



# *Operations Handbook*

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

# **Retired Teachers Organization**

of the Nova Scotia Teachers Union

*3106 Joseph Howe Drive, Halifax, Nova Scotia [B3L 4L7]*

*[www.rto.nstu.ca](http://www.rto.nstu.ca)*

*Revised 2009-2010*

## **1. RTO MISSION STATEMENT:**

The RTO is the official body representing the retired teachers of Nova Scotia and will advance, promote and protect the welfare of its members.

## **2. BRIEF HISTORY:**

A group of 25 retired female educators in Halifax City formed the first Retired Teachers Association on May 25, 1966. CPX [Coronation Pedagogist X-teachers] is still an active branch within the Retired Teachers Organization of the Nova Scotia Teachers Union.

We are now over 6,700 members strong across twenty-three [23] branches in four geographical regions: Cape Breton / Strait; Chignecto / Canso; South West / Valley; Halifax Metro. For a list of branches and branch presidents see page 11.

We are affiliated with the Canadian Association of Retired Teachers, [ACER/CART] and pay an annual membership fee. The president of RTO is a Director of ACER/CART.

The RTO is also affiliated with the Group of IX [Senior Advisory Council of NS]. The main objective of the group is to provide advice to the Minister of Health on all aspects of the Seniors' Pharmacare Program.

All retired teachers of Nova Scotia should be aware of the RTO and are invited to participate as provincial and branch members. For those not able to continue participation, branches are encouraged to arrange visits and inclusion through a variety of means.

## **3. AIMS OF THE ORGANIZATION:**

- a) To maintain and increase professional and social contacts;
- b) To keep informed on subjects of education development;
- c) To maintain a liaison with the Nova Scotia Teachers Union;
- d) To be a strong voice for education in Nova Scotia, speaking in support of the principles and actions of the NSTU;
- e) To furnish recommendations and advice to the NSTU on matters affecting the welfare of retired teachers;
- f) To be knowledgeable of the rights and benefits of retired teachers;
- g) To have authority to appoint representatives to provincial and national non-teacher bodies whose specific mandate is to promote the interests of retirees;
- h) To keep the NSTU apprised of representations made to external organizations, agencies or departments on all matters exclusive of NSTU policy issues.

## 4. THE RETIRED TEACHERS FOUNDATION

The objectives of the Retired Teachers Foundation are:

1. To create and operate a fund exclusively for the benefit of sick and / or challenged children in the province of Nova Scotia;
2. To solicit, accept, receive, acquire by grant, donation, legacy, gift, bequest or otherwise any kind of real or personal property and to enter and carry out agreements, undertakings and conditions in connection therewith;
3. To acquire, hold, convert, sell or dispose of any asset owned by the Foundation; and to invest and re-invest any principal in such manner as may from time to time be determined;
4. To disburse and distribute money in the furtherance of the Foundation;
5. To honour the life and work of former teachers in the province of Nova Scotia.
6. To assist institutions that provide medical treatment and / or educational training for sick and / or challenged children on a not-for-profit basis;
7. To cooperate with charitable organizations.
  - All funds, investment certificates, assets and accounts are with the Teachers' Plus Credit Union.
  - An Audited Financial Statement is presented to the membership at the Annual General Meeting [AGM].
  - The RTO Executive members are the Directors of the Foundation.
  - The interest earned is disbursed annually and the recipients of awards are announced at the AGM.
  - The Foundation is a registered charity and issues Income Tax receipts.
  - The Foundation is registered with the Registrar of Joint Stock Companies, Province of Nova Scotia.
  - The Foundation has a Memorandum of Association and By-Laws.
  - The Foundation was certified on January 16, 1995.

## 5. ACRONYMS & DEFINITIONS:

**ACER/CART:** Association Canadienne des enseignantes et des enseignants retraités /Canadian Association of Retired Teachers

**Annual Reports:** Provincial reports document the work of the Executive and Committees and keeps members informed as to provincial activities. They are to be shared by all members. Your Branch reports document your work and keep RTO informed of branch activities. Sharing adds to awareness of each other's accomplishments and hopefully assists all Branches to better serve their members.

**Branch By-Laws Guide:** The Branch by-laws guide is your special tool for assuring continuity and uniformity. An example of Branch By-Laws is included as Section 3

**CART [see ACER/CART]**

**Constitution and Operational Procedures:** RTO Governance Documents in Section 2.

**CPX:** Coronation Pedagogist X-Teachers

**Legacy Foundation:** A registered charity that disburses the interest earned annually.

**Newsletter [Branch]:** All branches are encouraged to prepare regular newsletters for circulation to members within the Branch. A copy of each should also be sent to RTO and shared with other branches at regular presidents' meetings.

**Newsletter [Provincial]:** The newsletter, "The Retired Teacher"[TRT], is published and circulated to all RTO members three times annually. It is your newsletter and you should contribute information for publication to make it an informative vehicle for communication.

**PIPEDA:** Personal Information Protection & Electronic Documents Act

**RRO:** Regional Returning Officer

**TRT:** The Retired Teacher

**Website:** The RTO maintains a web page on the NSTU site ([www.nstu.ca](http://www.nstu.ca)). Members are encouraged to access this site to view copies of Executive Minutes, Annual General Meeting (AGM) Minutes, The Retired Teacher, and other related information. Members are encouraged to register for a free NSTU email account by contacting the appropriate staff person at the NSTU [1-800-565-6788 or locally at 477-5621].

## RTO Executive 2011-2012

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**President:**

Randy Holmesdale  
38 Gravenstein Dr.  
Berwick, NS  
B0P 1E0  
[rholm@ns.sympatico.ca](mailto:rholm@ns.sympatico.ca)  
902-538-8173, cell:902-847-5621

**Past President:**

Phyllis Côté  
Box 41  
West Bay Rd., NS  
B0E 3L0  
[wally.ellison@ns.sympatico.ca](mailto:wally.ellison@ns.sympatico.ca)  
902-625-2306 fax: 625-3889

**Vice President:**

Jim Kavanaugh  
3238 Nicholson Ave.  
New Waterford, NS  
B1H 1P1  
[jkavanaugh@ns.sympatico.ca](mailto:jkavanaugh@ns.sympatico.ca)  
902-862-3833

**Treasurer:**

Pierre Belliveau  
CP 38  
Anse-des-Belliveau, NS  
B0W 1J0  
[pierreab@eastlink.ca](mailto:pierreab@eastlink.ca)  
902-837-5966

