

**NLTA Branch Operations Manual 2011-12**



PLEASE NOTE: For your convenience this Manual is now located on the NLTA website at [www.nlta.nl.ca](http://www.nlta.nl.ca). Click on "Publications" and then on "Branch Operations Manual". It is also located on the *Members Only* website. Click on "About NLTA" and then on "Branches".

**W**elcome to the 2011-12 year of branch activity. This Manual is designed as a source of information and suggestions for branch executives to help facilitate the smooth operation of the branch. It is not intended to limit your own initiative and ideas in any way. Together we continue to look for sound creative ways to organize and run branch programs as we further the aims of our Association on behalf of our teacher colleagues and the students whom we teach.

Additional information relative to branches may be obtained by contacting:

Geralyn Costello  
Executive Assistant, Governance  
Newfoundland and Labrador Teachers' Association  
3 Kenmount Road  
St. John's, NL A1B 1W1

Telephone: 726-3223 or 1-800-563-3599, Ext. 222  
Fax: 726-4302 or 1-877-711-6582 (NLTA)  
E-Mail: [gcostello@nlta.nl.ca](mailto:gcostello@nlta.nl.ca)



## Branch Executive Information

<p><b>PRESIDENT</b></p> <p>Address:</p> <p>Phone Numbers:</p> <p>(S) (H) (F)</p> <p>(E-mail)</p>	<p><b>VICE-PRESIDENT</b></p> <p>Address:</p> <p>Phone Numbers:</p> <p>(S) (H) (F)</p> <p>(E-mail)</p>	<p><b>PAST PRESIDENT</b></p> <p>Address:</p> <p>Phone Numbers:</p> <p>(S) (H) (F)</p> <p>(E-mail)</p>
<p><b>SECRETARY</b></p> <p>Address:</p> <p>Phone Numbers:</p> <p>(S) (H) (F)</p> <p>(E-mail)</p>	<p><b>TREASURER</b></p> <p>Address:</p> <p>Phone Numbers:</p> <p>(S) (H) (F)</p> <p>(E-mail)</p>	<p><b>COMMUNICATIONS OFFICER</b></p> <p>Address:</p> <p>Phone Numbers:</p> <p>(S) (H) (F)</p> <p>(E-mail)</p>
<p><b>POLITICAL ACTION OFFICER</b></p> <p>Address:</p> <p>Phone Numbers:</p> <p>(S) (H) (F)</p> <p>(E-mail)</p>	<p><b>PROFESSIONAL DEVELOPMENT OFFICER</b></p> <p>Address:</p> <p>Phone Numbers:</p> <p>(S) (H) (F)</p> <p>(E-mail)</p>	<p><b>EQUITY ISSUES OFFICER</b></p> <p>Address:</p> <p>Phone Numbers:</p> <p>(S) (H) (F)</p> <p>(E-mail)</p>
<p><b>SUBSTITUTE TEACHER REP</b></p> <p>Address:</p> <p>Phone Numbers:</p> <p>(S) (H) (F)</p> <p>(E-mail)</p>	<p><b>NEW TEACHER REP</b></p> <p>Address:</p> <p>Phone Numbers:</p> <p>(S) (H) (F)</p> <p>(E-mail)</p>	<p><b>MEMBER-AT-LARGE</b></p> <p>Address:</p> <p>Phone Numbers:</p> <p>(S) (H) (F)</p> <p>(E-mail)</p>

**Branch Committee Chairpersons**

**Committee**

**Chairperson**





# Our 49 Branches

Branches, or locals, were a fairly late development for the Newfoundland and Labrador Teachers' Association. In the early years and right up to the mid-thirties, the teachers who paid a membership fee were relatively discrete units who could and did attend the infrequent Convention. Between such Conventions, a small Executive kept the NLTA fires burning.

The 1936 Convention sponsored branch activity. A resolution was adopted "to authorize branches to be formed in the various districts and that branches so formed may send a representative to the Executive Council". Branches were formed at Avondale, Burin, Trinity, Grand Falls, Carbonear, Bonavista, and Harbour Grace. These branches had a relatively low profile for some years. The first mention of them in the publication, the NLTA Journal, appeared in the January, 1939 edition. It listed six new and nine older branches.

The number of branches fluctuated — they organized, became inactive, and reorganized. In 1939 there had been 15; in 1943 there were 11 in operation for the year; in 1944 of the 27 branches, 12 were active; in 1949 there were 17. By the 1960s the number had risen to well over 40 and in the early nineties, there were 57. Today, due to the amalgamation of fourteen branches since 1995, the total number of NLTA branches stands at 49.

The NLTA branch forms the framework that holds the Association together and provides a direct link between the provincial Association and teachers in the field. Its role is an essential and ever-growing one within the affairs of the Association. Branches give members the opportunity to have input into the operation of the Association in formal ways, such as through the election of delegates and the development of policy for the Biennial General Meeting, and through informal contacts and exchange of ideas. Branches also promote social activities, hold professional days and ensure the distribution of important information on negotiations, benefits and economic services, and other issues.

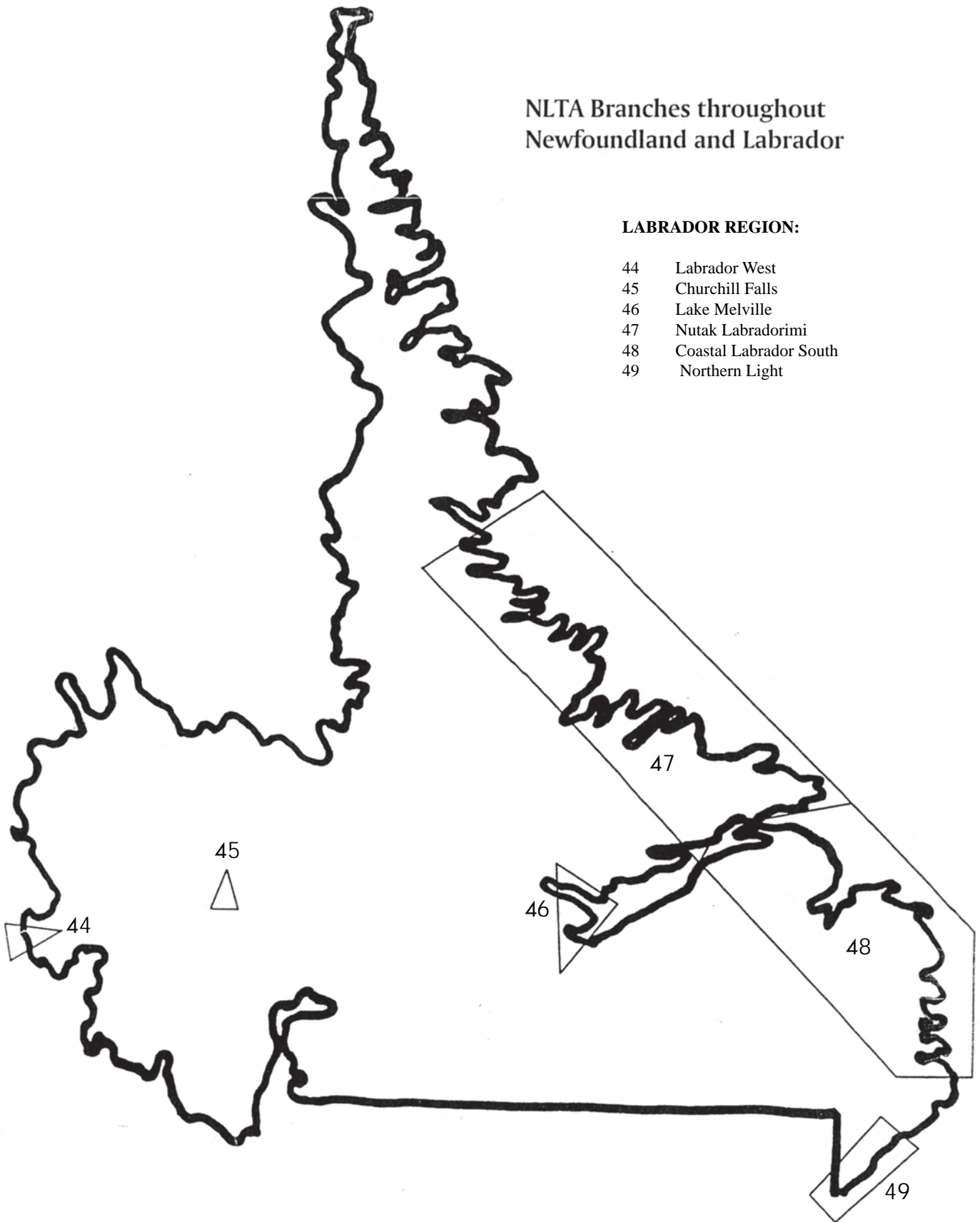
Each branch elects its own Executive annually or biennially. This local Executive provides the leadership for the branch program and serves as a direct liaison and communications link with NLTA headquarters. The branch president plays a key role in this operation.

Many of the larger branches operate on the school representative system, while the majority hold regular total membership meetings on a regular basis throughout the year. Highlights of current problems and issues facing the Association and the teaching profession are dealt with at these meetings. The branch structure comes into focus at the time when collective bargaining requires a vote from teachers. Branch presidents can be counted on to convene meetings, disseminate information and conduct such votes in a most effective and efficient fashion. Discussions at the branch level generate the resolutions dealt with biennially at Convention. The Association, depends on the branches for nominees to the offices of President and Vice-President and for the 10 other positions on the Provincial Executive. Directly or indirectly, all Association policy originates in our branches. Branches are the very heart of NLTA.

# NLTA Branches throughout Newfoundland and Labrador

## LABRADOR REGION:

- 44 Labrador West
- 45 Churchill Falls
- 46 Lake Melville
- 47 Nutak Labradorimi
- 48 Coastal Labrador South
- 49 Northern Light

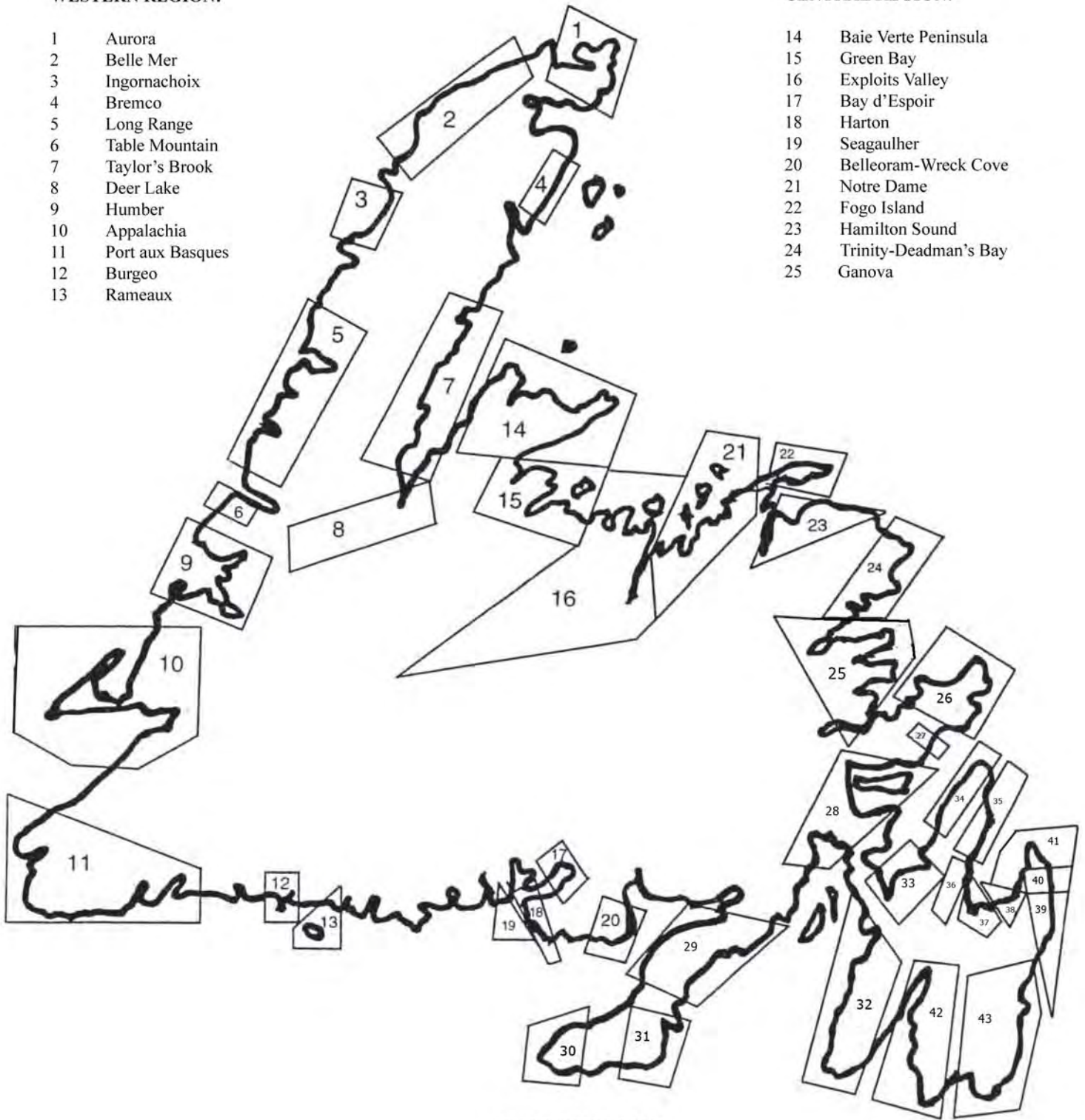


**WESTERN REGION:**

- 1 Aurora
- 2 Belle Mer
- 3 Ingornachoix
- 4 Bremco
- 5 Long Range
- 6 Table Mountain
- 7 Taylor's Brook
- 8 Deer Lake
- 9 Humber
- 10 Appalachia
- 11 Port aux Basques
- 12 Burgeo
- 13 Rameaux

**CENTRAL REGION:**

- 14 Baie Verte Peninsula
- 15 Green Bay
- 16 Exploits Valley
- 17 Bay d'Espoir
- 18 Harton
- 19 Seagaulher
- 20 Belleoram-Wreck Cove
- 21 Notre Dame
- 22 Fogo Island
- 23 Hamilton Sound
- 24 Trinity-Deadman's Bay
- 25 Ganova

**EASTERN REGION:**

- 26 Landfall
- 27 Trinity, T. Bay
- 28 Clarenbridge
- 29 Rushoon-Terrenceville
- 30 GranForLine
- 31 Burin-Marystown
- 32 Placentia
- 33 Upper Trinity South
- 34 Baccalieu
- 35 Carbonear
- 36 Bay Roberts
- 37 Conception Bay Centre
- 38 Conception Bay South
- 39 Waterford Valley
- 40 St. John's Centre
- 41 Marconi
- 42 St. Mary's Bay
- 43 Southern Shore

# Policies on NLTA Branches and Joint Council

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## **POLICY ON NLTA BRANCHES**

### **1. Organization and Operation**

a) Section 5(1)(e) of the NLTA Act, 1974, states: "The Association may establish local and regional branches."

#### **b) Formation, Operation, and Disbandment**

- i) The formation, operation or disbandment of a branch shall be in accordance with By-Law IX of the NLTA By-Laws and with the policies outlined below.
- ii) In the event that a branch ceases to be active, namely, that the branch disbands, amalgamates, ceases to exist because of a drop in membership below the required minimum, fails to form an executive or does not meet viability guidelines, the assets of the branch shall become the property of the Association.

#### **c) Changes to Branch Boundaries**

- i) Changes to branch boundaries shall take place only as a result of consultation between the members concerned and Provincial Executive. The initiative for such a change may originate with the members concerned, with the Provincial Executive or with the committee responsible for branch operations through the application of the branch viability guidelines as outlined in d) below.
- ii) If the initiative does not originate with the committee responsible for branch operations, then the committee will initiate the review by first applying the branch viability guidelines as outlined in d) below.
- iii) Any changes to branch boundaries must receive the prior approval of the Provincial Executive as per By-Law IX.A.

#### **d) Branch Viability Guidelines**

- i) Branches are required to submit a completed viability profile to the NLTA Head Office prior to the end of each school year in which the Association's Biennial General Meeting is held.
- ii) If the profile is not submitted or if, in the opinion of the committee responsible for branch operations, the branch does not meet the viability criteria, the committee will initiate a consultative process with the branch to determine the branch's continued viability.
- iii) This consultative process will consist of a review of the branch by the committee responsible for branch operations. Such review may include branch/school submissions, briefs, branch/school meetings, input from the assigned branch contact person and input from the branch executive members and school representatives. The Committee may take into account any and all factors affecting the viability of the branch. During this stage, supports and assistance will also be offered to help the branch meet the viability guidelines including but not limited to:
  - scheduled visits to the school(s) in the branch by the NLTA President;
  - a survey of all branch members regarding the continuation of the branch;
  - school visitations by NLTA staff and/or Executive members to discuss the branch situation and options with teachers.
- iv) Following completion of the consultative process, the committee responsible for branch operations will present its report and recommendations to the Provincial Executive and to the members of the branch. The Provincial Executive will then consult with branch members in determining the future status of the branch.

e) **Membership Registration**

- i) Branches should keep on file a list of all branch members which should be updated early in each school year.
- ii) Branches should conduct registration for substitute teachers who work at least once by December 31st of that school year. All substitute teachers should register either with the branch where they reside or with the branch where they normally do the most substituting, not both.

2. **Financing**

- a) In accordance with By-Law XX of the Association's By-Laws, the financial arrangements for NLTA branches shall be determined by the Executive and approved by the Convention in its budget. Other resources may be sought and expended without reference to the Executive, except that no branch may incur any indebtedness through such things as borrowing or use of credit cards without prior approval of Executive.

b) **Rebates to Branches**

i) **Registration Rebate**

Each branch will be provided with a registration rebate, the amount to be as specified in the Association's budget. Two hundred dollars of this rebate will be forwarded to the branch treasurer by the end of the second week of September after the NLTA office has received the completed pre-registration form for the branch. The remainder of the registration rebate will be forwarded to the branch treasurer upon completion of the official branch registration from the branch, which must be received at the NLTA office by November 1.

ii) **Membership Rebates**

- The branch will receive a rebate amount per member as specified in the Association's budget for the year. In determining the number of members, branches should use the total of all regular full-time and part-time teachers. Additionally, when computing membership totals for rebate, branches may use either the number of replacement teachers or the number of teachers on leave, but not both. The number of members per each school or board office should be recorded on the branch registration form.
- This rebate will be sent to the branch treasurer, but must be claimed before December 31 of the school year and will be paid only upon receipt of the complete audit for the previous year as per Association policy on the auditing of branch accounts.
- The rebate for substitute teachers will be an amount equal to the current membership rebate and will be paid for all substitute teachers who have worked at least once by December 31 of that school year. Rebate requests must be received at the NLTA Office by January 15.

iii) **Use of Branch Registration and Membership Rebates**

These amounts constitute the normal Branch operating funds and are to be used by the branch to fund its day-to-day operations and normal administrative costs, including:

- regular expenses associated with branch meetings;
- normal administrative costs such as postage, photocopying, faxing, telephone, stationery, etc.;
- after-meeting socials;
- travel rebates to members, if applicable;
- contributions to additional branch projects such as professional development activity, Education Week, branch newsletter, etc. (depending on the size of the branch and finances available.)
- the provision of child care at branch general and executive meetings, when required.

c) **Additional Funding** (*See the Forms section of this Manual for application forms.*)

- i) Requests from branches for additional funds for teacher-oriented activities will be considered provided that approval is obtained in advance and an itemized breakdown of the amount requested is included. Requests should be made on the official request form located in the Branch Operations Manual. Projects such as Education Week, branch newsletter, etc. may also be submitted for consideration.
- ii) Financing of the regular branch program may be considered for extra funding when it is recognized that in a particular case the amount of branch rebate is insufficient to fund the branch's normal administrative operations.
- iii) The Association will give consideration to requests for additional financing from smaller branches who have less ability to contribute to such activities from their general branch funds.
- iv) Projects will be judged on merit, financial conditions, geographical location and size of requesting branch.
- v) Speakers/presenters who do not charge a set fee for their services may be provided with a moderately priced gift rather than a monetary honoraria.
- vi) Branches that expend regular funds on such things as Education Week activities, children's parties, public speaking contests, branch scholarships, etc., and intend to apply for additional funding for such expenditures, should be aware of the limited funds available in the overall Association Budget. Despite the fact that such activities are very worthwhile and commendable, branches must be sure they can fund such activities and, at the same time, carry on the regular branch program.
- vii) Branches having a travel rebate policy for members attending meetings should develop stringent guidelines for paying such rebates based on the availability of branch funds.

viii) **Assistance for Exceptional Travel**

Special funds shall be allocated to branches which have transportation difficulties. In order to qualify for this assistance, a branch must have a transportation rebate policy which has been approved at a branch meeting. Such branches must declare on the request form the following information: the nature of the special transportation problem (i.e. travel by water, excessive distance by road, etc.); a detailed description of the anticipated solution (i.e. boat charter, snowmobile, transportation by air, etc.); and a realistic cost estimate of the proposed solution based upon prevailing transportation conditions.

xi) **Retirement Dinners**

As per NLTA guidelines, the branch will be reimbursed for the actual cost of the meal provided for the retiree(s) and spouse/guest upon receipt of proof of expenditure from the branch.

x) **School Board-Teacher Liaison Committees**

- The expenses of the teacher representatives on these committees will be paid by the Association as per current Association policy on the payment of expenses.
- The branch may pay the expenses of its representative(s), as per current Association policy, and upon receipt of expenses claim forms and receipts, then forward such to NLTA Office for reimbursement. If branch funds are insufficient to meet such expenses, the expense claims, with receipts, may be forwarded directly to the NLTA Office for payment.
- Payment shall be made only upon receipt of a report on the liaison meeting, or a copy of the minutes of the meeting.

xi) **Branch Political Action**

Additional funding for political action will be provided only for approved activities.

xii) **Program Funding**

All branches are encouraged to plan their total year's program early in the branch year and to make requests for additional funding towards planned activities under the appropriate categories noted above.

xiii) **Limitations on Spending of Branch Funds**

- No branch funds or branch assets may be used to support the campaign of a candidate for NLTA provincial office.
- With the exception of the Convention host branch, no branch funds or branch assets may be used to establish a suite or hospitality room at the Convention.

xiv) **Review of Branch Funding**

- The branch funding system and the amounts budgeted for particular aspects of that funding will be evaluated annually by the Branch Operations Office during the budget preparation process with specific recommendations, if any, being presented to Executive for consideration during the budgetary process.
- Future increases in the branch rebate system will consider as a first priority increases in the registration rebate or weighted increases in the membership rebate (e.g. a larger rebate for the first 100 members) to ensure that all branches, including those with a small number of members, are receiving sufficient rebate amounts to fund normal administrative and other costs.

d) **Auditing of Branch Accounts**

Branch accounts shall be audited at the end of each branch year by at least two members of the branch other than branch executive officers. The results of this audit shall be registered with the NLTA Office on the form provided, together with any written report by the auditors.

To facilitate the auditing process, the branch treasurer shall complete the audit form and submit it to the branch auditors along with the branch financial records for the year.

3. **Branch By-Laws**

- a) All branch by-laws shall be in accordance with the model branch by-laws as approved by Executive. The following details shall be built into any proposed by-laws:
- i) Authority and name of branch.
  - ii) Definition of branch boundaries.
  - iii) Membership eligibility.
  - iv) Objectives and activities of the branch.
  - v) The Executive of the branch.
  - vi) Election of Executive and term of officers.
  - vii) Duties and powers of Executive.
  - viii) Specific duties of each Executive officer.
  - ix) Provision for appointment of school representatives.
  - x) Duties of the council members.
  - xi) Meetings of the council.
  - xii) Quorum at meetings.
  - xiii) Number of meetings.
  - xiv) Notice of meetings.
  - xv) Agenda of meetings.

