to RTU

13. Should there be a tie between any two candidates, for the same position, then the members of the Committee shall vote by secret ballot.

14. To be elected, a candidate must receive a plurality of the votes cast for the position except for the Regional

Elementary Representatives and Secondary Representatives where the two candidates receiving the highest vote totals shall be elected.

15. The results from the election will first be disclosed to the candidates by a suitable means and then publicized, within 10 days, through various media sources, possibly including but not limited to e-mail, blog posts, election platform publishing, facebook announcement, etc. At least 3 methods of result publication are to be used. The 3 used are determined by the nominations committee. Results will also be posted in the schools within the next ten (10) days.
16. In case of in person voting should the difference in votes between the leading candidates and the runner-up for any office be fewer than 25, the Chair shall automatically authorize a recount of their votes, to take place if necessary on the following day.
17. Any Union member who has cause to believe that there has been an irregularity in the election procedure shall submit a statement in writing to the Chair of the Nominations Committee within ten (10) calendar days of the publication of the results in the schools, giving the particulars of the alleged irregularity in the schools, giving the particulars of the alleged irregularity and furnishing such reasonable proof of same as s/he may possess.

The Chair shall without delay convene a meeting of the Nominations Committee to which the complainant and any

interested parties shall be invited. If, after hearing the evidence, the Committee is of the opinion that the charge is substantiated, in part or in whole, it shall then decide whether to order a recount of the votes from the school or schools affected, to invalidate the election results from the school or schools affected, or to order a new election.

18. The ballots shall be kept in the Union office for two months following the election after which time they shall be destroyed.

The voter audit logs from e-voting, and the election results will be archived in a secure location for 2 months, after which they will be deleted.

#### 19 Procedure for Special Elections under Section V C 1

The Chair of the Nominations Committee shall immediately call for nominations. This nomination period shall remain open for five (5) working days. The provisions of Section V A of the Constitution shall apply to the extent possible. If an election is necessary, it shall be held no later than seven (7) working days from the issuance of the list of candidates, and Parts 1-17 of the Voting procedures shall apply.

#### 20. Procedure for Special Meetings of the Council under Section V C 2

The Chair of the Nominations Committee shall immediately give notice of the meeting and call for nominations. The nominations period shall remain open for five (5) working

days and Section V A of the Constitution shall apply as far as possible.

The Chair shall forward the list of candidates to the delegates immediately following the close of nominations. If election takes place by acclamation the meeting shall be cancelled.

If such a meeting of the Council takes place, by exception, it shall be chaired by the Chair of the Nominations Committee. The vote shall be by secret ballot, with all Delegates having the right to vote, under the supervision of the Nominations Committee and Parts 1-17 of the Voting Procedures shall apply in so far as possible.

## 21 Procedure for Secret Vote of the General Assembly

The Nominations Committee shall distribute, collect and count the ballots to insure that only those entitled to vote do so. The vote shall remain confidential until released by the Committee. In the case of a tie vote, the motion is considered defeated.

## Appendix II

### Rules of Procedures for all RTU Meetings

#### General

Implementing and, where necessary, interpreting the rules is the responsibility of the General Chairperson.

#### Rules Governing Debate

1. Speeches must be relevant, non-repetitive, and be delivered courteously.
2. Speakers are to avoid personal attacks.
3. No one may interrupt the speaker, except on a point of order or privilege.
4. Only the mover of a substantive motion may speak to the motion more than once - one who has spoken to a motion may subsequently speak once to an amendment.

#### Motions

1. The preamble is not part of the motion but shall be recorded in the minutes.

2. A motion that has been moved and seconded can be withdrawn only by a 2/3 majority of those voting yea or nay.
3. An adopted motion is known as a resolution.