**Secretary & Member at Large (Halifax)**

Dorothy Smith  
8 Sheridan St.  
Dartmouth, NS  
B3A 2C7  
[dorettesmith@eastlink.ca](mailto:dorettesmith@eastlink.ca)  
902-463-6511

**Member-at-Large (Cape Breton-Victoria):**

Steve Hogan  
9 Rosewood Ave.  
Glace Bay, NS  
B1A 2Y2  
[stevehogan15@hotmail.com](mailto:stevehogan15@hotmail.com)

902-849-5341

**Member-at-Large (Chignecto-Central):**

Peter Lewis  
11162 Rte 6, RR # 3  
Pugwash, NS  
B0K 1L0  
[lewis@ns.sympatico.ca](mailto:lewis@ns.sympatico.ca)  
902-243-2075

**Member-at-Large (Valley):**

Bill Berryman  
5965 Highway 215, GD  
Summerville, NS  
B0N 2K0  
[bberryman@nstu.ca](mailto:bberryman@nstu.ca)  
902-633-2211

**Member-at-Large (South West Shore):**

Gary Archibald  
PO Box 2680, RR # 2  
Yarmouth, NS  
B5A 4A6  
[archibaldg@eastlink.ca](mailto:archibaldg@eastlink.ca)  
902-742-4195

**Member-at-Large (South Shore):**

Shirley Melanson  
6303 White Point Rd., RR # 1  
Hunts Point, NS  
B0T 1G0  
[melansa@eastlink.ca](mailto:melansa@eastlink.ca)  
902-947-2122

**Member-at-Large (Strait):**

George Landry  
8571 Hwy 4, Box 9, RR # 1  
River Bourgeois, NS  
B0E 2X0  
[geojland@gmail.com](mailto:geojland@gmail.com)  
902-535-3248

**Pension Committee Rep:**

Albert Johnson  
Box 1026, 44 School St.  
Middleton, NS

BOS 1P0

[albie.j@hotmail.com](mailto:albie.j@hotmail.com)

902-825-3062

**NSTU Staff Liaison**

Bruce Kelloway

## 7. PROVINCIAL OFFICERS POSITION DESCRIPTIONS:

It is important that all officers maintain a good working relationship to ensure a harmonious operation.

### 7A THE **PRESIDENT** shall be expected to:

- ◆ Be a voting member of the Executive
- ◆ Provide leadership and direction to the Executive
- ◆ Uphold the Constitution of the RTO
- ◆ Conduct and preside at Executive meetings and the AGM
- ◆ Maintain a close collegial relationship with the NSTU allowing for common concerns to be dealt with in a manner beneficial to both the RTO and NSTU
- ◆ Be the official voice and media contact for the RTO
- ◆ Be diligent and keep current with changes in pension and benefits and other issues that could affect the membership
- ◆ Meet with the Branch Presidents on a regular basis so that the membership is fully informed on current matters
- ◆ Appoint the Chairpersons of the RTO committees
- ◆ Direct the Secretary to issue notices of meetings, as required
- ◆ Circulate at least two weeks in advance an agenda for meeting(s)
- ◆ Represent the RTO on external bodies such as Group of Nine
- ◆ Be the RTO spokesperson at ACER/CART and other national organizations, or to designate an alternate representative

### 7B The **PAST PRESIDENT** shall be expected to:

- ◆ Be a voting member of the Executive
- ◆ Provide an historical background of events for the new President and Executive
- ◆ Chair the Nominating Committee and present the names of candidates for election at the AGM
- ◆ Work closely with the President and Executive and provide relevant information, as needed
- ◆ Be an RTO representative on the Group of Nine
- ◆ Perform any other tasks designated by the President
- ◆ Circulate the expectations for each position to new executive officers and committee chairs.

### 7C The **VICE PRESIDENT** shall be expected to:

- ◆ Be a voting member of the Executive
- ◆ Attend Executive and other meetings of the RTO
- ◆ Maintain a good working relationship with the President and the Executive
- ◆ Conduct and preside at Branch Presidents' meetings
- ◆ Be aware of all issues and concerns at the Executive level
- ◆ Be ready to assume leadership of the RTO, should the occasion arise
- ◆ Assist the President and the Executive as needed
- ◆ Perform any other tasks designated by the President

### 7D The **TREASURER** shall be expected to:

- ◆ Be a voting member of the Executive
- ◆ Review monthly statements for all accounts
- ◆ Maintain the RTO general account and Foundation ledgers
- ◆ Reconcile monthly the Credit Union statement with General Ledger
- ◆ Prepare and make deposits of RTO revenue and Foundation donations in a timely fashion
- ◆ Pay outstanding invoices
- ◆ Issue Foundation receipts
- ◆ Prepare an annual draft budget for presentation to the Executive

- ◆ Prepare and present to regular Executive meetings a Treasurer's Report which shall include budget variances
- ◆ Present an annual budget and financial statement to the membership at the AGM
- ◆ With the approval of the Executive, make investments on behalf of the RTO
- ◆ On behalf of the RTO, may attend the AGM of the Teacher's Plus Credit Union
- ◆ Any other duties designated by the President and/or Executive

**7E** The **SECRETARY** shall be expected to:

- ◆ Be a voting member of the Executive
- ◆ Attend and keep accurate records of the RTO Executive, general meetings and the Foundation meetings
- ◆ Keep a list of all standing committees
- ◆ Record any changes in the Constitution or Operational Procedures
- ◆ Perform any other tasks designated by the President

**7F** The **TABLE OFFICERS** shall be expected to:

- ◆ Act on behalf of the Executive in the interval between the meetings of the Executive in accordance with the Constitution and Operational Procedures of the Retired Teachers Organization and the direction of the Executive
- ◆ Hold meetings at the call of the President. A majority of the members of the Table Officers Committee shall constitute a quorum
- ◆ Keep a record of all meetings and actions thereof and such records shall be open at all times to the inspection of any Executive member and shall be submitted to the next succeeding Executive meeting

**7G** The **MEMBERS-AT-LARGE** shall be expected to:

- ◆ Be a voting member of the RTO Executive Committee for the benefit of all RTO members
- ◆ Communicate with Branch Presidents within their geographical area
- ◆ Inform their respective Branch Presidents of decisions and issues arising from RTO Executive Meetings
- ◆ Ensure their respective Branch Presidents get minutes of RTO Executive Meetings
- ◆ Meet with their respective Branch Presidents at Presidents Meetings
- ◆ Liaise among their respective Branches by:
  - Ask for ideas and input
  - Share ideas
  - Keep informed on issues
  - Encourage initiative and recognize contributions of Branches
  - Work through Branch Presidents to raise profile of RTO
  - Visit all branches and attend subsequent meetings at the request of the Branch President