- xvi) Suggested order of business at meetings.
- xvii) Emergency meetings.
- xviii) Business to be conducted at general meetings only. (See NLTA By-Law IX.D.)
- xix) Method of removal or replacement of officers.
- xx) Committees of the branch.
- xxi) Financial procedures of the branch.
- xxii) Rules of procedure.
- xxiii) Amendments to by-laws.

b) All branch by-laws, and amendments thereto, must be submitted to the Branch Operations Office.

c) It is recommended that branch executives be elected for a two-year term of office.

#### 4. Quorum at Meetings

- a) In establishing a quorum for branch meetings, each branch shall aim for a workable number, combined with certain underlying principles to ensure that branch members have an equal opportunity of being involved in the decision-making process.
- b) Such factors as communicating adequate notice of meetings, announcement of the agenda items to be considered at the meeting, and an assurance that such communications reach the members may be considered as constituting quorum requirements in lieu of any fixed number.

#### 5. Branch Representation at NLTA Functions

No branch representative(s) will be invited to attend, or be reimbursed for attending, any Joint Council meeting, Convention, or Special General Meeting, or any seminar or workshop called or approved by the Provincial Executive unless the branch has been duly registered, including the submission of an approved audit for the previous school year by the deadline noted in Section 2.b) of this policy, and the representative(s) selected in accordance with the approved by-laws of the branch.

#### 6. Distribution of Written Information from Provincial Office

- a) When communiques and other materials from the provincial office to the membership are distributed through branch presidents, each branch president will deliver these materials only to the schools in his/her immediate area and all other materials will be forwarded via the most expeditious route as required by the immediate circumstances, and
- b) Twice during the school year, the Printing Services division will obtain the name and address for each NLTA school representative and material will be mailed directly to the school representative.

#### 7. Branch Responsibilities for Communications During Negotiations

- a) Following the exchange of opening packages between the parties, a series of branch meetings will be arranged to give a summary of the NLTA opening proposals, and a summary of the government/school board opening proposals to all teachers.
- b) The Executive shall advise the membership on the progress of negotiations as fully as is deemed advisable by the Executive.
- c) Regular communications in the form of special newsletters will be forwarded to each teacher in the province following the beginning of negotiations. The purpose of the communications is to keep teachers generally informed of the status of negotiations even if no progress has been made. When Joint Council meets to discuss matters pertaining to negotiations, a complete detailed updating of negotiations to that point will be given.

- d) The Association's practice of informing the membership about negotiations through branch presidents prior to the release of information to the public media will be continued. However, during collective bargaining and, in particular, during collective bargaining crises, when deemed strategically appropriate, the Provincial Executive has the authority to fax information first to branch presidents and then immediately to the media without an intervening wait period. When the latter is done, branch presidents will be so informed by a notation on the fax forwarded to them.
- e) Presentations on negotiations at special branch meetings will be made jointly by the branch president and the Executive contact person.
- f) All branches are requested to put in place a special communications network for the purposes of disseminating negotiations information and of determining the views of the membership on negotiations issues when requested. This network must be organized so that:
  - i) each branch executive member is assigned a school(s) for which s/he accepts communication responsibility,
  - ii) a school representative(s) is identified who accepts the responsibility for negotiations communications within his/her school, and
  - iii) a branch president/executive member/school representative telephone tree network is established.

#### 8. Voting Procedures on Provincial Package

##### a) Prior To Conducting a Vote

- i) On matters of utmost urgency, where the Provincial Executive requests that all teachers be called upon to debate and/or vote on a critical issue, the Provincial Executive will also suggest dates for all branch meetings.
- ii) During the voting process on any issue, all pertinent information is to be correctly supplied to the voting body with appropriate time being made available to ensure that the membership can make a realistic decision.
- iii) Each branch shall maintain a membership list for each school and board office within its boundaries.
- iv) The branch executive shall ensure that the school representative (or designate) is fully aware of the duties involved in conducting the vote.

##### b) Eligibility to Vote

All NLTA members who satisfy the requirements of active membership in the Association, in accordance with By-Law III.A. shall be eligible to vote, including substitute teachers who have taught for at least one day during the school year.

##### c) Distribution of Ballots

- i) Ballots will be distributed by the NLTA Office to school representatives (or designates) in each school and board office in numbers sufficient for each teacher in that school and allowing extra ballots for substitute teachers, teachers on leave, teachers from other schools or branches, and spoiled ballots. The package shall also include the appropriate forms as supplied by the NLTA office, any background materials needed and a voting instructions sheet.
- ii) A record of the total number of all ballots issued to each school shall be maintained by the NLTA Office.
- iii) School representatives (or designates) shall complete the acknowledgement of receipt of ballots form included in the package and fax it to the NLTA Office as soon as the package is received.

d) **Voting**

- i) Each member must have the opportunity to vote in secret, and every effort shall be made by the branch executive to ensure confidentiality at an individual, school, and branch level.
- ii) Voting by proxy is not permitted.
- iii) A faxed ballot is permissible if it is not possible for a member to be physically present in any branch on voting day, provided that the completed ballot which is returned by facsimile is accompanied by a signed statement from the member in question stating that the ballot was indeed cast personally by him/her. Such vote will be administered by the NLTA and the completed ballot received only at the NLTA head office.
- iv) The branch executive will ensure that the organizational structure is in place within the branch and each school so that the vote can be conducted in accordance with this policy and voting instructions outlined by the Association on the designated date. Voting should take place on the date designated by the NLTA office, unless special circumstances at a school require the vote being conducted at another time. With the approval of the NLTA Office, a vote may be conducted on a date other than the designated date only if required by conditions of geography, weather, school closure, etc.
- v) A voter who has inadvertently dealt with the ballot delivered to him/her in a manner that it cannot properly be used shall return it to the school representative (or designate) who shall destroy the ballot and provide another ballot to the voter.
- vi) A voting station will be provided at the NLTA office so that teachers on leave will have the opportunity to vote.
- vii) All regulations governing the voting procedure are to be strictly followed.
- viii) **Special Instructions for Coastal Labrador South, Nutak Labradorimi Branches and Other Isolated Schools as Designated by the NLTA Office**
  - The person designated to conduct the vote in each school will, with a witness, count the ballots, record the results, and telephone or fax the results to the branch president on the day of the count. All materials to be returned, as specified under f) iv) below, shall be sent directly by the school representative (or designate) to the NLTA Office in the envelope provided.
  - Any other variations from the regulations for the province will be made in consultation with the NLTA Office.

e) **Collection of Ballots**

- i) Each voter shall deposit his/her completed ballot into the envelope provided to the school representative (or designate) by the NLTA Office.
- ii) After the voting has been completed:
  - The school representative (or designate) and a witness shall ensure that the number of ballots used corresponds with the number of teacher signatures on the "Registration of Voters" form. Should the number of completed ballots returned to the branch executive be more than or less than the number of signatures on the "Registration of Voters" form, the vote from that school will be nullified.
  - The completed ballots (uncounted) and accompanying forms shall be delivered to the branch executive by the school representative (or designate) or collected by the branch executive.

- iii) With the exception of schools in the Coastal Labrador South and Nutak Labradorimi branches and other isolated schools designated by the Association [See d) viii) above], ballots are not to be counted at the school but shall be counted by the branch executive in accordance with f) below.

**f) Counting of Ballots**

- i) On voting day, or the day following, all completed ballots from all schools, once verified by the branch executive in accordance with e) ii) above, will be placed together to ensure that a total branch count is achieved, and not a school-by-school breakdown.
- ii) The counting of the ballots will be done at a time and place designated by the Branch Executive. Ballots must be counted by a committee of the branch executive, with the results recorded on the appropriate form(s) and telephoned or faxed to the NLTA Office no later than 6:00 p.m. of the day following the voting day.
- iii) In counting the ballots, the Branch Executive shall discard all ballots:
  - that have not been marked for an option;
  - on which votes have been cast for more than one (1) option;
  - upon which there is writing or a mark or other means by which the voter could be identified; or
  - on which the intention of the voter is not clear and evident.
- iv) The branch executive will mail the ballots and all related forms to the NLTA office no later than the second day after voting day, in the envelope(s) provided, ensuring that all ballots are packaged in accordance with the voting instructions.
- v) The voting results of the branch are not released by the branch executive. All results of the vote which are released will be released by the NLTA Office.
- vi) The results of the ballot shall be communicated to the membership by the NLTA Office.
- vii) The NLTA shall issue a media release announcing the outcome of the vote but not containing the vote count. Every effort will be made to ensure that branches receive information regarding the results of the vote prior to the media release.

**9. Guidelines for Branch Visitation**

- a) A member of the Provincial Executive shall be assigned as the contact person for each branch.
- b) When the Executive contact person is not available for regular or special branch visitations requiring extensive in-school-day travel, the President, Vice-President, or a staff person shall be assigned, upon request, to assist the branch president.
- c) **Duties for Executive Contacts With Branches**
  - i) To inform the branch that you are the contact person for the year. This should be done as soon as possible after the first Executive meeting and should include a brief outline of your role as branch contact person.
  - ii) Where feasible, the Provincial Executive member will visit the assigned branch at least once a year.
  - iii) To arrange to meet with the branch executive, before the regular branch meeting, on your official visit to clear up housekeeping and routine matters which may not be of specific interest or concern to the general membership.

- iv) To serve branch officers further by being a phone contact/e-mail for instant information, clearing up difficulties, giving general advice, or interpreting Association policy. The branch contact person should contact each of his/her assigned branch presidents at least once per month.
- v) To provide direct representation, re the interest and wishes of the branch when requested by them, at Executive meetings.
- vi) To fill the role of special contact with delegate(s) from your assigned branch(es) at Convention by providing clarification, advice, etc., and by introducing them to your colleagues and others known to you.
- vii) To provide specific assistance in the area of branch planning for professional development days as follows:
  - The branch contact should ensure that he/she is informed of professional development days being planned for his/her area.
  - The branch contact should ensure that the branch is made aware of the guidelines to be followed in organizing a professional development day.
- viii) To report on your visit and to alert the President's office any weaknesses detected or follow-up needed.

**d) Duties for Branch Presidents Re Executive and Staff Contacts With Branches**

- i) The branch president should ensure that the branch contact person is kept informed of meeting dates and other aspects of the branch program.
- ii) The branch president should ensure that the interests and concerns of the branch are conveyed to the branch contact person.

**e) Other Visits**

- i) Additional visits by the contact person beyond the two official visits should be cleared with the President's office.
- ii) Visits by persons other than the assigned person must be cleared with the President's office, which is responsible for branch operations, and may be authorized only if funds are available.
- iii) The presentation of retirement scrolls/pins at a branch retirement function will normally be carried out by the branch president or his/her designate. However, an Executive member may be requested by the provincial President to represent him/her to carry out this function, upon request from the branch to the President's office.

**10. School Board-Teacher Liaison Committees**

The Collective Agreement provides for the appointment and operation of school board-teacher liaison committees and for the selection of the teacher representatives by the NLTA Provincial Executive. The Membership Benefits and Services Committee is authorized to appoint all teacher representatives to the school board-teacher liaison committees on behalf of Executive.

The teacher representatives for each committee will be selected from the branch presidents (or designate) of the branches operating within the boundaries of the school board.

**11. Scrolls for Retiring Directors of Education**

Upon request from a branch, and subject to the approval of the Branch Operations Office, a branch may be permitted to honour a retiring director or assistant director of education, who has less than 20 years of teaching service in the aggregate, with the presentation of an honourable retirement scroll.

## 12. Past Presidents' Pins

To recognize member involvement, an engraved past president's pin is automatically supplied to branches by the NLTA office for presentation to a president upon completion of the term of office.

### POLICY ON JOINT COUNCIL

Joint Council shall be a body consisting of the members of the Provincial Executive Council and Branch Presidents all of whom have equal voting rights and responsibilities.

#### 1. Authority

Joint Council shall function as an advisory body to Provincial Executive Council but shall have decision-making authority in the following areas:

- a) Whether a negotiated collective bargaining package will be recommended to the membership to be accepted or rejected, or whether it shall be accompanied by no recommendation.
- b) The wording of the ballot to be used in voting on a proposed collective agreement.
- c) Approval of amendments to NLTA policy proposed by the Provincial Executive.
- d) Approval of expenditures from the Emergency or Reserve Funds outside of those areas specifically identified in the Association's current policy on these funds.
- e) Approval of:
  - i) expenditures from the Association's budget beyond the total amount budgeted within a program area, and
  - ii) any substantial changes in program area expenditures.

#### 2. Regular Meetings

- a) A minimum of two regular Joint Council meetings will be scheduled in each year. The first meeting will be held not later than November 30. In a Convention year, the second meeting will be held not later than one month prior to Easter. In a non-Convention year, the second meeting will be held not later than mid-April. The scheduled dates and locations for these two meetings will be decided by the Provincial Executive and will be communicated to all branch presidents prior to September 15.
- b) Each Joint Council meeting will usually involve a full-day Friday business session and a Saturday business session. However, when necessary, business sessions may be held on Friday evening.
- c) The most recent Financial Statement of the Association will be provided to Joint Council members at each Joint Council meeting.

#### 3. Special Meetings

- a) In addition to the two regularly scheduled Joint Council meetings, other special Joint Council meetings may be called by the Executive as the need arises.
  - i) If the purpose of a special meeting is to provide information to branch presidents or to consult with branch presidents without, or prior to, a membership consultation, then notification of the meeting is at the discretion of the Provincial Executive.
  - ii) The circumstances of negotiations can often require that Executive seek branch presidents' advice and make decisions in a short period of time. However, whenever possible, if the purpose of the special meeting requires branch presidents to ascertain the views of their branch membership on an issue(s), then a minimum of seven days' notification of the meeting and of the issue(s) to be discussed shall be given.

- b) When branch presidents are requested to ascertain branch members' views, Provincial Executive shall provide a concise definition(s) of the issue(s) on which the consultation is to be made and shall provide a concise question(s) which can be clearly answered by branch presidents and their membership. Preferably questions would require a yes/no response.
- c) At special Joint Council meetings which follow such a consultation process, branch presidents will be expected, in a timed session, to provide to the meeting a report of the views of branch membership. Such report may include the manner in which the views were obtained.
- d) All special consultation meetings on contract/negotiations issues shall be held prior to any final recommendations or decisions being made by Provincial Executive with regard to these issues.
- e) Prior to any final recommendations to the membership regarding the acceptance/rejection of a negotiated collective bargaining package, a special meeting of the Joint Council shall be held.
- f) Prior to a membership vote on a proposed collective agreement, a special meeting of the Joint Council shall be held. A committee of the President and an equal number of branch presidents and provincial executive members will be formed to prepare a proposed wording for the ballot to be used in voting on the proposed contract. The wording of the ballot must always include at least the right of the voting member to accept and the right to reject. (Also see policy on Collective Bargaining, Page BES4 for additional regulations re membership votes.)

#### 4. Format and Agenda

- a) For regular Joint Council meetings, a list of suggested agenda topics will be sent to branch presidents at least one month prior to the meeting date. An accompanying letter will ask for topics which branch presidents wish to have included in the agenda for the meeting unless another means of dealing with the topic can be identified to the satisfaction of the branch president who has suggested the topic. Issues which can be dealt with in other forums or through other contacts, particularly those of an individual nature, should not appear on the Joint Council agenda.
- b) Prior to a regular Joint Council meeting, branch presidents shall inform their branch executive and school representatives of items already included in the agenda for the meeting and, where possible, obtain their views on same, and request any additional suggestions for the agenda.
- c) Where possible, background materials and the finalized agenda for the Joint Council meeting will be forwarded to Joint Council members prior to the meeting.
- d) While it is desirable to have an agenda balanced among professional development, benefits and economic services, and other issues of concerns to the Association, it is recognized that there will be times when issues of the day will have to take precedence.
- e) A steering committee, consisting of the President and equal numbers of branch presidents and provincial executive members, will be formed to control the actual agenda at the meeting and to ensure that sufficient time is provided for discussion of issues. The committee will be named a week in advance of the Joint Council meeting, unless it has been necessary to give shorter notice for a special meeting, and the President will meet with the committee prior to the commencement of the meeting to review the finalized agenda and to deal with requests for additions to the agenda. The steering committee shall be empowered, when circumstances require, to propose, by a vote of the assembly, that the meeting be extended beyond the adjournment time assumed in the circulated agenda.
- f) Joint Council meetings should be chaired by the President, the Vice-President or a member of Table Officers with other Joint Council members designated by the President to chair individual sessions where appropriate.
- g) Mechanisms which encourage and maximize opportunities for discussion among, and input from, Joint Council members will be utilized for discussion of topics at Joint Council meetings.

- h) Following a regular Joint Council meeting, branch presidents shall inform their membership about the issues discussed at the meeting.
- i) It is expected that all members of the Joint Council will be in attendance for the completion of the agenda, and members are to make travel arrangements which will permit them to be in attendance for the entire meeting. Any member who, for personal reasons, is unable to attend the entire meeting shall notify the President regarding these reasons.
- j) Branch presidents must inform the NLTA office in advance if they are unable to attend the Joint Council meeting, and the branch is to be represented at the meeting by a named designate.

#### **5. Parliamentary Procedures**

- a) All meetings of Joint Council will be governed by Advice on the Conduct of Meetings, published by the Canadian Teachers' Federation, supplemented by Robert's Rules of Order.
- b) During the first Joint Council meeting of the year, a session on parliamentary procedures and the authority of Joint Council will be provided to members.
- c) Except as specified in 5.d) below, all voting at Joint Council meetings will be as per a show of voting cards which will be provided to the members.
- d) The vote on a motion concerning the recommendation on a negotiated collective bargaining package or the wording of the ballot on a proposed contract will be by recorded vote with only branch presidents, or named designate, and members of Provincial Executive eligible to participate.

#### **6. Communication with the Membership**

- a) Joint Council members are obligated to communicate to the membership the decisions, and the rationale for the decisions, made by Joint Council.
- b) The format of a branch meeting called to present a recommendation of Joint Council to the membership will be determined at the local level. Opportunity should be provided for the presentation and discussion of all pertinent information regarding the issue.
- c)
  - i) Members of Joint Council have a right to express dissenting views on any Association issue in accordance with the NLTA By-Laws and Code of Ethics but not when acting in their official capacity as a Joint Council member.
  - ii) A Joint Council member who wishes to express a personal dissenting view of a decision of Joint Council shall not make the presentation of the Joint Council decision at his/her branch meeting where such decision is being relayed to the membership. Such presentation shall be made by the branch's Provincial Executive contact person or designate.
- d) Communications between branches re Joint Council decisions shall be made at the branch president level and not through individual schools.

# Effective Branch Operations

The formal structure and responsibilities of a branch merely provide the foundation and the framework for its effective operation. The effectiveness of a branch is determined by how its members, especially the executive and its committees, perform their functions. The following sections contain suggestions which are designed to assist branches to operate effectively.

## RESPONSIBILITIES OF A GENERAL MEETING

The general meeting is the parliament of the branch in the same sense that the Biennial General Meeting is the parliament of the provincial association. The business of the general meeting should be limited to consideration of general policy, election of officers, and consideration of reports from the executive and standing committees. (The agenda for branch meetings, and all reports, should be distributed to members prior to the meeting.) In conducting the meeting, the President should observe the rules of order as contained in this document. The order paper for the meeting and all procedures and arrangements are the responsibility of the executive.

Meetings should never degenerate to the point where matters of administrative detail are considered. It is the responsibility of the President and the executive to see that this does not happen.

In a branch where the council and/or the executive are assuming their proper responsibilities, it should not be necessary to hold more than three or four general meetings each year except to consider special matters such as collective agreements which are beyond the jurisdiction of the council and/or the executive.

## RESPONSIBILITIES OF THE BRANCH REPRESENTATIVE COUNCIL

In branches which use the school representative council system, the council may be given responsibility for some decisions that would normally be made at a general branch meeting. (See model by-law XVIII for items of business which can be carried out only at a general meeting of the branch.) This includes approving the appointment of committees and representatives on other committees or to other organizations. All committees are responsible to the branch and should report directly to the council and/or the general meeting. The council should be responsible for approving all activities and projects which come under the general policy provisions of the branch and the provincial association.

## RESPONSIBILITIES OF THE BRANCH EXECUTIVE

The branch executive is responsible for conducting the day-to-day business of the branch in accordance with branch and provincial policy and by-laws, and for carrying out decisions made at council and general meetings. These duties include preparation of agendas for council and general meetings, exercising general supervision over the affairs of the branch, preparing and transmitting necessary reports to the provincial association and supervising the financial affairs of the branch.

## SUGGESTIONS FOR THE BRANCH PRESIDENT

The President can be considered the captain of the team. The effectiveness with which the President meets these responsibilities will play a large part in determining the success of the branch operation. The President calls and presides at all regular and special meetings of the branch and at all meetings of the council and executive committee, and as chairperson of these meetings should:

- ⇒ Make sure that the meeting place is ready.
- ⇒ Have an agenda ready and know as much as possible about what is involved in each item.
- ⇒ Confer before the meeting with all officers and committee chairpersons who have business for the meeting.
- ⇒ Begin and close the meeting on time.

- ⇒ Speak clearly and ensure that other speakers are heard by those present.
- ⇒ Enforce the rules of debate.
- ⇒ Preserve order and suppress distractions which may interfere with the conduct of the meeting.
- ⇒ Prevent useless repetition or digression.
- ⇒ Tactfully interrupt a speaker who is out of order.
- ⇒ Be formal in order to keep proceedings business-like, especially in general meetings.
- ⇒ Remain impartial in debate.
- ⇒ If the meeting feels a need for information, see that factual information is provided.

In addition to preparing for and chairing the meetings of the branch, the President has the responsibility of supervising the overall operations of the branch and should become acquainted with the operations of all committees. In exercising this supervisory responsibility, the President must assume various leadership functions.

A good leader has two major responsibilities — getting the job of the organization done, and maintaining the organization in good working order. This involves the following functions:

- ✗ **Initiating** – Keeping the organization active by challenging it with new ideas and by stimulating its members to action (suggesting activities, pointing out goals, proposing procedures, clarifying issues).
- ✗ **Regulating** – Guiding the direction and rate of the organization's activities (pointing out policy, time limits in problems, summarizing actions taken, restating goals, etc.).
- ✗ **Informing** – Bringing information to the group or arranging for information to be brought to the group.
- ✗ **Supporting** – Creating the proper emotional climate in order to hold the organization together, and making it clear for members to contribute and express new ideas (encouraging, relieving tension, voicing group feelings, etc.).
- ✗ **Evaluating** – Encouraging and assisting the organization to evaluate its decisions, goals, and procedures.

#### SUGGESTIONS FOR THE BRANCH VICE-PRESIDENT

The branch vice-president should take charge of the branch in the absence of the president and should take the chair when the president is giving a report or wishes to enter into the debate. The vice-president assists the president in the discharge of branch duties and may chair a committee.

#### SUGGESTIONS FOR THE BRANCH SECRETARY

Some branches combine the positions of secretary and treasurer; others favour keeping the positions separate. One of the reasons for the latter policy is the desirability of involving more people in Association affairs.

The branch secretary is expected to keep accurate minutes of all general and executive meetings. It is advisable to write up the minutes as soon as possible after the meeting. This assists accuracy and also ensures that action will be taken early on decisions made by the meeting (e.g. correspondence).

The secretary receives, answers promptly (according to the wishes of the meeting) and files all correspondence. Copies of all outgoing letters should be kept, preferably stapled to the incoming letter.

