



Edmonton Public  
Teachers

Local 37 of The Alberta Teachers' Association

# 2024 EXECUTIVE COMMITTEE BY-ELECTION



CHAIR, SUBSTITUTE TEACHERS' COMMITTEE

**BY-ELECTION FOR CHAIR,  
SUBSTITUTE TEACHERS COMMITTEE**

**Candidate Handbook**

2024 09 15

## INTRODUCTION

The purpose of this handbook is to outline for prospective candidates the requirements and procedures relevant to Local Executive Committee elections.

The election of the Executive Committee of the Local is conducted once every two years by the Edmonton Public Teachers Local 37, of the Alberta Teachers' Association and governed by the following policy:

- Local Constitution
- Local Guidelines

All documents can be viewed or downloaded at [local37.teachers.ab.ca](http://local37.teachers.ab.ca).

Local members interested in running in the Executive Committee Election are encouraged to thoroughly review the information in this handbook. **Special attention should be paid to the schedule of Candidate Responsibilities and Timelines.**

## LOCAL ELECTION CONTACTS

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Both can be reached at Barnett House at 780-455-2164.

## BEFORE YOU SEEK NOMINATION

### About the Executive Committee

#### 1. What is the Executive Committee?

The Executive Committee is the 16-member elected committee responsible for directing the business of the Local.

#### 2. Who forms its membership?

Voting Members - Five Table Officers (Local president, three vice-presidents, and past president), five member representatives, and five committee chairs\*.

Non-Voting Members - three ATA District Representatives and one Executive Staff Officer.

\*The Chair of the Teacher Welfare Committee is elected by the Teacher Welfare Committee, which is elected by the general membership at a different time (see the Local Constitution, clause 15.7).

### **3. When do they meet?**

The Executive Committee meetings are generally conducted after school (September to June). Meetings are based on a schedule approved by the committee and are commonly held two weeks before each meeting of the Council of Representatives.

### **4. Where are meetings held?**

Executive Committee meetings are held at Barnett House.

### **5. What is the term of office?**

The term of office for the Executive Committee elected members is two years starting July 1<sup>st</sup> of the election year; for example, the upcoming term is July 1, 2024 to June 30, 2026.

## **ARE YOU ELIGIBLE?**

Active members are teachers (excluding superintendents) who are employed by Alberta school boards. Substitute teachers become active members upon first employment of each school year; their active status terminates at the end of the school year or when they are no longer on the substitute roster.

Candidates and nominators for the Chair, Substitute Teachers' Committee must be on the Edmonton Public School Division supply roster.

## **CONSIDERATIONS**

### **Roles and responsibilities**

#### **All Executive Committee members**

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 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 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 Representatives; and
- (h) name an ARA steering committee consisting of the president, the past president and up to five members at large who have previously been Local representatives to representative assemblies of the ATA. The ARA steering committee shall elect one of its members to chair meetings of the committee.

The executive committee shall meet

- (a) on a regular basis on a schedule approved by the executive; or
- (b) in an emergent session at the call of the Local president or Local staff officer (if there is no president), or the president or executive secretary of the ATA.
  - i) Emergent meetings of the executive committee shall also be called within three Local operational days of the receipt by a Local staff officer of a written request for such emergent meeting signed by four voting members of the executive committee.
  - ii) 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.
- (c) Notices calling executive committee meetings shall be transmitted to its members 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.
- (d) Eight voting members of the executive committee shall constitute a quorum.

A two-thirds majority of General Assembly shall have the power to reverse a decision of the executive committee or the Council of Representatives.

### **Substitute Teachers' Committee (from Local Guidelines)**

#### **4.8 Substitute Teachers' Committee**

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

Six (6) substitute members-at-large elected at the last General Meeting of Substitutes in the school year and the Chair elected by and from substitute teachers employed by the Edmonton Public School Division.

##### **B. Function**

The function of this committee shall be to:

- 1) Plan, organize and facilitate 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.

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

As needed to conduct the business. Notice of meetings shall be given at least three (3) days in advance of the meeting except that in special circumstances, shorter notice may be given.

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

The quorum of this committee shall be a majority of the active committee 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. If a teacher is removed from the substitute teachers' list, they will be required to resign, and a by-election be held.

To be eligible 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.

**F. General Meetings**

- 1) The Substitute Teachers' Committee shall convene no fewer than three (3) Substitute Teachers' General Meetings during the committee's term of office.
- 2) General Meetings should be spread out throughout the year, with the last meeting occurring no later than May 31.

