



Halifax County Local

Operational Procedures

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HALIFAX COUNTY LOCAL OPERATIONAL PROCEDURES

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1.00 HALIFAX COUNTY LOCAL EXECUTIVE

1.01 DUTIES OF THE HALIFAX COUNTY LOCAL EXECUTIVE

Members of the Halifax County Local Executive shall:

- i. conduct the business of the Local under the direction of the Local General Membership;
- ii. receive and disburse all Local funds in accordance with the NSTU and Local Operational Procedures;
- iii. regularly attend meetings related to the role of their position and perform duties as required;
- iv. be in attendance at least 30 minutes before Local General meetings, when possible, to connect with members and be available for Local Representatives' questions;
- v. present written/oral reports at Halifax County Local Executive and General Meetings regarding their activities when applicable;
- vi. attend Locally sponsored events at which it would be beneficial to have Local Executive representation when possible;
- vii. attend Annual Council;
- viii. provide a written year-end annual report by the final Local Executive meeting of the school year for presentation at the AGM.
- ix. maintain a written record of work completed, which shall be forwarded, along with committee materials and any technology/equipment, to their successor at a transition meeting with their successor. In the event that the outgoing executive member is unavailable, a former committee member should conduct this meeting.
- x. attend training sessions for Halifax County Local Executive as described in Leadership Training;
- xi. review written requests submitted by Executive Members to attend conferences and workshops related to their role on the Executive or to their respective committee duties;
- xii. assist educational sites in the selection of NSTU representative(s) wherever and whenever necessary; and,
- xiii. sign a Confidentiality Agreement to affirm their responsibility to maintain confidentiality and to ensure the appropriate handling, storage, and sharing of sensitive member information, including personal and medical information. A copy of the Confidentiality Agreement can be found in Appendix K.

1.02 DUTIES OF A HALIFAX COUNTY LOCAL EXECUTIVE ACTING AS A COMMITTEE CHAIR

A Halifax County Local Executive member acting as a committee chair shall:

- i. ensure the duties of their assigned committee(s) are completed in a timely fashion;
- ii. prepare an agenda for committee meetings, ensure minutes are taken, and store such documents in a manner as determined by the Local Executive;
- iii. send minutes and action items, as well as meeting reminders, to committee members as needed;

- iv. establish goals, in consultation with their committee(s), for their committee(s) by the end of September; report on any such goals to the Local Executive by the Executive's October meeting;
- v. maintain a record of attendance of committee members and submit upon request of the Nominating Committee;
- vi. attend NSTU sponsored conferences related to their role (if the Committee Chair cannot attend the Local Executive will designate another individual to attend, consideration will be given to another Local Executive member or a Committee member);
- vii. monitor and provide updates on their Committee(s)' budget line(s) expenditures; updates should appear in any written reports;
- viii. arrange with the treasurer for all payments for Committee initiatives and activities;
- ix. present an annual report based on their committee(s)' duties and goals at the Annual General Meeting; and,
- x. call special Committee meetings in the event of an emergency or special need.

1.03 DUTIES OF THE HALIFAX COUNTY LOCAL PRESIDENT

The Halifax County Local President shall:

- i. act as the official spokesperson for the Local, on Local matters (this excludes bargaining unit issues);
- ii. oversee the business of the Local;
- iii. set agendas for Local Executive and General Meetings;
- iv. call for agenda items for Local Executive and General Meetings at least one week in advance of these meetings;
- v. preside at all Local Executive and General meetings (if the Local President is not available the Local First Vice-President or designate shall preside);
- vi. ensure that draft General Meeting minutes are sent to members in a timely fashion following each meeting;
- vii. be an ex-officio member of all Local Standing Committees;
- viii. be a member of the Halifax Regional Representative Council (HRRC) and Committees of the HRRC as assigned by the HRRC;
- ix. review the Local's Constitution and Operational Procedures with the Local Executive early in each school year;
- x. review NSTU Standing Orders regarding – Privacy – Member Data and Personal Information, Confidentiality, and Conflict of Interest – with the Local Executive early in each school year;
- xi. be the primary contact for the Local, responding to Local members' questions in a timely fashion;
- xii. perform such duties as directed by the Local and the Local Executive;
- xiii. report on the activities of the Local and its members in relation to Union affairs through regular communication;
- xiv. prepare a Year End Report to be presented at the Annual General Meeting of the Local;

- xv. oversee updates to the Membership Registry, assisting NSTU Representatives as needed;
- xvi. assist with updating of the NSTU Representatives database and provide to the Chair of the Equity and NSTU Representatives Committee, the Local Treasurer, and the Local Secretary;
- xvii. oversee coordination of the Annual Halifax County Local Awards;
- xviii. provide a minimum of two (2) training sessions annually for Halifax County Local Executive members as described in Leadership Training;
- xix. assist, in consultation with the Local Secretary, identifying schools not represented at Local General and Special Meetings and send information packets to those schools as necessary;
- xx. forward to NSTU Central Office the names and contact information for the Local Executive members for the upcoming school year immediately following the Annual General Meeting;
- xxi. coordinate and oversee, in consultation with the Local Vice-President – Nominating, the activities of the Local Delegation to Annual Council; and,
- xxii. carryout other duties as assigned by the Nova Scotia Teachers Union.

1.04 DUTIES OF THE IMMEDIATE PAST PRESIDENT

The Immediate Past President shall:

- i. act in an advisory capacity to the Local President and the Local Executive; and,
- ii. serve on Local Standing Committee(s) as assigned by the Local Executive.

1.05 DUTIES OF THE FIRST VICE-PRESIDENT – ECONOMIC WELFARE AND RESOLUTIONS

The First Vice-President – Economic Welfare and Resolutions shall:

- i. chair the Local's Economic Welfare and Resolutions Committee;
- ii. liaise with the NSTU Provincial Member Economic Welfare, Health and Safety, and Working Conditions and Resolutions Committees;
- iii. assume the duties of Local President when required in the President's absence;
- iv. be a member of the Halifax Regional Representative Council (HRRC) and Committees of the HRRC as assigned by the HRRC;
- v. collect and collate items from the Local for future Provincial and Regional Asking Packages;
- vi. coordinate the collection of concerns from members no later than the conclusion of the October General Meeting;
- vii. oversee, in consultation with the Local's Economic Welfare and Resolutions Committee, the collection and submission process for the Halifax County Local Resolutions to Annual Council including – submitting all necessary documentation to NSTU Central Office by the stated deadlines, reporting the disposition of Halifax County Local Resolutions to the membership, and briefing the Local's delegation to Annual Council; and,

- viii. coordinate and oversee, in consultation with the Vice-President – Nominating, the Local's Pre-Council meeting.

1.06 DUTIES OF THE VICE-PRESIDENT – COMMUNICATIONS (PUBLIC RELATIONS, PUBLIC AFFAIRS)

The Vice-President – Communications (Public Relations, Public Affairs) shall:

- i. chair the Local's Communications (Public Relations, Public Affairs) Committee;
- ii. liaise with the NSTU Provincial Political Action/Public Relations Committee;
- iii. keep informed of and promote NSTU public relations, public affairs, and communications programs to the membership;
- iv. maintain a current contact file of MLAs, MPs, municipal council members, and other persons with an interest in public education;
- v. be responsible for webpage maintenance and related social media with regards to:
 - a. activities of the Local and its members in relation to union affairs, and
 - b. pertinent or interesting information for teachers; and,
- vi. oversee, in consultation with the Communications (Public Relations, Public Affairs) Committee, the creation and/or purchase of Local branded items such as calendars, yearly-planners, agendas, etc. for distribution to the Local membership.

1.07 DUTIES OF THE VICE-PRESIDENT – EQUITY AND NSTU REPRESENTATIVES

The Vice-President – Equity and NSTU Representatives shall:

- i. chair the Local's Equity and NSTU Representatives Committee;
- ii. liaise with the NSTU Provincial Equity Committee and Status of Women Committee;
- iii. reserve meeting space and arrange refreshments for General Meetings and other special meetings of the Local;
- iv. arrange the acquisition and awarding of prizes at General Meetings;
- v. set up information and be available for Local Representatives' questions at General meetings;
- vi. oversee, in consultation with the Equity and NSTU Representatives Committee, coordinating the NSTU Representative Training Conference;
- vii. oversee, in consultation with the Equity and NSTU Representatives Committee, coordinating Local Equity event(s); and,
- viii. coordinate NSTU Representative service awards at the AGM.

1.08 DUTIES OF THE VICE-PRESIDENT – NOMINATING

The Vice-President – Nominating shall:

- i. chair the Local's Nominating Committee;
- ii. liaise with the NSTU Provincial Nominations Chair;

- iii. communicate to the Local membership upcoming deadlines for such things as Local elections, nominations for Standing Committees, and nominations for Annual Council Delegates via appropriate channels such as e-mail and social media;
- iv. regularly send updates for the Local Nomination section of the Local website to the Vice-President of Communications (Public Relations, Public Affairs) for posting;
- v. oversee, in consultation with the Nominating Committee, the selection of the Local's Delegation Annual Council following the process outlined in these Procedures;
- vi. coordinate and oversee, in consultation with the Local First Vice-President – Economic Welfare and Resolutions, the Local's Pre-Council meeting;
- vii. coordinate and oversee, in consultation with the Local President, the activities of the Local Delegation to Annual Council;
- viii. oversee, in consultation with the Nominating Committee, the selection of members to serve on Local Standing Committees following the process outlined in these Procedures;
- ix. oversee, in consultation with the Nominating Committee, the election of Local Executive members following the process outlined in these procedures;
- x. oversee, in consultation with the Nominating Committee, the selection of candidates to other events, such as CONTACT, as directed by the Local Executive; and,
- xi. oversee, in consultation with the Nominating Committee, the selection of individuals to receive the INSPIRE Award following the process outlined in these procedures.