The secretary is custodian of the records of the Association and should, therefore, maintain an adequate filing system using a number of separate files. Material from earlier years should be kept separate from that of the current year. A

file should be maintained for each committee of the Association. Documents to be kept on file include the current Collective Agreement and the ABC Booklet (Act, By-Laws and Code of Ethics).

The secretary should take to each meeting such records and committee reports as are likely to be needed. For this purpose it is wise for the Association to provide a briefcase large enough to accommodate the minute book, the current correspondence folders, a copy of the branch by-laws, and other material needed for the meeting.

The secretary should know the records, including minutes, well enough to be able to refer back quickly when information is needed for a meeting.

The secretary should ensure that a sufficient stock of supplies, such as letterheads and envelopes, is on hand.

It is the duty of the secretary to send out notices of meetings (unless such notices are included in the branch newsletter or are the responsibility of the branch communications officer). A complete mailing list of all teachers in the district, with addresses and telephone numbers, will probably be useful.

### **SUGGESTIONS FOR THE BRANCH TREASURER**

The branch treasurer is expected to keep accurate records of the financial business of the Association. Thus, he/she should maintain an adequate bookkeeping system and should have a safe repository or filing system for current and recent financial records (e.g. cancelled cheques, financial statements, copy of the budget). Some "petty cash" might be kept on hand in a safe place, but other funds of the Association should be deposited with a chartered bank or with a credit union. When a small sum of money is paid out from "petty cash", a receipt should be obtained and kept on file. Larger amounts of money should always be paid by cheque. The treasurer, and at least one other officer, should act as "signing officers" for cheques and for other financial business. It is quite common to supply the bank with the names of three signing officers, any two of whom may sign cheques. Except in emergency circumstances, however, the treasurer should always be one of those signing the cheques (to assist in keeping an accurate record of expenditures).

The treasurer should take to each meeting of the Association or Executive Committee such records as are likely to be needed. At each regular Association meeting a report on the finances should be presented. This report need be only a simple statement on the receipts and expenditures since the last financial report, the balance of money held in the account of the Association, and some information about the bills which need to be paid. The treasurer should begin the report with a motion: "That this report be received." If there are outstanding bills, the treasurer will move: "That the outstanding bills be paid."

At the annual meeting the treasurer should submit a detailed record of the financial business of the year, preferably with copies for each member present. This report should be audited (i.e. checked thoroughly by at least two persons other than the treasurer to ensure that all bookkeeping entries are correct). It is advisable that the treasurer, after submitting this annual report, move: "That this report be adopted." (As indicated above, this formality is not necessary at regular meetings).

The treasurer should be a member of the committee which draws up a tentative budget for the year's operation. Such fixed expenses as executive and council meetings should be included and also allotments for committees which will require funds. This budget should be approved by a regular branch meeting. Variations from the budget are permitted later only with approval of the Executive Committee (to be reported to a branch meeting). The treasurer should keep committees informed of their status, from time to time, insofar as the budget is concerned. Treasurers should check the policy on additional funding on pages 14-16 of this Manual. If it is anticipated that additional funding will be required it is advisable to apply for this funding in advance of actually spending the money. Funding should be applied for on the approved form which can be found in the "FORMS" section of this manual. This form should be photocopied and sent to the NLTA Office for each funding request. When receipts become available, a copy should be forwarded to the NLTA Office as well.

Some branches give to the executive committee the power to spend small sums of money between regular meetings. It is important that the upward limit of this policy be established by the branch and be known by the treasurer.

## SUGGESTIONS FOR THE BRANCH COMMUNICATIONS OFFICER

The communications program of the Newfoundland and Labrador Teachers' Association must be geared to operate on two levels — the ongoing and the emergent. On both levels we are concerned with public appreciation of the work of the Association as a provincial organization and with public recognition of the work of our branches, our special interest councils and individual teachers. A vital public relations program must, therefore, cover the complete spectrum ranging through the individual teacher, the school, the branch, the special interest council to the provincial organization.

In an attempt to ensure local participation in communications, the NLTA introduced the concept of the branch communications officer. The role of such a position on the executive of a branch is important in ensuring communications to the branch membership and to the public. The branch communications officer, as a member of the branch executive, will chair the branch Communications Committee and provide liaison with this committee and the local executive. The role of the branch Communications Committee is to assist the branch communications officer in the completion of specific duties listed below:

- ☞ Coordinate the total communications program at the local level.
- ☞ Collect, from teachers, information on local projects, etc., which should be forwarded to the NLTA office and/or used in the branch newsletter.
- ☞ Ascertain local reaction to Association policy.
- ☞ Keep members of the branch informed about what is happening in the area.

## SUGGESTED DUTIES FOR SCHOOL REPRESENTATIVES

- ☞ Attend all branch meetings. Preview meeting agendas, poll the staff on issues to be dealt with at the meeting, bring concerns to the meeting and return with suggested directions and additional information. If unable to attend, ensure that another staff member attends.
- ☞ Maintain an NLTA Bulletin Board in a prominent area of the staffroom. Distribute and/or post a copy of correspondence received.
- ☞ Request time on the agenda of school staff meetings for discussion of concerns to be conveyed to the branch executive and for reporting on items from the branch executive, branch meetings or the provincial office.
- ☞ Assist with the smooth operation of all branch functions as follows:
  - ☞ receive and distribute all information concerning meetings, socials, etc.;
  - ☞ as directed by the branch executive, ensure a communications network (e.g. a telephone tree) is established for immediate communications when necessary to all teachers in the school;
  - ☞ assist in conducting its branch registration by providing a school staff list to the branch executive early in the school year;
  - ☞ conduct and aid in all voting, ensuring that proper procedures are followed and that ballots are returned to the branch person responsible;
  - ☞ assist in conducting the registration of substitute teachers who usually substitute in your school. (Your branch president has a registration form to be used for this purpose.) Maintain contact with them by alerting them about upcoming meetings and other information;
  - ☞ be aware of calendar deadlines. Post notices and/or remind people of upcoming deadlines re application for NLTA awards, scholarships, bursaries, etc.;

- ⇒ aid in selection of delegates and in the discussion of resolutions for submission to Biennial General Meeting from the branch;
- ⇒ prepare and organize the school's participation in Janeway Day in the Schools (if applicable) and submit funds through your branch or directly to the Janeway;
- ⇒ provide information to school staff on all branch activities for Education Week;
- ⇒ submit to the School Board-Teacher Liaison Committee any issues or concerns raised by teachers. Ensure that minutes or reports of meetings are made known to the staff. Provide feedback to the committee.
- ⇒ collect and submit articles for the Branch Newsletter and the NLTA Bulletin. Make the staff aware of the Bulletin sections reporting school or branch news, such as "The Classroom" and "On Location".
- ⇒ assist new teachers in the school to become involved with and informed about the branch and the NLTA;
- ⇒ be familiar with the various branch executive members and their duties;
- ⇒ distribute information re awards/scholarships and collect any monies that are necessary for branch awards and scholarships (if applicable).

# Suggestions For Strengthening Your Branch

- ⇒ Plan budgets, times and locations of meetings to ensure that executive and/or committee members are not out-of-pocket as a result of their association work.
- ⇒ All branch executive members and committee chairpersons should regard it as one of their responsibilities to groom their potential successors.
- ⇒ The branch president should be an effective ex-officio member of all branch committees (as far as time permits). Otherwise the president should involve the vice-president and, if necessary, other branch officers in this work.
- ⇒ Ensure that professional development concerns are handled by the branch.
- ⇒ Assign branch officers to visit school staffs regularly to discuss areas of Association concern and teacher concern for inclusion in the agenda of meetings and/or for executive action.
- ⇒ When necessary, use time at meetings of school staffs to discuss association issues.
- ⇒ Make it a priority to start early to develop a slate of candidates to ensure competition in branch elections. A nominations committee should be in place at the beginning of each branch year and should be encouraged to identify the needs of the branch and work at recruiting persons capable of meeting these needs.
- ⇒ Take advantage of opportunities to have branch personnel (executive and members) speak at local groups and write in local publications on educational issues.
- ⇒ Use the school board-teacher liaison committee route to bring your educational concerns before your employer.
- ⇒ Develop meaningful liaison with the school board Director of Education in your area.
- ⇒ Ensure that "grassroots" opinions are heard provincially.

**A GUIDE FOR PLANNING THE BRANCH YEAR – 2011-12**  
**Suggested Branch Program**

<b>Month</b>	<b>Priority Items</b>	<b>Other Reminders</b> (Add as required)
<b>September</b>	Ensure that all relevant files are passed over to the appropriate executive person.	
	Check that each school has a school representative and a contact person on the branch Executive.	
	Arrange to fill any vacant offices on branch executive.	
	Complete pages 1 - 3 of the Branch Operations Manual.	
	Ensure that Registration and Audit Forms have been forwarded to NLTA Office.	
	Revise branch membership list (names of schools/board offices with list of teachers in each).	
	Branch Executive meets to plan branch program for the year.	
	Plan a "Welcome to New Teachers".	
	Arrange to have chairpersons for branch standing and ad hoc committees appointed and ensure that each group has the appropriate terms of reference, tasks and deadlines as applicable.	
	Review policy on Association Awards and search for appropriate nominees.	
	Plan a meeting of school representatives.	
	If the President is not available to serve, decide on branch nominee for the school board-teacher liaison committee.	
<b>October</b>	Present program for year to branch membership for ratification.	<b>Provincial Executive Meeting – October 28</b>
	Announce to branch members the chairpersons of standing committees and their specific tasks, etc.	
	Decide on nominees for Awards (Bancroft, Barnes, Allan Bishop and Special Recognition Awards) and obtain approval at a general branch meeting. Continue collecting necessary documentation to support nominations (see application forms).	
	Solicit topics your members wish discussed at the School Board-Teacher Liaison meeting.	
	Solicit topics from branch members for the first Joint Council meeting.	

**A GUIDE FOR PLANNING THE BRANCH YEAR – 2011-12**  
**Suggested Branch Program**

Month	Priority Items	Other Reminders (Add as required)
<b>November</b>	Deadline for receipt of Official Branch Registration at the NLTA Office is <b>November 1</b> .	<b>Provincial Executive Meeting – November 24</b>  <b>Joint Council Meeting -- November 25-26</b>
	Project Overseas Application Deadline - <b>November 7, 2011</b> .	
<b>December</b>	Include in a meeting agenda, a report on topics discussed at the first Joint Council meeting.	
	Deadline for receipt of branch audit in order to receive the branch membership rebate is <b>December 31</b> .	
	Deadline for registration of substitute teachers is <b>December 31</b> .	
<b>January</b>	Requests for reimbursement for substitute teachers must be received at the NLTA Office by <b>January 15</b> .	
	Bancroft, Barnes, Allan Bishop and Special Recognition Award nominations must be received by <b>January 15</b> .	
<b>February</b>	The deadline for Educational Leave applications is <b>February 1</b> . (Application forms available from NLTA Office.)	
<b>March</b>	<b>EDUCATION WEEK – March 4 - 10, 2012</b>	<b>Provincial Executive Meeting – March 22</b>  <b>Joint Council Meeting -- March 23-24</b>
	When names are available, place the order for retirement scrolls and pins with the Executive Assistant, Governance, at NLTA. (See form.)	
<b>April</b>	Report from Branch Nominations Committee re candidates for branch offices.	
<b>May</b>	<b>Election of Branch Executive (2nd week of May).</b>	<b>Provincial Executive Meeting – May 26-27</b>
	Event to honour Retiring Teachers and Year-End Social	
<b>June</b>	Last day of school is the deadline for mailing Preliminary Branch Registration Forms to the Executive Assistant, Governance, at NLTA. (Even partially completed forms should be mailed.)	
	All branch files and materials should be passed over to new Executive members.	

# The Effective Conduct of Branch Meetings

The branch meeting is the forum at which your branch business is conducted. Since teachers are often involved in various organizations and activities which make demands on their free time, an effort must be made to make the branch meeting interesting, informative and attractive so that branch members will have a reason to attend. This can often be done by having a spotlight session at each meeting featuring a guest speaker, a discussion/presentation on a particular topic, a film or short lecture, or some interesting session. The session need not be long or dramatic, but it must be of current interest to your members.

There are many people available who would have a message of interest for your branch members, for example, branch contact person from Provincial Executive or administrative staff, the local Federation of School Councils President, other community or provincial leaders. A spotlight or keynote session can add a very positive note to any regular business meeting. However, if a program meeting and the business meeting are combined, please ensure that there is sufficient time for both. It will be necessary to run the meeting very efficiently to avoid having people leave before business is completed.

When operating a branch meeting, there are a few well-founded rules of procedure which will ensure that your meeting is conducted effectively and efficiently. There is a place for informality in many branch activities, but you should not let your conducting of business at a branch meeting slip away from the basic rules of order and decorum. This is especially true when you have a visiting guest.

Here are some comments and suggestions for branch officers in your attempts to plan attractive and functional meetings.

- ✘ The Communications Officer should send a notice of the meeting to the branch members several weeks ahead of a meeting date.
- ✘ Encourage attendance at the meeting.
- ✘ Give all guest speakers adequate notice of any special assignment required to be performed at your meeting.
- ✘ Determine if the speaker will need a flip chart or media equipment, etc., and arrange for same.
- ✘ Prepare an agenda for the meeting and make it available to branch members.
- ✘ Arrange refreshments for the meeting.
- ✘ Arrange for child care at the branch meeting if required and include this information in the notice of your meeting.
- ✘ Make sure to arrange for accommodation of any guest who will be staying in town overnight.
- ✘ Check the seating accommodation, lectern, etc., at your place of meeting (check if you need theatre style or classroom style).
- ✘ It is the Chairperson's responsibility to see that guests are appropriately and comfortably seated.
- ✘ The Chairperson should plan to involve as many of your members as possible. The officers of your branch should share responsibilities for introductions, courtesies, etc. A question and answer period usually gets more members participating. Quite often this is the most beneficial part of a guest's visit as a formal presentation may not touch the specific problems of teachers.
- ✘ Your guest should be properly introduced to the members of your branch. You may have known the speaker personally all your life but this is not so for all teachers in your branch. A few well-chosen words

will tell the audience that you know your business and let them know the quality and qualifications of your guest.

Speak to your guest privately before the meeting day to obtain some background information you may wish to use in your introduction. If your guest is (or has been) a member of the Provincial Executive, you will find enough facts in the Convention Bulletins (usually published in February or March) since a resume is printed of all branch nominees seeking election to the Executive. If this source of information fails, call the NLTA Office.

- ✘ A meeting should start punctually on the time advertised as punctuality is not only courteous but a compliment you pay to those who are on time and who may have come long distances at personal inconvenience.
- ✘ Make sure you have a quorum of members present and the number present is recorded in your minutes.
- ✘ If you have committees established make room on the agenda for succinct reports, preferably typed and distributed.
- ✘ Have a copy of your branch by-laws available.
- ✘ The Chairperson should be acquainted with the basic rules of order so that the business of your meeting is accomplished efficiently and without waste of time. The CTF publication "Advice on the Conduct of Meetings" is included in this Manual as well as additional notes on Rules of Order for branch meetings.
- ✘ If you have a Provincial Executive member in your branch, that person should be recognized and there should be room on the agenda for a report of the latest Executive activities.
- ✘ The Chairperson should also be cognizant of the appropriate time to close the meeting. Is there a by-law on when the meeting should close? How far do your guest or members of your branch have to travel after the meeting? Has the weather deteriorated since the meeting started? Have all members had an adequate opportunity to question your guest speaker or to introduce their points of business?
- ✘ A letter of thanks is always appreciated.

**NOTE:** Minutes can be copied and distributed. This avoids having to read minutes at the meeting.

# Checklist for an Effective Meeting

## Essentials For Effective Meetings

- ✓ Well publicized
- ✓ Members are greeted by branch executive person
- ✓ Convene on Time
- ✓ Good Opening (Warm-Up)
- ✓ Well planned agenda (priorized)
- ✓ Clear roles (leader, recorder, participants)
- ✓ Appropriate environment (comfortable)
- ✓ Materials/Equipment
- ✓ No outside interruptions
- ✓ Define adjournment time

## Pre-Meeting Checklist

- ✓ Precise Purpose – Objective
- ✓ Written Announcement (time, purpose, location, etc.)
- ✓ Tentative Agenda distributed with required backup materials
- ✓ Pre-determined adjournment time
- ✓ Identify audience
- ✓ Identify materials (visuals, equipment) needed and dry run
- ✓ Who can help? Ask in advance
- ✓ Estimate time for each agenda item
- ✓ Plan opening
- ✓ Use displays if appropriate
- ✓ Arrange for refreshments

## Role of Chairperson

- ✓ Begin on time
- ✓ Start with enthusiasm
- ✓ Keep on target
- ✓ One agenda item at a time, have a knowledgeable branch executive person briefly outline each issue or do it yourself.
- ✓ Cut off redundant debate
- ✓ Neutralize "dominator"
- ✓ Encourage discussion but avoid rambling
- ✓ Keep climate relaxed but be efficient
- ✓ Use Rules of Order
- ✓ Tap resources of audience
- ✓ Serve as negotiator, arbitrator, listener, be neutral – shift role
- ✓ Keep calm but don't be boring!
- ✓ Adjourn on time

## Role of Meeting Participants

- ✓ Do advance preparation – read any discussion papers sent by branch executive.
- ✓ Be on time
- ✓ Raise questions for clarification
- ✓ Demonstrate responsible attitude/behaviour and good manners
- ✓ Accept share of work – offer to help
- ✓ Stick to the point
- ✓ Be sensitive to the feelings of others (particularly the chairperson)
- ✓ LISTEN ACTIVELY — LISTENING WITH WARMTH IS CONTAGIOUS

## Post-Meeting Checklist

- ✓ Minutes should be written as soon as possible and should contain:
  - time, date, place of meeting,
  - number of persons present,
  - accurate record of proceedings and decisions made,
  - all motions recorded by motion/seconded and text of motion, and
  - deadlines, follow-up responsibilities, list of handouts, etc.
- ✓ Action Sheet
- ✓ Evaluation
- ✓ Next meeting (date/time/location/tentative agenda)

# Notes On Rules Of Order For Branch Meetings

The By-Laws of the Newfoundland and Labrador Teachers' Association state that Advice on the Conduct of Meetings, published by the Canadian Teachers' Federation, supplemented by Robert's Rules of Order, shall govern procedures of all meetings when not inconsistent with the Constitution and By-Laws. The suggested order of business for the conducting of a meeting is as follows:

## 1. Call to Order

The chairperson calls the meeting to order with some such statement as: "The meeting will now come to order." If the president is not present, the meeting may be called to order by the vice-president, or by any designated person.

## 2. Adoption of Agenda

It is a practice to circulate copies of the agenda of the meeting in advance. The meeting should begin with the consideration of the agenda. The chairperson will ask if any of the members have additional matters which should be placed on the agenda. After these have been taken care of, the chairperson will make some such statement as: "If there are no further items to be added to the agenda, would somebody move that the agenda be adopted?"

The member should then move: "That the agenda be adopted." (Or "adopted as amended.") A seconder is required.

## 3. Minutes

The chairperson asks if there are any errors or omissions in the minutes of the preceding meetings. It is more efficient to have these minutes typed or written up and distributed rather than having the secretary read the minutes since this is sometimes a tedious exercise. The chairperson will ask "if there are no errors or omissions then a motion to adopt the minutes is in order."

A member should then move: "That the minutes of the (date) meeting be approved as presented". In less formal meetings it is sufficient for the chairperson, if no one answers the call for errors or omissions, to say, "There being no errors or omissions, I declare the minutes of the (date) meeting approved as read." Should there be a mistake in the minutes, it is proper for any member to rise and point out the error. The secretary should then make an appropriate correction or addition. The motion will then read "...approved as amended."

## 4. Executive Minutes

At a branch meeting the minutes of the previous executive meeting may be read or distributed or highlighted at this point. One purpose is to give information to the membership about items of business that have been handled by the executive. Occasionally a member will ask for more information regarding the matters disposed of by the executive, and sometimes the general meeting will want to change the action taken by the executive. Such cases are rare, but it must be remembered that the executive committee is responsible to the membership as a whole.

On important matters of business the executive committee may have been able to arrive at recommendations that can later be considered by the general meeting. The presentation of the executive minutes or relevant sections of the minutes can therefore prepare the membership for the discussion of important business on the agenda of the general meeting. The executive minutes are not adopted or amended until the next executive meeting (having been presented to the general meeting for information only).

## 5. Treasurer

The chairperson now calls upon the treasurer to present a report on the finances of the branch. For a regular meeting this need be only a simple statement of the receipts and disbursements since the last financial report, the balance of money held in the account of the branch, and some information about bills that need to be paid. The treasurer will either begin or conclude the report with a motion: "That this report be received." At the annual meeting the treasurer should submit a detailed record of the financial business of the year and this report should be audited (i.e. checked thoroughly by at least two persons other than the treasurer, to ensure that they present fairly the final position of the branch and the results of its operations for the year).

Although it is not necessary, as indicated above, to have a motion to "adopt" the treasurer's report at a monthly meeting, it is advisable to adopt the audited annual report. The treasurer should move: "That this report be adopted."

## 6. Correspondence

Before the meeting, the secretary, in consultation with the chairperson, should separate the letters received into two groups – those requiring action and the others. Those letters that will probably require no action are either copied and distributed, read or summarized by the secretary. Usually it is sufficient to have one motion – "That the correspondence be received and filed". Those letters that require action by the meeting will then be dealt with one at a time. The chairperson may state, that action on this letter will be delayed until "New Business" or may prefer to have discussion on each letter at this point. Each letter in this group will require a separate motion to dispose of it.

## 7. Unfinished Business

Any business that has been postponed from a previous meeting, or that was pending when the last meeting adjourned, is called "old" or "unfinished" business or "business arising from the minutes." It is advisable for the chairperson to remind the meeting of the history of this business before discussion begins or call upon someone with special information to do this.

## 8. Committee Reports

Before the meeting, the chairperson should check with committee chairpersons to determine which committees have reports ready for the meeting.

In establishing the order in which committees should be heard, usually, standing committees are given precedence over special or ad hoc committees. (A standing committee is one that functions over an extended period of time; a special or ad hoc committee is set up to deal with a special problem and is discharged when its task is completed.)

Committee reports should be copied to facilitate business and a copy should be placed in the branch's files.

Before presenting (or after concluding) a report, the chairperson of a committee will move: "That this report be received." This motion is seconded and is usually passed without debate. Questions may then be asked of the committee chairperson. Recommendations given in the report are then considered one by one, unless the meeting agrees otherwise. Each will require a motion: "That recommendation number \_\_ be adopted." Amendments may be proposed by any member at the meeting. After all the recommendations have been dealt with, motions may be received from the floor dealing with the substance of the report or the work of the committee concerned. Finally, the committee chairperson moves: "That this report be adopted." (Or "...adopted as amended.")

Occasionally it becomes evident that the report of a committee, or one of the recommendations, is not acceptable to a large proportion of the membership present at the meeting. In such cases a motion will sometimes be made to refer the particular recommendation, or even the whole report, back to the committee for further study and report to a later meeting. The committee will be asked to review its work in the light of the discussion heard.

**9. New Business**

When all unfinished business has been disposed of, the chairperson will say: "New Business is now in order." Any member who wishes may now bring up new items for consideration of if the agenda has been adopted earlier, items of new business are now taken in order.

**10. Announcements**

The chairperson should give committee chairpersons and others an opportunity to make special announcements.

**11. Program**

When the branch is to hear a special speaker, it may be advisable to have the speaker before the official business begins, i.e. after the agenda has been adopted. In other cases the program occurs at this place in the agenda. The chairperson of the meeting may ask the program chairperson to take charge at this point.