## TIME COMMITMENT

Regular monthly meetings of the Executive Committee are scheduled after school beginning at 5:00 pm and are typically scheduled on Wednesdays two weeks prior to the Council of Representatives meeting.

Executive Committee members are also expected to attend Council of Representatives (COR) meetings (seven per year), the ATA's Annual Representative Assembly (ARA) held on the long weekend in May, and additional ad hoc committees as needed.

COR meetings are held off site or online and begin at 5:00 pm. Dinner is provided.

## REMUNERATION

Executive Committee members are provided with an annual allowance based on a percentage of the minimum principal's allowance as specified in the Collective Agreement.

<b>Executive Position</b>	<b>Allowance</b>
Standing Committee Chairs—DEHR; Member Wellness; PD; Substitute Teachers; TWC	17% of the minimum principal's allowance

## ELECTION SCHEDULE

The Executive Committee reviews and approves the election schedule.

- September 18, 2024 — Nomination Call (via email)
- October 3, 2024, 4:00 pm — Close of Nominations
- October 9, 2024, 4:00 pm — Deadline for Campaign Materials
- October 10, 2024, 5:00 pm — Candidate Forum at Substitute Teachers' General Meeting
- October 15, 2024, 4:00 pm — Deadline for Campaign Video
- October 17, 2024, 8:00 am — Voting Opens
- October 21, 2024, 4:00 pm — Voting Closes

## NOMINATION INFORMATION

### Nomination Day – October 3, 2024

Nomination Day is the set date on which all candidates must submit their list of nominators and their nomination acceptance forms to the Local office. Candidates must secure the support of at least 10 nominators and submit the signed Nomination Form and Human Rights Statement by the deadline: **4:00 pm on October 3<sup>rd</sup>**.

### Nomination Forms

**Nominators:** Candidates and nominators for the Chair, Substitute Teachers' Committee must be on the Edmonton Public School Division supply roster, and have subbed at least one day prior to the close of nominations.

### List of nominators

The list of nominators must contain the names and signatures of at least 10 nominators.

Candidates may want to secure more than the minimum number of nominators to ensure at least 10 of their nominators have the required membership status (ie, division 1 teacher).

The information gathered on the nomination form is for the sole purpose of the Local to ensure that we have accurate contact information for candidates and will not be shared with any third party.

## ELECTION PROMOTION AND CANDIDATE PARTICIPATION

The Local promotes awareness of the election through its traditional and social media channels (for example, school mailings, website, social media, email communications).

### Announcement of Candidates

Upon the close of nominations, the Local announces all candidates on its website and in a Returning Officers Report to all candidates, the Executive Committee and Council of Representatives.

## CAMPAIGN MATERIALS

### Candidate Biography/Campaign Platform and Photos

All candidates are asked to submit a brief biography/campaign platform summary (not to exceed 250 words) for posting on the Local website and the online voting platform to ensure all members have access to information on which they may base their votes.

Each candidate is asked to submit a headshot photo to be included on the Local's Election page and on the online voting platform. Photos must be submitted to the Local office by e-mail in a digital format such as jpeg, png or tif. Preferred graphic specifications are 2" x 3" in size and 300 dpi resolution.

## Poster

The Local will distribute a one-sided 8 ½" x 11" poster to each member at the Substitute Teachers' General Meeting and post on the Local's website.

## Campaign Video

Campaign videos are not to exceed 3 minutes in length and must be received by the Local office in a format that can be posted on the Local Website. See Candidate Responsibilities and Deadlines.

## Video Guidelines

### Parameters

1. Video Length - **3 minutes MAX.**
2. Make sure your phone (if you are using a phone) is held landscape not portrait (we want to fill the screen).
3. Include your head and shoulders in the shot.
4. Speak clearly and look directly at the camera.
5. Hold camera at eye-level (avoid those up-the-nose shots!)
6. Pay attention to what is in the background behind you.
7. Pay attention to any background noises that could distract from your message.
8. Consider having someone else hold the camera or use a tripod to stabilize it to ensure it is steady.

### Content

1. Please be aware of – and share your qualifications and intentions to fulfill – the responsibilities of the position you are contesting.
2. Please introduce yourself. Tell us your name, your current position, and the name of your school.
3. Consider mentioning what has inspired you to get involved with the Local Executive.
4. Consider ways you can let the voters know about you. Don't be afraid to show some personality. This is a double-edged sword . . . you also do not want to over-share.
5. Adhere to time limits for your video. But remember that you may not need the maximum time to get your message across.