**7H** The **PENSION REPRESENTATIVE** shall be expected to:

- ◆ Attend all RTO Executive Meetings as a voting member
- ◆ Attend all RTO Annual Meetings and give a report to the membership at the AGM
- ◆ Take the concerns of the RTO Executive to the Pension Committee of the NSTU
- ◆ Keep the RTO informed of any proposed changes in pensions or benefits
- ◆ Monitor the workings of the NSTU Pension Committee as the RTO member
- ◆ Chair all meetings of the RTO Pension and Benefits Committee
- ◆ Perform any other tasks designated by the President

**7I** **ACER / CART** Representatives

- ◆ The RTO President shall:
  - Be the official RTO spokesperson
  - Prepare, with assistance, the report for the AGM

- Attend the ACER / CART AGM
- ◆ The elected ACER / CART representative shall:
  - Attend the ACER / CART AGM
  - Assist the President with the annual report
  - If the opportunity presents itself, seek an ACER/ CART executive office

**7J** The **NSTU / RTO LIAISON** Committee shall be expected to:  
Advise the Executive on sensitive issues and bring RTO concerns to the attention of NSTU officer(s).

**7K** The **NSTU STAFF SECRETARY(S)** AS ASSIGNED shall be expected to:

- ◆ Conduct the correspondence of the RTO
- ◆ Keep a data base of all members;
- ◆ Inform the membership, Executive, committees and President of all relevant meetings
- ◆ Keep a list of all standing committees
- ◆ Record any changes in the Constitution or Operational Procedures
- ◆ Attend RTO / AGM (with permission)

**8. STANDING COMMITTEES**

The five standing committees of the RTO are: Assessment, Communications, Membership, Finance and Pension & Benefits.

**8A** The **ASSESSMENT COMMITTEE** shall be expected to:

- ◆ Assess and evaluate the effectiveness of the RTO in areas identified by the Executive
- ◆ Annually edit the RTO Handbook in the following areas:
  - Executive members
  - Branch Presidents
  - Committee members
  - As identified by the Executive
- ◆ Periodically edit the RTO Handbook to keep it current with respect to:
  - Pension and Insurance “Questions & Answers”
  - Deals and Discounts
  - Other areas as deemed necessary and approved by the Executive
- ◆ Annually edit the RTO Constitution and/or Operational Procedures to reflect changes resulting from AGM resolutions and/or motions
- ◆ Complete the work of the previous year’s committee in areas identified within their annual report to the Executive
- ◆ Draft amendments to the Constitution and/or Operational Procedures in areas directed by the Executive
- ◆ Maintain a record of all meetings;
- ◆ Report the business of all meetings to the Executive via the committee minutes and/or a written report
- ◆ Report the activities of the committee at the Branch Presidents’ meetings
- ◆ Undertake tasks assigned by the Executive
- ◆ Prepare and submit an annual report to the Executive
- ◆ Abide by the PIPEDA guidelines

**8B** The **COMMUNICATIONS COMMITTEE** shall be expected to:

- ◆ Be chaired by a member of the Executive
- ◆ Consist of a maximum of four members to include an Executive member as Chair, the Webmaster, the Newsletter Editor, and one other member
- ◆ Because of the work of the Committee, more than one member may have to serve more than one term

- ◆ Report directly, through the Chair, its recommendations to the Executive
- ◆ Submit annually a tentative budget to the Treasurer
- ◆ Be selected by the Executive following the AGM
- ◆ Follow PIPEDA guidelines
- ◆ Publish the Retired Teacher Newsletter at least three times a year and will contain items as listed below:
  - President's message in each of the issues
  - A Foundation Donation form in each issue; one issue to contain Foundation Financial Report
  - A Change of Address form in at least one issue
  - A Member Application form as well as a list of Branch Presidents and Executive in every issue
  - A Space for ACER/CART and Group of IX reports in each issue
  - A Space for a report from Pension and Benefits Committee
  - Pertinent AGM material in the issue preceding the AGM.

**8B [ 1]** The **NEWSLETTER EDITOR** shall be expected to:

- ◆ Oversee the preparation and submission of material for each issue of *The Retired Teacher*
- ◆ Liaise with NSTU publication staff to ensure that publications are printed and circulated to members as scheduled
- ◆ Establish publication deadlines to meet the publication dates as established by the Executive
- ◆ Publish information as directed by the Executive
- ◆ Peruse other branch RTO newsletters to be aware of issues and information that may be relevant to RTO members
- ◆ Solicit and accept articles of retiree/senior-appropriate material for publication
- ◆ Communicate with the NSTU Office Manager as to which issues of the newsletter are to be financially supported by the NSTU and/or RTO
- ◆ Determine the acceptability of material submitted for publication – at times in consultation with the President and/or Executive

**8B [2]** 0

The **WEBMASTER** shall be expected to:

- ◆ Revise and update the RTO website
- ◆ Publish information as directed by the Executive
- ◆ Advise the Executive on matters concerning the website
- ◆ Advise the Communications Committee about matters of common concern/interest
- ◆ Submit any budget requests to the Chair of the Communications Committee for inclusion in Committee budget

**8C** The **MEMBERSHIP COMMITTEE** is shall be expected to:

- ◆ Be chaired by a member of the Executive
- ◆ Consist of a maximum of five members including the chair
- ◆ Report through the chair its recommendations to the Executive
- ◆ Be selected by the Executive following the AGM
- ◆ Ensure the RTO has an accurate and current data base
- ◆ Establish the fundamentals for an annual recruitment of members, both new retirees and existing retirees
- ◆ Follow PIPEDA guidelines

**8D** The **PENSION & BENEFITS COMMITTEE** shall be expected to:

- ◆ Keep RTO members informed on pension and benefit matters.
- ◆ Propose pension and benefit changes through the RTO Executive to the appropriate body.
- ◆ Become and stay informed on relevant pension and benefit information.

- ◆ Review the annual Actuarial Valuation of the Teachers Pension Fund, the Teachers Pension Plan Annual Report, Quarterly Investment Reports and other relevant TPP documents.
- ◆ Review NSTU Annual Council pension and/or benefit resolutions and make such recommendations as deemed appropriate.
- ◆ Review the Annual Report submitted by the NSTU Insurance Trustees to NSTU Annual Council.
- ◆ Submit an article(s) in each issue of the “Retired Teacher”.
- ◆ Annually review the “Frequently Asked Pension Questions and Answers” and update when necessary.
- ◆ Annually review the “Frequently Asked Benefit Questions and Answers: and update when necessary.
- ◆ Keep the RTO webmaster updated re pension and benefit matters.
- ◆ Seek benefit improvements for RTO members.
- ◆ Seek discounts and special offers for RTO members.
- ◆ Present budget requests to the Treasurer annually in January.
- ◆ Upon invitation, participate in the annual meeting between representatives of the NSTU Group Insurance Trustees and the RTO Executive.
- ◆ Upon invitation, participate in the biennial NSTU Pension symposium.
- ◆ Carry out all duties assigned by the President or Executive.
- ◆ Submit a report to the RTO Executive following each committee meeting.
- ◆ Submit a report to Branch Presidents at each of their meetings.
- ◆ Submit an annual report to the RTO AGM.

