

**THE TEACHER/  
OCCASIONAL TEACHER BARGAINING UNIT  
OF  
ONTARIO SECONDARY SCHOOL  
TEACHERS' FEDERATION  
RAINBOW DISTRICT 3**

**CONSTITUTION**

**&**

**BY-LAWS**

Revised April 2021

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## **THE ARTICLES**

### **ARTICLE 1 – DEFINITIONS**

- 1.1 In this Constitution and By-Laws:
  - 1.1.1 “T/OTBU” (Teacher/Occasional Teacher Bargaining Unit) shall designate those members of OSSTF Rainbow District 3 on a teacher’s contract either permanent, temporary or occasional.
  - 1.1.2 “Branch” shall designate the members of the T/OTBU in a single Secondary School including the Gord Ewin Centre for Education, and the Occasional Teacher Branch of the Rainbow District School Board.
  - 1.1.3 “Executive” shall mean the Executive of the T/OTBU except where otherwise stated.
  - 1.1.4 “Member” shall mean a T/OTBU active member of Rainbow District 3, as defined in the OSSTF Provincial By-Laws.
  - 1.1.5 “Unit” shall mean the Teacher/Occasional Teacher Bargaining Unit of OSSTF Rainbow District 3.
  - 1.1.6 “District Constitution” shall mean the OSSTF District Constitution of Rainbow District 3.
  - 1.1.7 Branch Representatives/Executive Officers shall mean those members of the Unit Executive.
  - 1.1.8 “Days” shall mean school days.

### **ARTICLE 2 – NAME, MEMBERSHIP AND AUTHORITY**

#### **2.1 NAME**

- 2.1.1 This organization shall be the T/OTBU of OSSTF Rainbow District 3.

#### **2.2 MEMBERSHIP**

- 2.2.1 Membership shall consist of all active T/OTBU members of Rainbow District 3 in good standing.

#### **2.3 AUTHORITY**

- 2.3.1 Nothing in this constitution shall contravene the Provincial OSSTF Constitution and By-Laws or the OSSTF Rainbow District 3 Constitution and By-Laws

### **ARTICLE 3 – OBJECTIVES**

- 3.1 The objectives of the Bargaining Unit shall be:
  - 3.1.1 to promote and advance the interests of members and to secure conditions which will make possible, the best service;
  - 3.1.2 to protect its members, both individually and collectively, in their chosen roles;
  - 3.1.3 those found in the Articles of the Provincial Handbook

### **ARTICLE 4 – ORGANIZATION**

- 4.1 The Bargaining Unit shall operate as a Unit as defined by the District Constitution of OSSTF Rainbow District 3.

#### **4.2 BARGAINING UNIT EXECUTIVE**

- 4.2.1 There shall be a Bargaining Unit Executive
- 4.2.2 The Bargaining Unit Executive shall consist of:
  - 4.2.2.1 The following elected voting Bargaining Unit Executive positions:
    - 4.2.2.1.1 President
    - 4.2.2.1.2 Vice-President
    - 4.2.2.1.3 Treasurer
    - 4.2.2.1.4 Secretary
    - 4.2.2.1.5 Teacher Chief Negotiator
    - 4.2.2.1.6 Occasional Teacher Chief Negotiator
    - 4.2.2.1.7 One executive officer (branch representative) for each branch
  - 4.2.2.2 The following appointed non-voting Bargaining Unit Executive positions:
    - 4.2.2.2.1 Communications/Political Action Officer
    - 4.2.2.2.2 Constitution Officer
    - 4.2.2.2.3 District Officer
    - 4.2.2.2.4 Educational Services Officer
    - 4.2.2.2.5 Health & Safety Officer
    - 4.2.2.2.6 Human Rights Officer
    - 4.2.2.2.7 Protective Services Officer
    - 4.2.2.2.8 Status of Women Officer
- 4.2.3 The officers listed in Article 4.2.2 shall perform the duties prescribed by the By-Laws.
- 4.2.4 The Executive shall be elected in alternate years: at the Annual General Meeting, in accordance with the By-Laws.
- 4.2.5 There shall be a minimum of five (5) executive meetings during the Federation Year.

