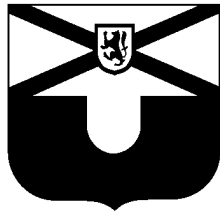


Nova Scotia Teachers Union



Halifax City Local Operational Procedures

Date of approval from General Meeting: September 2022

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Halifax City Local Operational Procedures

1.00 DUTIES OF THE LOCAL EXECUTIVE

1. The Local Executive shall conduct the business of the Local under the direction of the Local's general membership.
2. The Local Executive shall present to the Local's Annual General Meeting:
 - a. a financial statement for the preceding fiscal year;
 - b. a proposed budget for the upcoming year;
 - c. a report of the Local's activities for the year; and
 - d. a notice of the Local's expected activities for the upcoming year.
3. The Local Executive shall receive and disburse all Local funds in accordance with the Nova Scotia Teachers Union's By-Laws, Standing Orders, and Operational Procedures.
4. Local Executive members shall regularly attend meetings and perform their duties as required.
5. Local Executive members shall present ~~written~~ reports to Local General Meetings regarding their activities.
6. The Local Executive may assist educational sites in the election of NSTU representatives and alternate representatives.
7. The Local Executive shall be responsible for the administration of all Local Standing Committees. The Local Executive shall have the sole authority to approve all decisions of Local Standing Committees.
8. The Local Executive shall call special meetings in the event of an emergency or special need.
9. All Local Executive members shall maintain a ~~written~~ record of their work and shall forward it to their successors.

1.01 DUTIES OF THE LOCAL PRESIDENT

The duties of the Local President shall include, but are not limited to the following:

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 General Meetings, Executive Meetings, Annual General Meetings, and Special Meetings of the Local.

3. The Local President, in consultation with the Local Secretary, shall prepare agendas for all meetings of the Local.
4. The Local President shall be an ex-officio member of all Local committees.
5. The Local President shall communicate with the General Membership regularly.
6. The Local President shall review the Local's Constitution and Operational Procedures during the first meeting of the Local Executive each year.
7. The Local President, in consultation with the Local Executive, shall appoint an Executive member with the following responsibilities:
 - a. New Member Contact person;
 - b. Substitute Teacher Contact person; and
 - c. Equity Contact person.
8. The Local President shall perform such duties as directed by the Local's General Membership and the Local Executive.
9. The local president will be a member of the Halifax Regional Representative Council.
10. The Local President, in consultation with the Local Executive, shall appoint a Parliamentarian.

1.02 DUTIES OF THE LOCAL FIRST VICE-PRESIDENT

The duties of the Local First Vice-President shall include, but are not limited to the following:

1. In the absence of the Local President, the Local First Vice-President shall assume the duties of the Local President.
2. The First Vice President shall chair the Economic Welfare Committee, and be responsible for the Finance Committee and the Resolutions Committee.
3. The First Vice President shall be a member of the Halifax Regional Representative Council.
4. The First Vice President shall be a voting member of the Regional Economic Welfare Committee.
5. The Local First Vice-President shall present the Local's views concerning improved working conditions for members to the Regional Representative Council and Regional Economic Welfare Committee.

6. The Local First Vice-President shall conduct economic welfare training in the Local under the direction of the Regional Representative Council and/or Regional Economic Welfare Committee.

1.03 DUTIES OF THE LOCAL IMMEDIATE PAST PRESIDENT

The duties of the Local Immediate Past President shall include, but are not limited to the following:

1. The Local Immediate Past President shall act in an advisory capacity to the Local President and the Local Executive.

1.04 DUTIES OF THE LOCAL SECRETARY

The duties of the Local Secretary shall include, but are not limited to the following:

1. The Local Secretary shall record, maintain, archive, and distribute official copies of the minutes of all General Meetings and Executive Meetings of the Local.
2. The Local Secretary shall maintain a record of attendance at all General Meetings and Executive Meetings of the Local.
3. 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.
4. The Local Secretary shall provide the Local Constitution, Local Operational Procedures, approved General Meeting Minutes, and approved Executive Meeting Minutes to Local members upon request.
5. The Local Secretary shall maintain a current list of contact information for 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 shall 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.
9. The Local Secretary may prepare meeting highlights for distribution.

1.05 DUTIES OF THE LOCAL TREASURER

The duties of the Local Treasurer shall include, but are not limited to the following:

1. The Local Treasurer shall chair the Local's 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 of the NSTU.
4. The Local Treasurer shall prepare a proposed budget for approval at the Annual General Meeting.
5. The Local Treasurer shall be a bonded signing officer for the Local.

1.06 DUTIES OF THE LOCAL VICE-PRESIDENT – COMMUNICATIONS & PA/PR

The duties of the Local Vice-President – Communications shall include, but are not limited to the following:

1. The Local Vice-President – Communications shall chair the Local's Communications Committee.

1.07 DUTIES OF THE LOCAL VICE-PRESIDENT – PROFESSIONAL DEVELOPMENT

The duties of the Local Vice-President – Professional Development shall include, but are not limited to the following:

1. The Local Vice-President – Professional Development shall chair the Local's Professional Development Committee and Equity Committee.
2. The Local Vice-President – Professional Development may represent the Local on the Article 60 Committee.