8E The Finance Committee shall be expected to:

- ◆ Prepare an annual budget.
- ◆ Exercise control over the finances of the RTO.
- ◆ Make recommendations to the RTO Executive on the provision of financial services.
- ◆ Provide recommendations to the RTO Executive on financial matters.
- ◆ Receive, study and submit recommendations to RTO Executive on matters relating to finances.
- ◆ Monitor all expenditures of the RTO.
- ◆ Verify Teachers Plus Credit Union reconciliation.
- ◆ Review financial statements for presentation to RTO Executive.
- ◆ Review and report on matters of a financial nature if deemed appropriate to the RTO Executive.
- ◆ Review Johnsons’ monthly statement.
- ◆ Carry out all duties as assigned by RTO Executive.

8F The **CHAIR** of each Committee shall:

- ◆ Review the Annual Report filed the previous year for outstanding business
- ◆ Notify all members as to meeting times, dates and locations
- ◆ Remind those requiring accommodation to reserve a room
- ◆ Prepare and send out an agenda for each meeting along with the draft minutes of the committee’s previous meeting
- ◆ Once approved, send an electronic copy of the minutes to Linda Kline and place a hard copy of the minutes in the appropriate file in the RTO storage area
- ◆ Appoint a recorder
- ◆ Each September, review the committee’s mandate, report this review in the minutes and recommend any changes to the Executive
- ◆ Conduct business between meetings via the internet
- ◆ Process all recommendations via the Executive
- ◆ Present budget requests to the Treasurer each December
- ◆ Prepare an annual report for the Executive and the AGM
- ◆ Seek the prior approval of the President before changing the meeting time, date or location of a previously scheduled committee meeting
- ◆ Carry out all duties assigned by the President and/or Executive.

## 8G Travel Expense Policy

1. RTO members are eligible to claim hotel, meals, travel and other appropriate expenses while on RTO related business, according to rates established from time to time by the Executive and stated in the Travel Expense Guidelines.
2. Accommodation
  - a. Reservations must be made through the NSTU, otherwise the maximum per day hotel amount as contracted by the NSTU (+ taxes) will apply with the hotel receipt attached to the completed claim form.
  - b. When staying at hotels other than the NSTU contract hotel, a receipt must accompany the travel claim and reimbursement will be made at the contracted rate.
  - c. Without a receipt, the RTO will accept a claim in accordance with a rate established from time to time by the Executive and stated in the Travel Expense Guidelines.
3. Travel  
Claims for meterage distances are from your usual place of residence, or less as the case may be.
4. Meals  
Meal allowance rates, including taxes and gratuities, are paid in accordance with rates established from time to time by the Executive and stated in the Travel Expense Guidelines.
5. Parking  
If you are not staying at any hotel, parking fees with official parking receipts will be accepted.
6. All other claims must be substantiated by receipts and may need to have prior approval from the Executive.
7. The Finance Committee shall administer the RTO Travel Expense Guidelines.

## 8H RTO Expense Guidelines

### 1. Travel

- 1.1 At the rate approved of 0.44/km approved by the RTO Executive to reimburse Executive, Presidents and Committee members for:
  - Travel to and from usual place of residence to meeting site.
  - Travel related to office held – ie:
    - **President:** Group of IX' Liaison Committee, Executive, ACER/CART; Annual General Meeting; Branch Visits and other approved meetings or travel necessary for carrying out the work of the RTO
    - **Past President:** Group of IX (1<sup>st</sup> term); Liaison Committee; and other meetings at the request of the President
    - **Vice President:** ACER/CART, Group of IX (2<sup>nd</sup> term), Liaison Committee; and other meetings at the request of the President
    - **Treasurer:** NSTU; Auditor; Credit Union AGM
    - **Member-at-Large:** limit of one meeting per Branch/year (additional requests at branch expense)
    - **Pension Rep:** Branch visits upon invitation
    - **Secretary:** As approved by the Executive.
- 1.2 Travel Related Expenses
  - Bridge & highway tolls (no receipt)

- Additional passenger(s) at 0.13/km per passenger (Executive; President; Committee member)
- Taxi fare (special circumstances with receipt)
- Parking (special circumstances with receipt)
- When travelling on RTO business with expenses being paid by an outside agency/group, the RTO shall top up the expenses when the outside agency/group rates are less than those of the RTO.

## 2. Meals

2.1 Daily Maximum: \$46.00 (B: \$10; NL: \$12; D: \$24)

- Eligibility: If RTO meeting/business/travel occurs close to the normal meal hours (B: 7-9 am; NL: 11:30am – 1:30pm; D: 4:30pm onward). (Note: the noon period is normally a lunch unless special circumstances (ie. AGM dinner).

## 3. Overnight Accommodations

3.1 Evening prior to a meeting, if meeting is scheduled prior to 10:00am.  
Evening after a meeting when meeting goes later than 2:00pm.

3.2 The hotel rate shall not exceed the NSTU contract rate, unless special circumstances prevail (i.e. AGM; high/peak demand periods). Should anyone opt to stay at a location other than the designated hotel(s), payment shall not exceed the NSTU rate and a receipt is necessary.

A rate of \$25.00/night shall be paid for staying at a private residence other than one's own home (in accordance with the terms governing overnight stays).