#### **4.3 STANDING COMMITTEES**

- 4.3.1 There shall be the following standing committees:

- 4.3.1.1 Protective Services Committee
- 4.3.1.2 Constitution Review Committee
- 4.3.2 There shall be special committees of the T/OTBU as the executive deems necessary. (e.g. Grievance Committee)

**4.4 T/OTBU ANNUAL GENERAL MEETING (AGM)**

- 4.4.1 There shall be a T/OTBU Annual General Meeting held in the Spring in accordance with the By-laws
- 4.4.2 The delegates to the Annual General Meeting shall be determined according to the By-Laws.
- 4.4.3 Meetings must provide the opportunity for members to hear and participate in the meeting as it happens as per the most recent editions of Robert's Rules of Order.

**4.5 AMPA DELEGATION**

- 4.5.1 The size of the AMPA delegation and/or alternates shall be determined by the Provincial Office.
- 4.5.2 The delegates shall be elected according to the By-Laws.

**ARTICLE 5 - ELECTIONS AND APPOINTMENTS**

- 5.1 Any member of the Bargaining Unit is eligible to hold an elected office in the Unit.
- 5.2 All registered delegates have the right to vote at the Annual General Meeting.
- 5.3 Bargaining Unit Executive members shall be elected by secret ballot at the Annual General Meeting.

**ARTICLE 6 - AMENDMENTS TO THE CONSTITUTION**

- 6.1 A constitutional review shall take place yearly, before March 1.
- 6.1.1 Amendments to this Constitution may be made at a T/OTBU Annual General Meeting as follows:

**6.2 Amendments to Articles**

- 6.2.1 Amendments to Articles within this Constitution shall be made as follows:
  - 6.2.1.1 By a two-thirds majority of the members present and qualified to vote and voting providing that:
    - 6.2.1.1.1 Notice of the proposed amendment shall have been given in writing to the T/OTBU President and T/OTBU Secretary no later than thirty (30) calendar days prior to the T/OTBU Annual General Meeting, and
    - 6.2.1.1.2 Such notice shall have been forwarded to the work locations in order to arrive no later than ten (10) working days before the date of the Annual General Meeting.
  - 6.2.1.2 By a nine-tenths majority of the members present and qualified to vote and voting, providing previous notice as in 6.2.1.1 not having been given.

### **6.3 Amendments to By-Laws**

6.3.1 Amendments to By-Laws within this Constitution shall be made as follows:

6.3.1.1 By a one-half majority of the members present and qualified to vote and voting providing that:

6.3.1.1.1 Notice of the proposed amendment shall have been given in writing to the T/OTBU President and T/OTBU Secretary no later than thirty (30) calendar days prior to the T/OTBU Annual General Meeting, and

6.3.1.1.2 Such notice shall have been forwarded to the work locations in order to arrive no later than ten (10) working days before the date of the Annual General Meeting.

6.3.1.2 By a three-quarters majority of the members present and qualified to vote and voting, providing previous notice as in 6.3.1.1 not having been given.

### **ARTICLE 7 – BARGAINING UNIT GENERAL MEETING**

7.1 There may be a general meeting of the entire membership of the T/OTBU of Rainbow District 3.

7.1.1 The convening and purposes of these meetings shall be described in the By-Laws.

### **ARTICLE 8 – RULES OF ORDER**

8.1 This Constitution cannot contravene the Provincial OSSTF Constitution, Bylaws, Policies, or Procedures.

8.2 This Constitution is established under the Constitution and Bylaws of the Ontario Secondary School Teachers' Federation, a provincial body, which is a federation affiliate of the Ontario Teachers' Federation, and, where silent on a matter, The Constitution, Bylaws and Policies of the Ontario Secondary School Teachers' Federation shall be used.