1.09 DUTIES OF THE VICE-PRESIDENT – PROFESSIONAL DEVELOPMENT

The Vice-President – Professional Development shall:

- i. chair the Local's Professional Development Committee;
- ii. liaise with the provincial NSTU Professional Development Committee;
- iii. represent the Local on the HRCE-NSTU Article 60 Professional Development Fund Committee;
- iv. communicate to the Local membership upcoming Local professional development funding deadlines and opportunities via appropriate channels such as e-mail and social media;
- v. regularly send updates for the Local professional development funding section of the Local website to the Vice-President of Communications (Public Relations, Public Affairs) for posting;
- vi. receive, collate, and process, in consultation with the Local's Professional Development Committee, applications from members related to Local professional development funding and initiatives;
- vii. communicate with applicants in a timely manner regarding the status of their application;
- viii. receive and approve reimbursement requests (ensuring receipts) related to Local professional development funding and initiatives (ensuring the Local Treasurer has all documentation in a timely manner); and,
- ix. oversee recording members' approval for and reimbursement of Local professional development funding.

1.10 DUTIES OF THE VICE-PRESIDENT – SOCIAL AND WELLNESS

The Vice-President – Social and Wellness shall:

- i. chair the Local's Social and Wellness Committee;
- ii. oversee, in consultation with the Social and Wellness Committee, the organization of Local social and wellness events;
- iii. oversee, in consultation with the Social and Wellness Committee, hospitality at Annual Council (ensuring strict adherence to the budget line); and,
- iv. oversee, in consultation with the Social and Wellness Committee, the organization of the Local Annual Retirement event.

1.11 DUTIES OF THE LOCAL SECRETARY

The Local Secretary shall:

- i. remind, in consultation with the Local President, Local Executive members regarding agenda items for meetings, deadlines for reports, information regarding action items, and details for Meeting Minutes;
- ii. compile and distribute, in consultation with the Local President, the meeting package (proposed Agenda, draft Minutes, draft Reports, and other supporting documents) in advance of Local Executive and General Meetings;
- iii. record and maintain, in consultation with the Local President, the Meeting Minutes for the Local Executive, General, and Special meetings;
- iv. coordinate taking attendance at Local Executive, General, and Special meetings and attach the attendance record as well as action items to Meeting Minutes;
- v. circulate draft Local Executive Meeting Minutes and action items to Local Executive members in a timely fashion;
- vi. circulate draft General Meeting Minutes to Local members via the Local President in a timely fashion;
- vii. keep all official records of the Local including the Local Constitution and Local Operational Procedures and ensure that appropriate revisions are processed in a timely fashion;
- viii. maintain a current list of names and contact information for Local Executive members (and Regional Provincial Executive members for Halifax County) and provide to the Local Executive by the beginning of the school year or in a timely manner following a by-election;
- x. arrange for refreshments at Local Executive Meetings; and,
- xi. assist, in consultation with the Local President, identifying schools not represented at Local General and Special Meetings and send information packets to those schools as necessary.

1.11 DUTIES OF THE LOCAL TREASURER

The Local Treasurer shall:

- i. chair the Local's Finance Committee;
- ii. liaise with the NSTU Financial Officer and NSTU Provincial Finance and Property Committee;
- iii. administer all financial matters associated with the Local;
- iv. issue suitable receipts for all funds received and deposit all monies on behalf of the Local;
- v. keep electronic files of Halifax County Local's expenses using the accounting software designated by the NSTU Financial Officer;
- vi. ensure all Local funds are disbursed according to the Local Constitution and Operational Procedures and all transactions are supported with expense form claims and appropriate receipts;
- vii. report to the Local, by means of current monthly financial statements, at all Executive and General Meetings;
- viii. provide financial records to the NSTU Financial Officer for the annual audit review of Local finances in accordance with guidelines prepared by the Finance and Property Committee by the October deadline;
- ix. prepare and present, in consultation with the Finance Committee and with input from Committee Chairs, a proposed balanced budget and a proposed deficit budget (if reserve funds permit) to the Local Executive for approval prior to the presentation at the Annual General Meeting;
- x. present the proposed balanced budget and the proposed deficit budget (if one exists) approved by the Local Executive at the Annual General Meeting;
- xi. submit a copy of the approved budget for the upcoming fiscal year to the Provincial NSTU by the end of June;
- xii. provide access to the financial records to the Local President on request;
- xiii. provide financial counsel with regard to Local financial matters to Committee Chairs upon request;
- xiv. process all NSTU Representatives' travel expense claims or virtual attendance twice annually, during or after the last meeting in the fall and at the Annual General Meeting;
- xv. submit, by December 31st of each year, a list of the members who received Local honorariums to the NSTU Financial Officer;
- xvi. submit, by December 31st of each year, a list of the members who received taxable income to the NSTU Financial Officer;
- xvii. submit, by December 31st each year, a list of the individuals who received financial reimbursement from the Halifax County Local for presenting workshops or in-services to the NSTU Financial Officer;
- xviii. ensure an itemized record of all receipts and expenditures are kept in a secure location for a period of seven years (according to Canada Revenue Agency practices);
- xix. oversee, in consultation with the Finance Committee, the Halifax County Local Bursary;
- xx. conduct, with the Finance Committee in attendance, an investment meeting with the Financial Advisor from the Local's banking institute annually; and,
- xxi. submit to the Local Executive motions regarding the withdrawal or investment of funds to the Reserve Fund as needed throughout the fiscal year.

1.13 DUTIES OF MEMBER AT LARGE

The Member at Large shall:

- i. communicate and work with other Local Executive members and their Committees as necessary;
- ii. assume the role of Committee Chair, as directed by the Local Executive, on an interim basis in the absence of a Committee Chair until the Chair returns or a new Chair is appointed through an election process;
- iii. act as a support to the various Committees as necessary;
- iv. keep informed on issues and share ideas;
- v. present reports to the Local Executive and General membership as required; and,
- vi. be available to accomplish tasks as required by the Local President and Executive.

2.00 DUTIES OF NSTU LOCAL REPRESENTATIVES

NSTU Representatives shall:

- i. use non-employer email to receive and send Union information;
- ii. request time on staff meeting agendas for NSTU updates and share pertinent and upcoming activities with members at their site;
- iii. communicate educational site member concerns as appropriate and/or work with/refer to appropriate personnel to resolve those concerns;
- iv. become knowledgeable about policies and procedures of the Local and Provincial NSTU;
- v. direct member requests and questions to the appropriate Local, Regional, or Provincial authority;
- vi. encourage new member involvement with Local activities;
- vii. attend General meetings and other special meetings;
- viii. conduct educational site votes and elections except when they are a candidate;
- ix. update the NSTU Membership Registry online as required;
- x. encourage members to update their Personal Profile in the NSTU Membership Registry (including preferred email address, cell number, etc.) at the beginning of each school year and ongoing;
- xi. endeavour to attend the Representative Training Conference (or encourage an Alternate Representative to attend if not available);
- xii. regularly monitor NSTU communications and disseminate pertinent information in a timely manner;
- xiii. organize meetings as required with the NSTU members at the educational site to:
 - a. obtain member views on professional and economic welfare matters, and
 - b. disseminate information to members concerning Local, Regional, and Provincial matters;
- xiv. encourage new and unregistered members to submit the member information form to register with the NSTU; and,
- xv. review the NSTU Representative Handbook and other pertinent NSTU literature.

3.00 HALIFAX COUNTY LOCAL STANDING COMMITTEES

3.01 HALIFAX COUNTY LOCAL STANDING COMMITTEE SELECTION PROCESS

- i. A call for Expression of Interest to serve on Halifax County Local Standing Committees will be made at least six (6) weeks prior to the Annual General Meeting. The Forms shall be made available at that time.
- ii. Standing Committee Expression of Interest forms will be accepted by a deadline, which shall be at least two (2) weeks prior to the Annual General Meeting.
- iii. Standing Committees will be selected by the Nominating Committee, approved by the Local Executive and announced at the Annual General Meeting.
- iv. Notwithstanding iii above, the Nominating Committee shall be selected and approved by the Local Executive and announced at the Annual General Meeting.
- v. If a Standing Committee has vacant position(s) available following the AGM, the Committee Chair will endeavour to find Committee members and present these individual(s) for approval by the Local Executive in a timely fashion following the AGM. These individual(s) will be announced at the next General Meeting during the Committee Reports.
- vi. A list of Committees, the membership of each Committee along with the members' school will be published on the Local's website.
- vii. Term of Office for Standing Committees:
 - a. appointment to a Standing Committee will be for one (1) year to a maximum of four (4) years, unless there are no other applicants in a given year; and,
 - b. Standing Committees of the Local shall serve from August 1 to July 31 unless otherwise directed by the Local Executive.