## 9. STANDING COMMITTEE MEMBERS 2011-2012:

### ASSESSMENT:

BILL BERRYMAN, CHAIR  
JOHN DONOVAN  
DANNY MADDEN  
BILL WAGSTAFF  
CATHY ANDERSON

### COMMUNICATIONS:

GARY ARCHIBALD, CHAIR  
REG JOHNSON  
BETTY FARRELL  
KEN MACDONALD  
COLIN CAMPBELL, WEB MASTER  
BETTY ANNE MCGINNIS, EDITOR RETIRED TEACHER

### MEMBERSHIP:

PETER LEWIS, CHAIR  
VIC FLEURY  
ROBERT SELFRIDGE  
HERB SEYMOUR  
LIONEL JESSOME

### PENSION & BENEFITS:

ALBERT JOHNSON, CHAIR  
CAROL SAMSON  
TOM GASKELL  
FRED JEFFREY  
ANN BOTTOMLEY

### FINANCE:

PIERRE BELLIVEAU, CHAIR  
STEVE HOGAN  
PHYLLIS COTE  
JIM KAVANAUGH

## **10. RTO AFFILIATIONS**

At present the RTO has affiliation with two external organizations:  
Canadian Association of Retired Teachers [ACER/CART] and the Group of IX

### **ACER / CART:**

The RTO is represented on the Canadian Association of Retired Teachers by the President or his/her alternate as appointed by the RTO executive.  
The RTO has a second member, elected at the AGM for a five [5] year term.

### **GROUP OF IX:**

The RTO representatives on the Group of IX are the President and Past President or their alternate as appointed by the RTO Executive.

## **11. GEOGRAPHICAL REGIONS**

- [A] CAPE BRETON-VICTORIA
- [B] STRAIT
- [C] CHIGNECTO-CENTRAL
- [D] HALIFAX METRO
- [E] VALLEY
- [F] SOUTH WEST SHORE
- [G] SOUTH SHORE

**RTO Branch Presidents**  
**2011-2012**

**Annapolis**

Neil MacNeil

**825-4354**

RR # 3

Middleton, NS B0S 1P0

[nmacneil@eastlink.ca](mailto:nmacneil@eastlink.ca)

**Colchester-East Hants**

Marilyn Rodgers

**893-4379**

5-8 Munroe Crt.

Truro, NS B2N 6P4

[marilyn\\_rodgers@yahoo.ca](mailto:marilyn_rodgers@yahoo.ca)

**Dartmouth**

E. Margaret MacDonald

**435-3116**

15 Poplar Dr.

Dartmouth, NS B2Y 2K7

[nmac22@eastlink.ca](mailto:nmac22@eastlink.ca)

**Halifax City**

Ann Noreen Norton

**423-5663**

47 Thistle St.

Dartmouth, NS B3A 2V6

[anorton@ns.sympatico.ca](mailto:anorton@ns.sympatico.ca)

**Kings**

Graeme King

**538-7407**

PO Box 408

Berwick, NS B0P 1E0

[graeme\\_king@eastlink.ca](mailto:graeme_king@eastlink.ca)

**Northside-Victoria**

Judith Whalen

**736-9767**

7 Harbourview Dr.

Sydney Mines, NS B1V 1C1

[judywhalen@ns.sympatico.ca](mailto:judywhalen@ns.sympatico.ca)

**Richmond**

Danny Madden

**535-3366**

9730 Greenville, Box 204

St. Peters, NS B0E 3B0

[damadden@nstu.ca](mailto:damadden@nstu.ca)

**West Hants**

Bill Berryman

**633-2211**

5965 Hwy 215, GD

Summerville, NS B0N 2K0

[bberryman@nstu.ca](mailto:bberryman@nstu.ca)

**Antigonish**

Phil Hughes

**863-6185**

57 Willowdale Lane

Antigonish, NS B2G 2J1

[philhughes@eastlink.ca](mailto:philhughes@eastlink.ca)

**CPX**

Mary Hammond

**852-3146**

339 Prospect Bay Rd.

Prospect Bay, NS B3T 1Z7

[Classroom45@hotmail.com](mailto:Classroom45@hotmail.com)

**Digby**

Debby Trask Cushing

**837-5936**

RR # 1

Plympton, NS B0W 2R0

[djtrask-cushing@nstu.ca](mailto:djtrask-cushing@nstu.ca)

**Halifax County**

Colleen Putt

**835-5417**

52B Maple Street

Bedford, NS B4A 2P2

[cputt@staff.ednet.ns.ca](mailto:cputt@staff.ednet.ns.ca)

**Lunenburg**

Brian Jobb

**634-4432**

387 Northwest Rd, RR#3

Lunenburg, NS B0J 2C0

[bjobb@eastlink.ca](mailto:bjobb@eastlink.ca)

**Pictou**

Fred Jeffery

**923-2965**

PO Box 25

Hopewell, NS B0K 1C0

[fredjeffery@eastlink.ca](mailto:fredjeffery@eastlink.ca)

**Shelburne**

Elizabeth Acker

**875-3044**

180 Mowatt St., Box 154 Shelburne,

NS B0T 1W0

[cessam@ns.sympatico.ca](mailto:cessam@ns.sympatico.ca)

**Yarmouth/Argyle**

Blair Boudreau

**663-2633**

Box 332

Lwr. Wedgeport, NS B0W 2B0

[blairboudreau@eastlink.ca](mailto:blairboudreau@eastlink.ca)

**AER - Baie Sainte-Marie**

André Turbide

**769-3006**

RR 1, Boite 132-C

Pointe de l'Eglise, NS

B0W 1M0 [alturbide@eastlink.ca](mailto:alturbide@eastlink.ca)

**Cumberland**

Esther Boyd

**667-8341**

4734 Hwy 302

Nappan, NS B0L1C0

[estherboyd@eastlink.ca](mailto:estherboyd@eastlink.ca)

**Glace Bay & Area**

Fred Courtney

**849-7769**

15 Grant Street

Glace Bay, NS B1A 1C5

[f.courtney@ns.sympatico.ca](mailto:f.courtney@ns.sympatico.ca)

**Inverness**

Al MacKinnon

**756-2183**

PO Box 181

Whycocomagh, NS B0E 3M0

[almackinnon@ns.sympatio.ca](mailto:almackinnon@ns.sympatio.ca)

**New Waterford**

John Donovan

**862-7868**

171 James St.

New Waterford, NS B1H 2X7

[johndonovan46@hotmail.com](mailto:johndonovan46@hotmail.com)

**Queens**

Linda Delaney

**354-4713**

Box 1061



# Retired Teachers Organization

of the Nova Scotia Teachers Union  
3106 Joseph Howe Drive, Halifax, Nova Scotia B3L 4L7

## Meeting Schedule

### NSTU BUILDING

2011 - June 20, Monday Strategic Planning {9-12pm, 1:30-4:30pm} **Evening - Social at Delta**  
June 21, Tuesday Executive {9-12pm}

### NSTU BUILDING

2011 - Sept. 12, Monday Table Officers {9-10:30am}  
Finance committee {10:45-12pm, 1:15-2:30pm}  
Executive {2:30-4:30pm}  
Sept. 13 Tuesday Executive {9-12pm, 1:15-4:30pm}  
Sept. 14, Wednesday \*\* RTO Golf Tournament

