

# CALL FOR NOMINATIONS IN A BY-ELECTION ON THE LOCAL'S EXECUTIVE COMMITTEE FOR CHAIR, SUBSTITUTE TEACHERS' COMMITTEE

October 9, 2018

A vacancy exists for the position of **CHAIR, SUBSTITUTE TEACHERS' COMMITTEE** on the Local's 2017-2020 Executive Committee. Accordingly, all members of the Edmonton Public Teachers Local No. 37 of the Alberta Teachers' Association (ATA) **that are on the Edmonton Public School District supply list** are eligible to file nomination forms in a by-election to fill this position on the Local's Executive Committee for the remaining term of office commencing December 1, 2018 and ending June 30, 2020. *Please note this term only is a three-year term.*

Candidates must file a properly completed Nomination/Acceptance Form with the Local **no later than 4:00 pm, Wednesday, October 24, 2018.** Forms can be submitted electronically ([info@edpub.org](mailto:info@edpub.org)); via fax (780-453-1407) or hand delivered to Edmonton Public Teachers Local No. 37, ATA, 401 Barnett House, 11010 142 Street NW, Edmonton.

## **ELECTION PROCEDURES:**

1. Election information and ballots will be distributed to all substitute teachers that appear on the EPSB supply list at October 31, 2018.
2. The Local will provide candidates an opportunity to have a speech videotaped at the Local office, to be posted on the Local's website no later than Monday, November 5, 2018.
3. Voting will open **Monday, November 5, 2018.**
4. Ballots are to be received by the Local's office in Barnett House **no later than 3:00 pm on Friday, November 23, 2018.**
5. Ballot counting will take place in Barnett House on Monday, November 26, 2018, commencing at 4:30 pm. *Candidates are asked to appoint a scrutineer, other than themselves, to assist with the ballot count.*
6. ***Candidates and their supporters are cautioned not to use the Edmonton Public Schools computer network to campaign.***

The Local will print and distribute campaign material for each Candidate. Material is limited to one side of an 8 1/2" x 11" sheet of paper and must be delivered, ready to photocopy, to the Local Returning Officer by **4:00 pm on Monday, October 29, 2018.** **THERE ARE NO EXCEPTIONS TO THESE REQUIREMENTS** (Local Guideline 6.B.2).

**NOMINATION FORM**

We, the undersigned, hereby nominate \_\_\_\_\_  
(Name of Candidate)

as a candidate for the position of **CHAIR, SUBSTITUTE TEACHERS' COMMITTEE** to serve on the Executive of the Edmonton Public Teachers Local No. 37 for the remainder of the 2017-2020 term (December 1, 2018 to June 30, 2020).

**Nominators:** All nominators must be members of the Local and appear on the Edmonton Public School Board supply list.

	<b>NAME (Please Print)</b>	<b>Signature</b>
1		
2		
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(A minimum of 10 eligible nominators is required. Nominators will be confirmed by the Local's office.)

**ACCEPTANCE FORM**

I hereby accept nomination as a candidate for election to **CHAIR, SUBSTITUTE TEACHERS' COMMITTEE** on the Executive Committee of Edmonton Public Teachers, for the remainder of the 2017-2020 term of office.

\_\_\_\_\_  
Candidate's Name Address Postal Code

\_\_\_\_\_  
Phone Home e-mail

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

## **IX. EXECUTIVE COMMITTEE**

1. The executive committee of this local shall be the administrative body.

The executive committee of this local shall exercise general supervision of the conduct of all committees of the local and the divisions, and shall issue directives where deemed necessary.

2. The table officers of this local shall be the president, two (2) vice-presidents, the past president, and one local staff officer (ex-officio).
3. The executive committee shall consist of the table officers, a representative of each division, a non school-based representative, a principal representative, chair of the teacher welfare committee, chair of the social committee, chair of the professional development committee, chair of the substitute teachers' committee, chair of service to members committee, and chair of the communications committee.

The Edmonton/McMurray district representatives of the ATA may attend meetings of the executive committee in an ex-officio capacity.