8.3 Meetings of the Bargaining Unit shall be conducted in accordance with the Rules of order as outlined in the current OSSTF/FEESO Constitution and Bylaws, and the most recent copy of Robert's Rules of Order.

## THE BY-LAWS

### BY-LAW 1 – BARGAINING UNIT FEDERATION YEAR

- 1.1 For fiscal matters and terms of office, the T/OTBU Federation Year shall be from July 1<sup>st</sup> to the following June 30<sup>th</sup>.

### BY-LAW 2 - T/OTBU EXECUTIVE

#### 2.1 The T/OTBU Executive

2.1.1 It shall be the duty of the T/OTBU Executive members to:

- 2.1.1.1 Attend meetings;
- 2.1.1.2 Appoint the following non-voting Bargaining Unit officers:
  - 2.1.1.2.1 Communications/Political Action Officer
  - 2.1.1.2.2 Constitution Officer
  - 2.1.1.2.3 Educational Services Officer
  - 2.1.1.2.4 Health & Safety Officer
  - 2.1.1.2.5 Human Rights Officer
  - 2.1.1.2.6 Status of Women Officer

- 2.1.3 Deal with matters which are brought before it from the branches and/or members;
- 2.1.4 Authorize payment of executive expenses and accounts incurred in the conduct of the business of the unit;
- 2.1.5 Facilitate the exchange of information among the branches.

#### 2.2 The T/OTBU President

2.2.1 The President shall be the Presiding Officer, the official representative of the Bargaining Unit, and the sole TBU or OTBU candidate for District President.

2.2.2 It shall be the duty of the President to:

- 2.2.2.1 Call all meetings of the T/OTBU Executive;
- 2.2.2.2 Preside at all meetings of the T/OTBU executive and T/OTBU membership meetings;
- 2.2.2.3 Be a member, ex-officio, of all Committees and Councils of the T/OTBU;
- 2.2.2.4 Act as a signing officer of the T/OTBU of contracts ratified by the T/OTBU membership;
- 2.2.2.5 Represent the T/OTBU as a delegate to AMPA
- 2.2.2.6 At the request of the Chief Negotiator, request formal assistance of the T/OTBU Executive;
- 2.2.2.7 Report to the T/OTBU any relevant information from the Rainbow District 3 Executive;
- 2.2.2.8 Set the agenda and distribute it at all General Membership meetings;
- 2.2.2.9 When necessary call a general meeting of the unit;
- 2.2.2.10 Be a member of the Bargaining Team;
- 2.2.2.11 Forward all required documents and resolutions of meetings to the Provincial Office.
- 2.2.2.12 With the assistance of the District Officer to:
  - 2.2.2.12.1 Ensure that the provisions of the Collective Agreement are maintained;
  - 2.2.2.12.2 Advise individuals in processing grievances;
  - 2.2.2.12.3 Assist in preparation of documentation for Step 1 and Step 2 of grievances;

- 2.2.2.12.4 Maintain a liaison with the Provincial Office through the Field Secretary in regard to grievances;
- 2.2.2.12.5 Assist and advise teachers who have been declared surplus or redundant with respect to their contract rights.

### **2.3 The T/OTBU Vice-President**

- 2.3.1 It shall be the duty of the Vice-President to:
- 2.3.2 Perform the duties of the President in their absence:
- 2.3.3 Perform such other duties as are delegated by the Executive:
- 2.3.4 Be a member of the T/OTBU Constitution Committee.

### **2.4 The T/OTBU Secretary**

- 2.4.1 It shall be the duty of the Secretary (with the assistance of the District Officer) to:
- 2.4.2 Record and ensure that a copy is kept on file of all minutes of the T/OTBU Executive, the T/OTBU General Membership meetings, T/OTBU committee meetings, and Annual General Meetings.