1.08 DUTIES OF THE LOCAL VICE-PRESIDENT – SOCIAL & WELLNESS

The duties of the Local Vice-President – Social & Wellness shall include, but are not limited to the following:

1. The Local Vice-President – Social & Wellness shall chair the Social & Wellness Committee.

1.09 DUTIES OF MEMBERS AT LARGE

Each Member at Large will be assigned to an individual portfolio/other responsibilities at the President's discretion.

2.00 DUTIES OF THE NSTU REPRESENTATIVE

1. The NSTU Representative shall request time on staff meeting agendas for NSTU updates.
2. The NSTU Representative shall organize a minimum of three (3) meetings per year with the NSTU members at the educational site in order to:
 - a. obtain NSTU members' views on professional and economic welfare matters, and
 - b. disseminate information to members concerning Local and Provincial matters.
3. The NSTU Representative shall present the views and concerns of their educational site to the Local Executive.
4. The NSTU Representative shall be knowledgeable about the policies and procedures of the Local and the NSTU.
5. The NSTU Representative shall direct member requests to the appropriate Local, Regional or Provincial authority.
6. The NSTU Representative shall encourage new member involvement with Local activities.
7. The NSTU Representative shall attend General Meetings of the Local.
8. The NSTU Representative shall post agendas for General Meetings of the Local.
9. The NSTU Representative shall distribute material received from the Local, Regional or Provincial NSTU to members on site.
10. The NSTU Representative shall conduct educational site votes as directed by the Local, Region, or Provincial NSTU.
11. The NSTU Representative shall aide the Local Secretary in the collection of information for the Membership Registry.
12. The NSTU Representative shall promote a united teaching profession.

3.00 DUTIES OF LOCAL COMMITTEES

1. All Local Standing Committees are subcommittees of the Local Executive and as such, decisions of Standing Committees are subject to the approval of the Local Executive.
2. All Local Standing Committees shall be chaired by a Local Executive member.

3.01 DUTIES OF THE FINANCE COMMITTEE

1. Administer the audit review for the year.
2. Prepare a proposed budget for approval at a general meeting.
3. Oversee the production of a financial report for review and consideration by the Local Executive.
4. Develop and revise Guidelines for NSTU Local Expenditures.

3.02 DUTIES OF THE NOMINATING COMMITTEE

1. Administer the election of Local President by universal suffrage by:
 - a. setting an election date in accordance with the Local's Constitution;
 - b. circulating notice of nominations to NSTU Representatives at least four (4) weeks prior to the election;
 - c. circulating data sheets of nominees to all educational sites;
 - d. arranging with NSTU central office for electronic voting cards; and
 - e. administering the vote through NSTU Representatives.
2. Administer the election of Local Executive members by:
 - a. circulating notice of nominations to all NSTU representatives at least three (3) weeks prior to the Local's Annual General Meeting;
 - b. presenting candidates for each open position at the Local's Annual General Meeting after making three calls for any further nominations;
 - c. conducting the vote through secret ballot; and
 - d. ensuring the destruction of ballots following the elections through motion.
3. Oversee the election of Local Annual Council Delegates.
4. Establish guidelines for election of NSTU representatives.
5. Administer the selection process for Local committee membership.

3.03 DUTIES OF THE COMMUNICATIONS (PUBLIC AFFAIRS/PUBLIC RELATIONS) COMMITTEE

1. Promote the positive image of teachers of the Local.
2. Promote and explain the aims and goals of the Local and NSTU.
3. Coordinate internal communications with members.
4. Circulate information received from Local leaders and Local Committees to the general membership and other interested stakeholders.
5. Liaise with the provincial NSTU Public Affairs/Public Relations Committee.
6. Update and maintain a contact file of MLAs, MPs, municipal council members, and other persons with an interest in public education.
7. Meet with MLAs in order to maintain an open line of dialogue between the Local and the government.
8. Update and maintain all Local social media platforms.

3.04 DUTIES OF THE PROFESSIONAL DEVELOPMENT COMMITTEE

1. Organize professional development activities, seminars, and workshops for the Local.
2. Help coordinate professional development activities with the employer which benefit teachers.
3. Advise the Local Executive regarding professional development issues.
4. Liaise with the provincial NSTU Professional Development Committee.
5. Administer the Local's scholarships and bursaries.
6. Administering the review of applications and the approval of Member Project, and Out of Province grants.

3.05 DUTIES OF THE RESOLUTIONS COMMITTEE

1. Forward the name of the Local's Resolutions Committee Chair to NSTU Central Office by October 1st of each year.
2. Inform the Local's General Membership of submission procedures and time lines.

3. Assist members in preparing resolutions and accompanying briefs for submission.
4. Distribute copies of proposed resolutions to members prior to the General Meeting in which they will be discussed.
5. Submit Local resolutions which were approved at the Local's General Meeting to the provincial Resolutions Committee. Ensure that NSTU Central Office receives a copy of the minutes for the General Meeting where resolutions were approved.
6. Brief the Local's delegation to Annual Council regarding speakers to Local's resolutions during Council.