3.02 HALIFAX COUNTY LOCAL AD HOC COMMITTEES

- i. Halifax County Local Ad Hoc Committees are established by the Local Executive for a specific time and specific purpose. Ad Hoc Committees cease to exist on the completion of the task assigned.
- ii. The President calls for volunteers from the appropriate group of people, as determined by the Local Executive, whether from the Local Executive, Committees, NSTU Representatives or membership.
- iii. If more volunteers put their name forward than are required, the selection method will be determined by the Local Executive on a case-by-case basis.

3.03 REMOVAL FROM A HALIFAX COUNTY LOCAL COMMITTEE

Preamble – Removing or impeaching a committee member is a very serious action and should never be approached lightly.

Due process must always be followed.

- i. Grounds for removing a Committee member:
 - a. Disruption of committee efforts,
 - b. Harassment, or
 - c. Failure to attend three (3) committee meetings without valid reasons.
- ii. Procedures:
 - a. The Committee Chair of the affected Committee shall attempt to resolve the situation prior to moving forward with the removal process,
 - b. A complaint may be made by the Committee Chair of the affected Committee and shall be made in writing to the Chair of the Nominating Committee outlining the issue and efforts made to resolve the issue (If the issue is within the Nominating Committee, the complaint would be made to the Local President.),
 - c. The Chair of the Nominating Committee shall investigate and attempt to resolve the situation. This may be done in consultation with the Local President,
 - d. If the complaint is found to be valid and of such a nature to warrant removal from the Committee, the Chair of the Nominating Committee will present the results of the investigation and recommendation to the Local Executive in closed session. The Nominating Committee Chair should move a motion that the recommendation be adopted.
 - e. If the motion passes, the effected member will be informed of the decision by the Local President.
 - f. The Nominating Committee will make arrangement to fill the vacancy on the Committee for the remainder of that person's term. The completion of this term will not count as part of the term of appointment for the newly named member.

3.04 COMMUNICATIONS (PUBLIC RELATIONS, PUBLIC AFFAIRS) COMMITTEE

- i. Composition:

The Communications (Public Relations, Public Affairs) Committee shall consist of 5 members plus the Committee Chair.
- ii. Duties:

The duties of the Communications (Public Relations, Public Affairs) Committee shall include:

 - a. regularly attending Committee meetings and perform duties as required;
 - b. promoting teacher image through publicity of programs of Local interest;
 - c. coordinating and maintaining internal communications with members via website and/or social media;
 - d. assisting in the maintenance of a contact file of MLAs, MPs, municipal council members, and other persons with an interest in public education;
 - e. communicating with MLAs and Members of Parliament where applicable to maintain an open line of dialogue between the Local and the government;
 - f. promoting the involvement in public affairs by encouraging NSTU members to take an active part in government affairs pertaining to education while maintaining the NSTU's historical position of not attaching itself to any political party;

- g. keeping abreast of and promoting NSTU public relations and communications programs;
 - h. promoting programs and services of the NSTU;
 - i. sponsoring, coordinating, and hosting a variety of activities for Local members as directed by the Local Executive or by the Committee;
 - j. coordinating the annual Member Engagement Conference; and,
 - k. creating and/or purchasing Local branded items to go to the membership.
- iii. Frequency of Meetings:
It is anticipated that the Committee should be able to complete their work in a minimum of (six) 6 meetings per year

3.05 ECONOMIC WELFARE AND RESOLUTIONS COMMITTEE

- i. Composition:
The Economic Welfare and Resolutions Committee shall consist of 5 members (not including the Local President who should exercise ex-officio whenever reasonable possible) plus the Committee Chair.
- ii. Duties:
The duties of the Economic Welfare and Resolutions Committee shall include:
 - a. regularly attending Committee meetings and performing duties as required;
 - b. coordinating with and supporting the work of the Regional Economic Welfare Committee;
 - c. promoting effective working conditions of the Local membership;
 - d. assisting the Chair in surveying the membership regarding general concerns, collating the information and making recommendations to the Local Executive for appropriate action;
 - e. assisting the Chair in the collection and submission process of the Halifax County Local Resolutions to Annual Council; and,
 - f. helping educate and assisting members in the preparation of resolutions and accompanying briefs.
- iii. Frequency of Meetings:
It is anticipated that the Committee should be able to complete their work in four (4) meetings per year.

3.06 EQUITY AND NSTU REPRESENTATIVES COMMITTEE

- i. Composition:
The Equity and NSTU Representative Committee shall consist of 5 members plus the Committee Chair.
- ii. Duties:
The duties of the Equity and NSTU Representative Committee shall include:
 - a. regularly attending Committee meetings and performing duties as required.
- iii. Duties Related to Equity:

The duties of the Equity and NSTU Representative Committee as they relate to the equity function shall include:

- a. organizing and hosting at least one (1) Local Equity event each year;
- b. supporting, developing, and/or implementing initiatives and events to further the goals of the Local to further the promotion of equity within the Local;
- c. researching and raising teacher consciousness regarding equity issues in public education;
- d. advising the Economic Welfare & Resolutions Committee on equity issues in public education regarding Resolutions to Annual Council as necessary;
- e. advising the Economic Welfare & Resolutions Committee on equity issues in public education regarding submission for inclusion in regional contract negotiations as necessary; and,
- f. keeping abreast of and promoting NSTU equity events and programs.

iv. Duties Related to NSTU Representatives:

The duties of the Equity and NSTU Representative Committee as they relate to the supporting NSTU Representatives function shall include:

- a. assisting in the setting up and cleanup at General Meetings as needed;
- b. helping organize and hosting the annual Representative Training Conference;
- c. identifying the needs of representatives and provide information, resources and/or training to assist representatives in their role; and,
- d. Organizing NSTU representative service recognition each year at the Annual General Meeting.

v. Frequency of Meetings:

It is anticipated that the Committee should be able to complete their work in a minimum of (eight) 8 meetings per year, normally monthly.

3.06 FINANCE COMMITTEE

i. Composition:

The Finance Committee shall consist of **5** members (not including the Local President who should exercise ex-officio whenever reasonable possible) plus the Committee Chair. Whenever possible the Committee should include the immediate past treasurer.

ii. Duties:

The duties of the Finance Committee shall include:

- a. regularly attending Committee meetings and performing duties as required;
- b. assisting the treasurer in processing NSTU Representatives' travel expenses as needed;
- c. assisting in the preparation of a proposed budget(s);
- d. reviewing Provincial Guidelines for NSTU Local Expenditures;
- e. meeting with the financial advisor from the bank and making recommendations to the Local Executive regarding appropriate actions on Local investment of non-current assets;
- f. assisting the treasurer with any tasks pertaining to the financial business of the Local;

- g. supervising the financial affairs of the Local in a manner consistent with prudent financial practices and in particular with respect to policies made by the Local and the NSTU;
 - h. preparing criteria and selecting applicants for the Locals bursaries for approval by the Local Executive;
 - i. reviewing Expense Guidelines and the Financial Guidelines for Budgeting and Record Keeping found in the Appendix of this document and forwarding suggestions to the Local Executive for implementation; and,
 - j. aiding the Treasurer, as required, with the reconciling the bank statement, investment statement, and credit card statement once a month to ensure that the accounts balance (this function could be performed by an Executive member) (two signatures showing the statement is balanced are required).
- iii. Frequency of Meetings:
It is anticipated that the Committee should be able to complete their work in a minimum of (six) 6 meetings per year, normally monthly.

3.08 NOMINATING COMMITTEE

- i. Composition:
The Nominating Committee shall consist of **5** members (not including the Local President who should exercise ex-officio whenever reasonable possible) plus the Committee Chair.
- ii. Duties:
The duties of the Nominating Committee shall include:
 - a. regularly attending Committee meetings and performing duties as required;
 - b. annually reviewing the guidelines for – election of NSTU representatives, selection of Local Standing Committees, and selection of Local Annual Council Delegations;
 - c. familiarizing oneself with the Elections/Voting Privileges Article found in the Halifax County Local Constitution;
 - d. assisting with the election process for Local Executive positions at the Annual General Meeting following the process outlined in these Procedures;
 - e. assisting with the selection of Local Annual Council Delegations following the rubric outlined in these Procedures;
 - f. assisting with the selection of Local Standing Committees following the process outlined in these Procedures; and,
 - g. acting as scrutineers at General Meetings as required.
- iii. Frequency of Meetings:
It is anticipated that the Committee should be able to complete their work in a minimum of four (4) meetings per year.

3.09 PROFESSIONAL DEVELOPMENT COMMITTEE

- i. Composition:
The Professional Development Committee shall consist of 5 members plus the Committee Chair.
- ii. Duties:
The duties of the Professional Development Committee shall include:
 - a. regularly attending Committee meetings and perform duties as required;
 - b. presenting opportunities to the Local membership regarding funding opportunities available through the Local NSTU, Provincial NSTU, and Article 60;
 - c. assisting the Committee Chair with maintaining the records of members approved for professional development activities from Local funds as needed;
 - e. reviewing Local Professional Development Fund guidelines annually and making available to the membership;
 - f. vetting applications for Local Professional Development grants; and,
 - g. vetting applications for CDAF and Cash for Classrooms applications.
- iii. Frequency of Meetings:
It is anticipated that the Committee should be able to complete their work in Minimum of ten (10) meetings (one per month during the school year) with a potential of two to three (2 – 3) extra meetings depending on CDAF and Cash for Class applications per year.