### **2.5 The T/OTBU Treasurer**

- 2.5.1 It shall be the duty of the Treasurer with such assistance as may be provided by the Executive to:
  - 2.5.1.1. Be a participating member representing the Bargaining Unit, on the Rainbow District 3 Finance Committee.
- 2.5.2 Upon receiving from the District Treasurer, a notification of the amount of money allocated to the Unit, the Treasurer will:
  - 2.5.2.1 report on a monthly basis the Bargaining Unit expenditures and balance with the District T/OTBU allotted budget line.
  - 2.5.2.2 Present a budget for the upcoming year for the Bargaining Unit.

### **2.6 Teacher Chief Negotiator**

- 2.6.1 It shall be the duty of the Teacher Chief Negotiator to:
- 2.6.2 Call the first meeting of the T/OTBU Protective Services Committee (PSC) to be held no later than the first of October;
- 2.6.3 Call a meeting of the T/OTBU PSC as a whole at the written request of at least five (5) committee members;
- 2.6.4 Be a member of the Teacher Bargaining Team;
- 2.6.5 Delegate responsibilities within the T/OTBU PSC in order to fulfill the mandate of the T/OTBU PSC:
- 2.6.6 Present all accumulated records to their successor:
- 2.6.7 Submit all expense vouchers to the Bargaining Unit Treasurer:
- 2.6.8 Make regular reports on the status of Protective Services Committee at the Annual General Meeting and Bargaining Unit Executive Meetings.

### **2.7 Occasional Teacher Chief Negotiator**

- 2.7.1 The Occasional Teacher Chief Negotiator shall be elected to a two-year term by a simple majority of Occasional Teacher members at a general meeting



- 2.7.1.1 The general meeting shall be called in the fall of even-numbered years for the purpose of electing the Occasional Teacher Chief Negotiator
- 2.7.2 It shall be the duty of the Occasional Teacher Chief Negotiator to:
  - 2.7.2.1 Be a member of the T/OTBU Protective Services Committee;
  - 2.7.2.2 Be a member of the Occasional Teacher Bargaining Team;
  - 2.7.2.3 Present all accumulated records to their successor;
  - 2.7.2.4 Submit all expense vouchers to the Bargaining Unit Treasurer;
  - 2.7.2.5 Make regular reports on the status of Occasional Teacher negotiations at Bargaining Unit Executive Meetings and the Annual General Meeting.

## **2.8 Officers of Standing Committees**

- 2.8.1 The Officers of Standing Committees shall be appointed at the May meeting of the Bargaining Unit Executive in odd-numbered years

### **2.8.2 Communications/Political Action Officer**

- 2.8.2.1 It shall be the duty of the Communications/Political Action Officer to:
  - 2.8.2.1.1 carry out the duties as outlined in the OSSTF Bylaws
  - 2.8.2.1.2 report on a timely and regular basis to the Bargaining Unit Executive and Members
  - 2.8.2.1.3 attend Provincial, Regional and/or District Communications/Political Action meetings and workshops, as approved by the Bargaining Unit Executive

### **2.8.3 Constitution Officer**

- 2.8.3.1 It shall be the duty of the Constitution Officer to:
  - 2.8.3.1.1 facilitate, with the contributions of the Committee, revisions of the Bargaining Unit Constitution and By-Laws
  - 2.8.3.1.2 report to the Executive; and,
  - 2.8.3.1.3 represent the Committee at Bargaining Unit General Meetings, as approved by the Bargaining Unit Executive

### **2.8.4 Educational Services Officer**

- 2.8.4.1 It shall be the duty of the Educational Services Officer to:
  - 2.8.4.1.1 carry out the duties as outlined in the OSSTF Bylaws
  - 2.8.4.1.2 report on a timely and regular basis to the Bargaining Unit Executive and Members
  - 2.8.4.1.3 attend Provincial, Regional, and/or District Educational Services meetings and workshops, as approved by the Bargaining Unit Executive