### NSTU BUILDING

2011 - Oct. 17, Monday Table Officers {9-12pm}  
Finance committee {1:15-4:30pm}  
Oct. 18 Tuesday Executive {9 - 12pm}  
Executive {1:15-2pm}  
Presidents {2-4:30pm} **Evening - Social at Delta**  
Oct. 19 Wednesday Presidents {9-12pm}  
Executive {1:15-4pm}

### DELTA

2011 - Dec. 1, Thursday Executive {9-12pm, 1:15-4:30pm}  
Dec. 2, Friday Executive {9-12pm, 1:15-4:30pm}  
\*\*\* **Christmas Dinner – Evening**

### NSTU BUILDING

2012 - Jan. 9, Monday Table Officers {2:30pm}  
Jan. 10, Tuesday Finance committee {9-12pm}  
Executive {1:30-4:30pm}  
Jan. 11, Wednesday Executive {9-12pm, 1:30-4:30pm}

### NSTU BUILDING

2012 - Feb. 14 Tuesday Table Officers {2:30 pm}  
Feb. 15, Wednesday Finance committee {9-12pm}  
Executive {1:30-4:30pm}  
Feb. 16, Thursday Executive {9-12pm}  
Presidents {2-4:30pm} **Evening - Social at Delta**  
Feb. 17, Friday Presidents {9-12pm}  
Executive {1:15-4pm}

### NSTU BUILDING

2012 - April 2 Monday Table Officers {2:30 pm}  
April 3 Tuesday Finance committee {9-12pm}  
Executive {1:30-4:30pm}  
April. 4 Wednesday Executive {9-12pm, 1:30-4:30pm}

### YARMOUTH

2012 - May 23, Wednesday Nomination {9:30-11pm}  
Executive {2-4:30pm}  
May 24, Thursday Executive {9-12pm}  
Foundation {2-2:30pm}  
Presidents {3-5pm} **Evening – Social**  
May 25 Friday AGM {9-12:30pm}  
RTO Dinner {12:30pm}

Post AGM Executive {2:30 pm}

## **13. GUIDELINES / SUGGESTIONS : BRANCH OFFICERS & OPERATIONS**

### **13 A [ 1 ] GUIDELINES: BRANCH PRESIDENT**

The President holds the key management role in the Branch. The President's responsibilities are to:

1. Preside at the meetings of the Branch
2. Assign and communicate Executive responsibilities within the guidelines established in this guidebook
3. Ensure that all officers and committee reports are available at all meetings of the Branch
4. Consult with his/her Executive in the preparation of agendas and format for meetings
5. Prepare an agenda and have all relevant material in order and with him/her at meetings
6. Maintain close liaison with the Provincial RTO via the Member-at Large
7. Follow proper procedures when contacting external agencies
8. Ensure that regular communication links are in place with the members
9. Prepare and present a Branch Annual Report
10. Attend the Annual Meeting of RTO, and other meeting(s) to which he/she may be invited, by the Provincial Executive
11. Ensure that all Annual Reports are filed with RTO at NSTU office
12. Encourage the establishment of Standing and Ad hoc Committees, as and when necessary
13. Ensure prompt and efficient continuity by passing over the Branch binder and all other papers to his/her successor
14. Set the mood during the meeting for friendly companionship
15. Work with the officers to provide stimulating programs to keep members interested and eager to return to the next meeting
16. Perform any other responsibilities as may be authorized by the Branch membership and the provincial RTO
17. Notify the NSTU of the death of an RTO member
18. Follow PIPEDA guidelines

It is very important that the President be knowledgeable about current RTO projects and be ready to discuss them with members and others.

A supply of RTO pins, RTO Membership forms and other information should be kept on hand at all times.

### **13A [2] MEETINGS**

Yearly meetings should be set in advance so all members will know their dates and times. Branches are encouraged to promote activities and communication between regularly scheduled meetings. The Annual Provincial RTO Meeting is usually held in May or June.

### **13A [3] PARLIAMENTARY PROCEDURE/RULES OF ORDER**

Roberts Rules of Order should be the reference.[Some of the more common concerns re motions, voting and so on are included in this Section.

The purpose of the parliamentary procedure is to make it easier for a group to work together. While procedure should not impede what the numbers wish, parliamentary procedure should be followed so that free and open debate will lead to decisions acceptable to the majority. Five basic principles that should prevail are:

- i) courtesy and justice to all
- ii) one thing at a time
- iii) the minority must be heard
- iv) the majority must prevail
- v) spouses are welcome at social gatherings; it must be noted that members only have the right to speak and vote at business meetings.

## 13A [4] ORDER OF BUSINESS

1. Call to Order
2. Opening Welcome and Statement
3. Acceptance of Agenda
4. Minutes
5. Business Arising from Minutes
6. Correspondence
7. Treasurer's Report
8. Reports of Officers, Conveners and Committees
9. New Business
10. Social Activity – lunch/dinner/draws/entertainment, etc
11. Date and time of next meeting
12. Adjournment

## 13B GUIDELINE: BRANCH SECRETARY / SECRETARIES

### BASIC RESPONSIBILITIES OF THE BRANCH SECRETARY:

1. Record all minutes of the meetings
2. Assist in the preparation of the agenda
3. Record attendance
4. Assist in giving notice of time and place of meeting
5. Have charge of all Branch documents and correspondence (except the Treasurer's books)
6. Perform all secretarial duties as directed by the Branch
7. Deliver to his/her successor all previous minutes, documents, and other Branch property in his/her custody

### BASIC RESPONSIBILITIES OF THE BRANCH CORRESPONDING SECRETARY:

1. Conduct official correspondence by letter and/or telephone and keep a record of all communications
2. Keep a copy insert: of correspondence on file
3. Retain all important correspondence and documents
4. Forward communications as necessary to RTO

**Note:** All minutes are permanent records and must be kept along with all documents and by-laws governing the Branch. Branch and Corresponding Secretaries may be same person.

## 13C GUIDELINES: BRANCH TREASURER

1. After election of a Treasurer, he/she, along with any one of two others (often the President and Secretary), shall be duly authorized by resolution passed by the Annual Meeting] to be the official signing officers of the branch.
2. The Treasurer issues cheques on Branch Funds as he/she is directed by the Executive, or by resolution passed at a general meeting of the Branch. Receipts for all expenditures must be obtained, retained and made available for auditing purposes.
3. Only the Treasurer is responsible for handling money at any fundraising events, but this responsibility may be delegated by resolution at a general meeting.
4. All transactions regarding finance in the Branch must be recorded in the Treasurer's books.
5. Present annual budget and audited financial report to the Branch AGM, with copies to the Provincial RTO Treasurer.

