ELEMENTARY TEACHERS' FEDERATION OF ONTARIO - TORONTO OCCASIONAL TEACHERS' LOCAL

Constitution and By-Laws 2026-2027

ETFO
TORONTO OCCASIONAL TEACHERS

Constitution
By-Laws

Updated: May 14, 2026

Table of Contents

Constitution ..... **Page 3**

By-Laws ..... **Page 16**

CONSTITUTION
Amended June 7, 2022
TABLE OF CONTENTS

DEFINITIONS Page 4

ARTICLE I – NAME Page 4

ARTICLE II – JURISDICTION Page 4

ARTICLE III – OBJECTS Page 4

ARTICLE IV – MEMBERSHIP Page 5

ARTICLE V – RIGHTS AND RESPONSIBILITIES OF MEMBERSHIP Page 5

ARTICLE VI – LOCAL ORGANIZATION
- Section 1 – Local Executive Page 6
- Section 2 – Committees Page 7
- Section 3 – Health and Safety Representatives Page 7

ARTICLE VII – ORGANIZATIONAL DUTIES
- Section 1 – Duties of the Executive Page 8
- Section 2 – Duties of Officers Page 9
- Section 3 – Duties of Executive Members Page 11
- Section 4 – Duties of Committees Page 11

ARTICLE VIII – MEETINGS
- Section 1 – General Meetings Page 11
- Section 2 – Local Annual Meeting Page 12
- Section 3 – Executive Meetings Page 12

ARTICLE IX – EXECUTIVE ELECTIONS
- Section 1 – Eligibility Page 12
- Section 2 – Nominations Page 13
- Section 3 – Election Procedure Page 13
- Section 4 – Elections Officer Page 14

ARTICLE X – DELEGATES TO THE ETFO ANNUAL MEETING Page 14

ARTICLE XI – RESOLUTIONS TO THE ETFO ANNUAL MEETING Page 14

ARTICLE XII – AMENDMENTS TO THE LOCAL CONSTITUTION Page 14

ARTICLE XIII – FINANCES Page 15

BYLAW I – FEES Page 16

BYLAW II – RELEASE TIME Page 16

BYLAW III – FINANCES Page 17

BYLAW IV – VACANCIES ON THE EXECUTIVE Page 17

CONSTITUTION OF
THE ELEMENTARY TEACHERS' FEDERATION OF ONTARIO
–TORONTO OCCASIONAL TEACHERS' LOCAL

CONSTITUTION

Definitions:

1. "Union" means the provincial Elementary Teachers' Federation of Ontario

2. "Local" means the Elementary Teachers' Federation of Ontario – Toronto Occasional Teachers' Local (ETFO – Toronto O.T. Local)

3. "Board" means the Toronto District School Board.

4. "CBC" means the Collective Bargaining Committee

5. "Executive" means Local Executive as per Article VI, Section 1.

6. "Executive Committee" means a Committee of the President, First Vice President, Vice Presidents and Treasurer.

7. "Day" means a calendar day.

8. "School Day" means one of the 194 days of the school year calendar.

9. "Released Executive" means President, First Vice President, Vice Presidents and Treasurer.

ARTICLE I – NAME

1.1 This organization shall be known as the "Elementary Teachers' Federation of Ontario – Toronto Occasional Teachers' Local" (ETFO – Toronto O.T. Local).

1.2 In all Local communications, including but not limited to electronic, print, and oral, officers of the Local shall endeavour to use the official name of the Local which is the Elementary Teachers' Federation of Ontario – Toronto Occasional Teachers' Local.

ARTICLE II - JURISDICTION

2.1 The Local is a Local of the Elementary Teachers' Federation of Ontario.

2.2 The jurisdiction of the Local shall be all occasional teachers in the elementary panel covered by the Toronto District School Board.