3.10 SOCIAL AND WELLNESS COMMITTEE

- i. Composition:
The Social and Wellness Committee shall consist of 5 members plus the Committee Chair.
- ii. Duties:
The duties of the Social and Wellness Committee shall include:
 - a. regularly attending Committee meetings and performing duties as required;
 - b. sponsoring, coordinating, promoting and hosting a variety of activities and programs for Local members which support teacher physical, social, and mental wellness;
 - c. helping in organizing, promoting, and hosting the Annual Retirement Event;
 - d. coordinating, promoting, hosting, and arranging entertainment and/or refreshments for the Halifax County Local delegation at Annual Council;
 - e. researching and raising teacher consciousness regarding wellness as a workplace issue;
 - f. supporting the Local membership by promoting the NSTU Member Assistance Programs; and,
 - g. providing, where appropriate, information to the Economic Welfare and Resolutions committee on issues regarding teacher wellness for inclusion in Regional or Provincial contract negotiations.
- iii. Frequency of Meetings:

It is anticipated that the Committee should be able to complete their work in a minimum of six (6) meetings per year.

4.00 LEADERSHIP TRAINING

4.01 LOCAL EXECUTIVE LEADERSHIP TRAINING

- i. The Halifax County Local President shall be responsible for providing a minimum of two (2) training sessions annually for Local Executive members on the topic of governance principles and practices; such sessions may include roles and responsibilities, fiduciary obligations, constitutional requirements, privacy and member data, confidentiality, and conflict of interest.
- ii. Governing and guiding documents should be reviewed with Local Executive at the beginning of each year, including, but not limited to, Local Constitution, Operational Procedures, Common Practices and Protocols, Expense Guidelines as well as Financial Guidelines for Budgeting and Record Keeping.

4.02 LOCAL NSTU REPRESENTATIVE TRAINING CONFERENCE

The Equity and NSTU Representative Committee shall sponsor a Local NSTU Representative Training Conference on an annual basis for all Halifax County Local NSTU Representatives.

4.03 NSTU LEADERSHIP SKILLS DEVELOPMENT INSTITUTE

The Local will endeavour to send a full complement of delegates to the NSTU Leadership Development Institute when offered:

- i. Executive members are encouraged to attend; and,
- ii. The Local will strive to send at least one NSTU Representative or Committee member with priority given to an equity-deserving member.

4.04 LOCAL EXECUTIVE TRAINING FUND

- i. A Local Executive member may file a written request to the Executive to attend training related to their role.
- ii. Should the request be denied, the President or designate will debrief the applicant upon request.
- iii. Local Executive Training Fund Guidelines:
 - a. Pre-approval is required, at least one month prior to the event end date.
 - b. The total annual request from an individual Executive member shall not normally exceed \$2,500 for the current fiscal year. Requests exceeding this amount shall be reviewed by the Local Executive.

- c. Substitute days required will be through either Regional Agreement Article – Union Release Time or paid for by the Local, to a maximum of three (3) days per fiscal year.
- d. Proof of attendance and original, itemized receipts shall be submitted for reimbursement within thirty (30) days of the end date of the conference or workshop.
- e. The Local Executive member receiving the funding shall provide a summary of the event and its benefit to their role in a report to the Local Executive in a timely fashion follow the training.

5.00 ELECTION PROCEDURES

5.01 ELECTION OF LOCAL EXECUTIVE MEMBERS (EXCEPT LOCAL PRESIDENT)

- i. Elections for Local Executive (except the Local President) shall be held at the Local's Annual General Meeting.
- ii. All Active and Reserve NSTU members of the Halifax County Local are eligible to vote if attending the Annual General Meeting in person.
- iii. A notice of elections for available Local Executive positions will be announced at least six (6) weeks prior to the Annual General Meeting.
- iv. Expressions of Interest submission for Local Executive positions will be accepted by a deadline, which shall be at least two (2) weeks prior to the Annual General Meeting;
- v. The Nominating Committee shall:
 - a. set the timing of the opening and closing of nominations for elections for Local Executive positions (except the Local President) following the conditions outlined in iii and iv above,
 - b. prepare a Local Executive Expression of Interest form, which will include an outline of the roles and responsibilities of each position to accompany the form and set out the timelines for the election process,
 - c. make the Expressions of Interest Forms available to Local members at least six (6) weeks prior to the Annual General Meeting,
 - d. receive and collate Local Executive Expression of Interest forms,
 - e. circulate information of nominees for Local Executive positions to Local members in a timely fashion at the close of nominations, and
 - f. oversee Local Executive elections at the Annual General Meeting.
- vi. Candidates' Publicity:
 - a. Each candidate for Local Executive will be entitled to a maximum 150-word informational statement in the weekly memo/newsletter, content to be determined by the candidate and adhering to the Code of Ethics of the NSTU. The issue will also contain an explanation of the method of voting. Candidate material shall appear in alphabetical order per position and candidate,
 - b. Candidates' statements carried in the weekly memo/newsletter will be posted to the Local's website and all other Local-managed online social media platforms,

- c. Candidates running for a particular position may begin active campaigning or publicity only after the nominations for the position have closed and they have received confirmation by the Nominating Committee Chair or designate.
- vii. Candidates will be given the opportunity to address the membership at the Annual General Meeting prior to the vote.

5.02 ELECTION OF LOCAL PRESIDENT

- i. Elections for Local President shall be held by universal suffrage.
- ii. All Active and Reserve NSTU members of the Halifax County Local are eligible to vote as well as substitute teachers working at a Halifax County school on the voting day.
- iii. Voting Day for the Local President election shall be at least four (4) weeks prior to the AGM.
- iv. Nominations for the Local President shall close at least six (6) weeks prior to the Voting Day.
- v. Nominations for the Local President shall open at least four (4) weeks prior to when they close.
- vi. The Nominating Committee shall:
 - a. set the timing of the Voting Day, opening nominations, and closing nominations for the election for the Local President following the conditions outlined in iii, iv, and v above,
 - b. prepare a Local President Expression of Interest form, which will include an outline of the roles and responsibilities of the position to accompany the form and set out the timelines for the election process,
 - c. make the Expressions of Interest Forms available to Local members following the conditions outlined in v above,
 - d. receive and collate Local President Expression of Interest forms,
 - e. circulate information of nominees for Local President to Local members in a timely fashion at the close of nominations, and
 - f. oversee the Local President election.
- vii. The Nominating Committee Chair, or designate selected from the Local Executive by the Local Executive, shall serve as the Regional Electoral Officer.
- viii. Local Presidential candidates may be able to job shadow the current Local President for up to one day prior to the election.
- ix. Candidates' Publicity:
 - a. each candidate for Local President will be entitled to one campaign poster no larger than 11" x 17", to be distributed to members through the NSTU Representatives,
 - b. each candidate for Local President will be entitled to a maximum 300-word informational statement in the weekly memo/newsletter, content to be determined by the candidate and adhering to the NSTU Code of Ethics. The issue will also contain an explanation of the method of voting. Candidate material shall appear in alphabetical order by last name,

- c. Candidates' statements and their posters will be posted in the weekly memo/newsletter, on the Local's website, and all other Locally managed online social media platforms, and
- d. the use of employers' email systems is prohibited for campaigning purposes.
- x. Candidates will be given the opportunity to address the membership at a General Meeting prior to the election with a question-and-answer session to follow the Candidates' presentations. Each Candidate will be given seven (7) minutes for the presentation. The question-and-answer session will be for thirty (30) minutes. The Regional Electoral Officer shall moderate this session.
- xi. The successful Candidate may have up to three (3) days of job shadowing experience with the current Local President prior to the start of their term.

5.03 LOCAL ELECTION GUIDELINES

Additional Local Election Guidelines may be set from time-to-time by the Local Executive, these guidelines can be found in Appendix C.

6.00 HALIFAX COUNTY LOCAL ANNUAL COUNCIL DELEGATION

6.01 ANNUAL COUNCIL DELEGATION SELECTION PROCESS

Delegate selection to Annual Council shall be based according to the following priority excluding designated alternate delegates:

- i. Local Executive members;
- ii. Local Representative/committee members and/or a member in the position of Insurance Trustee (from our Local) in good standing by having missed no more than two (2) Union meetings prior to Annual Council of that academic year;
- iii. Local members (consideration will be given to Local, Regional, and/or Provincial Union involvement, along with promoting diversity of representatives):
 - a. Three (3) delegate positions will be allotted specifically for members who have self-identified as Equity-Owed, Equity-Deserving, or Equity-Seeking as it appears in the NSTU Operational Procedures; a self-identification tool will be used as part of the Annual Council delegate application;
 - b. In the event that any or all of the three delegate positions designated for members from the groups mentioned in part iii a., cannot be filled, then these positions will be filled by non-self-identified members, as outlined in part vi. c;
- iv. Council delegates must be knowledgeable of local issues as measured in the rubric below; and,
- v. a delegate selection rubric, developed by the Nominating Committee and approved by the Local Executive, can be found in Appendix D; the Nominating Committee will be responsible for vetting applicants for the Local Executive's consideration.

6.02 DELEGATE WAIT LIST

When the Halifax County Local Delegation is finalized, every effort will be used to also create a ranked Wait List. Should positions come available to attend Annual Council after the original list is approved, the waiting list should then be used. First, the top ranked Alternate Delegate will be moved to being a Voting Delegate and then the top ranked individual on the Wait List will be moved to an Alternate Delegate position. If the Wait List is exhausted, an additional application / selection process will be conducted following the criteria as outlined.