**12. Adjournment**

This motion requires a mover and seconder and is voted on without amendment or debated.

More detailed information on proper parliamentary procedure to be followed during the meeting is included on the following pages.



# Advice On The Conduct Of Meetings

[Prepared by The Canadian Teachers' Federation]

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## PREFACE

The purpose of rules of order is to ensure that the business of a meeting is accomplished efficiently and without waste of time. In particular, rules of order are designed:

1. to ensure that members of an association are kept informed of, and effectively control, the actions of officers and committees.
2. to protect the equal right of all members to express opinion.
3. to ensure that all members clearly know what is being debated or decided.
4. to confine debate strictly to the topic which has been announced.

The information in the following pages is intended to equip chairpersons with the means of achieving these purposes. It is set out in the form of answers to questions, in the hope that the information will thus be more readily accessible. It does not include all the devices of parliamentary debate, as described by standard authorities on rules of order.

It is customary for the by-laws of an organization to specify an authority to whom reference should be made if any question is raised that is not covered by the association's rules of order. The authority usually prescribed is Robert's Rules of Order.

The directions here offered conform to the principles laid down by this authority, and embody rules widely used by the affiliates of the Canadian Teachers' Federation.

## A. PRELIMINARIES

### 1. How many members make up a quorum?

No set number unless specified by the by-laws of the association. For a meeting for which no quorum is specified by by-law, it is usual to regard 50 percent of those eligible to attend and vote as constituting a quorum.

### 2. What should be done if there is no quorum at the time for which the meeting is scheduled?

If there is no quorum thirty minutes after the time announced for the start of the meeting, the president of the group, or in his/her absence, the most senior officer present, shall announce that the meeting stands adjourned. No business may be conducted.

**3. What should be done if the number falls below a quorum during the meeting?**

- a) If any member draws the attention of the chair to the want of a quorum, the chair shall at once count the members present. If there is no quorum, the chair shall at once announce the meeting is adjourned.
- b) If the lack of a quorum is discovered during a debate or in the course of a vote, the business being debated or voted on will be the first business at the next meeting.

**B. ORDER OF BUSINESS**

**1. How is a meeting begun?**

The officer designated to preside opens the meeting by taking the chair and stating "The meeting will now come to order". He/she then announces the first item of business.

**2. What is the order of business?**

An agenda stating the order of business must be presented at the start of the meeting for approval or amendment. The following is a typical order of business:

Consideration of Agenda  
Minutes of the previous meeting  
Report of action arising from previous minutes  
Other business arising from the minutes  
Correspondence  
Reports of Officers  
Reports of Committees  
Unfinished Business  
New Business  
Elections (when appropriate)  
Adjournment

**NOTES:**

- 1) Agenda: At the start of the meeting, the chair asks if the agenda is acceptable. If no changes are proposed, he/she invites a motion to adopt the agenda. It must be seconded and voted upon.
- 2) Minutes may be read, and the meeting invited to say whether there are errors in them. No member may then speak except to point out a specific error and state the correction required.

When there are no further corrections, the chair announces that the minutes are approved. No formal vote is taken.

Reading of the minutes may be omitted if any member moves "That the minutes be taken as read and approved", and if the motion is seconded and carried. (This motion may not be debated.)

- 3) Business Arising: Members may ask questions of fact about action taken, and may move further action to implement decisions recorded in the minutes. They may not comment on the policy or merits of the decisions recorded.
- 4) Correspondence: Important communications received, and any answers given, are read by the secretary. If any action seems to be required, an appropriate motion may be made, seconded and voted upon, but if there is much debate, it is better to postpone the matter by moving that it be referred to "New Business".
- 5) Reports:
  - a) If a report contains no recommendations for action, no motion of any kind need be made after it is delivered; but
  - b) the meeting may, if it pleases, pass a motion "that this report be adopted". The effect of this is that the whole meeting accepts responsibility for the statements made.
  - c) If the report contains recommendations or resolutions, they should be listed at the end, and the person presenting the report may move "that the resolutions be adopted", If preferred, however, each resolution may be presented by a separate motion. Any or all resolutions may be amended by the meeting.
  - d) A member who feels that the matter reported on has not been given sufficient study by a committee may, before a vote is taken, move "that the report be recommitted to the committee".

(If seconded, the motion to recommit may be debated only with respect to the advisability of recommitting. If it is lost, consideration of the motion "to adopt" is resumed.)

A Treasurer's report or other financial report, must not be adopted until audited. When the report is presented, the only motion that can be allowed is "that the report be filed for audit".

When an auditor's report is presented, the chair must invite a motion "to adopt the auditor's

report". This, if passed, endorses the financial report.

NOTE: a) A motion "to receive" a report must not be allowed unless there is some doubt whether the meeting, at that time, wishes to hear a report for which no place was made on the agenda. If made, it is not debatable and must be voted on at once. b) A motion "to accept" a report must not be allowed, as it implies adoption of all recommendations.

- 6) Unfinished Business: Matters left undecided on adjournment of the previous meeting should be taken up in the order in which they appeared on the original agenda.

At this point, a motion "to take from the table" is also in order (see section E.5. Note).

- 7) New Business Includes: a) Action arising from correspondence (see 4 above), and b) New proposals.

### 3. How can the order of business be changed?

A member who wishes to have any item of business taken up out of its normal order may move "That the regular order of business be suspended by the consideration of...". If seconded, the motion must at once be voted on, without debate. It is lost unless two-thirds of the votes cast are in favour of it.

## C. THE CHAIR

### 1. What are the duties of the chair?

The chair shall:

- a) Call the meeting to order.
- b) Announce each item of business as it comes up, and ask the appropriate person to speak.
- c) When a motion has been moved and seconded, state the motion clearly before allowing discussion.
- d) Disallow any motion which in his/her opinion is out of order.
- e) Authorize members to speak in discussion.
- f) Interrupt any member who speaks without being authorized, or who, in speaking, violates any of the rules for the conduct of members at meetings.

- g) Interrupt any member whose remarks do not relate to the question before the meeting.
- h) In general, enforce the rules of proper conduct.
- i) When a point of order is raised, give a clear ruling, stating what rule he/she is applying. (He/she may ask for opinions, but must make the decision himself/herself.)
- j) When his/her ruling is challenged, allow the challenger to explain, then submit the question to a vote, without debate, by saying "The question is, shall the decision of the chair stand?"
- k) Before allowing the mover of a motion to reply to debate (see D.1(c)), inform the meeting that the mover's reply will close the debate.

### 2. What are the rights of the chair?

- a) The chair may not take part in discussion, but may inform the meeting on matters of fact within his/her knowledge, and he/she may if he/she chooses explain the effect of proposed measures and draw attention to departures from policy or normal procedure.
- b) If the chair wishes to express an opinion, he/she may call on another officer to take his/her place in the chair; he/she may then take part in debate.
- c) The chair may vote only when there is a tie vote on the meeting. He/she has a "casting vote". (By tradition, the chair votes in such a way that another opportunity to consider the matter can easily be provided. Normally this is done by a negative vote.)

## D. CONDUCT OF MEMBERS

### 1. What are the rights of members?

- a) When authorized by the chair, members have the right to speak, without interruption, as long as they violate no rules of debate or conduct.
- b) When a member violates any rule of debate or conduct, any other member may interrupt by rising and saying "I rise to a point of order". The chair must then allow the member to explain his/her point, provided that he/she does not wander beyond it nor touch on the question under debate. If the chair's decision on a point of order does not satisfy the objection, the objector may say, "I appeal the decision of the chair". The member may then explain the

grounds of his/her appeal and request that the matter be put to a vote.

- c) A member may: make a motion; second a motion; speak once only to each question, except that he/she may speak again to correct a misunderstanding of words he/she has previously used, and if the member has introduced a motion, may reply once to the arguments against it.

## 2. What are the duties of members?

- a) Members must:

- obey the chair, subject to their right to raise a point of order,
- speak only to the chair,
- speak strictly to the point,
- sit down at once when called to order,
- remain silent in their places while a matter is being put to the vote.

- b) Members must not:

- use any abusive or offensive words,
- speak during debate, except to the chair and when authorized by the chair,
- discuss any matter which has been voted on,
- walk across or out of the room while a vote is being taken,
- interrupt a speaker, except on a point of order.

## E. DEBATE

### 1. How is a topic introduced for discussion?

- a) A member wishing to introduce a proposal or ideas will rise and say "I move that ...". If another member seconds the motion, the mover will, whenever possible, hand it in writing to the chair.
- b) The chair will then read the motion to the meeting. It is then open to debate.
- c) The motion is now a substantive motion. No other substantive motion may be made until the one under debate has been decided.

### 2. How may a topic be dealt with?

A substantive motion may be: discussed, amended, delayed, referred, withdrawn, voted upon, or reconsidered.

### 3. How is a motion discussed?

- a) Each member may speak once only, except that the mover may reply once to arguments; and other members may speak a second time to clarify a misunderstanding. (See D.1.(c))
- b) No further debate is allowed after the mover of a motion has spoken in reply to the arguments against it.
- c) If a member feels that a matter requires especially close study or free discussion, he/she may move "That this meeting do now go into committee of the whole to consider the motion that ....". If the motion is carried, the chairperson names another person to take the chair.
- d) In committee of the whole, nothing may be discussed except the business specified. Proceedings are not recorded. Motions and amendments made in committee need no seconder. Members may speak more than once on each topic.

When a decision has been reached, a motion is made "That the committee do now rise and report." The chairperson of the meeting then resumes the chair.

The person who acted as chairperson of the committee presents the decision of the committee as a report, and moves its adoption in the normal way.

### 4. How can a motion be amended?

- a) When a motion is being discussed, any member who has not already spoken may move an amendment.
- b) An amendment is a proposal to change the words of the motion by either:
  - deleting certain words;
  - adding or inserting certain words; or
  - deleting some words and substituting others.
- c) An amendment is proposed by a member saying "I move that the motion be amended by (deleting, etc.)". A motion to amend must be seconded.

It must then be debated and voted upon before there is any further discussion of the motion.

- d) An amendment is out of order if it is contrary to the sense of the motion, or if it introduces an entirely new idea.
- e) While an amendment is being debated, a member may move that the amendment be amended (by deletion, insertion or substitution). This second amendment (sub-amendment) must, if seconded, be discussed and disposed of before there is any further discussion of the first amendment.

No further amendment may be proposed until the sub-amendment has been voted on.

- f) In each case, if an amendment is carried, the chair will say "the motion now is ...." and will read the motion in its amended form, debate of the motion in this new form then follows.
- g) Once an amendment has been adopted, the words inserted cannot be removed by any further amendment, nor can words deleted be replaced, but more words can be added by other amendments.

#### 5. How can a motion be delayed?

- a) Discussion of a matter may be delayed
  - i) by a motion to lay it on the table
  - ii) by a motion to postpone the question to a set time.

Both of these motions require seconders. Neither of them may be moved in committee of the whole.

**Note:** Motion ii) may be debated, and may be amended as to time. Debate on it can be interrupted by motion i).

Motion i) cannot be amended or debated, but must be put to the vote at once. If carried, it has the effect of placing all documents concerned in the hands of the secretary until the close of the next meeting. If before that time no motion "to take the question from the table" is put, the question is dead.

- b) At any time, debate may be interrupted by a motion "That the meeting do now adjourn". This motion, if seconded, must be put to the vote at once, without debate or amendment. The question left undecided then becomes an item of "unfinished business" for the next agenda.

#### 6. How can a question be referred?

- a) If a member feels that a matter should be further considered or more information gathered, he/she may move "That this question be referred to ..." (naming an existing committee, proposing a committee of the whole, or proposing a special committee). If seconded, it can be amended, but it can be debated only as to the propriety of referring the matter.
- b) A motion to refer cannot be brought if a motion to postpone is being discussed.

#### 7. How can a motion be withdrawn?

After a motion has been read by the chair, it belongs to the meeting. If the mover wishes to withdraw it, he/she must ask the chair for leave to do so. The chair then asks the meeting if there is any objection. If there is none, the chair announces that the motion is withdrawn. If there is an objection, the chair at once calls for a vote on whether or not withdrawal will be allowed.

#### 8. How is a motion voted upon?

- a) When debate seems to have ended, the chair asks "Are you ready for the question?" If no one rises to speak, the chair will, after a pause, read the motion again, and call upon those in favour of the motion to raise their right hands. He/she will then call upon those opposed to do the same.
- b) The chair must announce whether the motion is carried or lost.

#### 9. How can a question be reconsidered?

- a) A member who has voted with the prevailing side of a motion may, on that day, or, if the meeting continues, on the next day at latest, move "to reconsider the vote on the motion that ...." . The motion to reconsider must be seconded, and can be debated if the original motion was debatable.
- b) If the motion to reconsider is carried, debate on the original motion resumes as if no vote had been taken (i.e. no one who has spoken on that topic may speak again).
- c) At a future meeting, any member may move "That we rescind the motion that .... which was carried at our meeting on (date)". This motion

must be seconded and is carried only if there is a majority of two-thirds in its favour. (If notice of this motion has been given at a previous meeting, or in the public announcement of the meeting, a simple majority vote is sufficient.) If carried, it applies only to any part of the motion on which no action has been taken.

#### 10. How can debate be cut short?

A member who has not spoken on a substantive motion may move "That this question be now put". The motion must be seconded, and may not be debated or amended. If it is carried, the question on the main motion must be put at once. If it is defeated, debate on the main motion is again open to debate and amendment, the same as if the previous question had not been demanded.

### F. ELECTIONS

#### 1. How are nominations made?

- a) If the association has a nominating committee, the chairperson of the committee, when called upon to report, reads his/her report, consisting of the names of the persons nominated for office. The chairperson of the meeting then asks the meeting if there are any other nominations for the highest of the offices mentioned.
- b) If there is no nominating committee, the chair asks the meeting for nominations for the highest office vacant.
- c) In either case, any member may nominate a candidate. No seconder is required for a nomination. A nomination is valid if the nominee is present and does not decline.
- d) When there are no further nominations, the chair declares that nominations are closed.
- e) A member may move "That nominations be closed". The motion must be seconded, and is not debatable. It requires a two-thirds majority.

#### 2. How are elections conducted?

- a) Before calling for the vote, the chair ensures that ballot forms have been distributed, and that enough scrutineers have been appointed to collect and count them rapidly. He/she then explains to the meeting how the votes are to be marked on the ballots, and calls for a vote on

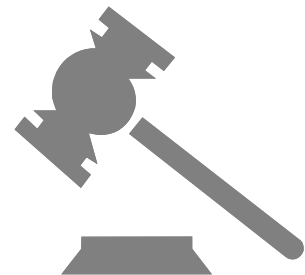
the first of the offices vacant. When enough time has been allowed for the marking of ballots, the chair instructs members to see that their ballot forms are folded, and orders the scrutineers to collect them.

- b) While the votes are being counted, other business may proceed, but the chairperson of scrutineers may interrupt as soon as counting is complete.
- c) When the count is complete, the chairperson of scrutineers reports to the chair the name of the candidate receiving the highest number of votes or reports that a further vote is necessary, as required by the Constitution or By-laws.
- d) When a candidate has received a sufficient number of votes, the chair announced that he/she is elected. The chair then proceeds to order the election for the next office on the list.
- e) After all positions have been filled, it is usual for the chair to invite a motion "That the ballots be destroyed".

### G. ADJOURNMENT

#### 1. How is a meeting closed?

- a) When it appears to the chair that there is no further business, he/she asks "Is there any further business?" If there is no response, the chair declares "this meeting is adjourned".
- b) At any time, a member may move "That this meeting do now adjourn". The motion must be seconded. If it is brought during a debate, it is undebatable (see E.5(b)), and must be voted on at once. If no business is pending, it is a substantive motion open to debate.



# Running Branch Elections

Providing for the smooth transition of branch executive offices from year to year is an important and necessary function of the branch. To this end, the branch should have in place a Nominating Committee.

This committee should be appointed **well in advance** of the date of the elections. It is strongly suggested that the new branch executive be elected in **branch elections** to be scheduled during the second week of May. Be sure to check the topic of "Elections" in the by-laws of your branch and in the model branch by-laws (see section VI in this manual).

## MEMBERS

The nominating committee should consist of a few experienced members (usually two or three) who are not themselves seeking election. Former presidents of your branch or others in an "elder statesperson" category are best qualified for this job. Many branches ask the immediate past-president to serve as chairperson. This committee should meet for the discharge of its responsibilities independent of any general meeting or function of your branch.

## DUTIES

The duty of a Nominating Committee is to ensure that there are nominees for all the offices of the organization that are to be filled by election. Every effort should be made to publicize the positions and to let members know that this is an opportunity to become a branch decision maker. The committee should not only seek out nominees who, in their opinion, are fitted for the various posts, but they should make certain (a) that the nominees are qualified to stand for election under whatever by-laws your branch may have on this topic; and (b) that they are willing to stand for election. A Nominating Committee may put forward two or more names for a single office and thus precipitate an election. However, it is not necessary to do so. A single nominee for each position may be put forward. The committee should ensure, though, that all branch members are aware that the nominating procedure is taking place and have an opportunity to submit nominations. If any one gender group is under-represented on your current executive, encourage such qualified persons to consider nomination.

## REPORTING

The Nominating Committee reports to the entire membership of the branch as per branch by-laws or policy, generally at the annual meeting of the branch. If a nominating committee submits one name in nomination for each elective office to be filled and there are no other nominations, the committee's report may be simply adopted by majority vote of the members present and their nominees are then declared duly elected by acclamation to the respective offices.

## NOMINATIONS FROM THE FLOOR

When elections are carried out at a meeting of the branch, the presiding officer for this portion of the meeting should check with the branch by-laws and signify readiness to accept other nominations "from the floor". (The chairperson for the elections would generally be the chairperson of the electoral committee. It must not be any individual who is running for branch office.) When such nomination is made, it must be established immediately whether the nominee is prepared to accept the nomination. Of course, when two or more nominations are made for a single office, either from the nominating committee or through additional nominations from the floor, an election must be held. In such cases, each nominee should be given a brief opportunity (2 - 3 minutes) to address the meeting.

## ELECTIONS

In any election of officers by ballot, scrutineers of the ballot should be appointed. They have the sole right to open ballots and record the number of votes cast for each candidate. They report the result of the voting to the presiding officer but they need only report the candidate(s) elected, not necessarily the number of votes each candidate has received.

The Canadian Teachers' Federation booklet **Advice on the Conduct of Meetings** is included in this Manual and the information relative to "How Are Nominations Made?" and "How Are Elections Conducted?" will be of interest.

# Branch By-Laws

The model branch by-laws which follow have been approved for branches of the Newfoundland and Labrador Teachers' Association. In adopting the model branch by-laws, it was the intention of the executive to establish a set of by-laws which could be used to provide a similar operating structure for all branches. To accomplish this, we are suggesting that branches adopt the model by-laws in as complete a detail as possible. Of course, variations from the model which are necessary because of specific conditions or situations in the branch would be considered. (An example of this would be that many of our smallest branches choose not to put a Branch Representative Council structure in place.)

If the by-laws of your branch have not been updated to reflect the provisions of the model by-laws, you should put in place a committee chaired by a member of your branch executive to undertake this task. The review should be undertaken with a view to incorporating as many aspects of the model branch by-laws as possible. The process for proposed by-law changes is as follows:

1. By-law changes drafted by branch committee.
2. Approval and adoption at a general branch meeting.
3. Submission to staff officer responsible for branch operations who will recommend further changes or recommend approval to the Membership Benefits and Services Committee.

## Duties and Powers of Branch Officers

The duties and powers of the branch executive and individual branch officers are included within the branch by-laws.

The pertinent sections of the model branch by-laws which outline the duties and powers of the branch executive and branch officers are:

- By-Law V. Executive of the Branch
- By-Law VI. Election of Executive and Term of Office
- By-Law VII. Duties and Powers of Executive
- By-Law VIII. Duties of Executive Officers
  - a) President
  - b) Vice-President
  - c) Secretary
  - d) Treasurer
  - e) Communications Officer
  - f) Political Action Officer
  - g) Equity Issues Officer
  - h) Professional Development Officer
  - i) Substitute Teacher Representative
  - j) New Teacher Representative

# Model Branch By-Laws

## BY-LAWS OF THE (NAME) BRANCH OF THE NEWFOUNDLAND AND LABRADOR TEACHERS' ASSOCIATION

### I. AUTHORITY AND NAME

- a) In accordance with the provisions of Section 5(c) of the Newfoundland and Labrador Teachers' Association Act, a Branch is permitted to formulate By-laws and pass resolutions not inconsistent with the said Act, or the By-laws of the said Association, or with these By-laws.
- b) The said Branch shall be known as the *(Name)* Branch of the Newfoundland and Labrador Teachers' Association, hereinafter referred to as "the Branch".
- c) This name shall appear on all correspondence initiated in the name of the Branch.

### II. DEFINITION OF BOUNDARIES

- a) The Branch shall encompass the geographical area *(here the area is defined either by naming the extremities or by including the name of the community(ies) included)*.

### III. MEMBERSHIP ELIGIBILITY

- a) Any member of the Newfoundland and Labrador Teachers' Association as defined in the NLTA Act who is employed within the Branch boundaries shall be a member of the Branch and shall hereinafter be termed "member".
- b) Any other member of the Association, other than those employed within the Branch boundaries, who is a member of the Association as per Association By-laws and who is not included in the membership of another Branch, may be a member of the Branch.

### IV. OBJECTIVES OF THE BRANCH

- a) The objectives of the Branch shall be in accordance with the objectives of the Association as per Section 4 of the NLTA Act and shall include the following:
  - i) To promote and advance the cause of education.
  - ii) To cooperate with other organizations having the same or like aims and objectives.
  - iii) To safeguard and advance the interests of the teaching profession.
  - iv) To secure conditions for its members which will make possible the best professional educational service.
  - v) To stimulate public interest in educational affairs.
  - vi) To take any measure which the Branch deems necessary or advisable in order to give effect to any policy adopted by it with respect to any questions directly or indirectly affecting its members.
  - vii) To elevate and unify the teaching profession.
  - viii) To organize and suggest groups for improving the knowledge and skill of teachers.
- b) In order to give effect of these objectives, the activities of the Branch shall include:

#### Per the NLTA Act:

1. Submit to Head Office any proposed by-law or amendment or intention to repeal a by-law at least three months prior to the Biennial Meeting or Convention of the Association.

## Per the NLTA By-laws and Association Policy

2. Provide direction for the Association at the Convention and at any extraordinary general meeting.
  - a) By electing **one** delegate to represent every one hundred members or fraction thereof in the branch, in accordance with Association policy, which states that the Branch President shall be a/the Convention delegate. If the President cannot attend, the Vice-President shall be the delegate and if both cannot attend, the branch will elect a delegate.
  - b) By providing directions to its delegate(s) on speaking to issues at Convention and general meetings or, a branch may grant such delegate(s) discretionary powers.
  - c) By providing nominations for the Provincial Executive.
  - d) By presenting, for consideration at the Convention, matters of concern to the membership by way of resolutions leading to the development of Association policy.
3. Provide for election of officers at the branch level and to run the affairs, including:
  - a) Annual registration of the branch with head office;
  - b) Submitting an annual audited statement of branch accounts to head office;
  - c) Registering and maintaining at head office an approved copy of the branch by-laws; and
  - d) Completing the Branch Viability Profile biennially.
4. Refer to Provincial Executive matters of immediate concern to the members of the branch.
5. Promote internal and external public relations by:
  - a) Striving to keep its members and the community informed on educational developments and issues, and the policy of the Association with respect to these;
  - b) Collecting and evaluating all pertinent information with regard to the opinions, attitudes and actions of the membership of the branch and the public with regard to education, teachers and the Association;
  - c) Assisting in establishing a two-way communication with the Association and its members, and with the branch and the general public; and
  - d) Assisting the Association in improving the image of teachers and education with the general public through involvement in the Association's public affairs program.
6. In the event the President is not available, identify a teacher willing to serve on the school board-teacher liaison committee for submission to Provincial Executive for appointment.
7. Identify nominees for such provincial committees, seminars such as the Disciplinary Committee and the CONTACT Conference.
8. Promote professional relations among the membership by:
  - a) Familiarizing members with the Association's definition of professional conduct as expressed in the Code of Ethics;
  - b) Introducing new teachers to the policies and affairs of the Association at an induction ceremony or similar specially prepared program;

- c) Identifying members for consideration by Provincial Executive under the Association's awards program;
  - d) Honouring retiring teachers by arranging the presentation of their retirement scroll and pin;
  - e) Providing the opportunity for teachers to meet on an informal basis through social events such as dinners, bonspiels, etc.
9. Organize inservice programs and professional days to enhance teacher involvement in professional development.
10. Provide the branch membership the opportunity to present matters of concern to candidates running for school boards and in municipal, provincial and federal elections.