**Note:** [Records and account books, along with invoices, receipts, contracts, bank statements and cancelled cheques must be kept until audited by an Audit Committee of the Branch or an Auditor.]

### **13D GUIDELINES: BRANCH COMMUNICATIONS OFFICER**

The Communications Officer shall be in charge of all public relations of the Branch, including media contacts and promotions of projects and shall be the Liaison Officer with the Provincial RTO Newsletter Chairperson.

### **13E GUIDELINES: NOMINATIONS AND NOMINATIONS COMMITTEE AT THE BRANCH LEVEL**

The Branch at a regular meeting held at least two months before the Annual Meeting shall elect a Nominating Committee of three to five members. The Chairperson may be the Past President, but may be chosen by the said Committee from amongst its own members.

At an Executive Meeting preceding the Annual Meeting, the Nominating Committee Chair shall present a suggested slate of officers who have consented to act for the coming year.

At the Annual Meeting additional nominations may be made providing the person nominated is present or has given written consent that he/she has agreed to have his/her name entered into nomination. A vote by secret ballot shall be held to choose the person for the office when more than one person is nominated to fill any office.

If an election at an Annual Meeting is necessary, three or more scrutineers who are not running for office shall be elected or appointed by the meeting session. Scrutineers are to count the ballots and make the results known to the Meeting Chair who announces the results to those assembled.

### **14. GUIDELINES: REGIONAL RETURNING OFFICER**

- a) To receive nominations from branch Presidents for the area M-at-L position
- b) To notify branch Presidents who have not submitted a name by April 30<sup>th</sup> that the branch has forfeited the right to nominate a candidate
- c) To select the time and place for the candidate forum, if any candidate opts for the opportunity to address the selection committee, after input from the presidents

Or,

To select the time and place for the selection committee to meet if the candidate forum option is not utilized, again after consulting with presidents;

- d) To prepare ballots
- e) Chair the candidate's forum and/or selection committee meeting:
  - Arrange for refreshments [coffee, muffin]
  - Carry-out introductions
  - Obtain contact information from the candidates for follow-up notification
  - Afford an opportunity to each candidate to speak or, in the candidate's absence, circulate to the selection committee materials supplied by the candidate
- f) Conduct the election [secret ballot]
- g) Count the ballots in the presence of one member of each respective selection committee
- h) In the event of a tie, conduct a run-off election involving the candidates tied for the lead

- i) Again, count the ballots in the presence of one member of each respective selection committee
- j) In the event of a subsequent tie, draw “from the hat” one name who shall be declared the elect M-at-L
- k) Notify, in a timely fashion the following of the results:
  - Selection committee members; [ prior to leaving]
  - Candidates; [telephone call or e-mail]
  - Respective branch presidents in the geographical area;[telephone call or e-mail][
  - Chair of the Provincial RTO Nominating Committee; [telephone call or e-mail with a follow-up letter]
- l) Destroying the ballots

**15.A. GUIDELINES: HOSTING BRANCH PRESIDENTS’ OCTOBER MEETING:**

**DATE:** During October

**EXPENSES:**

- a. Maximum of \$500, with receipts, payable by RTO
- b. One nutrition break (Branches are encouraged to get a sponsor for this)
- c. Anything special the branch wishes to do – i.e. entertainment, spousal activities, local attractions, wine & cheese, etc.

**MEETING ROOMS**

- a. On day 1, Executive meeting room – 10 people
- b. On day 1, four committee meeting rooms – 5 people each
- c. Evening of day 1; room for social gathering 60-70 people
- d. On day 2, main room for meeting – 50 people

**LUNCH:** Lunch should be \$10 to \$12 per person payable by the RTO. Lunch should be held in a room separate from the main meeting room if possible.

**LOCAL BRANCH RESPONSIBILITIES:**

- a. Booking meeting rooms
- b. Table set-up
- c. Display set-up, if necessary
- d. AV equipment, if necessary
- e. Negotiate room rates for incoming Presidents and book rooms upon request
- f. Get information of the arrangements for this meeting to the RTO Executive as soon as possible.

**15.B. Guidelines – Hosting the RTO Annual General Meeting**

**Date:** Late May or Early June

## Expenses

- a. Provincial RTO provides \$300.00 as “seed money” to the Steering Committee. Money would be refunded if AGM earns an appropriate profit.
- b. Nutrition break morning of AGM
- c. Reception/Social event evening prior to AGM

## Meeting Rooms:

- a. Meeting room for Executive (15 members) 2 days prior to AGM
- b. Meeting room for Executive and Branch Presidents (40 members) day prior to AGM
- c. Meeting room for Executive (15 members) afternoon of AGM
- d. Meeting room for Reception/Social event (approximately 100 members) evening prior to AGM
- e. Meeting area for 50/50 draw, sales of RTO pins, etc.
- f. Meeting area for displays and welcoming committee (provide directions to local points of interest, restaurants, etc. and planned activities for spouses not attending AGM)

## Hotel Booking:

- a. Rooms for Executive (15 members) two or three nights depending on location of AGM
- b. Rooms for Branch Presidents and AGM delegates (approximately 70 members) one night prior to AGM

## Reception/Social Event:

- a. Room separate from meeting room of Executive and Branch Presidents evening prior to AGM
- b. Provide entertainment, light snacks, non-alcoholic beverages, juice, coffee and tea

## Luncheon:

- a. Room separate from meeting room of AGM (approximately 90 delegates) day of AGM
- b. Head table (15 members) with podium and microphone
- c. Cost should range in \$25 to \$30 per person less tax
- d. Meal served at 1:00 pm

## Steering Committee and Other Committees:

- a. Meets on a regular basis and is responsible to oversee all organization of AGM
- b. Tasks should be divided into sub-committees such as Funding, Hotel Liaison and Registration
- c. Committees should have a maximum of 2 or 3 members
- d. Funding Committee responsible for obtaining money from corporate sponsors (Johnsons, Maritime Travel, Teachers Plus Credit Union, Blue Cross, etc.) local supporting businesses and other Branches. All monies should be handled by Treasurer of Host Branch
- e. Hotel Liaison Committee responsible to negotiate and sign written contract with local hotel specifying hotel room rates, meeting room rates, luncheon costs and nutrition break costs.

Check to verify on-site parking, non-smoking rooms, meal facilities, ATM machine, availability of access for handicapped members.

