

Nova Scotia Teachers Union



*Inverness Local
Operational Procedures*

Revised May, 2020

Inverness Local Operational Procedures

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Inverness Local

Operational Procedures

I. *Duties of the Inverness Local Executive*

- [1] The *Local Executive* shall conduct the business of the Local under the direction of the *Local Council* and/or Local general membership.
- [2] The *Local Table Officers* shall present to the *Annual General Meeting* of the Local:
 - a financial statement;
 - a proposed balanced budget for the upcoming year;
 - a report of the Local's activities for the year; and,
 - a report of the Local's activities for the upcoming year.
- [2] The *Local Executive* shall receive and disburse all Local funds in accordance with the *Nova Scotia Teachers Union* and Local policies.
- [3] The *Local Executive* shall regularly attend meetings and perform duties as required.
- [4] The *Local Executive* shall present written reports to *Local Council* and/or *Local General* meetings regarding their activities.
- [5] The *Local Executive* may assist educational sites in the selection of NSTU representatives.
- [6] All *Local Executive* members shall maintain a written record of their work and shall forward it to their successors.

II. *Duties of the Local Council*

- [1] The *Local Council* shall encourage member involvement in the development of goals and objectives for the Local.
- [2] The *Local Council* shall assess ongoing programs of the Local.
- [3] The *Local Council* shall receive *Local Executive* and committee reports.

- [4] The *Local Council* shall address the views and concerns of NSTU representatives, thus providing direction to the *Local Executive*.
- [5] The *Local Council* shall debate and resolve routine concerns.
- [6] The *Local Council* shall propose motions for consideration at general meetings.
- [7] The *Local Council* shall provide a mandate for *Local Executive* action, subject to ratification at a *General Meeting*.
- [8] The *Local Council* shall periodically review the *Local Constitution* and *Operational Procedures*.

III. *Duties of the Local Table Officers*

- [1] The *Local Table Officers* shall establish Local administrative procedures for adoption by the *Local Executive* on an annual basis.
- [2] The *Local Table Officers* shall call a special meeting in the event of an emergency or special need.

IV. *Duties of the Local President*

- [1] The *Local President* shall be the official spokesperson for the Local on Local matters excluding bargaining unit issues.
- [2] The *Local President* or designate shall preside at all meetings of the *Local*, the *Local Council*, and the *Local Executive*.
- [3] The *Local President* shall prepare agendas for all Local meetings at which the *President* presides in consultation with the *Local Secretary*.
- [4] The *Local President* shall be an ex-officio member of all Local committees.
- [5] The *Local President* shall be a member of the *Regional Representative Council*.
- [6] The *Local President* shall serve on the Strait Regional Institute for Staff Development Committee.
- [7] The Local President shall dialogue with Educational Site administrators in consultation with educational site NSTU representative(s).

- [8] The *Local President* shall review the Local's *Constitution* and *Operational Procedures* during the first meeting of the *Local Executive* each year.
- [9] The *Local President* in consultation with the *Local Executive* shall appoint an Executive member responsible for substitute teacher concerns.
- [10] The *Local President* in consultation with the *Local Executive* shall appoint an Executive member as a *New Member Contact Person*.
- [11] The *Local President* in consultation with the *Local Executive* shall appoint an Executive member as an *Equity Contact Person*.
- [12] The *Local President* shall perform such duties as directed by the *Local*, the *Local Council*, and the *Local Executive*.

V. Duties of the Vice-President – Public Affairs

- [1] The *Vice-President – Public Affairs* shall chair the *Public Affairs Committee*.

VI. Duties of the Vice-President – Public Relations

- [1] The *Vice-President – Communications* shall chair the *Public Relations Committee* and the *Social Committee*.

VII. Duties of the Vice-President – Economic Welfare

- [1] The *Vice-President – Economic Welfare* shall be a voting member of the *Strait Regional Representative Council*.
- [2] The *Vice-President – Economic Welfare* shall present the Local's views concerning improved working conditions for members to the *Regional Economic Welfare Committee*.
- [3] The *Vice-President – Economic Welfare* shall serve on the *Strait Regional Institute for Staff Development Committee* in the absence of the Local President.
- [4] The *Vice-President – Economic Welfare* may conduct economic welfare training in the Local under the direction of the *Regional Economic Welfare Committee*.