6.03 DELEGATE BEHAVIOUR AT ANNUAL COUNCIL

All Halifax County Local Voting Delegates, Alternate Delegates, and Observer are expected to adhere to the roles and responsibilities of Annual Council Delegates as outlined in the Appendix E and shall observe a standard of conduct in all activities of Council, including business and social functions, that inspires the respect of colleagues and reflects positively on the NSTU, the Local, and the teaching profession in the community. Should a member of the Halifax County Local Delegation not do so, they may be asked to leave Annual Council and/or jeopardize future opportunities to represent the Local.

7.00 HALIFAX COUNTY LOCAL PROFESSIONAL DEVELOPMENT FUND AND CASH FOR CLASSROOMS GRANTS

The Halifax County Local shall have Professional Development Grants as follows:

- i. The Halifax County Local shall allocate funds annually for Professional Development of its Members through adoption of the budget at the AGM.
- ii. The Halifax County Local Professional Development Grants will be administered by the Local's Professional Development Committee following guidelines as established by the Local Executive. Guidelines can be found in Appendix G.
- iii. The Halifax County Local Cash for Classroom Grants will be administered by the Local's Professional Development Committee following guidelines as established by the Local Executive. Guidelines can be found in Appendix G.
- ix. The Local Executive shall approve all Professional Development Fund and Cash for Classrooms Grant recipients.

8.00 HALIFAX COUNTY LOCAL INSPIRE AWARDS

The Halifax County Local shall establish an INSPIRE Award as follows:

- i. The Halifax County Local shall allocate funds annually to allow for the INSPIRE Award to honour its Members who have demonstrated inspiration in Unionism through adoption of the budget at the AGM.
- ii. The Local Nominating Committee will administer this Award following guidelines as established by the Local Executive. Guidelines can be found in Appendix H.
- iii. The Local Executive shall approve all Award recipients.

- iv. Recipients of the Award will be honoured at an event.

9.00 HALIFAX COUNTY LOCAL BURSARY

The Halifax County Local shall establish a Bursary Fund as follows:

- i. The Halifax County Local shall allocate funds annually for a Bursary Fund through adoption of the budget at the AGM.
- ii. The Local Finance Committee will administer the Bursary Fund following guidelines as established by the Local Executive. Guidelines can be found in Appendix I.
- iii. The Local Executive shall approve all Bursary recipients.

10.00 HALIFAX COUNTY LOCAL BENEVOLENT FUND

The Halifax County Local shall establish a Benevolent Fund as follows:

- i. The Halifax County Local shall allocate funds annually for a Benevolent Fund through adoption of the budget at the AGM.
- ii. The Local President will administer the Benevolent Fund following guidelines as established by the Local Executive. Guidelines can be found in Appendix J.
- iii. The Signing Authorities shall approve all Benevolent Fund recipients.

11.00 HALIFAX COUNTY LOCAL MEETINGS

11.01 MEETING PROTOCOLS

Halifax County Local Executive and General Meetings shall strive to following established meeting norms, including but not necessarily limited to:

- i. Timeliness – meeting shall conclude within two (2) hours whenever possible. If a meeting exceeds the two- hour (2-hour) limit, a motion will be made to extend the meeting.
- ii. Respect the Process and Each Other – we engage with professionalism, self-awareness, and mutual respect.
- iii. Listen to Understand and Speak with Purpose – focus on issues, not individuals. Remember to share openly – your perspective adds value.
- iv. Stay Focused and On Time – stick to the agenda, use “point of order” to stay on track, and save side topics for outside the meeting.
- v. Be Mindful and Take Space When Needed – watch tone, body language, and presence. If tensions rise, signal for a pause.

11.02 GENERAL MEETINGS OF THE LOCAL

The agenda at a Halifax County Local General Meeting shall include, but not necessarily be limited to the following, the Local President shall set the agenda in consultation with the Local Executive:

1. Call to Order
2. Land Acknowledgment
3. Approval of the Agenda
4. Approval of the Minutes of the Previous Meeting
5. Correspondence
6. Unfinished Business
7. New Business
8. Rep forum
9. Reports
 - a. Treasurer
 - b. First Vice-President – Economic Welfare and Resolutions
 - c. Vice-President – Communications (Public Relations, Public Affairs)
 - d. Vice-President – Professional Development
 - e. Vice-President – Nominating
 - f. Vice-President – Social & Wellness
 - g. Vice-President – Equity & NSTU Representatives
 - h. Member at Large
 - i. President
 - j. Provincial Executive
10. Regional Representative Council Report (if applicable)
11. Announcements
12. Adjournment

11.03 EXECUTIVE MEETINGS OF THE LOCAL

The agenda at a Halifax County Local Executive Meeting shall include, but not necessarily be limited to the following, the Local President shall set the agenda in consultation with the Local Executive:

1. Call to Order
2. Land Acknowledgment
3. Approval of the Agenda
4. Approval of the Minutes of the Previous Meeting
5. Correspondence
6. Reports
 - a. President
 - b. Treasurer
 - c. First Vice-President – Economic Welfare and Resolutions
 - d. Vice-President – Communications (Public Relations, Public Affairs)
 - e. Vice-President – Professional Development

- f. Vice-President – Nominating
- f. Vice-President – Social & Wellness
- g. Vice-President – Equity & NSTU Representatives
- h. Member at Large
- j. Provincial Executive
- 7. Regional Representative Council Report (if applicable)
- 8. Unfinished Business
- 9. New Business
- 10. Announcements
- 11. Adjournment

12.00 HONORARIA

The Halifax County Local will pay honorarium to its Executive members based on the following:

- i. Honoraria are a taxable benefit.
- ii. Each member of the Halifax County Local Executive receives an honorarium of Two Thousand Four Hundred and Fifty Dollars (\$2,450.00).
- iii. The honorarium is paid out in two equal installments (one in December and one in June). Payment will be handled through NSTU Central Office.

13.00 LOCAL SIGNING OFFICERS

From the Local Executive, a minimum of three (3) signing officers shall be bonded for the disbursement of Local funds and other banking purposes. At least three (3) of the Signing Officers shall be the Local President, First Vice-President, and the Treasurer.

14.00 AMENDMENTS TO THESE OPERATIONAL PROCEDURES

These Operational Procedures may be adopted, amended, or rescinded by a majority of votes cast by members present at a Halifax County Local General or Special Meeting, provided that written notice of motion to adopt, amend, or rescind has been sent to all Halifax County Local members through their NSTU representative at least ten (10) days prior to the meeting.

APPENDIX A: LIST OF SCHOOLS/SITES IN THE HALIFAX COUNTY LOCAL

An up-to-date list may be found at <https://halifaxcountylocal.com/about-us/county-schools>

The following schools are in Halifax County Local:

A.J. Smeltzer Junior High School	Island View High School
Ash Lee Jefferson Elementary School	Joseph Giles Elementary School
Astral Drive Elementary School	Kingswood Elementary School
Astral Drive Junior High School	Leslie Thomas Junior High School
Atlantic Memorial / Terence Bay Elementary School	Lockview High School
Atlantic View School	Madeline Symonds Middle School
Auburn Drive High School	Marine Drive Academy
Basinview Drive Community School	Millwood Elementary School
Bay View High School	Millwood High School
Beaver Bank-Kinsac Elementary School	Musquodoboit Rural High School
Beaver Bank-Monarch Drive School	Musquodoboit Valley Education Centre
Bedford & Forsyth Education Centre	Nelson Whynder Elementary School
Bedford South School	Ocean View Elementary School
Beechville-Lakeside-Timberlea Jr. Elementary	O'Connell Drive Elementary School
Beechville-Lakeside-Timberlea Sr. Elementary	Oldfield Consolidated School
Bell Park Academic Centre	Oyster Pond Academy
Brookside Junior High School	Porters Lake Elementary
Caldwell Road Elementary School	Prospect Road Elementary School
Caudle Park Elementary School	Ridgecliff Middle School
Cavalier Drive School	Robert K. Turner Elementary School
Charles P. Allen High School	Rocky Lake Elementary School
Colby Village Elementary School	Rocky Lake Junior High School
Cole Harbour District High School	Ross Road School
Colonel John Stuart Elementary School	Sackville Heights Elementary School
Dutch Settlement Consolidated School	Sackville Heights Junior High School
East St. Margaret's Consolidated Elementary School	Sackville High School
Eastern Passage Education Centre	Sambro - Ketch Harbour Consolidated
Eastern Shore Consolidated School	Seaside Elementary School
Five Bridges Junior High School	Shatford Memorial Elementary School
George Bissett Elementary School	Sir Robert Borden Junior High School
Georges P. Vanier Junior High School	Smokey Drive Elementary School
Graham Creighton Junior High School	St. Margaret's Bay Elementary School
Halifax Regional Arts	Sunnyside Elementary School - Eaglewood
Hammonds Plains Consolidated School	Dr. Site
Harold T. Barrett Junior High School	Sunnyside Elementary School - Fort Sackville
Harrietsfield Elementary School	Site
	Sycamore Lane Elementary School
	Tantallon Junior Elementary School

Harry R. Hamilton Elementary School	Tantallon Senior Elementary School
Herring Cove Junior High School	Upper Musquodoboit Consolidated School
Hillside Park Elementary School	Waverley Memorial School
Holland Road Elementary School	West Bedford High School
Horizon Elementary School	West Bedford School
Humber Park Elementary School	William King Elementary School