ARTICLE III – OBJECTS

The objectives of the Local shall be:

3.1 to represent all elementary occasional teachers of the Local in a fair and equitable manner;

3.2 to regulate relations between the members of the Local and the Board including but not limited to securing and maintaining through collective bargaining, the best possible terms and conditions of employment;

3.3 to advance the cause of publicly funded education and the status of occasional teachers in the Local;

3.4 to promote a high standard of professional ethics and a high standard of professional competence;

3.5 to foster a climate of social justice and provide a leadership role in such areas as anti-poverty, non-violence and equity;

3.6 to promote and protect the interests of all members of the Local and the students in their care;

3.7 to promote and defend the health and safety of members in the workplace;

3.8 to work in concert with other Locals of the Union;

3.9 to cooperate with other organizations having the same or like objects; and

3.10 to communicate with members.

ARTICLE IV – MEMBERSHIP

Section 1 – Active Membership

4.1 Active members shall be all members within the jurisdiction of the Local who are in good standing with the Ontario College of Teachers and with the Union.

4.2 Active membership shall mean a member who has paid dues to the Local within the last one hundred and twenty (120) working days or who is on approved leave of absence.

ARTICLE V – RIGHTS AND RESPONSIBILITIES OF MEMBERSHIP

Section 1 – Rights and Responsibilities of Active Membership

5.1.1 An active member shall have full rights, privileges, and responsibilities of membership in the Union unless limited by disciplinary action taken in accordance with Article VII of the Union Constitution.

5.1.2 The rights of an active member shall be:

(a) to hold office in the Local and in the Union;

(b) to attend General Meetings of the Local;

(c) to participate in all votes related to collective bargaining, including ratification of the collective agreement, as set out in the Ontario Labour Relations Act;

(d) to participate in any general membership votes;

(e) to request Local support through the grievance process;

(f) to request Local support in any problem directly related to professional duties.

5.1.3 The responsibilities of a member shall be:

a) to recognize the Local as the official voice of all the members of the Local;

b) to adhere to the Constitution and Bylaws of the Local;

c) to honour the terms of the Collective Agreement;

d) to refrain from undertaking or supporting actions which undermine established bargaining procedures;

e) to strive to achieve and maintain a high degree of professionalism and to uphold the honour, dignity, and ethical standards of the teaching profession;

f) to follow the Code of Professional Conduct – Article VI of the Federation Constitution or be subject to disciplinary action under Article VII – Disciplinary Procedures of the Federation Constitution.

ARTICLE VI – LOCAL ORGANIZATION

Section 1 – Local Executive

6.1.1 The local executive shall consist of twelve (12) members and shall include:
a) President
b) First Vice-President
c) Vice-President - open
d) Vice-President - women only
e) Treasurer
e) Secretary
f) Six (6) additional executive members; three (3) open positions and three (3) positions open to women only.

6.1.2 A member appointed by ETFO Locals whose members are employed by the Toronto District School Board shall be a non-voting member of the Executive.

6.1.3 The term of office of the executive shall be one (1) year. The term will commence on July 1 of the year of the election and end on June 30.

6.1.3.1 Notwithstanding Article 6.1.3, no member shall be eligible to hold any released position on the Local Executive after having served a total of five (5) one-year terms at a position for which full time release has been provided/lifetime. This is inclusive of history, going back from the year 2021/2022.

6.1.4 An Executive must maintain active membership status in the Local to maintain a position on the Local Executive.

6.1.5 The Executive shall have the following Committees:

a) Collective Bargaining Committee (CBC);

b) Executive Committee.

Section 2 – Committees

6.2.1 There shall be the following Standing Committees:

a) Budget Committee

b) Constitution Committee

c) Elections Committee

d) Equity and Social Justice Committee

e) New Members Committee

f) Political Action Committee

g) Professional Development Committee

h) Racialized Members Committee

i) Social Committee

j) Status of Women Committee

6.2.2 Other ad hoc committees required to carry out the work of the Local may be established by the Executive or by General Meetings as necessary.