#### V. EXECUTIVE OF THE BRANCH

- a) The Executive of the branch shall consist of the President, Vice-President, Secretary, Treasurer (or Secretary-Treasurer), Communications Officer, Political Action Officer, (or Communications-Political Action Officer), Equity Issues Officer, Professional Development Officer, Substitute Teacher Representative, New Teacher Representative, Immediate Past President (if available) and members-at-large as per branch resolution, and shall hereinafter be referred to as the "Executive".
- b) Every effort shall be made to ensure the branch Executive membership reflects proportional gender representation and generational equity, based on branch membership.

#### VI. ELECTION OF EXECUTIVE AND TERM OF OFFICE

- a) The election of the branch Executive shall take place during the second week of May each year. *(If there is a two-year executive in place then the words "each year" should be replaced with the words "in the year of the expiry of the term of office for the Executive".)*
- b) The term of office for the Executive shall be from August 1st to July 31st. *(Current Association policy contains a recommendation that branches be elected for a two-year term of office. The statement would then read: "The term of office for the Executive shall be from August 1 in the year the Executive was elected to July 31 of the second year following.")*

#### VII. DUTIES AND POWERS OF EXECUTIVE

The duties and powers of the Executive shall include the following:

- a) Conduct the day-to-day business of the branch consistent with the policy established by the branch;
- b) To carry out instructions given to it by the branch or Association;
- c) To be the decision-making body of the branch on matters other than those listed in Article 19;
- d) Plan the affairs of the branch, including all general meetings;
- e) To exercise such powers as it may deem necessary or advisable for the welfare of the branch and its members;
- f) To appoint such committees as it considers necessary for the welfare of the branch;
- g) To carry out and uphold the By-Laws of the Association and the branch;
- h) To carry out any other matter or duty consistent with the objectives of the branch; and

- i) Hold a minimum of three Executive meetings per year.

### VIII. DUTIES OF EXECUTIVE OFFICERS

- a) **President:** The President, in general, shall be responsible for the overall function of the branch. Specifically, the duties shall be the following:
  - i) be the official spokesperson for the branch in all matters unless otherwise designated by him/her.
  - ii) call and preside at all general and executive meetings;
  - iii) appoint the members of the committees both standing and special, and serve as an ex-officio member on all said committees;
  - iv) countersign any cheques with the treasurer;
  - v) supervise any affairs of the branch;
  - vi) be the official signer on all documents on behalf of the branch;
  - vii) ensure that all executive officers are fulfilling their responsibilities and duties;
  - viii) ensure that the by-laws of the branch are upheld;
  - ix) produce and submit to members at a final general meeting, an annual report;
  - x) take possession of the branch filing cabinet and ensure that all correspondence is properly filed;
  - xi) perform any such duties as the executive or branch may from time to time assign him/her; and
  - xii) attend the Association's Convention on behalf of the branch.
- b) **Vice-President:** The vice-president should work very closely with the president and thereby always be in a position to assist and replace that person. Specifically, the duties shall be the following:
  - i) assume the duties of the president when the president is absent or when requested to do so by the president;
  - ii) assist and share in the president's duties;
  - iii) ensure that any committees appointed by the president are functioning properly and advise the president of any necessary changes;
  - iv) reserve facilities for all general meetings; and
  - v) perform any other such duties as may be assigned by the president, executive or branch;
- c) **Secretary:** The secretary is mainly responsible for the administrative aspects of the branch. Specifically, the duties shall be the following:
  - i) keep, in separate books, an accurate record of all general and executive meetings;
  - ii) keep an accurate record of attendance at all general and executive meetings;
  - iii) contact all executive officers for executive meetings;

- iv) be custodian of all records of the branch, except such records and papers as shall be kept by the treasurer;
  - v) initiate any correspondence as directed by the president, the executive or the branch;
  - vi) sign any such papers as are required or as instructed by the branch;
  - vii) prepare and send to the head office any reports as may be required at any time;
  - viii) produce and periodically update a list of all members of the branch including names, addresses, telephone numbers, dates of birth, number of years teaching experience, and any other information the executive may deem necessary;
  - ix) ensure that the branch is in possession of any booklets, brochures, books or other resource materials that are available from the head office; and
  - x) perform any other such duties as may be assigned by the president, executive or branch.
- d) **Treasurer:** The treasurer is responsible for all financial aspects of the branch operation. Specifically, the duties shall be the following:
- i) be the custodian of all funds of the branch and keep such funds in a bank, trust account, or in the credit union as determined by resolutions of the branch.
  - ii) keep an accurate record of all money received and spent;
  - iii) make a financial report at each general meeting containing income, expenditure, outstanding cheques, outstanding bills and bank balance.
  - iv) assist the audit committee appointed by the president;
  - v) produce a year-end financial report to submit to members at the final meeting in June;
  - vi) countersign all cheques with the president;
  - vii) have custody of all securities, notes, contracts and other financial papers of the Branch and place them for safe keeping in a safe deposit box of a bank designated by the branch;
  - viii) sign any such papers as are required by his/her office or as instructed by the president, executive, or branch;
  - ix) adhere to all financial procedures as outlined in Article XX of these by-laws;
  - x) perform any other duties as may be assigned by the president, executive or branch.
- e) **Communications Officer:** The communications officer, in general, shall be responsible for the establishment and maintenance of a communication link between members of the branch and any other group which may be of assistance in achieving branch objectives. Specifically, the duties shall be the following:
- i) inform the head office of branch happenings that are not the direct responsibility of the president or secretary;
  - ii) inform members of any branch happenings or of any pertinent information from any source which may be of interest to teachers, (obtaining, where necessary, permission from the president);

- iii) pursue any correspondence or publication which may emanate from NLTA, government or school boards, etc. and extract any information which would be of interest to teachers;
  - iv) notify members of all branch meetings in accordance with Article XIII of these by-laws;
  - v) make arrangements with any of the media for press releases or announcements;
  - vi) when directed by executive, arrange for the typing, reproduction and distribution of any materials;
  - vii) produce and distribute, as the need arises, a branch newsletter as a means of fulfilling sections ii) and iii) of this article.
- f) **Political Action Officer:** The political action officer, in general shall be responsible for the branch public affairs/political action program. Specifically, the duties shall include the following:
- i) attempt to get the branch to think politically and act politically on behalf of teachers and education;
  - ii) attempt to do this by:
    - establishing an ongoing committee;
    - maintaining close liaison with the branch executive;
    - maintaining contact with the provincial Communications division;
    - establishing a year-round public affairs/political action program.
    - maintaining continual liaison with the branch communications officer (if the offices are separate);
  - iii) establish a school board watch;
  - iv) establish ongoing contact with MHA(s) from branch area;
  - v) maintain close liaison with other branches operating in the electoral district;
  - vi) develop liaison with other groups in the community.
- g) **Equity Issues Officer:** The major goals of this person will be:
- i) To increase the awareness of, and provide the means whereby, equity issues within the school system will be promoted and discrimination eliminated; and
  - ii) To increase the involvement of all teachers in all facets of education where they are presently under-represented.

The equity issues person will attempt to promote the two major goals as noted above. Specifically, the duties will be as follows:

- i) to act as the resource person with respect to equity issues materials in consultation with the staff consultant to the Equity Issues in Education Committee;
- ii) to maintain liaison with local and regional equity issues groups;
- iii) to be the contact person for the Equity Issues in Education Committee through the staff consultant;
- iv) to provide assistance within the branch organization for activities related to equity issues;
- v) to perform other duties as may be assigned by the branch president; and
- vi) to report regularly to the branch executive and the membership.

- h) Professional Development Officer:** The Professional Development Officer, in general, shall be responsible for assessing needs and facilitating professional development opportunities for teachers. Specifically, the duties shall be the following:
- i) provide leadership to the branch in the area of professional development;
  - ii) coordinate and/or facilitate delivery of professional development activities (i.e. projects, programs, inservice/workshops, conferences) in collaboration with other appropriate stakeholders (NLTA, CTF, special interest councils, school board, Department of Education, universities, and teacher colleges);
  - iii) prepare a professional development budget that accounts for assessment, program development and program delivery for both locally and provincially sponsored initiatives within the branch;
  - iv) inform member of any branch happenings or of any pertinent information from any source which may be of interest to their professional development (obtaining, where necessary, permission from the President);
  - v) act as a liaison with the NLTA Professional Development Division in order to promote within the branch projects initiated by the Division that require the input of teachers from the local area;
  - vi) in conjunction with the Communications Officer make arrangements with the media for press releases or announcements; and
  - vii) when directed by Executive, arrange for the typing, reproduction and distribution of any professional development materials.
- i) Substitute Teacher Representative:** The substitute teacher representative, in general, will be responsible for establishing and maintaining contact with substitute teachers. Specifically, the duties shall include the following:
- i) in consultation with the school representatives, contact and conduct a registration of substitute teachers who either live or substitute within the branch boundaries and ensure that they have received a Substitute Teacher Kit provided by the NLTA Office;
  - ii) represent substitute teachers at branch executive meetings and branch representative council meetings;
  - iii) organize an information session/social periodically to provide substitutes with an opportunity to discuss both professional development and benefits and economic services concerns and to become familiar with NLTA services at the branch and provincial levels;
  - iv) with assistance of the school representatives, inform each substitute of general branch meetings and pass along any information that reaches other teachers through the schools;
  - v) with assistance of the school representatives, ensure that substitute teachers receive information that is being distributed from the NLTA office.
  - vi) carry out any additional responsibilities as determined by the branch.
- j) New Teacher Representative:** The new teacher representative, in general, will be responsible for establishing and maintaining contact with new/early career teachers. Specifically, the duties shall include the following:
- i) in consultation with the school representatives, contact new teachers and ensure that they have received a New Teacher Kit provided by the NLTA Office;

- ii) organize an information session/social for new/early career teachers within the branch to introduce them to branch members and to familiarize them with the NLTA services at the branch and provincial levels.
- iii) encourage new teachers to become involved in branch and provincial Association activities.
- iv) with the assistance of the school representatives, inform each new teacher of general branch meetings and encourage their attendance.
- v) carry out any additional responsibilities as determined by the branch.

**IX. BRANCH REPRESENTATIVE COUNCIL**

A. There shall be established a branch representative council which shall consist of:

- a) The executive of the branch; and
- b) One representative per each ten members or fraction thereof from each school and board office operating within the branch boundaries.

**B. Duties of the Council Members**

- a) To attend all meetings of the council or provide for an alternate from his/her unit;
- b) To seek the advice on agenda items to be dealt with at council meetings;
- c) To keep the unit informed of all activities and decisions of the council.

**C. Meetings of the Council**

- a) The council shall meet at such times and at such places as it may itself determine but, in any event, shall meet no fewer than four (4) times in any school year.
- b) The executive may call a meeting of the council at any time, provided that notice of such meeting is given to each representative not less than three (3) days prior to the date of such meeting, except in the case of emergency meetings;
- c) The executive shall have the authority to call an emergency meeting of the council for specific purpose which shall be a matter of record, and such meeting shall be deemed to be an emergency meeting of the council and no written notice shall be necessary in such event, provided, however, that such emergency meeting shall have power to deal only with the purpose for which it is called.
- d) Meetings of the council shall be open to all branch members;
- e) All branch members may participate in debate as per the standard rules of order;
- f) Only council members may vote, however, on any matters placed before the council.

**X. QUORUM AT MEETINGS**

- a) The quorum for the transaction of business at any duly constituted general meeting shall be *(number)* members of the branch. (However, such factors as communicating adequate notice of meetings, announcement of the agenda items to be considered at the meetings, and an assurance that such communications reached the members may be considered as constituting quorum requirements in lieu of any fixed number.)

- b) The quorum for the transaction of business at any council or executive meeting shall be one-half the number of schools plus school board offices within the branch boundaries.

**XI. NUMBER OF MEETINGS**

- a) The number of general meetings to be held during a school year will be dependent upon the amount of business to be conducted and shall be left to the discretion of the executive. There shall be, however, at least three (3) general meetings a year including the annual general meeting.

**XII. NOTICE OF MEETINGS**

- a) Notice of general meetings should be given at least five (5) days prior to such meetings. Notices shall be posted in each school staff room and board office. In the case of an emergency meeting, the notice shall be posted at least twenty-four (24) hours prior to the meeting.
- b) Notices of council meetings shall be given by the secretary at least three (3) days prior to the meeting. The unit representative shall inform the members within the unit of such meetings.
- c) Notice of an executive meeting shall be given by the secretary to all executive members at least two (2) days prior to the meeting.

**XIII. AGENDA OF MEETINGS**

- a) An agenda will be drawn up and posted in all staff rooms at least two (2) teaching days prior to the general meeting.
- b) The agenda shall be presented at the start of the meeting and approved or amended.

**XIV. ORDER OF BUSINESS AT MEETINGS**

The order of business at any general meeting shall be:

- a) Consideration of agenda
- b) Minutes of previous meeting
- c) Report of action arising from previous meeting
- d) Other business arising from previous meeting
- e) Correspondence
- f) Reports of committees
- g) Reports of officers
- h) Unfinished business
- i) New Business
- j) Elections
- k) Adjournment

**XV. EMERGENCY MEETINGS**

- a) An emergency meeting for a specific reason may be called with a twenty-four (24) hour notice in any of the following ways:
  - i) By the president;
  - ii) By a request, in writing, from at least (*number*) members of the branch;
  - iii) By the vice-president in the absence or upon the request of the president.
- b) In the case of (a)(ii), an emergency meeting must be called within three (3) teaching days after the written request has been received.

c) At an emergency meeting only the topic for which the meeting was called may be discussed.

**XVI. BUSINESS TO BE CONDUCTED AT A GENERAL MEETING ONLY**

a) Any decision on the following items of business can only be obtained at a duly constituted general meeting of the branch:

- i) Resolutions for convention;
- ii) Delegate or alternate to Convention (other than president)
- iii) Election of officers (when necessary)
- iv) Nomination to Provincial Executive
- v) Approval of any reports (ie. treasurer's committee, etc.)
- vi) Revision to by-laws
- vii) Branch policy or guidelines
- viii) Branch nominations for Association awards

b) In choosing delegates/alternates to Convention or electing officers, every effort shall be made to ensure proportional gender representation and generational equity based on branch membership.

**XVII. REMOVAL OF OFFICERS**

The president or any executive member may be removed from office by a vote of non-confidence of two-thirds of the members in attendance at any meeting, providing that proper notice is given. For the purpose of this by-law, proper notice shall be deemed to be a period of not less than five days.

**XVIII. COMMITTEES OF THE BRANCH**

a) The president, upon consultation with the executive, shall appoint all standing and special committees and their chairs. Unless otherwise stated in these by-laws, all standing committees shall be appointed by the last of September and their term of office shall be until the end of the school year. All special committees shall be appointed as the need for such committees arises and shall automatically dissolve when they fulfill the purpose for which they were formed.

b) The following shall be the standing committees of the branch with their purpose and structure:

- i) **Nomination Committee.** This committee shall consist of two (2) members and a chairperson who should be the immediate past president, any other past president, or any member of the branch. Its purpose will be to carry out the election of the Executive in accordance with these by-laws.
- ii) **Social Committee.** This committee shall consist of two (2) members and a chairperson. Its purpose shall be to plan and organize any social events of the branch.
- iii) **Resolutions Committee.** This committee shall consist of two (2) members and a chairperson. Its purpose shall be to process resolutions to be submitted to the membership for ratification for submission to the Convention.
- iv) **Audit Committee.** This committee shall consist of two (2) members, a chairperson and one other member. Its purpose shall be to complete an audit of the operating account of the branch as per the branch registration form by **June 15th**.
- v) **Special Interest Council Co-ordinating Committee.**

c) The president shall serve as an "ex-officio" member of all committees.

d) Each committee shall submit a report to the president of their deliberations and activities.

e) Committees or committee members not fulfilling their duties may be replaced by the president.

## **XIX. FINANCIAL PROCEDURES**

The following financial procedures shall be adhered to by the branch:

- a) All funds shall be kept in an institution approved by the branch.
- b) All funds from any source shall be duly recorded by the treasurer and deposited in the operating account.
- c) All cancelled cheques shall be retained for a minimum period of two years following the end of the financial year.
- d) All payments by the branch shall be by cheque.
- e) Record of any cash donations shall be kept in an appropriate receipt book.
- f) All cheques shall be signed by the treasurer and president.
- g) Bills and/or receipts shall be obtained in all transactions and retained for a minimum period of two years following the end of the financial year.
- h) Fiscal year shall be from September 1st to August 31st.
- i) An Executive shall attempt to pay all bills before their term of office expires.

## **XX. RULES OF PROCEDURE**

Any question arising at any meeting whatsoever regarding the conduct or procedure will be determined by reference to "Robert's Rules of Order" and the Canadian Teachers' Federation "Advice on the Conduct of Meetings" (copy included in this Manual).

## **XXI. AMENDMENTS TO BY-LAWS**

- a) These by-laws may be amended by a two-thirds (2/3) majority vote at any general meeting of the branch provided written notice is given at a previous general meeting and the proposed changes approved by the Provincial Executive.
- b) A copy of said notice shall be posted in each staff room in the branch five (5) teaching days prior to the meeting on which the proposed amendment is to be voted.

# The Roles of Branch Committees

Every committee established under the branch by-laws should include among its membership one (1) member of the branch executive who shall be the Chairperson of the committee and shall be responsible for submitting a written report of the activities thereof to the executive at such time and in such manner as the executive may from time to time decide. Following are some suggested duties for specific branch committees.

## COMMUNICATIONS COMMITTEE

### 1. Membership

- a) President (ex officio);
- b) one (1) executive member to act as chairperson;
- c) at least three (3) other members of the branch.

### 2. Purpose

- a) to conduct public relations activities as directed by the executive or membership;
- b) to publish branch newsletters;
- c) to publicize general meetings of the membership;
- d) to compile reports to be distributed to all teachers for the Convention;
- e) to assist the communications officer in carrying out his/her duties in accordance with the branch by-laws.

## POLITICAL ACTION COMMITTEE

### 1. Membership

- a) President (ex officio);
- b) one (1) member of the executive, appointed by the executive, to serve as chairperson;
- c) at least three (3) other members of the branch.

### 2. Purpose

- a) to organize programs and activities designed to encourage the branch to think and act politically on behalf of teachers and education;
- b) to establish ongoing contact with your MHA(s) and arrange opportunities to keep them informed on teachers' concerns;
- c) to establish a school board monitoring system;
- d) to develop close liaison with like-minded groups in the community (Home and School Associations, service clubs, etc.).

## PROFESSIONAL DEVELOPMENT COMMITTEE

### 1. Membership

- a) President (ex officio);
- b) one (1) member of the executive, appointed by the executive, to serve as chairperson;
- c) at least three (3) other members of the branch.

### 2. Purpose

- a) to provide leadership to the branch in the area of professional development;
- b) to organize branch inservice day(s) in cooperation with other appropriate groups;
- c) develop and maintain a professional development file at the branch level;

- d) to maintain liaison with NLTA head office and communicate through such channels the professional development needs of the branch;
- e) to maintain liaison with the school boards operating within the branch boundaries and become familiar with the in-service programs of the boards;
- f) to maintain liaison with special interest councils under the jurisdiction of the branch to develop avenues of co-operation and avoid possible duplication when serving the professional development needs of the teachers;
- g) to assist in developing and organizing inservice sessions at workshops and/or branch meeting level;
- h) to contribute to the branch/board liaison on matters of professional interest.

## **RESOLUTIONS COMMITTEE**

### **1. Membership**

- a) President (ex officio);
- b) one (1) member of the executive to serve as chairperson;
- c) at least three (3) other members of the branch.

### **2. Purpose**

- a) to process resolutions to be submitted to a general branch meeting for ratification for submission by the branch to the Biennial General Meeting of the Association;
- b) to inform all branch members of the process for submitting resolutions to the BGM;
- c) to process resolutions to be submitted to the annual (or biennial) general meeting of the branch, if necessary.

## **SOCIAL COMMITTEE**

### **1. Membership**

- a) President (ex officio);
- b) one (1) member of the executive, appointed by the executive, to serve as chairperson;
- c) at least three (3) other members of the branch.

### **2. Purpose**

- a) to provide refreshments at meetings as directed by the executive;
- b) to organize social events for the branch membership.

## **OTHER COMMITTEES**

- 1. Education Week
- 2. Audit Committee
- 3. Other Committees as required

# Branch Registration For Substitute Teachers

The following is present NLTA policy on registration of substitute teachers and membership rebates to branches for same:

1. All substitute teachers should register either with the branch where they reside or with the branch where they normally do the most substituting, not both.
2. Branches are to conduct registration for substitute teachers who work at least once by December 31. Upon submission of such registration, the branches will be reimbursed at an amount equal to the current membership rebate rate for each registered substitute teacher. No further registration shall be considered during the year for rebate purposes.

Executive has also approved a procedure for branch communications with substitute teachers, as policy for all branches (see pages 63-64 of this Manual).

Because substitute teachers may work across branch boundaries and because substitutes become active members only after they have been employed as a teacher at least once in a school year, it is necessary for branches to conduct a formal registration and submit it to head office. To assist you, we have developed a **Substitute Teacher Registration Form**, as well as a summary form entitled **Official Registration for Substitute Teachers** on which the names of all substitute teachers registered with your branch are to be listed.

It is the responsibility of the Substitute Teacher Representative (or the branch executive, if no such representative exists) to ensure that contact is made with each substitute teacher and the required information submitted. Please make every effort to have the individual and summary forms completed and then submit the **completed summary form only** to the NLTA office by **January 15**. The individual **Substitute Teacher Registration Forms** should remain in the branch. Your branch will receive the membership rebate for each registered substitute if the information is received at the NLTA office by January 15. *(The two forms are contained in the "FORMS" section at the back of this Manual.)*

# Branch Communications With Substitute Teachers

## INTRODUCTION

Because substitutes have a choice regarding the branch in which they wish to become a member, branches are required to contact each substitute whose name they submit as a branch member. During this contact, the substitute should have been informed of the fact that the choice for branch membership is entirely up to the individual.

In order to facilitate communications between the branch and its substitute teachers and the involvement of substitute teachers in branch affairs, the following policy has been accepted by the Provincial Executive and reaffirmed at subsequent Conventions. This communications process should be put into place in any branch where there are more than ten substitutes in the branch area.

To assist you in making your first written contact with your substitute teacher members, after they have been registered with your branch, a **sample letter to substitute teachers** from the branch is included at the end of this section. Feel free to use this letter as is, with specific branch information written in, or to adapt it as necessary.