### **2.8.5 Health & Safety Officer**

- 2.8.5.1 It shall be the duty of the Health & Safety Officer to:
  - 2.8.5.1.1 carry out the duties as outlined in the OSSTF Bylaws
  - 2.8.5.1.2 report on a timely and regular basis to the Bargaining Unit Executive and Members
  - 2.8.5.1.3 attend Provincial, Regional and/or District Health and Safety meetings and workshops, as approved by the Bargaining Unit Executive

### **2.8.6 Human Rights Officer**

- 2.8.6.1 It shall be the duty of the Human Rights Officer to:
  - 2.8.6.1.1 carry out the duties as outlined in the OSSTF Bylaws
  - 2.8.6.1.2 report on a timely and regular basis to the Bargaining Unit Executive and

- Members
- 2.8.6.1.3 attend Provincial, Regional and/or District Human Rights meetings and workshops, as approved by the Bargaining Executive

### **2.8.7 Status of Women Officer**

- 2.8.7.1 It shall be the duty of the Status of Women Officer to:
  - 2.8.7.1.1 carry out the duties as outlined in the OSSTF Bylaws
  - 2.8.7.1.2 report on a timely and regular basis to the Bargaining Unit Executive and Members
  - 2.8.7.1.3 attend Provincial, Regional and/or District Status of Women meetings and workshops, as approved by the Bargaining Unit Executive

### **2.9 District Officer**

- 2.9.1 It shall be the duty of the District Officer to support the T/OTBU Executive in accordance with the duties set out in By-Law 7 of the District 3 Constitution.

## **BY-LAW 3 - STANDING COMMITTEES**

### **3.1 T/OTBU Protective Services Committee**

#### **3.1.2 Composition**

- 3.1.2.1 The Protective Services Committee (PSC) shall consist of:
  - 3.1.2.1.1 The Teacher Chief Negotiator
  - 3.1.2.1.2 The Occasional Teacher Chief Negotiator
  - 3.1.2.1.3 One (1) representative from each branch
  - 3.1.2.1.4 Two (2) occasional teacher representatives
  - 3.1.2.1.5 The T/OTBU President
  - 3.1.2.1.6 The District Officer

#### **3.1.3 Duties**

- 3.1.3.1 It shall be the duty of the PSC to:
  - 3.1.3.2 elect a Chair
  - 3.1.3.3 elect the members of the Bargaining Team:
  - 3.1.3.4 maintain and update Provincial and Local bargaining priorities;
  - 3.1.3.5 solicit information from the membership in the preparation of a negotiation brief;
  - 3.1.3.6 maintain contact with the Provincial and Regional Protective Services Committee and liaison officers:
  - 3.1.3.7 prepare a negotiation brief for recommendation to the Executive

### **3.1.4 The Bargaining Team(s)**

#### **3.1.4.1 Duties**

- 3.1.4.2 The Bargaining Teams shall each consist of the respective Chief Negotiator, the T/OTBU President, the District Officer and two members elected by the PSC, of which one is an alternate.
- 3.1.4.3 It shall be the duty of each Table Bargaining Team (4 members) to:
  - 3.1.4.4 receive the negotiation brief;
  - 3.1.4.5 negotiate with the Rainbow District School Board;
  - 3.1.4.6 report regularly to the Executive and the PSC during and at the end of negotiations;

3.1.4.7 submit Tentative Agreements to the Executive and PSC for recommendation to the membership.

### **3.2 Constitution Review Committee**

3.2.1 The Constitution Review Committee shall consist of the T/OTBU President or designate, T/OTBU Vice-President, the District Officer, and a member-at-large, chosen from the T/OTBU Executive.