6.2.3 The term of office for committees shall commence on July 1 and end on June 30 of the following year.

Section 3 – Health and Safety Representatives

6.3.1 The Joint Occupational Health and Safety Committee shall reflect the Board's structure as developed in the Terms of Reference for Joint Occupational Health and Safety for the TDSB. The representatives shall be appointed by the Executive.

6.3.2 The term of office for representatives shall be two years, commencing on September 1 of the first year and ending on August 31 of the second year.

ARTICLE VII – ORGANIZATIONAL DUTIES

The Local, its officers and committees, shall carry out their duties and responsibilities in accordance with both Local and Union Constitution, By-Laws, policies, procedures, and resolutions.

Section 1 – Duties of the Executive

7.1 The Executive shall:

a) uphold the Constitution, Bylaws and Policies of the Elementary Teachers' Federation of Ontario;

b) execute the business of the ETFO - Toronto Occasional Teachers' Local in accordance with the Constitution and the decisions of General Meetings of the ETFO - Toronto Occasional Teachers' Local;

c) hold at least three (3) General Meetings, including a Local Annual Meeting and at least five (5) regular Executive meetings;

d) hold an Executive meeting at the call of the President, or at the call of the majority of the voting Executive;

e) receive a financial report at each Executive meeting;

f) forward to the provincial office by September 30 of each year the annual audited financial statement;

g) develop an annual budget for presentation to the Local Annual Meeting:

h) appoint members to committees; approve terms of reference for these committees and receive reports from the committee chairpersons;

i) appoint when necessary, a successor to complete any unexpired term of an elected or appointed Local representative in accordance with Bylaw IV;

j) recommend the appointment of the auditors to the Local Annual Meeting;

k) develop investment policy;

l) attend meetings regularly;

m) appoint representatives as required to act in the interest of the Local;

n) have the final authority to determine the specific duties of the officers of the Local.

Section 2 – Duties of Officers

7.2.1 The President shall:

(a) be the official spokesperson of the Local;

(b) be the official representative of the Local;

(c) be a signing officer;

(d) be an ex-officio member of all committees;

(e) chair, or designate another to chair, all Local Executive and Local General Meetings;

(f) transact the business of the Local between Executive Meetings subject to ratification by the Executive. The President shall seek approval from the Executive on all substantive issues prior to their execution;

(g) represent the Local as a delegate to the ETFO Annual Meeting;

(h) represent the Local or designate another to represent the Local on the Representative Council;

(i) represent the Local or designate another to represent the Local on the Elementary Teachers' of Toronto Executive;

(j) inform and advise members of the Local on issues affecting the Local and its members;

(k) maintain accurate records of correspondence received by and sent on behalf of the Local

(l) ensure that all Member meetings, including Opportunity to Respond Meetings and Follow Up meetings in which members are facing allegations, are documented with hard copy notes. These notes shall be stored in a central file in the Local's office so that they can be accessed by all Local officers when necessary;

(m) forward to the provincial office each year the annual report of the Local.

Section 3 – Duties of the Vice-Presidents

7.3.1 The duties of the two (2) vice-presidents shall be determined by the executive:

(a) The executive shall assign one (1) vice-president responsibility for health and safety;

(b) The executive shall assign one (1) vice-president responsibility for social activities;

(c) The executive shall assign one (1) vice-president responsibility for professional learning;

(d) The executive shall assign one (1) vice-president responsibility for communications including social media;

(e) The president and/or the executive shall assign additional responsibilities as required.

(f) Notwithstanding the above, the first vice-president shall assume the duties and responsibilities of the president in the president's absence or at the request of the president;

(g) The vice-presidents shall represent the local as delegates to the ETFO Annual Meeting.