The Substitute Teacher Representative on the branch executive will be responsible for the registration of and continued communication with substitute teachers within the branch with the assistance of school representatives. In the event that no substitute teacher representative is elected to the branch executive, the branch vice-president should take responsibility for communications with substitute teachers. *Please review the Model Branch By-Laws (Page 49 of this Handbook) for the specific duties of the Substitute Teacher Representative.*

## RESPONSIBILITIES OF THE PROVINCIAL ASSOCIATION

- A. The Association should use the branch structure to provide specific information to substitutes.
- B. Such things as Bulletins, newsletters, etc. should be included in bulk mailings to schools.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Substitute Teacher:

On behalf of the \_\_\_\_\_ Branch of the Newfoundland and Labrador Teachers' Association, I extend a welcome to you as a member of our branch for this school year. You have been officially registered as a member of this branch in accordance with our recent registration of substitute teachers and the Substitute Teacher Registration Form submitted on your behalf.

In accordance with the NLTA By-Laws, substitute teachers are full active members of NLTA and, as such, are entitled to all rights and privileges of NLTA membership. Information related to your membership and benefits is available on the *Members Only* section of the NLTA website. If you have not yet registered for the NLTA *Members Only* section, go to [www.nlta.nl.ca](http://www.nlta.nl.ca) and click on "First Time Registration" on the left side of the page. Then complete all requested information and remember to click "Submit" on the bottom of the page. Once your registration is received, a username and password will be emailed to you. (Please be patient as this may take a few days due to the volume of requests.) When you receive your username and password you can proceed to the MEMBER LOGIN on the website where you can request an NLTA Membership Card. You can also obtain substitute teacher information by clicking on "For the Teacher" and then "Substitute Teachers". To contact a member of the NLTA Staff, please telephone: 709-726-3223 or 1-800-563-3599 or send an email to [mail@nlta.nl.ca](mailto:mail@nlta.nl.ca).

As a member of our branch, you are entitled to participate fully in all branch activities. We invite you to attend branch meetings and to contact any member of the branch executive if you require any information on what is happening in the branch. Further information on branch meetings/activities may be obtained from the NLTA school representative in any school(s) where you substitute. In addition, check the staff room bulletin board for notices of meetings, etc. Through involvement in the branch structure, you will have an opportunity to give voice to your concerns and opinions as a substitute teacher.

To facilitate your communications with the branch executive, we have designated an executive contact for each substitute. Your contact on the branch executive is:

Name: \_\_\_\_\_

Executive Position: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (S) \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

If you require any information, please call your contact. We hope to see you at our next branch meeting.

Regards,  
Branch President

# The Branch Visitation/Contact Program

The NLTA operates a Branch Visitation/Contact Program whereby each member of the Provincial Executive is assigned responsibility for three to five branches throughout the year. Information regarding this Visitation Program is included in the following pages:

- A. **Branch Contact Assignments for the current year** (*See pages 65-66 of this Manual*)
- B. **Addresses, telephone numbers and e-mail addresses of Provincial Executive members.** (*See page 67 of this Manual.*)  
(Note: All administrative staff officers can be contacted at the NLTA Office, phone 709-726-3223 in St. John's or 1-800-563-3599 for long distance. Their e-mail addresses can be found on the NLTA website at [www.nlta.nl.ca](http://www.nlta.nl.ca) and on pages 83-87 of this Manual)
- C. **Guidelines for Branch Visitation** (*These are included as item 9 of the Policy on Branch Operations, see pages 20-21 of this manual.*)

The branch president should take advantage of this program. Following are some suggestions:

1. Make contact with your assigned Executive member early in the school year.
2. Your contact person should be utilized as your first line of contact for general branch matters, except in cases where you may require specific technical information from a particular area of the NLTA program.
3. Do not hesitate to maintain regular contact with your assigned Executive person who can keep you updated on current issues and concerns at the provincial level. Similarly, you should inform your contact person of branch events and teacher concerns.
4. Once the ongoing NLTA program for the year begins in September, it is sometimes difficult to make contact with a specific staff person because of assigned duties outside the office. Try to make maximum use of your **assigned** Executive person in relation to general branch matters.

Please refer specifically to item 9 e) of the policy regarding visits to branches by persons other than the assigned person. All requests for such visits must be coordinated through the Branch Operations Office. Branch presidents are asked to take note of this policy and make any requests accordingly.

## Branch Contact Assignments 2011 - 2013

EXECUTIVE MEMBER	BRANCHES
Lily Cole President	*All Branches
Jim Dinn Vice-President	Burin-Marystown GranForLine Rushoon-Terrenceville <b>St. John's Centre</b>
Derek Drover	Bay d'Espoir Belleoram-Wreck Cove Harton <b>Seagaulher</b>
Dean Ingram	<b>Clarenbridge</b> Labrador West Landfall Trinity, T. Bay
Bill Chaisson	Appalachia Burgeo <b>Humber</b> Port aux Basques Rameaux
Craig Hicks	Fogo Island Ganova <b>Hamilton Sound</b> Notre Dame Trinity-Deadman's Bay
Jean Murphy	Aurora Belle Mer Bremco Ingornachoix <b>Long Range</b>
Sharon Penney	Baccalieu Bay Roberts <b>Carbonear</b> St. Mary's Bay
Sherri Rose	Baie Verte Peninsula <b>Deer Lake</b> Green Bay Table Mountain Taylor's Brook
Gabriel Ryan	Exploits Valley Placentia <b>Upper Trinity South</b> Waterford Valley

EXECUTIVE MEMBER	BRANCHES
Sean Weir	Churchill Falls <b>Coastal Labrador South</b> Lake Melville Northern Light Nutak Labradorimi
Jeanne Williams	Conception Bay Centre Conception Bay South Marconi <b>Southern Shore</b>

\* The President (and, in her absence, the Vice-President) will also be an alternate for visitation to any branch if the scheduled contact person is unavailable.

# Policy and Guidelines for Association Awards and Funds

## 1. Presentation of Provincial Awards Outside BGM

- a) During a non-Convention year, award recipients will be presented with their awards at an occasion to be determined by the provincial President. Award winners from both the non-Convention and Convention years will be invited to the Biennial General Meeting where their awards will be recognized and presented. If an award winner is residing outside of the province at the time the award is to be presented at BGM, the maximum travel expenses paid will be limited to travel expenses in accordance with NLTA policy to the BGM site from the award winner's place of residence within the province at the time of winning the award.
- b)
  - i) When awards are presented at a branch/council function, such as a year-end or retirement dinner, the Association will reimburse the branch/council for the cost of the meals for the award winner and spouse/guest and the NLTA President/designate and guest.
  - ii) When awards are presented at a special function, such as at the award winner's school or a branch/council function for that specific purpose, the Association will pay the actual cost up to \$150.
  - iii) Amounts to be reimbursed will come from the Additional Branch Projects Budget if monies are available there.

## 2. The Bancroft Award

### a) Nomination Procedure

- i) Nominations must come from branches and are open to any active branch member and to retired teachers within two years after retirement from teaching.
- ii) Nominations must be made at a general branch meeting and receive the support of the majority of those present.
- iii) Nominations are to be submitted on the approved nomination form. Criteria to be submitted with nominations include:
  - offices held at branch level and for how long;
  - other branch positions/appointments;
  - projects initiated or led by nominee;
  - other information considered pertinent to branch service;
  - the names and addresses of two individuals who would be able to provide references concerning the nomination. These could be the names of current or former officers of the branch or a branch member who is familiar with the nominee's achievements.
- iv) All nominations must be received by the Association by January 15.
- v) Unsuccessful nominees in any year will be automatically renominated for the two subsequent years following the original nomination, subject to the limit of two years following retirement for nominations of retired teachers.

### b) Provincial Selection Committee

The Selection Committee will be the Membership Benefits and Services Committee.

### c) Guidelines for Selection

- i) The selection of each award winner is to be based on clear majority vote of the Committee;

- ii) Selection of each winner is to be made by Executive on the recommendation of the Membership Benefits and Services Committee;
- iii) In addition to a study of the materials submitted by the branch, the Committee, or the Executive Assistant responsible for field services on behalf of the Committee, may conduct interviews with nominees and/or branch personnel.
- iv) Specific guidelines drawn up by the Committee must receive Executive approval.

**d) Presentation**

- i) A maximum of three awards may be presented each year.
- ii) Each award winner will be presented with a ring and a plaque.
- iii) The President of the Association shall announce the recipient(s) at least two weeks prior to Convention and, in a non-Convention year, at a convenient time following the Executive meeting at which the award recipient is approved.
- iv) The recipient(s) will be notified by the President, by telephone and letter. A copy of the letter will be forwarded to the recipient's Director of Education and school principal.
- v) Paid announcements containing information on the winner and the award will appear in The Evening Telegram, The Western Star, and a local paper in the winner's home area. (The cost for these announcements will be taken from the Professional Development budget.)
- vi) All nominees for the award will be sent a letter of recognition by the President.

**3. The Barnes Award**

**a) Nomination Procedure**

- i) Nominations must come from provincial special interest councils or branches and are open to any member of the Newfoundland and Labrador Teachers' Association who is active in the special interest council structure of the Association.
- ii) Nominations are to be submitted on the approved nomination form and must be typewritten. Nomination forms will be available at the NLTA office and website and will include all necessary guidelines and regulations governing the award.
- iii) All nominations must be received by the Association by January 15th.
- iv) Unsuccessful nominees in any year will be automatically re-nominated for the two subsequent years following the original nomination, providing the nominee is an active member of the Association in the year of consideration/awarding.

**b) Selection Committee**

The selection committee will be the Professional Issues in Teaching Committee which will recommend its nominee to the Provincial Executive for approval.

**c) Presentation**

- i) A maximum number of one award will be presented each year.
- ii) Each winner will be presented with a ring and a plaque.

- iii) The President of the Association shall announce the recipient(s) at least two weeks prior to Convention and, in a non-Convention year, at a convenient time following the Executive meeting at which the award recipient is approved.
- iv) The recipient will be notified by the President, by telephone and letter. A copy of the letter will be forwarded to the recipient's Director of Education and school principal.
- v) Paid announcements containing information on the winner and the award will appear in The Evening Telegram, The Western Star, and a local paper in the winner's home area. (The cost for these announcements will be taken from the Professional Development budget.)
- vi) All nominees for the award will be sent a letter of recognition by the President.

#### 4. The Allan Bishop Award

##### a) Nomination Procedure

- i) Nominations may come only from branches, special interest councils or Joint Council and are open to any active or life members of NLTA except that:
  - Current members of the Provincial Executive are ineligible for the award.
  - A provincial past-president of NLTA is ineligible for the award within three years of his/her presidency.
- iii) Nominations are to be submitted on the approved nomination form. Criteria to be submitted with nominations include:
  - offices held at the provincial level of NLTA (with relevant dates);
  - other NLTA appointments and offices held (with relevant dates);
  - projects initiated or led by nominee (with relevant dates);
  - other information considered pertinent;
  - the names and addresses of two individuals who would be able to provide references concerning the nomination. These could be the names of current or former officers of the branch or a branch member who is familiar with the nominee's achievements.
- iii) All nominations must be received by the Association by January 15th.

##### b) Provincial Selection Committee

The Selection Committee shall be the Membership Benefits and Services Committee.

##### c) Guidelines for Selection

- i) The basic criteria for the award shall be service to NLTA at the provincial level.
- ii) The selection of the award winner is to be based on clear majority vote of the Committee.
- iii) Selection of the winner is to be made by Executive on the recommendation of the Membership Benefits and Services Committee.
- iv) In addition to a study of the materials submitted by the branch or council, the Committee, or the staff consultant to the Committee, may conduct interviews with nominees and/or branch personnel.
- v) Specific guidelines drawn up by the Committee must receive Executive approval.

**d) Presentation**

- i) A maximum of one award may be presented each year.
- ii) Each award winner will be presented with a gift and a plaque.
- iii) The President of the Association shall announce the recipient(s) at least two weeks prior to Convention and, in a non-Convention year, at a convenient time following the Executive meeting at which the award recipient is approved.
- iv) The recipient will be notified by the President, by telephone and letter. A copy of the letter will be forwarded to the recipient's Director of Education and school principal.
- v) Paid announcements containing information on the winner and the award will appear in The Evening Telegram, The Western Star, and a local paper in the winner's home area. (The cost for these announcements will be taken from the Professional Development budget.)
- vi) All nominees for the award will be sent a letter of recognition by the President.

**5. The Special Recognition Award**

The NLTA Special Recognition Award, instituted by Johnson Incorporated to recognize the 100th anniversary of the Newfoundland and Labrador Teachers' Association, will be presented annually to an active member of the NLTA who, while a teacher in the province, made a major contribution to the cultural, social and/or the community life of Newfoundland and Labrador. The award will recognize contributions in the areas of the arts (music/literature/visual arts), community service and/or municipal politics. Consideration will be given to contributions towards and achievements in the areas of music, literature, visual arts, community involvement and leadership, service organizations, youth programs, church and church organizations, municipal politics, etc. Nominees may have demonstrated outstanding achievement in a particular field of endeavour or a variety of achievements in various fields.

**a) Guidelines for Selection**

- i) The basic criteria for the award shall be outstanding achievements in, and contribution to Newfoundland community service, social and/or cultural endeavour.
- ii) Selection of the winner will be made by the Provincial Executive Council upon the recommendation from the Membership Benefits and Services. The recommendation to Executive is to be based on a clear majority vote of the committee.

**b) Nomination Procedure**

- i) Nominations may come only from NLTA branches and must be approved at a general branch meeting.
- ii) Any active or life members of the Newfoundland and Labrador Teachers' Association is eligible for nomination.
- iii) Nominations are to be submitted on the approved nomination form. Information to be submitted with the nomination will include:
  - curriculum vitae;
  - detail of nominee's existing projects, participation, achievements, recognition, commendations, awards or honours;
  - An outline of the nominee's particular achievements in and contributions towards community service, social and/or cultural endeavour, municipal politics;
  - A list of positions, offices, or appointments held by the nominee including the dates of tenure;

- The names and addresses of three individuals who would be able to provide references concerning for the nomination. These could be the names of officers of organizations in which the nominee is or has been an active member, community or church leaders, or any other persons who are familiar with the nominee's achievements.
  - Any other information or documentation supporting the nomination.
- iv) One or several nominations may be submitted by an NLTA branch provided that each nomination is submitted on the proper nomination form and is approved at a general branch meeting in accordance with By-Law IX.D. of the NLTA By-Laws.
- v) All nominations must be received by the Association by January 15th.

c) **Provincial Selection Committee**

The selection committee shall be the Membership Benefits and Services Committee.

d) **Presentation of the Award**

- i) A maximum of one award may be presented annually.
- ii) The award winner will be presented with:
- A gift to be designed and selected by Johnson Incorporated.
  - An "NLTA Special Recognition Award" plaque.
  - A cash award of \$1,000 provided by Johnson Incorporated.
- iii) The President of the Association shall announce the recipient(s) at least two weeks prior to Convention and, in a non-Convention year, at a convenient time following the Executive meeting at which the award recipient is approved.
- iv) The recipient will be notified by the President, by telephone and letter. A copy of the letter will be forwarded to the recipient's Director of Education and school principal.
- v) Paid announcements containing information on the winner and the award will appear in The Evening Telegram, The Western Star, and a local paper in the winner's home area. (The cost for these announcements will be taken from the Professional Development budget.)
- vi) All nominees for the award will be sent a letter of recognition by the President.
- vii) Expenses (in accordance with NLTA standards) for travel, accommodations, and meals in order for the nominee and his/her spouse to attend the presentation ceremony will be reimbursed up to \$1,000 upon submission to the Johnson Family Foundation either directly or through the NLTA.

6. **The Centennial Fund Awards**

The Centennial Fund, created in 1990 to mark the 100th anniversary of the Newfoundland and Labrador Teachers' Association, provides educational opportunities to teachers to enhance knowledge about teaching and learning. The Fund makes monies available to teachers to pursue avenues which would increase such knowledge. Types of projects include:

a) **Study Awards**

i) **Purpose**

The Study Awards are awarded to teachers on an annual basis to support the continuing professional development of certified teachers in the province. At least two awards, valued at \$2,500 each, will be presented each year provided suitable applications are received.

ii) **Criteria**

- To be eligible, an individual must be an active member of the NLTA as described by Section I.A.1 of NLTA policy.
- Applicants must be (or intend to be) in full-time attendance at a recognized university. Fifty percent of the award will be disbursed upon proof of enrollment to full-time study; the remaining fifty percent will be awarded upon receipt of the student's transcript indicating successful completion of courses.
- Considerations for selection will include:
  - involvement in the Association at school, branch, regional and/or provincial levels;
  - two letters of recommendation from any of the following: administrators, colleagues, branch presidents, special interest council presidents outlining your service to the profession;
  - interest in and/or participation in professional development activities;
  - indication of how the proposed study supports future teaching plans; and
  - possible benefits which could accrue to the school/educational community.
- Applications which are in keeping with current trends in education, which respond to an identified area of personal growth by the teacher, and those that express provincial and school board needs, will be given priority.
- Successful applicants must return to teaching in this province as full members of the Newfoundland and Labrador Teachers' Association upon completion of their studies. Failure to do so will result in a requirement to repay the award amount.
- Successful applicants should be willing, upon completion of study, to share their increased knowledge with other teachers as requested.

iii) Recipients are chosen by the Professional Issues Committee.

iv) Applications must be submitted to the NLTA on or before March 31. The award is to be used for study in the spring, summer, fall and winter semesters following this deadline. Incomplete applications will not be considered. Application forms may be obtained from the NLTA Professional Development Division or on NLTA's website.

b) **Project Awards**

i) The Association funds ongoing educational projects submitted by qualifying teachers, as long as they meet the purposes of the Centennial Fund. Projects submitted for funding should have a demonstrable benefit to teachers, students, and/or the learning environment. Thesis writing or other work for which university credit is being earned will not qualify.

ii) Project proposals should contain the following:

- an executive summary of no more than two pages outlining the educational significance of the project, the educational and inservice materials to be produced, and the potential of the project as a continuing program;
- rationale;
- goals and objectives;
- timelines;
- budget;
- evaluation and reporting procedures; and
- a list of other partners, if any, and a brief description of their involvement.

- iii) Recipients are chosen by the Professional Issues Committee.
  - iv) Proposals/applications will be accepted by the NLTA Professional Development Division on an ongoing basis and will be considered at the next regularly scheduled meeting of the selection committee, with disbursements dependent upon the availability of funds at that time. Application forms may be obtained from the NLTA office or on NLTA's website.
  - v) Projects must be innovative in nature and not part of an existing program.
  - vi) Funding is available only for costs for teacher-initiated projects for which school or school board funds are not normally available. Funding is not available for the purchase of hardware or for activities whose major purpose is the production of commercial materials. Funding will also not include honoraria for project sponsors.
  - vii) A final report to the Professional Development Division of NLTA must be in such form so that the information gathered will be of benefit to others wishing to undertake similar projects. The final report, including an executive summary suitable for posting on the NLTA web site, will be submitted to the NLTA office, and its availability will be announced in *The Bulletin*.
  - viii) Recipients of this award must supply progress reports, as stipulated by the Professional Issues in Teaching committee, on the status of the project. Funding will be awarded as successive stages of the project are completed.
  - ix) Failure to meet any or all of the criteria for the project will result in rejection of future applications.
- c) **Presenters at International Conferences**

i) **Eligibility**

To be eligible, an individual must be an active member of the NLTA as described by Section I.A.1 of NLTA policy.

ii) **Conference/Presenter**

- The conference must be of an international category.
- The presenter must make a significant contribution to the professional agenda of the conference.
- The presenter must request funding not later than March 31. Retroactive funding is not available.
- The request for funding must include:
  - A copy of the letter of acceptance from the conference organizers.
  - A copy of the conference agenda, with the applicant's session highlighted.
  - An itemized budget indicating relevant expenses such as transportation costs, accommodation costs, meal costs, etc.
  - A statement of honorarium supplied, if any.
  - A rationale as to the relevance of the presenter's paper, project, thesis, etc., to the professional agenda/theme of the conference and to education in general.
  - A copy of the paper/project/report should be made available to the NLTA.
  - A short synopsis of the outcomes of the conference should be available for *The Bulletin* access.

iii) **Funding**

- The presenter(s) must demonstrate efforts to secure funding other than that provided through the NLTA Centennial Fund.
- An amount of \$5,000.00 will be provided from the Centennial Trust Fund for the explicit purpose of funding presenters to an international conference.
- The maximum amount to be approved for presenters at any one conference will be up to \$1,250.

d) **New Programs Fund**

i) **Purpose**

This program is initiated by the NLTA to fund the cost of developing, implementing and revising new professional development initiatives.

ii) **Structure**

- The Executive initiates and approves funding for new programs under this fund.
- The maximum funding period for any new program will be three (3) years. The first year will be for initiation/development; the second for implementation, and; the third for revisions/adjustments.
- After the third year, the program is either funded from the general professional development budget, or terminated.
- The maximum amount of funding for any single new program is limited to \$5,000 per year.
- As with other Centennial Fund programs, expenditures must be limited by the total amount of interest accumulated in the Centennial Fund for all programs.
- The maximum number of new programs that could be funded in any single year are two, subject to the above provision.
- A written, annual report will be provided to Executive outlining the progress and development of these new programs.
- The Professional Issues in Teaching Committee, or a committee approved by Executive, will monitor quarterly progress of any new programs.

iii) **Criteria**

- New programs will be limited to expending only the approved amount of funding.
- New programs can only be initiated/approved by Executive.
- Programs must benefit classroom teaching practices/conditions/experiences or leadership development.
- Program evaluation must be an integral component of each new program that is approved.
- Expenditures cannot be made available for the purchase of hardware equipment or the paying of salaries or honoraria.
- Any materials/programs developed become the property of the Association.

e) **Educational Research Program**

- i) Through the Centennial Fund, the Association will make available a maximum of \$10,000 annually to support educational research projects initiated and/or approved by the NLTA.
- ii) The Association will fund a maximum of three (3) research projects in any one academic year.
- iii) Preference will be given to funding projects that are classroom-based and conducted within an action research model. The focus of these projects should be either:
  - teaching
  - learning
  - methods of instruction
  - curriculum
  - student assessment, or
  - other classroom-related topics.

Thesis writing or other work for which university credit is being earned will not qualify.

- iv) Funding obtained for these research projects cannot be used for the purchase or leasing of hardware or to offset any costs related to the public presentation of the findings.
- v) The Association will be presented with a copy of all research findings from any project funded through this program.
- vi) Costs related to the publication of the findings will be limited to no more than ten percent of the total project budget and must be included in the original proposal.
- vii) Research projects will be approved according to the following priorities:
  - practising classroom teachers, school administrators, district program implementation specialists;
  - students and/or faculty in the Faculty of Education at Memorial University of Newfoundland; and
  - other recognized educational agencies.
- vii) Proposals/applications will be accepted by the NLTA Professional Development Division on an ongoing basis and will be considered at the next regularly scheduled meeting of the selection committee, with disbursements dependent upon the availability of funds at that time.

f) **International Programs**

i) **Purpose**

Through the Centennial Fund, the Association will make available a maximum of \$12,000 annually to support international projects initiated and/or approved by the NLTA Executive.

ii) **Funding**

Funding will be provided to support two specific and separate components:

- To support teacher organizational development in a developing country, through such initiatives as Project Overseas.
- To support the work of an organization working with children in a developing country.

iii) **Procedures**

- Applications must be made in consultation with the Professional Development staff at the Newfoundland and Labrador Teachers' Association.
- The selection of a teacher organization will be determined in cooperation with the Canadian Teachers' Federation.
- The selection of a children's organization will be done in consultation with the Canadian Teachers' Federation and Oxfam or any other recognized international children's organization.