APPENDIX B: FINANCIAL GUIDELINES FOR BUDGETING AND RECORD KEEPING FOR COMMITTEES, EVENTS, & ACTIVITIES

1. Committees shall submit a planned budget to support the next year's Local plans when requested by the Finance Committee.
2. Each Committee or event coordinator shall operate according to a planned budget, shall keep meeting minutes and shall account for their allotted funds to the membership in their reports.
3. Committees and event coordinators shall create a proposed budget for each activity, preferably based on similar activity held in the past or research done to provide reasonable estimated costs. Where possible, this proposed budget should be in meeting minutes and/or reports.
4. In the minutes, an event summary shall be recorded after the event takes place. Include where applicable:
 - Name and brief description of event
 - Date, time, and place
 - Breakdown of expenses incurred:
 - Include previous year(s) costs - 2 years is ideal
 - Fees for registration or participation
 - Rental costs
 - Travel or transportation costs
 - Meals or snacks
 - Materials or supplies
 - Honoraria / salaries
 - Other costs
 - The person responsible for the organization of the event or the person overseeing the activity
 - Name of presenter(s)
 - Number of participants
 - Feedback received and suggestions for future similar events
5. All expenses incurred, accompanied by itemized receipt(s), will be reimbursed according to the Provincial NSTU rates and the Halifax County Expense Claim guidelines.

GENERAL GUIDELINES

6. The Local will maintain a contingency fund equal to half of the funds received annually from the NSTU Rebate and the Employment Rebate.
 - i. Contingency funds will be invested in low, medium and/or high risk products with reputable brokers and/or financial institutions.

- ii. These funds will be accessible whenever possible within forty-eight (48) hours when formally directed by a motion of the Local Executive.
7. Budgetary funds in excess of the contingency funds will be directed by a motion of the Local following the advice of the Finance Committee and/or the Executive.
8. Funds of the Local are for the benefit of teachers who are members of the Local during the fiscal year.
9. Persons collecting/receiving funds on behalf of the Local should have the funds verified. A receipt is to be issued by the Treasurer or designate.
10. When a salary or honorarium is paid to an NSTU member, obtain presenter's Social Insurance Number.

APPENDIX C: LOCAL ELECTION GUIDELINES

In addition to the criteria set out in the Halifax County Local Constitution and Operational Procedures, the following are guidelines for elections:

Local President Election

- Campaign materials will be produced at the candidates' personal expense.
- Candidates will be able to claim up to \$500 for the reimbursement of campaign expenses. Receipts for expenditures must be provided to the Nominating & Finance Chairs.
- Candidates will start campaigning only after the close of nominations & with the approval of the Nominating Chair.
- Candidates may use their personal social media to campaign as long as they abide by the NSTU Code of Ethics and use appropriate social media etiquette. Social media posting should not take place during school hours.
- No in-person school visits for the purpose of campaigning are allowed.
- Candidates can make a video to be shared with members.
- Candidates are allowed to have a Slides/PowerPoint presentation during their speeches.

Results of the Election

- The election will take place via universal suffrage at school sites.
- Candidates will be informed by telephone by the Nominations Chair, within a reasonable amount of time, after the polls close as to the results of the election.
- The results will be announced to the membership through email, through social media, and at the next Local meeting following the election published in the Nominating Report.

Other Local Executive Elections

- Campaign materials up to \$100 will be reimbursed with proper receipts.
- Candidates are allowed to have a Slides/PowerPoint presentation during these speeches.

APPENDIX D: ANNUAL COUNCIL DELEGATE SELECTION RUBRIC

The selection rubric for voting delegates, alternate delegates, and observer criteria for applicants who are eligible and/or are on equal ground in order to rank involvement is as follows:

- a. Attendance at General or Committee meetings:
 1. 5 points for attendance at 75% of meetings or more, or
 2. 3 points for attendance at 50% - 75% of scheduled meetings, or
 3. 1 point for attendance at less than 50% of scheduled meetings;
- b. Attendance at Annual Council as a voting delegate, alternate delegate, or observer:
 1. 5 points for more than 5 years, or
 2. 3 points for 1-5 years, or
 3. 1 point if applicant has never attended Annual Council;

*** Please note that absences may be considered in the selection process for future events.**
- c. Local involvement:
 1. 5 points if a current school rep or committee member, or
 2. 3 points if a Local member who attends Local meetings (not a rep or committee member), or
 3. 1 point if a local member who has not attended any Local meetings this school year;
- d. Tie breaking considerations: participation in provincial committee(s), John Huntley Internship, CONTACT, submission of resolutions, in general with the NSTU, etc.; and,
- e. The Nominating committee will strive to include at least 10% first-time delegates and at least one (1) Reserve Member.

APPENDIX E: ROLES AND RESPONSIBILITIES OF ANNUAL COUNCIL DELEGATES

Please note: The term “delegate” in this document refers to Local voting delegates, alternate delegates, and the observer.

Annual Council

This is the highest legislative body of the Nova Scotia Teachers Union. This is where decisions are made about policy, procedures and the future of the NSTU. As the name suggests, Annual Council is a yearly meeting of the NSTU and it brings together the Provincial Executive, Local delegates, RRC chairs, NSTU staff officers, committee representatives and Professional Association Presidents. At any given time, there may be over 300 people present in the council chamber.

The purpose of the Council is to consider resolutions that have been submitted by Locals or Provincial Executive and to pass the budget for the upcoming year. There are other areas of business, but those are the two main purposes. There are thoughtful and robust discussions and delegates are encouraged to participate.

Delegates’ Responsibilities

1. Be informed of Local and Regional responsibilities
2. Attend the pre-council meeting
3. Be informed about the resolutions before going to Council
4. Attend and be attentive at all Council sessions
5. Be prepared to speak to resolutions in a professional and factual manner
6. Conduct yourself appropriately during all Council activities
7. Notify the Nominating Chair and/or Local President ~~local secretary~~ prior to any Council session in event of emergency absence

Be informed

Attend General Meetings to learn of current issues and concerns. Do contribute to discussion when applicable.

Review the newsletter/correspondence and attend information or training sessions pertinent to being an informed union member.

Each delegate will be sent a Council Workbook containing all the resolutions that will be considered at Council. There will be a pre- Council Meeting where we will discuss the resolutions put forward, as well as determine which Halifax County Local delegates will speak to which Halifax County resolution at council or other resolutions that could be detrimental to our members. We will also review procedures and protocols relating to delegates’ responsibilities.

Council sessions

Please make yourself available to attend Friday evening, Saturday and Sunday. Generally Annual Council concludes mid-afternoon on Sunday.

Absenteeism

Attendance at all sessions is essential to ensure full participation and effective representation of our Local. In past years, unclaimed delegate participation has occasionally resulted in missed voting opportunities.

To support strong engagement, any delegate who has not claimed their voting device at the start of a session may be replaced by an alternate delegate.

If you are unable to commit to attending the full weekend, we kindly ask that you consider offering your place to someone who is available to participate in all sessions.

Representing Halifax County Local

Delegates play an important role in representing Halifax County throughout these sessions. We are committed to maintaining a full, engaged delegation, and delegates are expected to sit together, remain attentive, and be prepared to participate in discussion and debate on behalf of our members.

To support a professional and respectful environment, delegates are asked to remain fully focused on Council proceedings and avoid activities or distractions that may take away from active participation.

Maintaining this level of engagement reflects our shared commitment to strong representation and upholds the positive reputation of our Local.

Council weekend provides valuable opportunities for delegates to connect and network with colleagues from across the province. While this is an important and welcome aspect of the experience, delegates are encouraged to balance social activities with their primary responsibility of actively representing our local members throughout all sessions.

Maintaining this balance supports both meaningful professional connections and strong, effective participation in Council proceedings.

Voting

Our Local respects the independence of each delegate, and voting at Council is left to individual judgment.

At the same time, in the interest of maintaining a cohesive and respectful presence, delegates are encouraged to support resolutions brought forward by our Local during Council proceedings. Opportunities for in-depth discussion and differing perspectives are provided during the resolution development and ratification process, such as at the November General Meeting.

This approach helps ensure both thoughtful input and a unified, professional representation at Council.

Alternate Delegates

While consistent attendance is important, we recognize that unavoidable circumstances may occasionally arise. In such cases, alternate delegates are available to ensure our Local maintains full participation.

Alternates are included as part of the delegation and may assume voting responsibilities when replacing a delegate for a specific session. They may also speak to resolutions with the permission of the Chair, which is typically granted.

To facilitate a smooth substitution process, the Nominating Chair (or designate), who coordinates alternate delegates, must be notified in advance of the session. Prior notice is required, as alternate delegates must be formally recognized by Council before the session begins. Once a session has started, substitutions cannot be made.

All delegates and alternates are encouraged to be in the Council chamber at least 10 minutes prior to the start of each session.

Mentoring

For those new to Annual Council, Halifax County Local offers a mentoring program both in advance of and throughout Council. Experienced delegates are available to provide guidance, answer questions, and support newer delegates and alternates.

If you are interested in being paired with a mentor, please let the committee know in advance so arrangements can be made.

Expenses

Each delegate is provided with hotel accommodation, a meal allowance, and reimbursement for eligible expenses, including child or pet care (with appropriate receipts), in accordance with provincial Nova Scotia Teachers Union guidelines. Please refer to the NSTU Guidebook and Annual Council Guidebook for a detailed breakdown of covered expenses.