4. The executive committee, subject to the approval of the council of school representatives, may appoint or second one or more staff officers. These officers shall not be entitled to vote at meetings, but may serve in an ex-officio capacity. Local staff officers shall have a permanent teaching certificate valid in the province of Alberta.
5. Eight (8) voting members of the executive committee shall constitute a quorum.
6. Notices calling executive committee meetings shall be transmitted to its members by a local staff officer in a manner and at a time in advance of any meeting as decided by the executive, and shall include an agenda of the business to be transacted.
7. (a) The signing authorities of the local shall be either the president or a vice-president and a local staff officer.  
(b) In the event that a cheque cannot be signed by the procedure outlined in section IX.7(a), then any two of the persons identified above can sign.
8. The executive committee shall meet on a regular basis on a schedule approved by the executive. The executive committee shall meet in emergent session at the call of the president, or local staff officer (if there is no president), the president or executive secretary of the ATA. Emergent meetings of the executive committee shall also be called within three (3) local operational days of the receipt by a local staff officer of a written request for such emergent meeting signed by four (4) voting members of the executive committee.

The reason for calling such a meeting shall be the first item of business on the agenda of the meeting, shall appear as such on the notice, and shall take precedence over all other business of the meeting.

## XII. DUTIES

4. Executive committee—It shall be the duty of the executive committee to
  - (a) exercise general supervision of the business of the local and the local staff officer(s);
  - (b) be responsible for its action to the council of school representatives, subject to an appeal to the general assembly;
  - (c) ensure that all Association money is used to further the objects of the Association as set out in the *Teaching Profession Act*;
  - (d) ensure that such reports and statements with reference to the business of the local as may be required by the Provincial Executive Council are prepared and transmitted;
  - (e) exercise general supervision of the conduct of all committees of the local and divisions and issue directives where deemed necessary, subject to the approval of the council of school representatives;
  - (f) act as local representatives to representative assemblies;
  - (g) draw up a frame of reference for each committee of this local and report such to the council of school representatives; and
  - (h) the executive shall name an ARA steering committee consisting of the president, the past president, and two (2) members-at-large who have previously been local representatives to representative assemblies of the ATA. The ARA steering committee shall elect one (1) of its members to chair meetings of the committee.
  
6. Executive members—The duties of members elected to the executive as chairs of standing committees, representatives of divisions, the non school-based representative and principal representative shall be as follows:
  - (a) The chairs of standing committees, excepting the teacher welfare committee chair, shall call the first meeting of the standing committee during the month of September each year and meet as often as required thereafter to carry out the business of the committee and the local.
  - (b) The four (4) divisional representatives, the non school-based representative, and the principal representative on the executive shall meet as necessary with the members they represent or when directed to do so by executive, or within 10 local operational days of a petition for a meeting signed by 20 members represented is received by the local office.
  - (c) One (1) divisional representative, the non school-based representative, or the principal representative shall be appointed by the executive to serve as executive liaison to the Greater Edmonton Teachers' Convention Association (GETCA).
  - (d) All executive members shall carry out additional responsibilities as assigned by the executive committee.

#### **4.10 Substitute Teachers' Committee**

##### **A. Membership**

The Substitute Teachers' Committee shall consist of six (6) members and a Chair elected by and from substitute teachers employed by the Edmonton Public School District.

##### **B. Functions**

The functions of the Substitute Teachers' Committee shall be to:

- 1) Promote professional development activities among substitute teachers.
- 2) Represent, through Executive, the interests of substitute teachers.
- 3) Study and investigate matters related to substitute teachers referred to the committee by the Executive.
- 4) Make and present briefs to the Teacher Welfare Committee on behalf of substitute teachers when such an undertaking is approved at a Substitute Teachers' General Meeting.
- 5) Convene no fewer than three (3) Substitute Teachers' General Meetings during the committee's term of office.

Notices of Substitute Teachers' General Meetings shall be given six (6) days in advance of the meeting date.

##### **C. Meetings**

The Substitute Teachers' Committee shall meet:

- 1) No less than three (3) times during its term, with the last meeting occurring no later than the third week of May.
- 2) At the request of its Chair, the Executive of the Local, or a majority of the Substitute Teachers' Committee.
- 3) At the request of at least ten (10) percent of the voting members [as defined in item 'e'] of the substitute teachers employed by the Edmonton Public School District.

Notices of meeting shall be given at least three (3) days prior to any such meeting to all members, except that in special circumstances, shorter notice may be given.

##### **D. Quorum**

The quorum of this committee shall be four (4) of the voting members.

#### E. Election of Committee

The election of the committee shall be held at the last General Meeting of Substitutes in the school year. The term of office shall be from the date of election until the last General Meeting of Substitutes in the subsequent school year.

For the purpose of determining eligibility to be a candidate or to vote in a Local election, a substitute teacher shall be defined as a teacher whose name appears on the Edmonton Public Schools' most recent Substitute Teacher list.