## Campaign Speech at a Locally Held Candidate Forum

At a meeting of the Substitute Teachers' General Meeting held prior to the by-election, time shall be allotted to allow candidates to present their platform and to answer questions from the floor. This will be recorded and posted on the Local website.

*See Candidate Responsibilities and Deadlines.*

## ELECTION RULES

Election rules regulate campaigning. The Returning Officer is responsible for ensuring fair application of the rules. At any point during the campaign period the majority of the returning officers may use their discretion to add, delete or modify the rules.

- a) Candidates are expected to maintain the highest levels of professionalism while campaigning.
- b) Members of the Local are not permitted to campaign on school properties other than their own Decision Unit.
- c) Campaigning is not permitted during the members' assignable time, except at a scheduled meet & greet at GETCA. Candidates that have been seconded may not campaign during their normal working hours.
- d) Incumbents will continue to carry out their duties, as prescribed in the constitution, guidelines, and established practices. Campaigning is not permitted while carrying out these duties.
- e) Candidates will sign and submit the Candidate Agreement as part of the nomination package.
- f) Breaches of campaign rules will be dealt with as follows:
  - i) Breaches are to be reported to the Local staff officer.
  - ii) The Local returning officers will meet to consider the breach(es).
  - iii) The Local returning officers may consult with the Association's Chief Returning Officer.
  - iv) The decision of the Returning Officers may be appealed to the Provincial Executive Committee.
  - v) Consequences may include, but are not limited to:
    - (1) Warnings
    - (2) Removal of material
    - (3) Issuing an apology to the affected parties
    - (4) Candidate withdrawal from the election
  - vi) Candidates are encouraged to check with Returning Officers if they are unsure if an action may violate the constitution or guidelines.
- g) Breaches of the Association's Statement on Human Rights will be reported to the Association.

### Campaigning

Candidates and their supporters are not permitted to spend money on Local election campaigns or receive gifts of campaign materials. Candidates may campaign in the following ways:

- a) Submit a one-sided 8 ½" x 11" poster to be printed one per member and distributed by the Local.
- b) Submit a personal photo and bio to be included on the electronic ballot and Local website.
- c) Submit a video up to 3 minutes in length.



- d) Using personal social media accounts
  - i) Candidates will disable comments on their campaign posts
  - ii) Candidates are not permitted to campaign in the comments of any social media posts
  - iii) Candidates may host or attend virtual campaign events
  - iv) Campaign websites are not permitted
- e) At a general meeting held prior to the by-election, time shall be allotted to allow candidates to present their platform and to answer questions from the floor. This will be recorded and posted on the Local website.
- f) Substitute teachers who have forwarded their information and indicated that they wish to receive Local information by mail will be provided with the materials.

A majority of the Local's Returning Officers shall make any decisions regarding the interpretation or operation of Local Elections. (See ATA Human Rights Statement).

## VOTING

Voting in Local Executive Committee elections is conducted online. Eligible Local members who wish to vote must have an online EPTIOME account. To check your information, log in (or create an account) at [members.epitome.edpub.org](https://members.epitome.edpub.org).

**Voting in the 2024-2026 Local Executive Committee by-election will be conducted October 17-21, 2024.**

Find more information on voting on the Local's website - [local37.teachers.ab.ca](https://local37.teachers.ab.ca).

## ELECTION DAY

Election day for the 2024 Executive Committee By-Election is **October 17, 2024**.

### Notification of results

The tabulated voting results are delivered in the form of a password-protected email to the Returning Officer by the third-party vendor contracted to manage and host the voting platform for the Local elections.

### Scrutineer Option

Candidates may participate as a scrutineer on Election Day and observe the Returning Officer access the email containing the results. They may also appoint a designate to attend in their place. Candidates choosing this option must advise the Returning Officer on or before noon on October 21, 2024.