(h) ensure that all Member meetings, including Opportunity to Respond Meetings and Follow Up meetings in which members are facing allegations, are documented with hard copy notes. These notes shall be stored in a central file in the Local's office so that they can be accessed by all Local officers when necessary;

7.3.2 **The Treasurer shall:**

(a) maintain a separate bank account for the funds belonging to the Local;

(b) keep accurate and detailed financial records of the ETFO – Toronto Occasional Teachers' Local based on the Local's fiscal year, July 1 to June 30;

(c) make a financial report to each Executive and General Meeting of the Local;

(d) make investments with the approval of the Executive;

(e) report investments during each financial report;

(f) ensure the audit is completed;

(g) forward the annual audited financial statement of the ETFO - Toronto Occasional Teachers' Local to the provincial office of the Union by September 30;

(h) act as a signing officer for the Local;

(i) submit to a security/credit check upon request of the Executive;

(j) chair Budget Committee Meetings;

(k) monitor, along with the President, the work of the bookkeeper if applicable;

(l) represent the Local as a delegate to the ETFO Annual Meeting in August;

(m) ensure that all Member meetings, including Opportunity to Respond Meetings and Follow Up meetings in which members are facing allegations, are documented with hard copy notes. These notes shall be stored in a central file in the Local's office so that they can be accessed by all Local officers when necessary.

7.3.3 The Secretary shall:

(a) attend every Executive meeting and General meeting or designate an alternate.
(b) maintain accurate records of all meetings of the Local;

(c) prepare and circulate minutes of Executive and General Meetings.

(d) represent the Local as a delegate to the ETFO Annual Meeting in August.

Section 3 – Duties of the Executive Members:

7.3.4 **The Executive Members shall:**

(a) attend all meetings of the Local regularly;

(b) fulfil their duties as assigned by the President and/or the Executive.

7.3.5 Any Executive Member who is absent for three (3) consecutive meetings may be replaced by motion of the Executive. (Subject to 8.1.6)

Section 4 – Duties of Committees

7.4.1 Committees are responsible to the Local Executive.

7.4.1.1 Each Standing Committee shall develop Terms of Reference.

7.4.2 The Collective Bargaining Committee:
- shall consist of the Local President and four (4) other Executive members who shall be elected by the Executive at the first Executive meeting each year;
- shall solicit input from the members.

7.4.3. The Elections Committee:
-shall recommend to the Executive the appointment of an Elections Officer, who shall not be a current Executive member or a candidate for any Executive position.
-shall develop/review Election Guidelines for approval by Executive
-shall provide the Elections Officer with the approved Elections Guidelines

7.4.4. The structure and duties of the other committees will be determined by the Executive.

ARTICLE VIII – MEETINGS

Section 1 – General Meetings

8.1.1 A quorum for General Meetings shall be 50% of the members present at the time the meeting is called to order. Should quorum be lost, no further business can be conducted.

8.1.2 A General Meeting shall be held no later than November 30 of each year. The agenda shall include a report from the ETFO Annual Meeting and approval of that fiscal year's budget.

8.1.3 A General Meeting shall be held no later than February 28 of each year. The Agenda items shall include the election of Delegates to ETFO Annual Meeting; approval of motions for the ETFO Annual Meeting; and the introduction of candidates for the next year's Executive**.**

8.1.4 The official authority for conducting all Local meetings shall be the current Roberts Rules of Order.

8.1.5 Any substantive motion altering the direction of the organization or impacting on the membership as a whole must be received by the Local office in writing or by email not less than thirty (30) days prior to a General Meeting, to enable communication of that motion to the membership.

8.1.6 At General Meetings, the Executive shall have the responsibility to determine whether a tabled motion is a substantive motion altering the direction of the organization or impacting on the membership as a whole.

8.1.7 At General Meetings members shall elect or acclaim successors to vacant Executive position(s) provided notice of motion is given.

Section 2 – Local Annual Meeting

8.2.1 A Local Annual Meeting of the members of ETFO – Toronto Occasional Teachers' Local shall be held no later than May 31, of each year.

8.2.2 The Local Annual Meeting shall:

a) receive the annual reports of the officers and committees of the Local;

b) receive the draft budget for the next fiscal year;

c) appoint the auditor;

d) consider amendments to the Local Constitution in accordance with Article XII;

8.2.3 Quorum shall be 75% of the members present at the time the meeting is called to order. Quorum cannot be less than 50 members. Should quorum be lost, no further business can be conducted.