3.2.2 The duties of the Constitution Review Committee shall be to:

3.2.2.1 elect a Chair;

3.2.2.2 recommend a committee member to the Bargaining Unit Executive for appointment as T/OTBU Constitution Officer;

3.2.2.3 annually review and report to the T/OTBU Executive, any or all necessary and proposed changes to the T/OTBU Constitution;

3.2.2.4 present motions to the membership at the Annual General Meeting, for approval

### **BY-LAW 4 - BRANCH ORGANIZATION**

4.1 Each Branch shall elect a T/OTBU staff representative.

4.1.1 Each Branch shall elect one representative to the T/OTBU Protective Services Committee.

4.1.2 Each School Branch shall elect one (1) member to the in-school staffing committee.

4.1.3 Each Branch shall elect or appoint a member and alternate responsible for each of the following District Committees: Communication/Political Action, Educational Services, Health and Safety, Human Rights, and Status of Women.

### **BY-LAW 5 – AMPA DELEGATION**

5.1 Any member in good standing of the Bargaining Unit is eligible to serve as a delegate to AMPA

5.2 T/OTBU delegates to AMPA shall act in accordance with the duties set out in the District 3 Constitution & By-Laws

5.3 AMPA delegates shall be elected by secret ballot on the following schedule:

5.3.1 The TBU delegates to AMPA shall be elected at the November T/OTBU Executive Meeting

5.3.2 The OTBU delegate(s) to AMPA shall be elected at an annual meeting for occasional teachers to be held by November 30<sup>th</sup> each year.

### **BY-LAW 6 - MEETINGS**

#### **6.1 Meeting Format**

6.1.1 All meetings must allow for simultaneous aural communication as per the most recent edition of *Robert's Rule of Order*

6.1.2 All voting shall occur under the Rules of Order determined under the Bylaws of the OSSTF

6.1.3 The meeting format, available functions and features shall be shared with all members at least fourteen (14) calendar days before the meeting.

## **6.2 Executive Session**

- 6.2.1 A meeting shall move into Executive Session whenever it must consider either matters relating to personnel or matters of serious import to the body
- 6.2.2 The standard resolution to move into Executive Session should be worded as follows:  
"Be it resolved that the 'meeting name' move into Executive Session, with the Chairperson in the Chair and the doors tyled."
- 6.2.3 All matters discussed in Executive Session shall remain absolutely confidential to those members present during the Session. Violation of this provision of confidentiality is punishable under the disciplinary procedures of OSSTF.
- 6.2.4 Within Executive Session the standard rules of order shall be followed unless the body specifically directs otherwise.
- 6.2.5 A resolution to rise from Executive Session shall be moved at the end of the Session.
- 6.2.6 The resolutions directing the body to move into and rise from Executive Session are the only public record of the Executive Session.
- 6.2.7 Any resolution arising from Executive Session which requires public action shall be reported in the resolution to rise from Executive Session.

## **6.3 T/OTBU Annual General Meeting**

### **6.3.1 Structure**

- 6.3.1.1 Delegates of the Annual General Meeting shall consist of:
- 6.3.1.2 The T/OTBU Executive consisting of:
  - 6.3.1.2.1 One (1) Staff Representative per branch plus the following elected positions:
  - 6.3.1.2.2 President
  - 6.3.1.2.3 Vice-President
  - 6.3.1.2.4 Treasurer
  - 6.3.1.2.5 Secretary
  - 6.3.1.2.6 Teacher Chief Negotiator
  - 6.3.1.2.7 Occasional Teacher Chief Negotiator
- 6.3.1.3 The following appointed non-voting position:
  - 6.3.1.3.1 District Officer
- 6.3.1.4 Additional delegates for each branch, in the ratio of one (1) delegate per fifteen (15) FTE, to the nearest whole number of members.
- 6.3.1.5 All Annual General Meetings are open to any other member of the T/OTBU of Rainbow District 3, in a non-voting capacity.
- 6.3.1.6 Any member of the T/OTBU of Rainbow District 3 may speak at the Annual General Meeting at the invitation of the Chair.