3.06 DUTIES OF THE SOCIAL AND WELLNESS COMMITTEE

1. Sponsor, coordinate, and host a variety of activities for Local members as directed by the Local Executive.

3.07 DUTIES OF THE EQUITY COMMITTEE

1. Tasks such as those outlined in the Equity Committee mandate in the Nova Scotia Teachers Union Guidebook (pp.92-93).

4.00 MEETING PROTOCOLS AND AGENDAS

1. All Local General Meetings shall be scheduled prior to the first day of classes and the date, time, and location shall be posted in every educational site within the Local by September.
2. The Local shall be governed by Parliamentary Procedures as set forth by the Provincial Executive.
3. The Local will include a Restorative (Relational) Approach philosophy when conducting meetings.
4. Local Resolutions to Annual Council must be approved at a General Meeting and should fall under New Business.
5. Election of Local Annual Council Delegates must be conducted at a General Meeting and should fall under New Business.

6. Filing of the Local's Financial Statement for the previous school year must be approved at the Local's Annual General Meeting and should fall under the Treasurer's Report.
7. Adoption of a Budget for the following school year must be approved at the Local's Annual General Meeting and should fall under New Business.
8. Election of Local Executive Members must be conducted at the Local's Annual General Meeting and should fall under New Business.

4.01 LOCAL GENERAL MEETING AGENDA

1. Call to Order
2. Adoption of Agenda
3. Disposition of the Minutes from previous meeting
4. Business Arising
5. Correspondence
6. Reports from Local Officers and others
 - a. President
 - b. Treasurer
 - c. First Vice-President
 - d. Vice-President – Communications
 - e. Vice-President- Social/Wellness
 - f. Vice-President – Professional Development
 - g. Regional Representative Council Member
 - h. Provincial Executive Member
 - i. Staff Liaison Officer
7. NSTU Reps Forum
8. New Business
9. Adjournment

4.02 LOCAL EXECUTIVE MEETING AGENDA

1. Call to Order
2. Adoption of Agenda
3. Disposition of Minutes from previous meeting

4. Business Arising
5. Correspondence
6. President's Report
7. Reports from Committee Chairs
 - a. Finance Committee
 - b. Nominating Committee
 - c. Communications (Public Affairs/Public Relations) Committee
 - d. Social/Wellness Committees
 - e. Professional Development Committee
 - f. Resolutions Committee
 - g. New Member Committee
8. Report from Regional Representative Council member
9. Report form Provincial Executive member
10. New Business
11. Announcements
12. Adjournment

5.00 LEADERSHIP TRAINING

1. Annually there shall be an inservice session for Local Executive and NSTU Representatives on the topic of governance principles and practices which includes roles and responsibilities, fiduciary obligations, and constitutional requirements.
2. Annually there shall be leadership training for Local NSTU Representatives.

6.00 HONORARIA

Honoraria are a taxable benefit, payment must be handled through NSTU Central Office.

Honoraria shall be paid to the members of the Local Executive except the Provincial Executive Member(s) in the following amounts:

President:	\$2 500.00
VP Economic Welfare:	\$1 500.00
VP PD:	\$1 500.00

VP Social & Wellness:	\$1 500.00
VP Communications/PA/PR:	\$1 500.00
Treasurer:	\$1 750.00
Secretary:	\$1 500.00
Members at Large:	
(1)	\$500.00
(2)	\$500.00
(3)	\$500.00
(4)	\$500.00
Parliamentarian:	\$500.00
Past President:	\$500.00

In a case where an Executive member has missed an excessive number of meetings and/or has not performed the duties under their portfolio, the Local Table Officers may meet to discuss reduction of honorarium.

7.00 LOCAL SIGNING OFFICERS

1. From the Local Executive, a minimum of three (3) signing officers shall be bonded for the disbursement of Local funds and other banking purposes.
2. The Local Treasurer shall be one of the signing officers.

8.00 CONSTITUTIONAL REVIEW

The Halifax City Local Constitution shall be automatically reviewed every five (5) years.

9.00 AMENDMENTS

1. Procedures for amending Operational Procedures are outlined in the Model Local Constitution under Article XII.
2. The Local Operational Procedures shall be automatically reviewed every three (3) years with the last review occurring in 2022.

APPENDIX A

List of the Local's Educational Sites:

All City Music
Burton Ettinger
Central Spryfield
Chebucto Heights
Citadel High
Clayton Park Junior High
Cunard Junior High
Duc d'Anville
Elizabeth Sutherland
Fairview Heights
Fairview Heights Annex
Fairview Junior High
Gorsebrook Junior High
Grosvenor-Wentworth Park
Halifax Central Junior High
Halifax West High School
Highland Park Junior High
Inglis Street
J.L. Ilsley High
John W. MacLeod-Flemming Tower (2 buildings)
Joseph Howe
LeMarchant-St. Thomas
Oxford
Park West
Rockingham
Rockingstone Heights
Saint Mary's
Sir Charles Tupper
Springvale
St. Agnes Junior High
St. Catherine's
St. Joseph's-Alexander McKay
St. Stephen's
Westmount