Section 3 – Executive Meetings

8.3.1 A quorum for an Executive Meeting shall be the majority of the voting Executive.

8.3.2 Executive Meeting minutes shall be available to members upon request.

ARTICLE IX – EXECUTIVE ELECTIONS

Section 1 – Eligibility

9.1.1 An active member in good standing may nominate a member or be nominated to stand for elected office.

9.1.2 To stand for the office of president, first vice-president or treasurer a candidate must have served at least one (1) year on the ETFO – Toronto Occasional Teachers' Local executive unless no eligible candidate is nominated.

Section 2 – Nominations

9.2.1 Members shall be notified of the request for nominations in January, in the January newsletter, by Constant Contact, and on the website, and this shall be at least twenty-one (21) days prior to the nomination deadline.

9.2.2 The nomination form shall be mailed in January in the January newsletter and shall be posted on the Local website in January, and this shall be at least twenty-one (21) days prior to the nomination deadline.

9.2.3 The nomination deadline shall be at least three (3) days prior to the Winter General Meeting.

Section 3 – Election Procedures

9.3.1 All elections of the Executive shall be conducted at the Local Annual Meeting.

9.3.2 Candidates for the Executive shall be introduced to the membership at the Winter General Meeting and the Local Annual Meeting and shall be provided with the opportunity to address the members at both meetings.

9.3.3 Candidate profiles shall be mailed to the membership in the March newsletter and placed on the Local website within seven (7) days following the Winter General Meeting and at least six (6) weeks prior to the Local Annual Meeting.

9.3.4 Members in good standing will elect the following to the Executive: President, First Vice-President, Vice-Presidents, Treasurer, Secretary and up to six (6) Executive Members.

9.3.4.1 A members may run for up to two (2) positions on the Executive. Notwithstanding the foregoing, a member may run for only one (1) Executive Member position.

9.3.5 Votes will be counted in order of President, First Vice-President, Vice-Presidents, Treasurer, Secretary and Executive Member. If a candidate is successful for a position, his/her name will be removed from subsequent vote counts. In the case of a tie for an Officer position or for the final Executive Member position, a re-vote will be held between the tied candidates only.

9.3.6 Each candidate or scrutineer of the candidate's choice may observe the counting of the ballots. A scrutineer must be a member of the Local.

9.3.7 The candidate with the highest vote count for each position shall be declared elected, subject to 9.3.5.

9.3.8 The vote count for all elected positions shall be released to the members and posted on the Local website within two (2) school days.

9.3.9 The ballots shall be destroyed thirty (30) days following the vote count.

Section 4 – Elections Officer

9.4.1 The Elections Committee shall recommend to the Executive the appointment of an Elections Officer who shall not be a current Executive member or a candidate for any Executive position.

9.4.2 The Elections Officer shall be provided with the Elections Guidelines.

ARTICLE X – DELEGATES TO THE ETFO ANNUAL MEETING

10.1.1 Delegates of the ETFO – Toronto Occasional Teachers' Local to the ETFO Annual Meeting shall be:

(a) the elected President, 1st Vice President, Vice-Presidents (2), Treasurer and Secretary.

(b) elected from the membership, by secret ballot, at the February Local General Meeting to make up the complement of Local delegates for the ETFO Annual Meeting.

(c) Delegate candidates will follow the election procedures as developed by the Elections Committee and approved by the Executive.

(d) The vote count for all elected positions shall be released to the members.

10.2.1 Names of delegates to the ETFO Annual Meeting shall be forwarded to the provincial office in accordance with provincial guidelines.

10.2.2 The ballots will be destroyed thirty (30) days following the vote count.

ARTICLE XI – RESOLUTIONS TO THE ETFO ANNUAL MEETING

11.1 Resolutions to the ETFO Annual Meeting shall be passed at a Local General Meeting.

ARTICLE XII – AMENDMENTS TO THE LOCAL CONSTITUTION

12.1.1 Proposed amendments to the Local Constitution must be submitted to the Local office in writing or by email no less than thirty (30) days prior to the Local Annual Meeting.