For alternate delegates, eligible expenses are covered by the Local and should be submitted to the Treasurer in a timely manner.

APPENDIX F: ALLOCATION OF LOCAL FUNDS

The Halifax County Local uses the Nova Scotia Teachers Union Membership Registry to validate membership in the Halifax County Local before local fund requests are allotted.

The Local President will assist with the process of registration if needed and funds will be allocated once the member is accounted for in the Registry.

APPENDIX G: HALIFAX COUNTY LOCAL PROFESSIONAL DEVELOPMENT GRANT GUIDELINES

	PROFESSIONAL DEVELOPMENT FUND GUIDELINES FOR AUGUST 1, 2026 – JULY 31, 2027 FISCAL YEAR
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BACKGROUND

The Halifax County PD Fund is to support local Halifax County Local members by financially assisting their professional development endeavors through activities such as conferences, workshops, seminars, clinics, symposia, institutes and curriculum development. The fund is approved yearly at the annual general meeting.

APPLYING FOR FUNDING

The Professional Development Committee will only correspond through non-employer email addresses. Hence, applicants must use their personal email account and not gnsps or hrce emails.

In order to be eligible for Halifax County PD Funding, you must have updated information on the NSTU Membership Registry. If your name is not listed, we will be unable to verify your eligibility for Halifax County Funding and the procedure listed under Allocation of Local Funds will be used.

TYPES OF FUNDING

The Professional Development fund grants are for members of the Halifax County Local NSTU, as well as, Reserve Members. If the member is on a circuit, their home school must be a Halifax County Local school. The following is a list of grants awarded:

- [Conference Funding](#)
- [Reserve Members Conference Funding](#)
- [Curriculum Development Assistance Fund \(CDAF\)](#)

CONFERENCE FUNDING

The Conference Fund is to financially support members wishing to attend a conference, workshop, seminar, clinic, symposium, institute or other approved professional development opportunity. This fund is not intended for credit courses or online/in-person certificate courses.

Credit courses and the **NSTU Professional Association Conference Day in October** are **NOT** funded by this committee – go to **Sharepoint** > Article 60 PD Funding for more information.

CONDITIONS AND ELIGIBILITY

- Applicant **MUST** be a current member of the Halifax County Local NSTU. Any administrator or someone who is any percentage admin, does not qualify as they are part of PSAANS.
- Permanent, probationary and term teachers may apply once every 2 fiscal years for up to \$900 CDN TBD at June General meeting. Therefore, a member who accesses conference funds in one school year may not apply for funds the following fiscal year.
 - The fiscal year begins August 1st and ends July 31st. The last day of the conference determines for which year the funding is granted.
- Local PD funding cannot be used to pay for substitute days.
- The PD opportunity must relate to the professional growth of the applicant.
- Conference websites, conference agendas and conference histories will be used to verify the conference.
- Pre-approval for funding is required.
- If there are any significant changes to the original application regarding the date, location or focus of an approved conference, individuals must notify the Local PD Committee via email.
- If a member decides not to attend the pre-approved conference, and wish to attend an alternate one, they must withdrawal from the initial conference and re-apply to the Local PD Committee for pre-approval.
- If an applicant does not attend the pre-approved conference, they must notify the PD Committee chair by e-mail no more than 30 days after the event has taken place. Failure to do so will result in a 1-year penalty, and the member is ineligible for the following year.

APPLICATIONS AND APPROVAL

- Application deadlines are firm and non-negotiable. **Deadlines are the last Friday of the month by 4:00 pm.**
- All applications must be sent electronically to halifaxcountypd@nstu.ca on or before the deadline.
- Applications are available on the Halifax County Local website (halifaxcountylocal.com).
- The committee generally meets monthly (first Tuesday) to review applications (excluding July and August). Notification of the committee's decision will be sent in a timely manner to the applicant after Local Executive approval.

- When applying for conference funding, the applicant must also apply to **Article 60** through Sharepoint in order to know if sub days have been granted.
- Applications for the next fiscal/school year will be accepted beginning August 1st. Applications will be considered at the PD committee meeting that takes place the second Tuesday in September. If the conference is before the September meeting date, a special meeting will be held.
- Applications must be made a **minimum of 1 month** in advance of the conference.
- The VP of PD will acknowledge receipt of application via email.

CONFERENCE REIMBURSEMENT:

- The applicant will receive an email of approval including an attached **Approval Letter** with a personalized **reference number** and an **Expense Claim form**. Applicants are responsible to keep a copy of the Approval Letter and reference number and Expense Form.
- The following must all be included in reimbursement request package:
 - The approval letter, signed and returned with reference number recorded on it.
 - Original **itemized receipts (printed electronic copies are acceptable but** no credit card or debit slips) must be submitted along with the Expense Claim form and reference number no later than four (4) weeks after the event. **Note:** *No receipts are needed for meals as there is a \$60 Canadian per diem as long as meals are not claimed elsewhere.*
 - Receipts may include travel costs (flights, taxi or car share rides), hotel/accommodations, registration fee. All original receipts or **printed** electronic copies must be provided.
 - Any claims in US funds (or other non-Canadian Funds) must include the calculated Canadian equivalent on the online receipt or a credit card statement that has the Canadian equivalent on it calculated. A member cannot simply calculate the exchange using the posted daily rate. Only official receipts/credit card records showing the conversion will be accepted. If desired, all other non-pertinent credit card information can be blacked out by applicant.
 - A copy of the registration as proof of conference attendance (even if it is not being claimed).
 - A written brief summary of your personal conference experience
- ***Please exercise discretion with your social media activity during the conference and ensure that your posts uphold the professionalism expected of an NSTU member.***
- Under no circumstance will a conference be funded without pre-approval.
- Upon request, the successful applicant could be asked to share their conference experience with the committee in person. Failure to do so will mean funds will not be released.

RESERVE MEMBERS CONFERENCE FUNDING

The Reserve Conference Fund is to financially support substitute teachers with Reserve membership who wish to attend a conference, workshop, seminar, clinic, symposium, institute

or other approved professional development opportunity. This fund is not intended for credit courses or online/in-person certificate courses.

CONDITIONS AND ELIGIBILITY

- Applicant **MUST** be an Reserve Member of the NSTU (must provide proof of said membership) who has taught a minimum of fifteen (15) days in the Halifax County Local in that fiscal year. Proof of these days must be included with application (letter from schools or HRCE with dates and names of schools worked).
 - The fiscal year begins August 1st of and ends July 31st. The last day of the conference determines for which year the funding is granted.
- Reserve members may apply once every 2 fiscal years for up to \$200 CDN.
- All other rules that apply to regular members apply to Reserve members. (See above)

APPLICATIONS AND APPROVAL

- Application deadlines are firm and non-negotiable. **Deadlines are the last Friday of the month by 4:00 pm.**
- All applications must be sent electronically to halifaxcountypd@nstu.ca on or before the deadline.
- Applications are available on the Halifax County Local website (halifaxcountylocal.com).
- The committee generally meets monthly (first Tuesday) to review applications (excluding July and August). Notification of the committee's decision will be sent to the applicant within five days of the meeting.
- Applications for the next fiscal/school year will be accepted beginning August 1st. Applications will be considered at the PD committee meeting that takes place the second Tuesday in September. If the conference is before the September meeting date, a special meeting will be held.
- Applications must be made a **minimum of 1 month** in advance of the conference.

CURRICULUM DEVELOPMENT FUND (CDAF)

This fund was initiated to financially support Halifax County permanent, probationary and term teachers to develop long term project ideas that align with grade/teaching assignment. These projects must be self-sustaining and contain non-consumables. As a result of this support, students benefit from enhanced learning experiences.

CONDITIONS AND ELIGIBILITY

- Applicant **MUST** be a member of the Halifax County Local NSTU. Any administrator or someone who is any percentage admin, does not qualify as they are part of PSAANS.
- Permanent, probationary and term teachers may apply once per fiscal year for up to \$750 CDN. TBD by the June General Meeting. The fiscal year begins August 1st and ends July 31st.
- Long-term project ideas must align with the Public-School Program and member's current grade level/teaching assignment. Project/inquiry-based learning is not necessary but

encouraged. Applications should be unique to the member's current school and teaching practices but not necessarily unique to the province/HRCE. This project is meant to support teachers who wish to enhance the delivery of programs and services to their students in their learning that wouldn't occur if funding was not available.

- Consumables such as craft supplies or foods will not be supported with this grant. It is not the intent of CDAF to support pilot courses or purchase textbooks or other material obtained through the Book Bureau.
- Applicants must 1. Complete Application Form 2. Complete Written Project Proposal and 3. Sign the Project Proposal Guidelines. All must be returned electronically to halifaxcountypd@nstu.ca Include rubric

APPLICATIONS AND APPROVAL

- Applications must be sent electronically to halifaxcountypd@nstu.ca on or before the deadline.
- **CDAF grants will open Monday, September 14th at 4pm. Deadline is Friday, October 2nd, 2026 at 4:00 pm.** The VP of PD will acknowledge receipt of application via email.
- Applications are available on the Halifax County Local website (halifaxcountylocal.com).
- Notification of the committee's decision will be sent to all applicants after the committee has reviewed all submissions.