### Special Motions

#### 1. Motion to reconsider a Resolution

- a) In order any time during the meeting but it must be moved by a member of the prevailing side by giving reasons for doing so.
- b) Not debatable.
- c) Requires 2/3 majority of those voting yea or nay.
- d) If adopted, the main question is reopened to debate, to amendment, and to a majority vote of those voting yea or nay.
- e) Not applicable to:
  - i. votes to adjourn.
  - ii. affirmative votes to table and to lift from table.
  - iii. otherwise subject to rules governing all other motions.

f) A resolution can be reconsidered only once.

g) A motion to reconsider cannot be reconsidered.

## 2. Motion to Rescind a Resolution

- may be passed at a subsequent meeting
- requires a 2/3 majority of those voting yea or nay

## 3. Motion to Challenge the Chair's Ruling

- is a point of order
- must be seconded
- mover must state concisely reasons for challenge
- brief relevant debate permissible
- simple majority of those voting yea or nay required to overturn ruling

## 4. Motion to Put the Question

- effect is to end the debate with a right to reply by mover of the question before vote
- permissible on recognition at any time
- can be moved only by one who has not spoken on the question being discussed
- Chair has discretion to refuse to entertain the motion
- not debatable
- requires simple majority of those voting yea or nay

- once adopted, takes precedence over all procedures except points of order and privilege.

## 5. Motion to Adjourn

- permissible at any time when there is no question before the meeting
- must yield to a point of order or privilege
- not debatable
- simple majority of those voting yea or nay
- if defeated, cannot be revived until after another matter has been considered

Note: Motion to adjourn to cut off debate shall require 2/3 majority of those voting yea or nay

## 6. Motion to Table or to Lift from the Table

- neither is debatable
- neither can be reconsidered
- neither can be interrupted except by points of order or privilege
- motion to table can be moved only by one who has not spoken on the question being discussed

### 6a. Motion to Table to a Certain Day

- can be amended as to the day
- debatable as to advisability



- yields to motion to put question by one who has not spoken on question
- if adopted, question cannot be further debated
- when certain day is reached, question takes priority

## Amendments

1. Any substantive motion may be amended.
2. An amendment may be amended. No further amendment to the amendment allowed until vote taken on the amendment being considered.
3. An amendment does not require previous notice.
4. An amendment must be relevant
  - to omit certain words
  - to insert certain words
  - to add certain words
5. Amendment cannot
  - alter the spirit or intent of the motion
  - negate the motion
6. A subject already disposed of cannot later be urged as an amendment.
7. The mover of an amendment may speak only once.

8. An amendment must be adopted by the meeting before it becomes part of the substantive motion.
9. The debate then resumes on the motion as amended.

### Voting

1. The vote will be by a simple majority of those voting yea or nay except where 2/3 majorities of those voting yea or nay are required.
2. Generally an abstention is not a vote and will not be counted.
3. The Chair is entitled to vote only in case of a tie, and in all secret votes.

### Committee of the Whole

1. A motion to consider a question in the Committee of the Whole may be made at any time upon recognition. Such motion is not debatable.
2. Rule No. 4 governing debate is suspended.
3. Procedure is informal and at the discretion of the Chair.
4. No minutes are kept.

5. No resolutions can be proposed nor dealt with during the Committee of the Whole, but notice of motion may be given. The only motion permissible is that of requesting to resume the formal sitting.

## Summary of Important Procedures

### 1. Order of Precedence

- point of order may interrupt speaker
- point of privilege may interrupt speaker
- motion to table
- motion to put the question
- motion to amend
- request for caucus
- motion to adjourn
- all other proceedings may be raised only
  - on recognition
  - when there is not question before meeting

### 2. Permissible at any time

(Subject, if necessary, to above order of precedence)

- request for a standing vote
- point of information or clarification, when recognized by Chair

3. Motions that can be moved only by one who has not taken part in debate

- to table
- to put the question
- to adjourn (see above)

4. Motions that are not debatable

- to reconsider
- to table
- to lift from the table
- to adjourn
- to put the question
- to enter into Committee of the Whole

5. Motions requiring special majorities (2/3 of those voting yea or nay)

- to amend the By-Laws
- to reconsider
- to rescind a resolution
- to withdraw a motion not yet disposed of
- to adjourn when effect is to cut off debate

NOTES