12.2.1 All proposed constitutional amendments shall be posted on the Local's website at least 14 days prior to the Local Annual Meeting.

12.3.1 Amendments to the Constitution may be made at the Local Annual Meeting by the affirmative vote of at least 60% of the members present.

ARTICLE XIII – FINANCES

13.1.1 The Executive of the Local shall develop a financial policy.

13.2.1 The signing officers of the Local shall be the President, the Treasurer and one other member appointed by the Executive.

13.3.1 All financial transactions shall be signed by two signing officers.

13.4.1 The fiscal year for the ETFO – Toronto Occasional Teachers' Local shall be the period from July 1 of one calendar year to June 30 of the succeeding calendar year.

13.5.1 Any unbudgeted expenditure between $500 and $999 shall be approved by the executive prior to the expenditure. ("Unbudgeted expenditure" shall be defined in this constitution as any expenditure not categorized within an existing budget line or a categorized expenditure that results in a sum total that exceeds the budget for that line.)

13.5.2 Unbudgeted expenditures between $1,000 and $25,000 require Executive approval by recorded vote prior to the expenditure. The recorded vote(s) will be reported at the next General Meeting. The total of Executive-approved unbudgeted expenditures shall not exceed $25,000 per fiscal year.

13.5.3 Unbudgeted expenditures greater than $25,000 requires approval by membership vote at a General Meeting prior to the expenditure.

13.5.3.1 Notice of the exact motion must be published to advise the membership when a major expenditure will be tabled at the next general meeting.

13.5.3.2 Notwithstanding 8.1.1, a General Meeting, at which a motion on an Unbudgeted expenditure greater than $25,000 will be tabled, shall require quorum of 75% of the members present at the time the meeting is called to order. Quorum cannot be less than 50 members. Should quorum be lost, the motion cannot be tabled.

BYLAWS

BYLAW I FEES

1.1.1 Each member of the Local shall pay a daily fee as prescribed by the Bylaws of ETFO.

1.2.1 A local levy of .01 percent (gross salary x .0001) shall be deducted from each member's salary and the TDSB is authorized to make such deduction at source and remit the deducted funds to ETFO - Toronto Occasional Teachers' Local.

1.3.1 The method of payment of the daily fee and levy shall be as set out in the collective agreement between the Local and the Toronto District School Board.

BYLAW II RELEASE TIME

Section 1 – President's Release

2.1.1 The position of President shall be a full-time release position.

2.1.2 The President's salary shall be paid according to the following:

a) Q.E.C.O. placement;

b) all teaching experience including contract, daily and long-term experience to a maximum of A4, Step 10 on the Toronto District School Board Teachers' grid;

c) all Teacher Federation/Union paid Occasional Teacher release days shall be recognized to determine grid placement.

2.1.3 Documentation of the above experience shall be required.

Section 2 – Vice-presidents' Release

2.2.1 The positions of First Vice President, Vice-President Open, and Vice-President Women Only shall be full-time released positions.

2.2.2 The Vice-President's salaries shall be determined by the same criteria as the president's salary.

Section 3 – Treasurer's Release

2.3.1 The position of Treasurer shall be a minimum of a 0.2 release position.

2.3.2 The Treasurer's salary shall be determined by the same criteria as the President's salary.

Section 4 – Part-time Release

2.4.1 Any additional release time for part-time Released Executive must be approved by the membership at the Local Annual Meeting.

Section 5 – Secretary's Release

2.5.1 The position of Secretary shall receive a payment equivalent to a half day release at their daily rate for each set of Local minutes completed.

Section 6– Member Release

2.6.1 Any member who is released by the Executive from teaching duties on a regularly scheduled basis for more than the LTO threshold, shall be paid at his/her long-term grid rate, as determined by the same criteria as the President's salary.