VIII. Duties of the Vice-President – Professional Development

- [1] The *Vice-President – Professional Development* shall chair the Local *Professional Development Committee*.

IX. *Duties of the Local Secretary*

- [1] The *Local Secretary* shall record and maintain copies of the minutes of all meetings of the *Local*, the *Local Council*, and the *Local Executive*.
- [2] The *Local Secretary* shall prepare copies of the minutes for distribution prior to or at Local meetings.
- [3] The *Local Secretary* shall maintain a record of attendance at all meetings of the *Local*, the *Local Council*, and the *Local Executive*.
- [4] The *Local Secretary* shall maintain all official records of the Local including the *Constitution*, *Operational Procedures* and *Local Membership Registry* and ensure that appropriate revisions are processed.
- [5] The *Local Secretary* shall maintain a current list of contact information for Local *NSTU Representatives*, *Local Executive* members and Local standing committee members.
- [6] The *Local Secretary* shall forward to the NSTU Central Office names, and contact information for the *Local Executive* immediately following the *Annual General Meeting*.
- [7] The *Local Secretary* may circulate information regarding Local meetings and other events as directed by the *Local Executive*.
- [8] The *Local Secretary* may keep an *Action Register* for each Local meeting.

X. *Duties of the Local Treasurer*

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

XI. *Duties of the Immediate Past President*

- [1] The *Immediate Past President* or designate shall act in an advisory capacity to the *Local President* and the *Local Executive*.
- [2] The *Immediate Past President* or designate shall chair the *Nominating Committee*.
- [3] The *Immediate Past President* or designate shall chair the *Resolutions Committee*.
- [4] The *Immediate Past President* or designate may serve as *Local Parliamentarian*.

XII. *Duties of the Member-at-Large*

- [1] The *Member-at-Large* shall serve on the *Strait Regional Representative Council*.

XIII. *Duties of the Provincial Executive Member*

- [1] The *Provincial Executive Member* shall perform tasks as outlined in the *Nova Scotia Teachers Union Guidebook*.

XIV. *Duties of the NSTU Representative*

- [1] The *NSTU Representative* shall request time on staff meeting agendas for NSTU updates.
- [2] The *NSTU Representative* may organize other meetings when necessary with the NSTU members at the educational site in order to:
 - [i] obtain member views on professional and economic matters;
 - [ii] disseminate information to members concerning Local and Provincial matters.
- [3] The *NSTU Representative* shall communicate educational site member concerns to the Local Council and work to resolve those concerns.
- [4] The *NSTU Representative* shall keep the educational site administrator informed of NSTU matters.
- [5] The *NSTU Representative* shall be knowledgeable about policies and procedures of the Local and Provincial NSTU.

- [6] The *NSTU Representative* shall direct member requests to the appropriate Local, Regional or Provincial support person(s).
- [7] The *NSTU Representative* shall assist new teachers to become informed NSTU members and encourage new member involvement with Local activities.
- [8] The *NSTU Representative, or alternate* shall attend all Local Council and Local general meetings.
- [9] The *NSTU Representative* shall post agendas for Local general meetings.
- [10] The *NSTU Representative* shall distribute information and material received from the Local, Regional or Provincial NSTU in a timely manner to members on site.
- [11] The *NSTU Representative* shall conduct educational site votes.
- [12] The *NSTU Representative* shall be responsible for keeping the membership list for their site up-to-date within the *Membership Registry*.
- [13] The *NSTU Representative* shall promote a united teaching profession.

