

**Memo # 6**

To: OECTA Secondary Teachers  
From: Michele MacDonald  
Re: AGM Resolutions

Attached is a copy of the resolution form to be used if drafting a resolution for AGM 2018. All resolutions have to be approved at a General Meeting, which is scheduled for Tuesday, November 7, 2017. Resolutions that are being submitted are to change the Provincial Handbook, not our local by-laws. Please ensure that any resolutions are submitted to the Unit office no later than 4:00 p.m. on Friday, November 3, 2017.

When drafting a resolution, please ensure that the intent is clearly worded. Do not depend upon the rationale to clarify the meaning. Many sections of the Handbook are inter-dependent. This means that change to one section may require that changes be made to other related sections. You are required to submit all subsequent resolutions regarding all changes to the Handbook as necessitated as a result of the initial proposed resolution.

When submitting resolutions that increase costs or have a cost attached, please bear in mind that financial implications may require a fee increase. New initiatives need particular attention.

Resolutions that require clarification or are redundant because they are already in the Association Handbook will be returned from the Legislation Committee with a recommendation of clarification or withdrawal.

The following information will assist you with the drafting of an AGM resolution:

**DRAFTING AN AGM RESOLUTION**

The first step is deciding on a topic to be brought before the AGM. There really are no restrictions on content, since past AGM's have considered political statements on national and international issues, and reactions to the positions of the church hierarchy, as well as the more usual topics such as professional development, collective bargaining, administrative concerns such as fees, and critiques of the educational policies of the provincial government of the day.

After the topic is chosen the critical question "WILL THIS MOTION CHANGE SOMETHING IN THE OECTA HANDBOOK" must be considered.

If the answer is NO, you are bringing forward an Action Directive. Begin with the word "THAT", and write your resolution. Resolutions are to be written in the positive. For example, "THAT the Association, through the Ontario Teachers' Federation, inform the government and opposition parties of the need for changes to the education funding formula".

As you can see, an Action Directive is a resolution that calls for some action to be taken by the Association, normally within one year.

If the answer is YES, THE HANDBOOK WILL BE CHANGED, the word THAT comes first again, but it is immediately followed by specifying WHERE the Handbook will be changed; **please check Contents and Index pages of the current Handbook carefully to determine the correct place for the change to be made.** Thus, amendments to the Handbook would begin variously with:

THAT Constitution 1.7 be amended by...; (Constitution) or

THAT By-laws, Provincial Organization, Elections Chairperson 2.43.1.1 be amended by...; (By-laws) or

THAT Policies, Bargaining Goals, Strikes 3.55 be amended by.... (Policies) or

THAT Procedures, Scholarships, Fellowships and Bursaries, Post-Graduate Scholarships 4.37.1 be amended by...; (Procedures)

Please note and follow the order, spacing, and punctuation of the appropriate example when drafting your resolution(s) amending the Handbook. **While the page number is requested on the resolution form, it is not part of the resolution.**

Once again, if you are submitting a resolution that your group has submitted in the past, it is imperative for you to **double check to ensure that it reflects the numbering of the current Handbook.** This is because there have been significant numbering changes from last year. In addition, if your resolution was returned to your group for revision in past years, please send in the version that was recommended by the previous Legislation Committee(s).

#### Amendments to the OECTA Handbook

After specifying WHERE the Handbook is to be amended, the next step in writing an amendment resolution is specifying HOW, and there are several possible types of amendments

#### **A. Addition**

If you are proposing that something new be put into the Handbook, you will be amending by ADDITION if the change will come at the end of an existing part of the Handbook, or by INSERTION if the change will come in the middle of an existing part; a motion making an insertion of a whole new section or subsection means that following sections or subsections have to be renumbered or re-lettered. Thus motions such as the following could be drafted:

THAT By-laws, Unit and Bargaining Organization, Units 2.98 be amended by the **addition** of a new section to read: "A statutory member may hold elected office on only one unit executive at any one time"; or

THAT Policies, Bargaining Goals, Compensation 3.43 be amended by the addition of: "the provision of child care in the workplace"; or

THAT By-laws, Provincial Organization, Annual General meeting 2.19 be amended by the **insertion** of "in the summer" between "date" and "designated".

Note in the second example, no number was given to the proposed new Policy section since several new sections may be proposed after the last section in the present Handbook but not all of them may pass; it is only after all the additions are passed that the numbering can be sorted out.

#### **B. Deletion**

If you are proposing that a clause in the Handbook be removed, you will be amending by DELETION; again, subsequent parts may have to be renumbered or re-lettered. Thus, a motion such as the following could be drafted:

THAT Procedures, Supplemental Funding, Isolation 4.128 be amended by **deletion** of "town".

### C. Substitution

Finally, amendments by deletion and addition or insertion may be combined in a motion to amend by **SUBSTITUTION**; wordings may vary, but the following are acceptable models:

THAT Procedures, Salary Benefits and Accommodation for Full-Time Executive Members, First Vice-President, Salary and Benefits 4.89 be amended by **deletion and substitution** of the following:

"The Association shall pay a maximum of 50 per cent of the cost of the individual's relocation costs."

or

THAT By-laws, Duties of Officers, Unit Recording Secretary 2.119 be amended by the **deletion of "councillors"** and the **substitution of "counsellors"**;

or

THAT Procedures, Audited Membership, Current Membership and Payment of Expenses, Payment of Expenses 4.106.10.3 be **amended by deletion and substitution of:**

"provincial conference, workshop and seminar - the expenses for one delegate from each unit. In the case of units composed of more than one teacher bargaining unit, all expenses shall be paid for two delegates from each teacher bargaining unit in the unit for attendance where applicable and defined by the provincial executive;"

PLEASE NOTE that amendments to the OECTA Handbook should be so clearly stated that several years hence they will be understood. Also ensure that changes will be of benefit to members province-wide.

Following these models will clarify your resolution and expedite the work of the Legislation Committee, the Winter Council of Presidents meeting, and the AGM itself. Do not hesitate to contact the Unit office for assistance.



**PLEASE POST AND DISTRIBUTE TO ALL OECTA MEMBERS**

Please reproduce as necessary.

**PART A: Sponsor**

Unit

OR PE/Committee

OR Other

**PART B: If this is a resolution submitted by a unit:**

Date resolution was passed by a majority vote at a unit general meeting:

Unit Secretary:

OR

Minority Report (procedure 4.63)

**PART C: Resolution**

Page in Handbook (if applicable):

That (specify one):

Constitution #	By-law#	Policy #
<input type="text"/>	<input type="text"/>	<input type="text"/>
Procedure #	Action Directive #	
<input type="text"/>	<input type="text"/>	

be amended by (select one:)

Resolution:

It would then read:

Rationale (150 word limit):