7. **Professional Development Fund**

a) **Out-of-Province Grants for Individuals**

i) **Purpose**

The Professional Development Fund will allow for the funding of individuals for professional development which is not funded through any of the existing NLTA professional development programs. Funds are not available from this source to help individuals attend in-province conferences, as these types of initiatives may be supported through existing special interest council and branch structures and should be supported by the board. However, travel between Labrador and the island of Newfoundland will be eligible for funding from this source.

ii) **Eligibility**

- All projects must focus on the professional development of educators.
- All applicants must give documented evidence that additional sources of funding have been investigated and provide details of funding received.
- To be eligible, an individual must be an active member of the NLTA as described by Section I.A.1 of NLTA policy.
- An individual must not have personally received any financial assistance from this Professional Development Fund within the previous five school years.

iii) **Selection**

The Professional Development Division of the NLTA will review applications and act as the selection committee.

In considering candidates and applications, the selection committee shall give consideration to the following criteria:

- potential benefits of the project to professional growth and development
- past contribution of the applicant to the profession, including to the work of the NLTA; and
- funding received from other sources.

iv) **Funding Guidelines**

For individuals requesting funding to attend out-of-province activities only travel and registration will be covered, up to 75% of the total cost of the activity and not more than \$500. The fund does not cover meals and accommodations. Funds will be awarded when proof of attendance and necessary receipts are received, along with written reports in accordance with reporting procedures below.

v) **Reporting**

Individuals who receive assistance to attend an out-of-province conference will be awarded funds upon submission of a written report. The report is due within 30 days of completion of the activity. Failure to report by the deadline will constitute waiver of the grant. The person's name, with contact information, will be added to the NLTA database of resource persons for sharing of information and resources.

vi) **Application Process**

Applications must be made on the appropriate form which may be obtained from the NLTA office or on NLTA's website. When completed the application form must be submitted to the Professional Development Division of the NLTA.

vii) **Deadlines**

Effective September 2009, grants shall be awarded ten times a year, assuming there are suitable applications and funds available. The deadlines for receipt of applications are the third Thursday of September, October, November, December, January, February, March, April, May and June.

**8. The Teachers Talking to Teachers Program**

The "Teachers Talking to Teachers" Program allows for the provision of professional development with teachers as the consultants or facilitators. It provides an opportunity for teachers to discuss with colleagues innovative practices and pilot projects in the field. The program recognizes that there are many exciting innovations taking place in the classrooms of Newfoundland and Labrador, and teachers would benefit from being able to talk to colleagues engaged in these innovations. The program is also based on the premise that the most effective professional development takes place when teachers work together in relatively small groups. The program is designed to supplement and enrich the other forms of professional development provided by branches, councils and schools.

a) **Guidelines for Program Applications**

- i) The following host groups are eligible to apply for funding:
  - special interest councils and regionals;
  - schools; and
  - NLTA branches.
- ii) Programs shall be directed towards the processes of learning rather than subject content. Preference shall be given to such programs that highlight innovation and creativity on the part of individual teachers.
- iii) Teachers acting as consultants and/or facilitators under the program should request leave from their respective boards.
- iv) Teachers acting as consultants and/or facilitators under the program will be reimbursed by the host group for transportation costs and meals as per NLTA policy; and accommodation, if required, as per NLTA policy.
- v) Upon completion of the program, host groups will be reimbursed as per regulation (4) after receipted documentation of expenses is completed.
- vi) Funding will be limited to one teacher consultant/facilitator per host group per year.

## 9. Johnson Incorporated Bursaries

To be eligible for a Johnson Incorporated bursary, an individual must be an active member of the NLTA as described by Section I.A.1 of NLTA policy. The bursaries will be awarded as follows:

- a) A sum of \$2,000.00 will be made available to the NLTA to be awarded annually to teachers in full-time attendance at university. The value of the awards will depend on the number of awards granted annually by the Professional Issues Committee (e.g. two @ \$1,000.00, four @ \$500.00).
- b) Where there are competing applicants, on an annual basis, any member may be granted only one award for those programs which are designated for teachers undertaking full-time study.
- c) The bursaries shall be open to both graduate and undergraduate students.
- d) Bursaries will be paid when the successful applicant has notified the Professional Development Division of official registration.
- e) Applications for bursaries must be completed on the form provided and must be received at the NLTA Office by April 1.
- f) Bursaries awarded are to be used for study undertaken in the spring, summer, fall and winter semesters following this deadline.

# NLTA Staff Directory and Responsibilities (2011-12)

The Newfoundland and Labrador Teachers' Association employs thirteen Administrative Staff, including the President, who oversee the day-to-day operations and coordinate services to the membership. Three management staff and thirteen support staff are also employed at the NLTA Office. The following is a list of the staff at the NLTA office along with a listing of their major responsibilities.

## ADMINISTRATION

### **Edward Hancock, Executive Director [Ext. 224], ehancock@nlta.nl.ca**

- is the Chief Administrative Officer for the Association
- is responsible for the coordination of all NLTA programs and services
- serves as staff consultant to the President, the Provincial Executive, Table Officers and the Electoral Committee
- with the President, represents the Association on most Liaison Committees
- oversees all operations of the NLTA office
- serves with the President on the Board of Directors of the Canadian Teachers' Federation
- maintains a liaison with other provincial and territorial teacher organizations, and with CTF, to monitor and assess provincial and national developments and trends affecting education
- administers NLTA staff collective agreements on behalf of Provincial Executive

### **Mary Ann Grimes, Executive Assistant, Administration/Human Resources [Ext. 225], magrimes@nlta.nl.ca**

- assists the Executive Director in all activities relating to the position
- is assistant to Table Officers
- is support staff supervisor and human resources manager
- maintains personnel records for both administrative and support staff
- administers staff agreements in consultation with the Executive Director and Assistant Executive Director
- is network administrator for Association's computer system
- consults on issues relating to the NLTA membership database, membership lists, membership cards and website development
- is responsible for organizing and coordinating activities relating to the NLTA Joint Council Meetings
- coordinates activities relating to the Biennial General Meeting and to seminars and conferences sponsored by the Association
- coordinates activities relating to the province-wide elections for NLTA President and Vice-President
- serves as a staff consultant to the Electoral Committee

## PRESIDENT'S OFFICE

### **Lily Cole, President [Ext. 223], lcole@nlta.nl.ca**

- is official spokesperson for all Association activities
- chairs the Provincial Executive Council, Table Officers and the Biennial General Meeting
- is ex officio member of all Association committees
- is official Association representative on liaison committees with other educational organizations
- is NLTA's voting representative on the Board of Directors for the Canadian Teachers' Federation

### **Geralyn Costello, Executive Assistant, Governance [Ext.222], gcostello@nlta.nl.ca**

- assists the President in all activities relating to the position
- is assistant to the Provincial Executive Council and responsible for organizing and coordinating activities relating to Executive meetings
- is responsible for matters relating to branch operations and services and acts as consultant to the Membership Benefits and Services Committee on issues relating to branch operations
- is contact person for information on the Bancroft, Special Recognition and Allan Bishop awards
- maintains the NLTA Policy Handbook, which contains policies and procedures for all Association operations
- coordinates activities relating to seminars and conferences sponsored by the Association

## PRESIDENT'S OFFICE (CONTD.)

### Geralyn Costello (contd.)

- coordinates activities relating to the Biennial General Meeting, including nominations for officers, resolutions, and by-law changes
- is responsible for organizing and coordinating activities relating to the NLTA Joint Council Meetings
- coordinates activities relating to the province-wide elections for NLTA President and Vice-President
- serves as a staff consultant to the Electoral Committee

## FINANCE AND ACCOUNTING DIVISION

### Jim Fox, Treasurer [Ext. 235], [jfox@nlta.nl.ca](mailto:jfox@nlta.nl.ca)

- is responsible for administration of all funds of the Association
- is responsible for the preparation of the annual NLTA Budget for approval by the BGM
- administers the annual budget and prepares monthly financial statements
- is staff consultant to the Association's Finance and Property Committee
- coordinates additional funding for branches
- coordinates arrangements for seminars and Executive and Joint Council meetings

### Rita Tee, Accountant [Ext. 236], [rtee@nlta.nl.ca](mailto:rtee@nlta.nl.ca)

- maintains all accounts in the general ledger and reconciles all bank accounts
- in consultation with the Treasurer, prepares monthly financial statements
- carries out all banking transactions on behalf of the Association
- handles enquiries pertaining to academic loans and membership fees

### Avalon Tuck, Coordinator of Building Operations [Ext. 262], [atuck@nlta.nl.ca](mailto:atuck@nlta.nl.ca)

- is responsible for the overall maintenance and upkeep of the NLTA Building, its air quality control system and grounds
- coordinates ordering supplies for building operations and supervises contractors as required
- provides delivery services for the Association when necessary
- provides direction for students hired for the summer maintenance activities for the NLTA building and grounds

## COMMUNICATIONS DIVISION

### Lesley-Ann Browne, Communications Officer [Ext. 228], [labrowne@nlta.nl.ca](mailto:labrowne@nlta.nl.ca)

- is responsible for the NLTA's internal and external communications, public relations and advertising programs
- is Editor of *The Bulletin*
- consultant to the President and Provincial Executive Council on communications issues and, when required, to NLTA special interest councils and branches
- is staff consultant to the Provincial Education Week and Communications/Political Action Committees

### Michelle Lamarche, Assistant [Ext. 227], [mlamarche@nlta.nl.ca](mailto:mlamarche@nlta.nl.ca)

- is assistant to the Communications Division
- is editorial assistant for *The Bulletin* and contact person for advertising requests
- assists with maintenance of the Association's membership database
- is involved in the preparation of NLTA publications in consultation with the Communications Officer and Printing Services staff

### Linda Farrell, Information Services [Ext. 0], [lfarrell@nlta.nl.ca](mailto:lfarrell@nlta.nl.ca)

- is responsible for the design and maintenance of the NLTA website, for on-line mailing lists and activities
- is responsible for reception duties at the front desk
- provides secretarial/clerical assistance when required for the Communications Division

## PROFESSIONAL DEVELOPMENT DIVISION

### **Beverley Park, Senior Administrative Officer [Ext. 244], [bpark@nlta.nl.ca](mailto:bpark@nlta.nl.ca)**

- coordinates the professional development programs of the Association
- is staff consultant to the Professional Issues Committee and the Equity Issues in Education Committee
- provides support to the Teacher Induction Program in districts where it operates, and plans and delivers other services to beginning teachers, including a regional conference
- represents the Association on the Provincial Teacher Certification Committee and the Educational Leave Committee
- coordinates CONTACT delegation and hosts CONTACT in Newfoundland and Labrador once every four years
- oversees the administration of several Association funds and awards, including the Professional Development Fund, the Centennial Funds and others
- supports the Leadership at Work program through liaison, coordination and facilitation
- provides services to Francophone teachers, and represents this group as the NLTA Francophone liaison at the Canadian Teachers' Federation
- is the NLTA representative for International Programs, coordinates NLTA's Project Overseas involvement and facilitates other CTF programs abroad
- serves on provincial and national committees and workgroups to represent the interests of teachers and of the Association
- designs, develops and delivers professional development sessions on a variety of topics to meet the identified needs of teachers, schools, districts and the system

### **George Tucker, Administrative Officer [Ext. 245], [gtucker@nlta.nl.ca](mailto:gtucker@nlta.nl.ca)**

- is staff consultant to the Professional Issues and Curriculum Committees
- coordinates and monitors special interest council viability and programming
- coordinates NLTA's contribution to and participation in the Developing Successful Schools Institute and the ONSITE institute
- serves on provincial and national committees and workgroups to represent the interests of teachers and of the Association
- designs, develops and delivers professional development sessions on a variety of topics to meet identified needs in the field, at school, district and provincial levels
- oversees the administration of several Association funds and awards such as the Ella Manuel Award, Teachers Talking to Teachers and others

### **Susan Cardoulis, Assistant [Ext. 246], [scardoulis@nlta.nl.ca](mailto:scardoulis@nlta.nl.ca)**

- assists administrative officers in scheduling and preparation of professional development sessions
- administers various Association funds and awards such as Professional Development and Centennial Funds, Teachers Talking to Teachers Program, the Ella Manual Award and the Johnson Scholarships
- is contact person for information regarding special interest councils and scheduling of special interest council conferences/workshops/seminars
- assists with the NLTA/Faculty of Education Induction Ceremony for new teacher candidates
- prepares and disseminates new teacher kits
- coordinates all preparations for School Representatives' Seminars, including delegate registration

### **James Murphy, Coordinator, Virtual Teacher Centre [Ext. 256], [jmurphy@nlta.nl.ca](mailto:jmurphy@nlta.nl.ca)**

- coordinates and manages the Virtual Teacher Centre as a vehicle for online professional development
- plans and oversees the development of distance learning content for teachers
- collaborates with other educational partners in the planning for and the application of learning technologies to meet the professional development needs of educators
- liaises with education partners
- researches and investigates the potential that innovations in technology may have for the learning environment of educators
- designs, develops, and delivers professional development sessions on a variety of topics to meet identified needs in the field at the school, district and provincial levels

## PROFESSIONAL DEVELOPMENT DIVISION (CONTD.)

### **Brian Pittman, Web Developer/Programmer, Virtual Teacher Centre [Ext. 243], bpittman@nlta.nl.ca**

- is responsible for the creation, implementation, management, and maintenance of the Virtual Teacher Centre websites, including websites for special interest councils.
- works with content development people in the ongoing creation of web-based content
- develops the online presence of the VTC and integrates all forms of media for presentation via Internet browser devices
- designs and develops database applications in support of online learning

## BENEFITS AND ECONOMIC SERVICES DIVISION

### **Don Ash, Assistant Executive Director [Ext. 231], dash@nlta.nl.ca**

- coordinates the Benefits and Economic Services Division
- is responsible for daily administration of the collective agreements, teacher grievances and arbitrations, and legal assistance requests
- is responsible for collective bargaining matters
- is the Association's Chief Negotiator during contract negotiations
- is staff contact person for school administrators on matters related to collective agreement administration.
- is a member of various liaison committees including the Employer/Employee Relations Committee

### **Perry Downey, Administrative Officer [Ext. 226], pdowney@nlta.nl.ca**

- is responsible for daily administration of the collective agreements, teacher grievances and arbitrations, and legal assistance requests
- is responsible for benefit areas such as the group insurance plan, sick leave and disability benefits and pre-retirement seminars
- is responsible for all matters concerning pensions including the Pensions Administration Committee
- is staff consultant to the Group Insurance Trustees

### **Stefanie Tuff, Administrative Officer [Ext. 232], stuff@nlta.nl.ca**

- is responsible for daily administration of the collective agreements, teacher grievances and arbitrations and legal assistance requests
- is staff consultant to the Collective Bargaining Committee and the Negotiating Team
- is the Association's Chief Negotiator for Labrador West contract negotiations and NLTA staff representative for Labrador Benefits negotiations
- is responsible for matters relating to Workers' Compensation (injury on duty), occupational health and safety, teacher payroll issues and the deferred salary leave plan
- is staff consultant to the Discipline Committee

### **Steve Brooks, Administrative Officer [Ext. 230], sbrooks@nlta.nl.ca**

- is responsible for daily administration of the collective agreements, teacher grievances and arbitrations, and legal assistance requests
- is responsible for BES matters relating to Employment Insurance, Teacher Certification appeals, professional relations (Code of Ethics) issues and substitute teacher concerns, including the Government Money Purchase Plan (GMPP)
- is staff consultant to the Membership Benefits and Services
- is CTF Atlantic region contact person for Employment Insurance issues

### **Colleen Wade, Senior Assistant [Ext. 234], cwade@nlta.nl.ca**

- is senior support staff person in the division
- provides secretarial assistance for the Benefits and Economic Services Division
- provides secretarial assistance to the Collective Bargaining Committee and Provincial and Labrador West Negotiating Teams
- coordinates the maintenance of BES Infosheets and BES publications
- coordinates activities relating to hearings and appeals within the division

## BENEFITS AND ECONOMIC SERVICES DIVISION (CONTD.)

### Melanie Jaster, Assistant [Ext. 233], [mjaster@nlta.nl.ca](mailto:mjaster@nlta.nl.ca)

- provides secretarial assistance for the Benefits and Economic Services Division
- provides secretarial assistance for the Group Insurance Committee and the Trustees Committee
- coordinates the provincial pre-retirement planning seminars

### Joann Russell, Assistant [Ext. 240], [jrussell@nlta.nl.ca](mailto:jrussell@nlta.nl.ca)

- provides secretarial assistance for the Benefits and Economic Services Division
- provides secretarial assistance for the Membership Benefits and Services Committee
- is responsible for the Association's internal Research Centre and for BES Division interaction with the CTF Virtual Research Centre
- is responsible for database for grievance/arbitration, legal, EI, teacher certification, professional relations and Workplace Health, Safety and Compensation case files

### Paula Coleman, Clerical Assistant [Ext. 259], [pcoleman@nlta.nl.ca](mailto:pcoleman@nlta.nl.ca)

- provides clerical assistance for the Benefits and Economic Services Division
- is responsible for maintaining the database for the Employee Assistance Program
- assists in the preparation of materials for seminars and workshops
- provides relief service for reception duties in Information Services

## EMPLOYEE ASSISTANCE PROGRAM

### Claudette Coombs, Coordinator [Ext. 242], [ccoombs@nlta.nl.ca](mailto:ccoombs@nlta.nl.ca)

### Judy McCann-Beranger, Coordinator [Ext. 265], [jmberanger@nlta.nl.ca](mailto:jmberanger@nlta.nl.ca)

- coordinate support services for teachers experiencing personal or work-related problems
- provide workshops to teachers regarding employee assistance issues
- responsible for the Wellness Promotion program designed to enhance the current health status of teachers

## PRINTING SERVICES DIVISION

### Linda Babstock, Manager of Printing Services [Ext. 249], [lbabstock@nlta.nl.ca](mailto:lbabstock@nlta.nl.ca)

- responsible for the Association's design, printing, and mail distribution services
- coordinates and oversees the activities of the Printing Services staff and project workflow
- maintains databases for schools, school representatives, teachers on leave, special interest councils and the Association's membership
- is the contact person for printing and publication requests from branches, special interest councils, and teachers

### Elliott Green, Supervisor of Printing Operations [Ext. 250], [egreen@nlta.nl.ca](mailto:egreen@nlta.nl.ca)

- responsible for printing all NLTA publications and coordinates the finishing activities for printing projects
- responsible for the purchase of all printing and pressroom supplies
- maintains all press room equipment

### John Bishop, Graphic Designer [Ext. 251], [jbishop@nlta.nl.ca](mailto:jbishop@nlta.nl.ca)

- responsible for the design and layout of printed materials
- provides graphic advice to various divisions of the Association for graphic imaging of materials
- is available for consultation with the membership, branches, and special interest councils for special projects

### Louise King, Information Services [Ext. 253], [lking@nlta.nl.ca](mailto:lking@nlta.nl.ca)

- responsible for the distribution of all printed materials for the Association
- maintains databases for school representatives, special interest councils, retired teachers, teachers on leave and for subscriptions to the *The Bulletin*
- oversees mailings to schools and educational partners
- contact person to order support materials such as NLTA brochures and pamphlets

# Forms Section

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### PLEASE NOTE:

The forms marked above with an asterisk (\*) may be completed and submitted online at the NLTA website at [www.nlta.nl.ca](http://www.nlta.nl.ca). Go to "Online Forms". The remaining forms appear as pdf files and can be printed and completed.

# The Bancroft Award

## A Guide for Branches

### ABOUT THE AWARD

The Bancroft Award, named in honour of James Frederick Bancroft, the first President of NLTA, was initiated to recognize **outstanding service at the branch level**. It is a prestigious award, considered to be the highest honour the Association bestows on an active member.

In developing the criteria governing the award, the Association was careful to ensure that nominees be **judged on their merit** and that the selection process be free from any built-in conditions.

1. No consideration is given to such things as equal distribution among branches or between sexes.
2. Service at the provincial level is not considered in deciding recipients, however, neither does it mitigate against a nominee.
3. The award is not intended to recognize longevity of service, however, this does not prevent a person from receiving it towards the end of a long career.

### ABOUT THE NOMINATION PROCEDURE

Because of the limitation of the number of awards per year (a maximum of three) and the possibility of a no-awards year, it is imperative that branches ensure they do justice to their nominees by taking extreme care in presenting a well-documented case.

1. Branches are encouraged to decide, at least one year in advance, the persons they intend to nominate.
2. Permission must be obtained from the nominees to put forward their name.
3. The nomination must be done at a general branch meeting and the motion must receive the approval of the majority of those present.
4. Using the official nomination form as a guide, obtain from each nominee as much information as possible about that person's involvement with the Association, within your branch, within other branches, etc. Gather and compile all materials from all sources (from the nominee, branch records, other branches, etc.) and complete the form in plenty of time to submit everything by the **January 15th** deadline.
5. Obtain the names and addresses of two individuals who could provide references concerning the nomination.
6. Before the final submission is forwarded to the NLTA Office, it should be checked by the nominee for accuracy and the required declaration signed.
7. Unsuccessful nominees in any year are automatically renominated for the two subsequent years following the original nomination, subject to the limit of two years following retirement for nominations of retired teachers. Branches should also annually update the materials of persons being renominated. Careful attention should be made to note if any changes have occurred in the application forms themselves.
8. The Provincial Selection Committee will analyze the materials received and recommend a person or persons to the Provincial Executive. Under normal circumstances, additional information will not be sought. It is, therefore, imperative that your submission be complete. The final selection is made by the Provincial Executive.

# The Bancroft Award

## Nomination Form

(Nominations must be received at NLTA Office by January 15<sup>th</sup> and **MUST** be typewritten.)

The Bancroft Award has been established to recognize outstanding service at the branch level. A maximum of three awards may be presented each year and awards are open to any active member of the Association. Each recipient shall receive a ring and a plaque. The President of the Association shall announce the winner(s) at least two weeks prior to Convention and, in a non-Convention year, at a convenient time following the Executive meeting at which the award recipient is approved. During a non-Convention year, award recipients will be presented with their awards at an occasion to be determined by the Provincial President. Award winners from both the non-Convention and Convention years will be invited to the Biennial General Meeting where their awards will be recognized and presented.

### NOMINATION PROCEDURES

Nominations must come from branches, must be made on this form and must be typewritten.

Criteria to be submitted with nominations shall include:

- offices held at branch level (please give dates);
- other branch positions/appointments (please give dates);
- projects initiated or led by nominee (please give dates);
- other information considered pertinent to branch service.
- The names and addresses of two individuals who would be able to provide references concerning the nomination. These could be the names of current or former officers of the branch or a branch member who is familiar with the nominee's achievements

### SELECTION COMMITTEE

The Selection Committee will be the Membership Benefits and Services Committee. The functions of the Selection Committee are:

1. To examine the information presented on each nominee and to make recommendations to Provincial Executive based on a clear majority vote of the committee.
2. In addition to a study of the materials submitted by the branch, the committee may conduct interviews with nominees and/or the branch executive.

# The Bancroft Award

NOMINEE: \_\_\_\_\_

NOMINATED BY: \_\_\_\_\_

This nomination for a Bancroft Award will be processed in accordance with current NLTA policy as stated on Page 1 of this form.

## GENERAL INFORMATION

Home Address:

Work Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Telephone: \_\_\_\_\_

Work Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Number of Years Teaching: \_\_\_\_\_

Ring Size: \_\_\_\_\_

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## BRANCH SERVICE

List and give details, indicating the appropriate years, of branch service that has been performed by the nominee. This should include the categories listed below from A to F.