2.6.2 Any member who is released by the Executive from teaching duties on an occasional basis shall be paid at his/her appropriate daily rate.

BYLAW III FINANCES
Section 1 – Reserve Funds

3.1.1 The Reserve Funds shall be the monies of the Local and shall be used for:

(a) expenditures as part of the operation of the Local, in a budget presented and approved at a General Meeting of the membership;

(b) Unbudgeted expenditures in accordance with 13.5.2 through to 13.5.2.3 inclusive**.**

BYLAW IV - VACANCIES ON THE EXECUTIVE

4.1 A vacancy from an unexpired term of office on the Executive shall be filled in accordance with 7.1.1 (I) in the following manner:

a) A vacancy at the position of President shall be filled by the First Vice President.
b) A vacancy at the position of First Vice President shall be filled by one of the Vice Presidents as appointed by the Executive.
c) A vacancy at the position of Vice President shall be filled by one of the Executive Members as elected / appointed by the Executive.
d) A vacancy at the position of Secretary or Treasurer shall be filled in the following manner:
    i) Nomination forms will be distributed to members by Constant Contact and on the Local website within fifteen (15) days of a vacancy occurring.
    ii) Completed nomination forms must be emailed to the Elections Officer. Candidates may also include a 8 ½ x 11 pdf profile.
    iii) Each candidate will be contacted by the Elections Officer to verify that their nomination form has been received.
    iv) Nomination forms must be received by the Local not later than two (2) days prior to the Local Executive Meeting at which the election will take place.

v) The Executive shall elect a candidate by secret ballot from among the nominations received.

e) A vacancy at the position of Executive Member shall be filled by a By-Election at a General Meeting in the following manner:

i) If an Executive vacancy exists, the position is to be advertised to the membership at least 21 days prior to the next general meeting where the election will take place.

ii) The same eligibility criteria apply to candidates as for the annual executive elections.

iii) Members in good standing who are interested in running in the by-election must submit a nomination form by email to the Elections Officer no later than 15 days prior to the General Meeting.

iv) Candidates will be emailed the Campaign Guidelines for By-Election Candidates within 3 school days of the Election Officer receiving their nomination.

v) Candidates may submit a PDF profile 8½ x 11 inches to the Elections Officer no later than 10 days prior to the General Meeting where the election is to occur.

vi) Profiles that comply with the Campaign Guidelines will be posted by the Election Officer on the Local's website no later than 7 days prior to the General Meeting.

vii) Each candidate may address the membership at the General Meeting for up to 2 (two) minutes.

viii) Voting will be conducted at the General Meeting by members who are present and voting.

ix) Plurality will determine the winning candidate.

4.2 Temporary Vacancies on the Executive resulting from a temporary approved leave of absence will be filled in the following manner.

a) A vacancy at the position of President shall be filled by the First Vice President.

b) A vacancy at the position of First Vice President shall be filled by one of the Vice Presidents as appointed by the Executive.

c) A vacancy at the position of Vice President(s), Secretary or Treasurer shall be filled by one of the Executive Members as elected / appointed by the Executive.

d) A vacancy at the position of Executive member shall be left unfilled if the temporary vacancy is less than 3 months. If the temporary vacancy is greater than 3 months, the vacancy will be filled in the following manner:

i) The Executive Member candidate with the next highest vote count from the Annual Meeting elections will be appointed by the Executive to fill the temporary vacancy.

ii) If the candidate declines filling the vacancy, then the membership at large will be notified within 15 days of the vacancy occurring that nominations are being sought to fill a temporary vacancy.

iii) Nomination forms must be submitted to the Elections Officer at least two days prior to the Executive Meeting where the election will take place. Candidates may also include a 8 ½ x 11 pdf profile.

iv) Each candidate will be contacted by the Elections Officer to verify that their nomination form has been received.

v) The Executive shall elect a candidate by secret ballot from among the nominations received using plurality.