CDAF REIMBURSEMENT

- All materials purchased with CDAF grants will become the property of the member to be used within Halifax County Local schools. If the member retires, or is no longer a member of Halifax County, they are to return items to the Halifax County PD Committee to be redistributed.
- Successful applicants will only be reimbursed for the preapproved items. It is suggested that the member include more items than the \$750 limit in case of issues with availability, discounts secured, etc. as there are no substitutions permitted.

CASH FOR CLASSROOMS

This fund was initiated to financially support Halifax County permanent, probationary and term teachers to have \$100CDN to spend on improving some aspect of their teaching. The list may include, but is not limited to; art supplies, inclusive posters, timers, sensory items, etc. Think of that one thing that will make life easier in class. Applications will be limited to 500 members on a first come first serve basis.

CONDITIONS AND ELIGIBILITY

- Applicant **MUST** be a member of the Halifax County Local NSTU. If a member is on a circuit, the home school **MUST** be a Halifax County School.
- Applicants **MUST** be a permanent, probationary or term teacher. Any administrator or someone who is any percentage admin, **does not qualify** as they are part of PSAANS. If a NSTU member takes on PSAANS responsibilities during the Cash for Class application

or purchasing window, they are not eligible for funding. The PD Committee reserves the right to rescind the application or withhold reimbursement.

- If you are on a circuit, your home school **MUST** be a Halifax County School.
- Can only receive one Cash for Class grant per year and cannot have received a CDAF grant in the same school year.
- **The applicant MUST be Preapproved. A member CANNOT purchase materials in advance of the Cash for Class approval email to be sent from the PD Committee Chair after the applications close. Receipts need to be dated after approval email.**
- **Incomplete applications** (partial mailing address, missing items, wrong phone number, employers email (hrce/gnspes), etc) will not be accepted.
- Member may request funding for the following but is not limited too: specific classroom supplies and consumables such as craft supplies (member should check with admin first to see if they would purchase instead of wasting Cash for Class funds), “Teachers Pay Teachers” items, website membership for 1 year but it will **NOT** be funded the following year.
- A member should request more than \$100 as discounts/sales may occur and can purchase more than originally intended. Cash for Class will only reimburse to a maximum of \$100 CDN.
- Cash for Class will **NOT** fund: any food/snacks/clothes for students or member, iPads/tablets, chromebooks/laptops, printers, ink, copiers, photocopies, DVD players/computer charging stations/rechargeable batteries or battery chargers/appliances (fridge, air fryers, vacuums, kettles, microwaves, dryers, washing machines, toasters, coffee makers, space heaters, freezers, laminator, etc), anything that conflicts with JOHSC (fragrance/oil diffusers, rodent control, dehumidifier, fans, etc), or anything that conflicts with the Fire Code directives adhered to in HRCE schools (lamps, LED Strips, lighting covers, rugs, floor materials, fabric covered seating including leather/vinyl, no sound proofing wall materials, etc), no books/materials available through the book bureau (employer’s budget will purchase these items). No webinars or courses. No gift cards.
- ***If the Members' purchase contradicts HRCE/EECD/Fire Marshall/School Policy, the Halifax County Local NSTU is not responsible for reimbursement of any past, current or future item.***
- If approved, only original, point of sale receipts are accepted. These receipts must be itemized and **only contain** Cash for Class items and not personal items.
- No purchases from Facebook Marketplace, Kijiji, resellers, etc will be accepted.
- Only original reimbursement/expense forms with a receipt will be accepted. Email submissions are **NOT** accepted. Reimbursement/expense forms must be mailed, dropped off in person or submitted via the Local Office mail slot (202 Brownlow Ave, Suite 320, Dartmouth, NS, B3B 1T5). Please note that the Local Office is only accessible Monday-Friday business hours (9am-5pm). The member is highly encouraged to take a copy or picture of all receipts and expense form before submitting in case lost in the mail.

- Any claims in US funds (or other non-Canadian Funds) must include the calculated Canadian equivalent on the online receipt or a credit card statement that has the Canadian equivalent on it calculated. A member cannot simply calculate the exchange using the posted daily rate. Only official receipts/credit card records showing the conversion will be accepted. If desired, all other non-pertinent credit card information can be blacked out by applicant.
- The member is responsible to ensure any purchase meets [Inclusive](#) and Culturally Responsive Practice.
- The member is responsible to ensure that any apps or technology purchased are approved through the regional technology integration team and meet student privacy guidelines.
- The member is responsible to evaluate all materials for evidence of bias using the Department of Education and Early Childhood Development [Bias Evaluation Instrument](#)

APPLICATIONS AND APPROVAL

- Google Form Applications will **open Friday, October 16th, 2026 at 4pm.** Applications will be accepted until a limit of 500 applications have been received.
- Link to the Google form will be available on the Halifax County Local website halifaxcountylocal.com and social media.
- Notification of the committee's decision will be sent to successful applicants via email.
- Reimbursement/Expense forms are due by **a date decided by the 26-27 PD Committee.**

GUIDELINE REVIEWS

These guidelines have been developed by the Halifax County Local Professional Development Committee. Both the processes and guidelines are reviewed annually to ensure that the Professional Development funding needs of the members are adequately supported, and that the process is fair and efficient.

Last updated May 2026

APPENDIX H: INSPIRE AWARD GUIDELINES

Rationale

The INSPIRE Awards will acknowledge those members fulfilling the mandate of the NSTU in such a way as to have a positive impact on their school and colleagues. These awards will promote spirit, goodwill, connections, and excellence in education. It will also give voice and recognition to our members.

Criteria

The foundation of the awards stems from the NSTU Mission Statement:

"As the unified voice for the advocacy and support of all its members, the NSTU promotes and advances the teaching profession and quality public education."

The awards would be granted to teachers who exemplify the mission of our Union through Educational Leadership, Mentorship, Community, Passion, and Excellence in Teaching.

Two types of INSPIRE Awards are given:

1. The **Preman Edwards Award**, given to a Local representative or alternate (2 recipients)
2. The **Susan Noiles Award**, given to a general Local member (3 recipients)

A nomination form will be sent out each year where people will describe how their nominee meets the above criteria. The nominations committee will discuss all of the nominees and select the winners.

APPENDIX I: HALIFAX COUNTY LOCAL BURSARY GUIDELINES

Halifax County bursaries are given to the children/stepchildren of Halifax County Local members who are currently teaching in a term, probationary, or permanent position at the time of the application for the Bursary. Applicants must be graduating from High School in current year of the application. This bursary must be used for enrollment in post-secondary education for the September following high school graduation and cannot be deferred to another school year. The amount received by each recipient will be dependent on how many applications are received in total. The deadline for applications is the third (3rd) Friday in May.

Successful applicants will be notified by email following the deadline. Due to confidentiality, all correspondence will be between the applicant (not a parent) and the Halifax County Local Treasurer only. Applicants are responsible for keeping the confirmation notification that is received once the Google Form is completed. Successful applicants will be asked to supply their Confirmation of Enrollment in a post-secondary program of study by the last Friday in September in order to receive the funds. Failure to submit the required document by the deadline will forfeit the funds to be shared amongst the applicants who completed the requirements.

Please note: A child of two Halifax County Teachers can only qualify for one Halifax County Local bursary.

APPENDIX J: HALIFAX COUNTY LOCAL BENEVOLENT FUND GUIDELINES

LOCAL BENEVOLENT FUND

1. The Benevolent Fund will exist when funds are provided in the Halifax County Local Budget for any fiscal year.
2. The Halifax County Local Benevolent Fund provides assistance to an Active Member where there is little or no financial coverage or protection through salary/wages, sick leave, long-term disability, insurance benefits, credit union/banks, etc.
3. Requests should be in writing to the President of Halifax County Local.
4. The Halifax County Local signing officers shall review any Benevolent Fund Requests. The maximum amount of a single grant shall not exceed seven hundred fifty dollars (\$750.00).
5. Members are not permitted to access the fund in the fiscal year immediately following access of the fund.

Please Note: This application will remain confidential; all identifying information will not be shared with the signing officers nor the Local Executive. The only two (2) Executive members to know who is requesting the fund are the Local President and the Local Treasurer as we need two (2) signatures on all cheques.

Name:

Phone #:

Home School:

Email address:

Complete Mailing Address:

Please outline the reasons for the request from the Local:

APPENDIX K: ACKNOWLEDGEMENT OF CONFIDENTIALITY

The following form shall be signed by Local Executive members to acknowledge the importance of confidentiality in the work of the Local.



Nova Scotia Teachers Union

Dr. Tom Parker Building, 3106 Joseph Howe Drive, Halifax, NS B3L 4L7 (902) 477-5621 Toll Free 1-800-565-6788 Fax: (902) 477-3517 nstu@nstu.ca www.nstu.ca

HALIFAX COUNTY LOCAL EXECUTIVE

ACKNOWLEDGMENT OF CONFIDENTIALITY

I acknowledge that I may be exposed to Confidential Information, by virtue of my role on the Local Executive.

As a member of the Local Executive of the Halifax County Local, I have reviewed the following Policies and Procedures:

- NSTU Constitution: Section III Standing Orders, Section 9 (Confidentiality); and
- NSTU Operational Procedures: Section I Governance, Section 7 (Confidentiality).

I confirm that I have reviewed and understood the above-noted Policy and Procedures on Confidentiality and agree to abide by them.

Name (please print)

Signature

Date