A. Executive Offices Held At The Branch (Please include years served and details of activities involved)

**B. Committee Membership (Please include years served and details of activities involved)**  
(Please indicate when the nominee chaired any of these committees)

**C. Delegate to Convention for the Following Years:**

**D. Other Branch Positions/Appointments (Please include years served and details of activities involved)**

**E. Projects Or Activities Which Were Initiated Or Led By Nominee Or To Which The Nominee Has Been An Outstanding Contributor (Please include years served and details of activities involved)**

**F. Other Service To Branch**

**G. References (Include name and contact information)**

1.

2.

**IF DOCUMENTS ARE INCLUDED WITH THIS NOMINATION, PLEASE LIST THE ATTACHED DOCUMENTS.**

**DECLARATION BY NOMINEE**

I, \_\_\_\_\_ hereby declare that I have examined the  
(print name of nominee)  
information contained herein and do certify that it is true and accurate to the best of my knowledge.

\_\_\_\_\_  
[Signature of Nominee] [Date]

**CERTIFICATION AND SIGNATURE OF BRANCH OFFICERS**

We certify that \_\_\_\_\_ has been nominated for a Bancroft Award at  
a general meeting of the \_\_\_\_\_ Branch held on \_\_\_\_\_  
and that this nomination has been approved by the branch.

The mover and seconder of this nomination are: \_\_\_\_\_ and  
\_\_\_\_\_

\_\_\_\_\_  
(President) (Date)

\_\_\_\_\_  
(Secretary) (Date)

N.B. If either of the above is the nominee, please have another branch officer sign, indicating position held.

**NOTE: DO NOT SEND ORIGINAL DOCUMENTS SINCE WE CANNOT GUARANTEE THEIR SAFE RETURN.**

**RETURN TO:**

**Geralyn Costello**  
**Executive Assistant, Governance**  
**Newfoundland and Labrador Teachers' Association**  
**3 Kenmount Road**  
**St. John's, NL A1B 1W1**  
**Telephone: 709-726-3223, Ext. 222 (Toll free 1-800-563-3599)**  
**Fax: 709-726-3223 or 1-877-711-6582 E-mail: gcostello@nlta.nl.ca**

*(Inquiries/questions regarding this award should be directed to the Executive Assistant, Governance)*

**FOR OFFICE USE:** Date received at NLTA office: \_\_\_\_\_

# The Allan Bishop Award

## Nomination Form

**(Nominations must be received at NLTA Office by January 15th)**

This award was established to recognize outstanding service to NLTA at the provincial level. A maximum of one award may be presented each year and awards are open to any active or life member of the Association except that current members of the Provincial Executive are ineligible and a provincial Past-President of the Association is ineligible within three years of his/her presidency. A gift and plaque will be presented to the recipient. The President of the Association shall announce the winner at least two weeks prior to Convention and, in a non-Convention year, at a convenient time following the Executive meeting at which the award recipient is approved. During a non-Convention year, the award recipient will be presented with the award at an occasion to be determined by the Provincial President. Award winners from both the non-Convention and Convention years will be invited to the Biennial General Meeting where their awards will be recognized and presented.

### NOMINATIONS PROCEDURE

**Nominations must come from branches, special interest councils or Joint Council and must be made on this form. The nomination form must be typewritten.**

Criteria to be submitted with nominations shall include:

- Offices held at the provincial level of NLTA (please give dates);
- Other NLTA positions/appointments and offices held (please give dates);
- Project or activities initiated or led by nominee (please give dates);
- Other information considered pertinent;
- The names and addresses of two individuals who would be able to provide references concerning the nomination. These could be the names of current or former officers of the branch or a branch member who is familiar with the nominee's achievements

All nominations must be received at NLTA Office by **January 15**. Nominations received after that date will not be considered.

### SELECTION COMMITTEE

The Selection Committee is the Membership Benefits and Services Committee. The functions of the selection committee include:

1. To examine the information presented on each nominee and to make recommendations to Provincial Executive based on a clear majority vote of the committee.
2. In addition to a study of the materials submitted by the branch, the committee may conduct interviews with nominees and/or the branch executive.

# The Allan Bishop Award

NOMINEE: \_\_\_\_\_

NOMINATED BY: \_\_\_\_\_

(Name of branch or council)

This nomination will be processed in accordance with current NLTA policy as stated on Page 1 of this form.

## GENERAL INFORMATION

Home Address:

Work Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Telephone: \_\_\_\_\_

Work Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Number of Years Teaching: \_\_\_\_\_

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## OFFICES HELD AT THE PROVINCIAL LEVEL OF NLTA

Using the appropriate sections below, list, on a yearly basis, NLTA offices at the provincial level that have been held by the nominee. This should include Provincial Executive, committees chaired by the nominee, special interest council executives (provincial), provincial committee membership, and other positions held. If the nominee is a past provincial president of NLTA, that fact will be included under subsection E., but it is not necessary to include for that person the committees chaired or other positions held during the term of presidency.

A. Provincial Executive of NLTA (Give dates when on Executive)

B. Provincial NLTA Executive Committee Membership (Please include years served and details of activities involved) (indicate by \* the year(s) when you chaired any of these committees)

- C. List of Special Interest Council memberships, executive positions (Please include years served and details of activities involved)
- D. Special Interest Council committees on which you served (Please include years served and details of activities involved) (indicate by \* those committees chaired)
- E. If nominee is a past provincial President of NLTA, list years of presidency

**LIST AND GIVE DETAILS ON PROJECTS OR ACTIVITIES WITHIN NLTA AT THE PROVINCIAL LEVEL WHICH HAVE BEEN INITIATED OR LED BY THE NOMINEE, OR TO WHICH THE NOMINEE HAS BEEN AN OUTSTANDING CONTRIBUTOR. INCLUDE YEARS.**

**REFERENCES (Include name and contact information)**

1.

2.

**DECLARATION BY NOMINEE**

I, \_\_\_\_\_, hereby declare that I have examined the information contained herein and do certify that it is true and accurate to the best of my knowledge.  
(print name of nominee)

\_\_\_\_\_  
(Signature of nominee)

\_\_\_\_\_  
(Date)

**CERTIFICATION AND SIGNATURE OF BRANCH/COUNCIL/JOINT COUNCIL OFFICERS**

We certify that \_\_\_\_\_ has been nominated for an Allan Bishop Award at a general branch/council/Joint Council meeting held on \_\_\_\_\_ and that this nomination has been approved by the \_\_\_\_\_ branch/council/Joint Council.

The mover and seconder of this nomination are: \_\_\_\_\_ and \_\_\_\_\_

\_\_\_\_\_  
(President)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Secretary)

\_\_\_\_\_  
(Date)

**NB** If either of the above is the nominee, please have another branch/council officer sign, indicating position held.

**NOTE: DO NOT SEND ORIGINAL DOCUMENTS SINCE WE CANNOT GUARANTEE THEIR SAFE RETURN.**

---

**RETURN TO:**

Geralyn Costello  
Executive Assistant, Governance  
Newfoundland and Labrador Teachers' Association  
3 Kenmount Road  
St. John's, NL A1B 1W1  
Telephone: 709-726-3223, Ext. 222 (Toll free 1-800-563-3599)  
Fax: 709-726-4302 (Toll Free 1-877-711-6582)  
E-Mail: gcostello@nlta.nl.ca

*(Inquiries/questions regarding this award should be directed to the Executive Assistant, Governance)*

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**FOR OFFICE USE:**                      Date received at NLTA Office: \_\_\_\_\_

# NLTA Special Recognition Award

## Nomination Form

(Nominations must be received at NLTA Office by January 15)

The NLTA Special Recognition Award, instituted by Johnson Incorporated to recognize the 100th anniversary of the Newfoundland and Labrador Teachers' Association, will be presented annually to an active or life member of NLTA who, while a teacher in the province, made a major contribution to the cultural, social and/or the community life of Newfoundland and Labrador. The award will recognize contributions in the areas of the arts (music/literature/visual arts), community service and/or municipal politics. Consideration will be given to contributions towards and achievements in the areas of music, literature, visual arts, community involvement and leadership, service organizations, youth programs, church and church organizations, municipal politics, etc. Nominees may have demonstrated outstanding achievement in a particular field of endeavour or a variety of achievements in various fields.

The President of the Association shall announce the winner at least two weeks prior to Convention and, in a non-Convention year, at a convenient time following the Executive meeting at which the award recipient is approved. During a non-Convention year, the award recipient will be presented with the award at an occasion to be determined by the Provincial President. Award winners from both the non-Convention and Convention years will be invited to the Biennial General Meeting where their awards will be recognized and presented.

### NOMINATIONS PROCEDURE

Nominations may come only from NLTA branches and must be approved at a general branch meeting. One or several nominations may be submitted by an NLTA branch. Any active or life member of the NLTA is eligible for nomination. **Nominations are to be submitted on the approved nomination form and must be typewritten.** Information to be submitted with the nomination will include:

1. Curriculum vitae.
2. Detail of nominee's existing projects participation, achievements, recognition, commendations, awards or honours.
3. A list of positions, offices, or appointments held by the nominee, including the dates of tenure.
4. An outline of the nominee's particular achievements and contributions in community service, social, and/or cultural endeavours.
5. Any other information or documentation supporting the nomination.
6. The names and address of three individuals who would be able to provide references concerning the nomination. These could be the names of officers or organizations in which the nominee is, or has been, an active member, community or church leaders, or any other person who is familiar with the nominee's achievements.

### SELECTION COMMITTEE

The Selection Committee is the Membership Benefits and Services Committee. The functions of the selection committee include:

1. To examine the information presented on each nominee and to make recommendations based on a clear majority vote of the committee.
2. In addition to a study of the materials submitted by the branch, the committee may conduct interviews with nominees and/or the branch executive.
3. To make recommendations to Executive.

# NLTA Special Recognition Award

The NLTA Special Recognition Award, instituted by Johnson Incorporated to recognize the 100th anniversary of the Newfoundland and Labrador Teachers' Association, will be presented annually to an active or life member of NLTA who, while a teacher in the province, made a major contribution to the cultural, social and/or the community life of Newfoundland and Labrador. The award will recognize contributions in the areas of the arts (music/literature/visual arts), community service and/or municipal politics. Consideration will be given to contributions towards and achievements in the areas of music, literature, visual arts, community involvement and leadership, service organizations, youth programs, church and church organizations, municipal politics, etc. Nominees may have demonstrated outstanding achievement in a particular field of endeavour or a variety of achievements in various fields.

NOMINEE: \_\_\_\_\_

NOMINATED BY: \_\_\_\_\_  
(Name of branch)

## GENERAL INFORMATION

Home Address:

Work Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Telephone: \_\_\_\_\_

Work Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Number of Years Teaching: \_\_\_\_\_

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## COMMUNITY SERVICE

For each organization, indicate the position or positions held within that group and the relevant years. Then give a brief description of special projects or activities which were initiated or led by the nominee or to which the nominee has made an outstanding contribution. (Include other pages as necessary.)

**OTHER CULTURAL OR SOCIAL ENDEAVOURS NOT COVERED UNDER THE PREVIOUS HEADING.**  
(Please give a brief description including the relevant years)

**LIST AWARDS, COMMENDATIONS, HONOURS RECEIVED BY NOMINEE WITH A BRIEF INDICATION OF WHY THESE WERE RECEIVED.**

**INCLUDE HERE OTHER INFORMATION RELEVANT TO SUPPORTING THIS NOMINATION**

**REFERENCES (Include name and contact information)**

1.

2.

3.

**IF DOCUMENTS ARE INCLUDED WITH THIS NOMINATION, PLEASE LIST THEM**

**DECLARATION BY NOMINEE**

I, \_\_\_\_\_, hereby declare that I have examined the  
(print name of nominee)

information contained herein and do certify that it is true and accurate to the best of my knowledge.

\_\_\_\_\_  
(Signature of nominee)

\_\_\_\_\_  
(Date)

**CERTIFICATION AND SIGNATURE OF BRANCH OFFICERS**

We certify that \_\_\_\_\_ has been nominated for the Special Recognition Award at a general branch meeting of the \_\_\_\_\_ Branch held on \_\_\_\_\_ and that this nomination has been approved by the branch.

The mover and seconder of this nomination are: \_\_\_\_\_  
and \_\_\_\_\_

\_\_\_\_\_  
(President)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Secretary)

\_\_\_\_\_  
(Date)

**NB** If either of the above is the nominee, please have another branch officer sign, indicating position held.

**NOTE: DO NOT SEND ORIGINAL DOCUMENTS SINCE WE CANNOT GUARANTEE THEIR SAFE RETURN. DEADLINE FOR RECEIPT OF NOMINATION AT THE NLTA OFFICE IS JANUARY 15.**

**RETURN TO:**

Geralyn Costello  
Executive Assistant, Governance  
Newfoundland and Labrador Teachers' Association  
3 Kenmount Road  
St. John's, NL A1B 1W1  
Telephone: 709-726-3223, Ext. 222 (Toll free 1-800-563-3599)  
Fax: 709-726-4302 (Toll Free 1-877-711-6582)      E-Mail: gcostello@nlta.nl.ca

*(Inquiries/questions regarding this award should be directed to the Executive Assistant, Governance)*

**FOR OFFICE USE:**      Date received at NLTA Office: \_\_\_\_\_

# Barnes Award

## Nomination Form

(Nominations must be received at the NLTA Office by January 15)

The Barnes Award has been established to recognize outstanding professional development services provided at the Special Interest Council level. A maximum of one award may be presented each year.

### NOMINATIONS PROCEDURE

Nominations must come from special interest councils or branches, must be provided on this form and **must be typewritten**. Affiliate SIC executives may submit nominations to their provincial SIC executives. Attach additional sheets if space is insufficient.

Information to be submitted with nominations should include:

1. Curriculum vitae
2. Special interest council or professional development involvement
3. Services to special interest councils
4. Teaching service
5. Special projects initiated or led by the nominee
6. Contributions in the area of curriculum development

Nominations for the award will be carried forward for a period of two years for consideration pending approval of the nominating group and updating of nominee applications and providing the nominee is an active member of the Association in the year of consideration/awarding.

### SELECTION COMMITTEE

The Selection Committee will be the Professional Issues Committee. The functions of the selection committee include:

1. Examination of all applications received. Recommendations to be based on majority vote of the committee.
2. Recommendation to the Provincial Executive Council for selection.

# The Barnes Award

Nominee: \_\_\_\_\_

Nominated by: \_\_\_\_\_

*(Special Interest Council or Branch)*

## GENERAL INFORMATION

Home Address:

Work Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Telephone: \_\_\_\_\_

Work Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Ring Size: \_\_\_\_\_

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## Special Interest Council Service or NLTA Professional Development Involvement

List professional development service that has been performed by this nominee. **(Please specify dates.)** This should include Executive positions held in special interest councils, professional development work undertaken over the years within branches, involvement in curriculum development projects, special professional development instructional seminars, inservices, etc. *(If sufficient space is not provided on this form, list information on a separate sheet(s) and attach.)*

**Other Outstanding Services to Special Interest Councils (e.g. founder of councils, affiliates, etc.)  
(Please include dates and details of activities involved)**

**Teaching Service (Please specify dates, positions held, areas of specialization, etc.)**

**Describe any special projects initiated or led by the nominee (Please specify dates.)**

**Describe any contributions in the area of curriculum development (Please specify dates.)**

Please indicate here other information relevant to supporting the nomination.

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**DECLARATION BY NOMINEE**

I, \_\_\_\_\_, hereby declare that I have examined the information contained herein and do certify that it is true and accurate to the best of my knowledge.  
(print name of nominee)

\_\_\_\_\_  
(Signature of nominee)

\_\_\_\_\_  
(Date)

**SIGNATURE OF PROVINCIAL SPECIAL INTEREST COUNCIL OR BRANCH EXECUTIVE MEMBERS**

\_\_\_\_\_  
(Provincial SIC or Branch President)

\_\_\_\_\_  
(Provincial SIC or Branch Executive Member)

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**RETURN TO:**

**Professional Development Division  
Newfoundland and Labrador Teachers' Association  
3 Kenmount Road  
St. John's, NL A1B 1W1  
Telephone: 709-726-3223, Ext. 246 (Toll free 1-800-563-3599)  
Fax: 709-726-4302 (Toll Free 1-877-711-6582)  
E-Mail: scardoulis@nlta.nl.ca**

*(Inquiries/questions regarding this award should be directed to the Professional Development Division)*

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Please list scholarships, grants, bursaries, awards or honours you have received (give dates and particulars):

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**CURRENT TEACHING POSITION:**

Teaching Position: \_\_\_\_\_

Name and Address of School: \_\_\_\_\_

Name and Address of School Board: \_\_\_\_\_

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**TEACHING RECORD:**

Total years of experience: \_\_\_\_\_

Present Newfoundland Teaching Certificate you hold: \_\_\_\_\_

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**NLTA ACTIVITIES:**

Please list all NLTA activities you have taken part in: \_\_\_\_\_

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Give any other information which you think may be helpful to the Selection Committee:

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## **REGULATIONS GOVERNING THE AWARDING OF JOHNSON INCORPORATED BURSARIES**

1. A sum of \$2,000.00 will be made available to the NLTA to be awarded annually to teachers in full-time attendance at university. The value of the awards will depend on the number of awards granted annually by the Professional Issues Committee (e.g. two @ \$1,000.00, four @ \$500.00).
2. The bursaries shall be open to both graduate and undergraduate students.
3. Bursaries will be paid when the successful applicant has notified the Professional Development Division of official registration.
4. Applications for bursaries must be completed on the form provided.
5. Applications must be received at the NLTA Office by **April 1**.

**Please send completed form with enclosures to:**

**Professional Development Division  
Newfoundland and Labrador Teachers' Association  
3 Kenmount Road  
St. John's, NL A1B 1W1  
Fax: 709-726-3223 or 1-877-711-6582**

Newfoundland and Labrador  
Teachers' Association

# Scholarship Application Form

*[Regulations listed on reverse side]*

## Section A - Applicant

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

MCP Number: \_\_\_\_\_

Name of School: \_\_\_\_\_

Address of School: \_\_\_\_\_

Are you presently enrolled in the senior high program in your graduation year? \_\_\_\_\_

## Section B - Parent

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

State Years as a Teacher: \_\_\_\_\_

If parent is not an active teacher, give date of retirement or death: \_\_\_\_\_

\_\_\_\_\_  
[Signature of Applicant]

\_\_\_\_\_  
[Date]

E-mail Address: \_\_\_\_\_

# Regulations

NLTA will award six scholarships to dependents of active, retired, disabled or deceased members, subject to the following conditions:

- a) The award will be made upon completion of secondary school and through application to the Newfoundland and Labrador Teachers' Association;
- b) The amount of each scholarship will be \$1,000.
- c) The award is based on the criteria used by the Department of Education for the selection of provincial scholarship recipients.

**Completed applications should be submitted prior to July 31 to:**

Professional Development Division  
Newfoundland and Labrador Teachers' Association  
3 Kenmount Road  
St. John's, NL A1B 1W1

Phone: 726-3223 or toll free (within NL) 1-800-563-3599  
Fax: 726-4302 or toll free (within NL) 1-877-711-NLTA (6582)

# NLTA Retirement Scrolls/Pins Order Form

Branch: \_\_\_\_\_

Ordered by: \_\_\_\_\_

Title/Position: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Retirement Banquet: \_\_\_\_\_ # Scrolls/Pins Required: \_\_\_\_\_

---

## NAMES FOR SCROLLS:

(Please ensure that prior to ordering you obtain from the retiree the full name he/she wishes to have placed on the scroll and the correct spelling of that name.)

Name	Years of Service (over or under 20 years)*	Retirement Date/ Date on Scroll
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\*Teachers retiring with over 20 years of teaching service receive Life Membership in the NLTA.

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## FOR OFFICE USE ONLY:

Request received: \_\_\_\_\_

Scroll ordered: \_\_\_\_\_

Pin ordered: \_\_\_\_\_

Life member letter (if applicable): \_\_\_\_\_

Life member card (if applicable): \_\_\_\_\_

Sent to branch: \_\_\_\_\_



# Substitute Teacher Registration Form

The following information **must** be provided for each substitute teacher who has taught for at least one day prior to **December 31**. These forms should be **completed and forwarded to the branch president and will remain in the branch**. The branch president will then enter the information on the **Official Registration Summary Form** which will then be sent to the NLTA Office in order to officially register all substitute teachers in the branch. Deadline for receipt at the NLTA Office is January 15. **If the substitute teacher is completing this form, please return it to the school representative who will forward it to the substitute contact person on the branch executive, or the branch president.**

Name of Substitute Teacher: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

⇒ Have you substituted at least once in this school year? Yes \_\_\_\_\_ No \_\_\_\_\_  
(Note: Substitute teachers are eligible for NLTA membership only if they have substituted at least once in the present school year.)

⇒ Substitute teacher information can be accessed on the *Members Only* section of the NLTA website. In order to access this site you must have a username and password. To obtain a username and password please complete the "Member Profile Form" located on the website at [www.nlta.nl.ca](http://www.nlta.nl.ca). When you login to the *Members Only* section, go to "For the Teacher" and then click "Substitute Teachers".

Branch Selected by Substitute for Membership: \_\_\_\_\_

Signature of Substitute Teacher: \_\_\_\_\_

OR:

Signature of Branch Member Making Contact: \_\_\_\_\_

Date: \_\_\_\_\_





# Request For Additional Branch Funding

BRANCH \_\_\_\_\_

PERSON MAKING REQUEST \_\_\_\_\_

POSITION ON BRANCH EXECUTIVE \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

## Function For Which Funding is Requested

PLEASE CHECK (✓) BELOW THE REASON FOR YOUR REQUEST	AMT. REQUESTED	FOR OFFICE USE
<input type="checkbox"/> BRANCH RETIREMENT FUNCTION		
<input type="checkbox"/> OTHER BRANCH FUNCTIONS/PROJECTS*		
<input type="checkbox"/> BRANCH EXCEPTIONAL TRAVEL (eg. to hire a ferry)*		
<input type="checkbox"/> NEGOTIATIONS (Extraordinary Expenses)*		
<input type="checkbox"/> SCHOOL BOARD-TEACHER LIAISON COMMITTEE		

XX

## Additional Information Re Branch Retirement Function

Date of Event: \_\_\_\_\_

List Names of Retirees and one funded guest for each:


Cost to Branch for Banquet Tickets for persons listed in 2 above: \$ \_\_\_\_\_ each for a total of \$ \_\_\_\_\_

**Additional Information Re Special Functions/Projects**

(Please describe and outline costs involved. Attache additional paper if necessary.)

**Additional Information Re Exception Travel Expenses**

Reason for Request \_\_\_\_\_

Number of Teachers \_\_\_\_\_

Cost to Branch \_\_\_\_\_

Amount Requested \_\_\_\_\_

**Additional Information Re Negotiations Expenses**

Please specify items for which funding is requested and projected costs.

**School Board-Teacher Liaison Committee**

Date of Meeting \_\_\_\_\_

(Please attach copy of minutes and/or reports. Use regular NLTA expense claim forms.)

**NOTES:**

\* When applying for funding for this category noted on Page 1 of this form, please complete the section on Branch Financial Status (Page 3).

# Branch Financial Status

## TOTAL INCOME TO DATE

Balance at beginning of year: \$ \_\_\_\_\_

Registration Rebate: \_\_\_\_\_

Membership Rebate: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total income: \$ \_\_\_\_\_

## EXPENDITURES TO DATE

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Total Expenditure: \$ \_\_\_\_\_

Current Balance: \$ \_\_\_\_\_

## ESTIMATE OF FUNDS COMMITTED FROM PRESENT DATE TO END OF YEAR

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_