## LOCAL ELECTION ACTIVITY SCHEDULE

DATE	ACTION
Wednesday, Sept. 18, 2024	Send out Call for Nominations via email to members on the EPSB active sub list
Thursday, Oct. 3, 2024, 4:00 pm	Close of nominations
Monday, Oct. 7, 2024, 4:30 pm	Candidate meeting to review election rules, materials, and timelines – ZOOM
Wednesday, Oct. 9, 2024, 4:00 pm	Candidate deadline for campaign materials: —Poster (8½ x 11 pdf) to be included on Local website and mailed to schools —Short bio ( <b>200-250 words</b> ) for BigPulse —Small digital photo for BigPulse
Thursday, Oct. 10, 2024	Candidate Forum at Substitute Teachers' General meeting (meeting start time is 5:00 pm)
Tuesday, Oct. 15, 2024, 4:00 pm	Video deadline: —Short, pre-recorded election video to post on Local website via Local YouTube channel (up to 3 minutes)
Tuesday, Oct. 15, 2024	Post speeches from Candidate Forum on website
Wednesday, Oct. 16, 2024	Email to all substitute teachers that have provided the Local with home email: —link to Local website Elections page (includes candidate posters and forum speeches) —instructions on when and how to vote via BigPulse
Thursday, Oct.17, 2024, 8:00 am	Election Day - Open online voting via BigPulse
Monday, Oct. 21, 2024, 4:00 pm	Close online voting via BigPulse
Monday, Oct. 21, 2024, 4:30 pm	Email results from BigPulse opened and announced <b>Ask candidates/scrutineers to be present via ZOOM</b>
Wednesday, Oct. 23, 2024	COR Meeting
Wednesday, Nov. 20, 2024	Executive Meeting

## CANDIDATE RESPONSIBILITIES AND DEADLINES

CANDIDATE RESPONSIBILITY	DEADLINE	✓
Submit candidate campaign materials to Returning Officer --Poster (8 ½ x 11 pdf) – one side - this is the only print item that each candidate will be allowed to distribute (Local Guidelines) --Short Biography for website and online ballots (200-250 words) --Photo for website and online ballots	October 9, 4:00 pm  Links will be shared on the Local’s website by end of day October 15; the Local office will email all members with the link to the website on October 16.	
Submit to the returning officer --Short video speech	October 15, 4:00 pm	
Candidate Forum at Substitute Teachers’ General Meeting --Each candidate will have 3 minutes to speak followed by a 10-minute question period for each position	October 10, 5:00 pm  Speeches will be posted on the Local’s website on October 15	
Election Time Period --Voting will be conducted by the ATA through BigPulse.	Voting opens – October 17, 8:00 am  Voting closes – October 21, 4:00 pm	
E-mail notification to Returning Officer as to whether use of scrutineer will be utilized for ballot reveal or whether candidate will attend via Zoom	October 21, 12:00 pm	
Results Reveal via Zoom	October 21, 4:30 pm	
Results announced	October 21	
Results posted on website	October 22	



**EPT**  
Local 37

**2024-2026 EXECUTIVE COMMITTEE BY-ELECTION  
NOMINATION FORM – Substitute Teacher CHAIR**

**DEADLINE: October 3, 2024, 4:00 PM – INFO@EDPUB.ORG**

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

as a candidate for the position of CHAIR, SUBSTITUE TEACHERS’ COMMITTEE to serve on the Executive of the Edmonton Public Teachers Local No. 37 for the remainder of the 2024-2026 term (October 2024 to June 30, 2026).

**Nominators:** Candidates and nominators for the Chair, Substitute Teachers’ Committee must be on the Edmonton Public School Division supply roster and must have subbed at least one day in the 2024-25 school year.

**A minimum of 10 eligible nominators is required.**

	NAME (Please Print)	School/Decision Unit	Nominator’s Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**ACCEPTANCE FORM**

I hereby accept nomination as a candidate for election to CHAIR, SUBSTITUE TEACHERS’ COMMITTEE on the Executive Committee of Edmonton Public Teachers, Local 37 for the remainder of the 2024-2026 term of office.

CANDIDATE NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ HOME EMAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## CANDIDATE AGREEMENT

### Human Rights Statement

As an organization that promotes and is committed to respecting human rights and ensuring a safe, secure, and healthy environment for all, the Alberta Teachers' Association (ATA) works to ensure that all present or participating in ATA programs and events are protected from violence and harassment.

All ATA members are therefore expected to promote and defend the fundamental human rights of everyone engaged in ATA programs, activities, or other ATA work. ATA members are expected to treat one another with fairness, respect, and dignity and to uphold the highest standards of professionalism, accountability, competence, and integrity as representatives of the provincial Association as well as their respective locals and subgroups.

Furthermore, ATA members are obliged to act to prevent violence and harassment wherever possible and report to the appropriate person in authority any suspected breaches of this policy that come to their attention.

**I have read and understand the Nomination package and agree to abide by the information provided in the package and the Human Rights Statement as above:**

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date Signed