XV. *Duties of Committees*

- [1] Duties of the *Public Affairs Committee* shall include:
 - [i] maintaining and updating a contact file of MLAs, MPs, municipal council members, school board members, and other persons with an interest in public education;
 - [ii] meeting with MLAs in order to maintain an open line of dialogue between the Local and the government;
 - [iii] attending school board meetings and preparing reports for circulation.
- [2] Duties of the *Public Relations Committee* shall include:
 - [i] maintaining contact with the local media and issuing news releases with the approval of the *Local Executive*;
 - [ii] promoting teacher image through publicity of programs of local interest;
 - [iii] coordinating and maintaining internal communications with members via newsletter/website;
 - [iv] ensuring the circulation of information received from Local leaders and Local Committees to the general membership and other interested stakeholders;

- [v] sponsoring, coordinating, and hosting a variety of activities for Local members as directed by the Local Executive.
- [3] Duties of the *Economic Welfare Committee* shall include:
- [i] Coordinating with and supporting the work of the *Regional Economic Welfare Committee*.
- [4] Duties of the *Finance Committee* shall include:
- [i] administering the audit review for the year;
 - [ii] preparing a proposed budget for approval at a general meeting;
 - [iii] overseeing the production of a financial report for review and consideration by the *Local Executive* and the *Local Council*;
 - [iv] developing and revising *Guidelines for NSTU Local Expenditures*.
- [5] Duties of the *Nominating Committee* shall include:
- [i] circulating a notice of election for Local Executive positions to all NSTU representatives three (3) weeks prior to the *Annual General Meeting*;
 - [ii] overseeing the election of Local Executive positions;
 - [iii] providing NSTU representatives with the results of the elections;
 - [iv] overseeing the election of Annual Council delegates;
 - [v] establishing guidelines for election of NSTU representatives;
 - [vi] administering the selection process for Local committee membership.
- [6] Duties of the *Professional Development Committee* shall include:
- [i] organizing professional development activities, seminars, and workshops for the Local;
 - [ii] providing cooperation and communication between teachers and the board with respect to professional development;
 - [iii] advising the *Local Executive* regarding professional development issues;
 - [iv] liaising with the provincial *NSTU Professional Development Committee*.
- [7] Duties of the *Bursary Committee*
- [i] preparing criteria and selecting successful applicants for scholarships and bursaries sponsored by the Local;

- [ii] ensuring that the committee is comprised of a member from each participating high school.
- [8] Duties of the *Resolutions Committee* shall include:
- [i] calling for resolutions and informing the membership of submission procedures and time lines;
 - [ii] distributing copies of resolutions to members prior to the *General Meeting*;
 - [iii] assisting members in the preparation of resolutions and accompanying briefs;
 - [iv] submitting approved resolutions to *Annual Council*;
 - [v] briefing the Local's delegation to *Annual Council*.
- [9] Duties of the *Social Committee* shall include:
- [i] sponsoring, co-ordinating, and hosting a variety of activities for Local members as directed by the *Local Executive*.

XVI. Regular Meeting Protocols

- [1] The agenda at a *Local General Meeting* shall include:
1. Call to Order
 2. Approval of the Minutes of the Previous Meeting
 3. Correspondence
 4. Reports
 - President
 - Treasurer
 - Vice-President – Economic Welfare
 - Vice-President – Professional Development
 - Vice-President – Public Affairs
 - Vice-President – Public Relations
 - Regional Representative Council Member
 - Provincial Executive Member
 - Staff Liaison Officer
 - Unfinished Business
 - New Business
 - Announcements
 - Adjournment
- [2] The agenda at a *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
Vice-President – Economic Welfare
Vice-President – Professional Development
Vice-President – Public Affairs
Vice-President – Public Relations
Regional Representative Council Member
Provincial Executive Member
Staff Liaison Officer

6. Unfinished Business
7. New Business
8. Announcements
9. Adjournment

- [3] The agenda at a *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. Committee Chairpersons' Report
 6. Regional Representative Council Report
 7. Executive Roundtable
 8. Unfinished Business
 9. New Business
 10. Announcements
 11. Adjournment

XVII. Honouraria

The following *Inverness Local Council* members shall receive honouraria in amounts determined by the *Inverness Local Council*.

- President, Inverness Local (\$1500)
- Secretary, (\$600)
- Treasurer, (\$750)
- VP/PD, (\$600)
- VP/PA-PR, (\$600)
- VP/EcWel, (\$600)

XVIII. Expense Procedures

- [1] Expenses of the *Inverness Local Council* are to be claimed and reimbursed in accordance with NSTU Guidelines.