### **6.4 Quorum**

- 6.4.1 A quorum shall be a simple majority of the registered delegates

### **6.5 Agenda items**

- 6.5.1 Any constitutional revisions shall be dealt with at the Annual General Meeting.
- 6.5.2 Members of the Executive will be elected at the Annual General Meeting.
- 6.5.3 Other business as determined by the executive or submitted by the branches will be included.

**6.6 Additional meetings**

6.6.1 There shall be other meetings of the Council of Teachers at other times as may be determined by the Executive or at the written request of at least three (3) branches.

**6.7 Chair**

6.7.1 The President of the T/OTBU or their designate shall act as Chair of the T/OTBU Annual General Meeting.

**BY-LAW 7 - ELECTED POSITIONS FOR THE EXECUTIVE**

**7.1 Elected Positions**

7.1.1 Election of Executive officers shall occur at the Annual General Meeting and shall be a timed item on the agenda.

7.1.2 The following Executive positions shall be elected in the following order, in alternating years, as defined in Article 4.2.4.

7.1.2.1 President, Treasurer, and Teacher Chief Negotiator in odd-numbered years

7.1.2.2 Vice-President and Secretary in even-numbered years

7.1.3 Nominations will close one-half hour prior to the beginning of elections.

7.1.4 Candidates for office shall be allowed one opportunity to address the membership at the Annual General Meeting for a time not to exceed five (5) minutes for the position of President; three (3) minutes for any other position.

7.1.5 The procedures for voting for elected positions will be communicated to delegates no later than fourteen (14) calendar days before the meeting.

7.1.6 The candidate receiving over 50% of all the votes cast will be declared the winner.

7.1.7 If none of the candidates receive over 50% of the votes cast, the candidate with the least number of votes will be dropped from the roster.

7.1.8 Elections will continue to be held until a candidate receives over 50% of the votes cast.

7.1.9 Unsuccessful candidates may submit their candidacy for any of the subsequent positions to be elected.

7.1.10 The term of office for all Unit elected executive shall be two federation years as defined in By-Law 1.1

7.1.11 If an elected Unit Executive position becomes vacant for more than 30 calendar days, the following election procedures will apply:

7.1.12 Applicants will be given one week's notice of the position through an internal OSSTF posting to all unit members.

7.1.13 Applications will be vetted by the T/OTBU Unit President, Protective Services Officer and District Officer for eligibility.

7.1.14 The list of candidates will be submitted to the Executive for voting purposes.

7.1.15 The candidate receiving over 50% of the votes cast will be elected.

7.1.16 If none of the candidates receive over 50% of the votes cast, the candidate with the least number of votes will be dropped from the roster.

7.1.17 Elections will continue to be held until a candidate receives over 50% of the votes cast.

**BY-LAW 8 – T/OTBU GENERAL MEETING**

8.1 The T/OTBU General Meeting shall be convened of all members:

8.1.1 by the Unit Executive, or;

8.1.2 upon the written request of at least three (3) branches, or

- 8.1.3 upon the request of the Annual General Meeting, or
- 8.1.4 upon the receipt of a petition containing the signatures of at least ten (10) percent of the unit membership.

**8.2 Voting**

- 8.2.1 all members present shall have the right to speak and to vote.
- 8.2.2 When a vote is held on the ratification of a proposed collective agreement or sanction against the employer, all T/OTBU members who are voting will vote by secret ballot.

**BY-LAW 9 - ANTI-HARASSMENT AND ANTI-BULLYING POLICY**

- 9.1 There shall be an anti-harassment and anti-bullying policy.
- 9.2 The policy and accompanying procedures, once approved by the Bargaining Unit Executive, shall be communicated with all members.

**BY-LAW 10 ANTI-HARASSMENT AND ANTI-BULLYING APPEALS PROCEDURE**

- 10.1 There shall be an anti-harassment and anti-bullying appeals procedure.
- 10.2 The policy and accompanying procedures, once approved by the Bargaining Unit Executive, shall be communicated with all members.