- [2] Every effort should be made to reimburse the claimant at the time of the *Inverness Local Council* meeting(s).
- [3] In the event that expenses cannot be reimbursed at the time of the *Inverness Local* meeting, the claimant should expect to receive reimbursement prior to the next meeting after submitting an expense claim to the Treasurer.
- [4] *In the event that expenses cannot be submitted at the time of the Inverness Local meeting, every effort will be made by the claimant to submit forms to the treasurer in a timely manner, and before the conclusion of the current budget year.*

XIX. Leadership Training

- [1] The *Local Table Officers* shall be responsible for providing a minimum of two(2) inservice sessions annually for *Local Executive* and *Local Council* members on the topic of governance principles and practices. Such activities to include roles and responsibilities, fiduciary obligations, and constitutional requirements.
- [2] In consultation with the NSTU staff officer responsible for *NSTU Representative Training*, the *Local Executive* shall sponsor leadership training on an annual basis for all *Local NSTU Representatives*.

XX. Annual Council Delegate Selection Process

Voting and Alternate delegates to Council shall be chosen at meetings held prior to March 30th of each year. Delegates may be nominated by the Executive and/or from the floor.

XXI. Amendments

These *Operational Procedures* may be adopted, amended, or rescinded by a majority of votes cast by members present at a *Local Council* or *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.

XXII. Social Media Procedures

- [1] The Inverness Local of the NSTU will use *Social Media* to inform, encourage participation, and allow the exchange of information between members. All *Social Media* utilized by the Inverness Local, including Facebook[™], Twitter[™], and the like, will consist of closed private groups,

where possible, whereby the content is not visible to anyone outside of the group membership.

- [2] *Social Media* is defined as any website, form of electronic communication and/or application that enable users to create online communities, share content and/or participate in social networking.
- [3] Administrators, Moderators and/or the like of *Social Media* for the Inverness Local (hereon referred to as Administrators/Moderators) will consist of members of the Local Executive, specifically,
- Vice-President - Public Affairs
 - Vice-President - Public Relations
 - Vice-President - Professional Development
 - President
 - Inverness Local Facebook Profile, created solely for this purpose
- [4] Membership of *Social Media* will consist of active, active reserve (per Inverness Local Constitution, Article III, IV and VII respectively), substitute and retired teachers from or priorly serving the Inverness Local.
- [i] Exceptions will be made for the *NSTU Regional Staff Officer, Regional Representative Council Chair and President* of the Nova Scotia Teachers Union.
- [5] Administrators/Moderators of *Social Media* for the Inverness Local will ensure that all members meet the criteria of membership. Which will involve;
- [i] using the features of social media to ask identifying questions, to determine membership criteria, where available
 - [ii] adding members who meet the aforementioned criteria; and,
 - [iii] in some cases, deleting members who do not meet this criteria.
- [6] Administrators/Moderators of *Social Media* for the Inverness Local will ensure that all member posts, tweets or the like meet the criteria of Code of Ethics (as outlined in the NSTU Guidebook, Policy, Section I: Governance, Article 3) and Appropriate Online Cyber Conduct (as outlined in the NSTU Guidebook, Policy, Section VI: General, Article 76). Which will involve,
- [i] reading and reviewing posts, tweets and the like to ensure that they meet the aforementioned criteria;
 - [ii] in some cases, deleting posts, tweets and the like that do not meet this criteria;

- [iii] informing members when they have not met the aforementioned criteria, and that their post, tweet or the like has been deleted; and
 - [iv] removing members when they have not met the aforementioned criteria, for a second and last time.

- [7] Regionally elected members and members of the Local Executive will use *Social Media* for the Inverness Local to post, tweet or the like any relevant information from their respective areas of interest.

- [8] Regionally elected members and members of the Local Executive will use *Social Media* for the Inverness Local to encourage membership participation.

- [9] Regionally elected members and members of the Local Executive have a further responsibility to stay neutral in all local and regional elections.
 - [i] Those members who do not abide by this policy will be removed from the *Social Media* in question, on their first offense.