- f. Registration Committee responsible to distribute information packages in registration bags to pre-registered delegates, collect money from late delegates and tabulate delegates from master list provided by NSTU Central Office. All delegates should have RTO cards to verify membership in organization. Check AV equipment, microphone, podium, head table, adequate seating, ventilation/air conditioning, note pads and pencils available in AGM meeting room. Send out map with location of AGM prior to meeting.

## **16. SAMPLE BRANCH BY- LAWS / OPERATING PROCEDURES**

### **16.1 NAME**

The name of the organization shall be the Retired Teachers Organization of the Nova Scotia Teachers Union (hereinafter referred to as the Branch).

### **16.2 PURPOSE**

The purpose of the Branch shall be to carry out the objectives of the Retired Teachers Organization.

### **16.3 MEMBERSHIP**

Membership in the Retired Teachers Organization, Local Branch, shall use the same membership qualifications as the Constitution of the Retired Teachers Organization of Nova Scotia.

### **16.4 RIGHTS PRIVILEGES AND RESPONSIBILITIES**

Branch members shall have the same rights, privileges and responsibilities as those extended by the Constitution of the Retired Teachers Organization of Nova Scotia.

### **16.5 FEES**

Branch Membership fees shall be established by resolution and may be changed by serving at least a thirty- day notice (previous meeting) plus a vote of the membership at an Annual General Meeting.

### **16.6 MEMBERSHIP YEAR**

The membership shall extend from one annual general meeting to the next annual general meeting.

### **16.7 MEETINGS**

- A. Meetings shall be held at least three times yearly, according to the following schedule:
  - i) May / June (one of which shall be the Annual Meeting)
  - ii) September / October
  - iii) December
- B. The time and place of meetings shall be determined by the Executive.
- C. Between meetings the business of the Branch will be carried on by the Executive, and be ratified, if necessary, at the next regular meeting.
- D. Branches are encouraged to conduct social activities as part of and/or between regular meetings [meet and greet; lunch, door prize, etc.]

### **16.8 ORGANIZATIONS**

- A. The Officers of the Branch shall be as follows:  
President; Vice-President; Secretary; Treasurer; and, the Immediate Past President.
- A. The members of the Executive, with the exception of the Past President, shall be elected for

a term of one or two years at the Annual Meeting of the Branch. Any vacant position, which may occur within the period, must be filled by an appointment by the Executive.

#### **16.9 COMMITTEES AND DUTIES**

- A. Membership**
  - Keep an updated list of Branch members
  - Collect Branch dues
  - Fill out and distribute membership cards
  - Seek ways to increase membership
  
- B. Registration**
  - Register members at Branch meetings
  - Collect money for meal at meetings
  - Distribute materials at registration when required
  
- C. Calling Committee**
  - Keep calling list updated
  - Call members on list to inform them of meetings and events of the Branch

#### **16.10 NOMINATING COMMITTEE**

A Nominating Committee of three shall be chosen from the floor at the last meeting prior to the Annual Meeting] It shall be the duty of this Committee to bring in a slate of officers at the Annual General Meeting.

#### **16.11 REPRESENTATION AT RTO ANNUAL MEETING**

The President, or an Executive member delegated by the President, shall represent the Branch at the RTO Annual Meeting, as well as the Provincial Branch Presidents Meetings. The delegate will present a report on the activities of the Branch. The Branch will cover expenses of any delegate not covered by the Provincial RTO Branches that wish an additional delegate to attend along with the President or designate shall notify the RTO Vice-President and the branch will be responsible for the expenses of an approved delegate.

#### **16.12 AMENDMENTS**

These by-laws may be amended by 2/3 vote of the members present at the next regular meeting of the Branch, provided Notice of Motion has been given.

#### **16.13 DUTIES OF THE EXECUTIVE**

- PRESIDENT:**
  - Preside over Branch affairs
  - Chair meetings of the Branch
  - Set agenda for Branch meetings
  - Act as spokesperson for the Branch
  - Assumed a member on all committees
  
- VICE PRESIDENT:**
  - Assume the Chair of the Membership Committee
  - Assume duties of the President in the President's absence
  
- SECRETARY:**
  - Record minutes of business and Executive meetings
  - Read minutes as required
  - Keep a record of Food Bank schedule
  - Present correspondence to Executive for direction
  
- TREASURER:**
  - Write cheques, as necessary; make deposits, maintain financial records

Prepare Treasurer's Report to present at business meetings

**PAST-PRESIDENT:** Serve as an advisor to the President and Executive of the Branch

16.14 \*\*Roberts Rules of Order shall be the governing rules of procedure.

## 17. RULES OF ORDER: RE MOTIONS

### 1. The Routine of a Motion:

- a) A motion is moved, seconded, stated, debated, restated and voted upon and the results declared.
- b) In debate every member must address the chair, speak within a time limit and should not repeat what has already been said. Usually no member speaks more than once to a motion except that the mover has a right of reply.
- c) A motion may be amended by insertion or deletion. Any amendment must be related to the motion and must not change the original intent. No more than two amendments must be discussed and follow the routine of a motion, then the first amendment and then the motion as amended.
- d) A motion to accept or adopt a report is made by the person giving it. If it is the Chairperson, he/she must vacate the Chair and have the Vice President or another person assume the chairmanship for that period of time.

### 2. To Withdraw a Motion:

- a) The mover and seconder with the unanimous consent of the meeting may withdraw a motion.
- b) Unless a motion is seconded, it dies on the floor.
- c) A motion which is not seconded or is withdrawn is not recorded in the minutes.

### 3. To Table a Motion:

Moving and seconding that the question be "tabled" may delay a decision on any motion. This would probably be because of insufficient information. The motion can be lifted from the table later at the same meeting or a subsequent meeting and at that time would follow the normal routine of a motion. This tabled motion would come under new business.

### 4. To Rescind and Reconsider:

Reconsideration should not occur at the meeting at which the motion was passed unless two-thirds agree and facts have been made available which would make reconsideration necessary and because it requires immediate action. Usually reconsideration takes place at a subsequent meeting.

### 5. Method of Rescinding:

- a) Motion to reconsider.
- b) Motion to rescind the original motion in whole or in part. Reasons must be given in the motion.
- c) New motion, if required.
- d) Only a person who was present at the original meeting and voted with the majority may move to reconsider.

### 6. Notice of Motion:

A notice of motion may be given at any meeting for consideration at a subsequent meeting. This notice is not seconded and not discussed. Usually under "Business Arising from the minutes" a member then makes the motion which then follows the normal routine of a motion.

### 7. Present in Room:

Members must be present in the room for discussion of a motion in order to vote on that motion.

**8. Time Limits:**

The Chairperson may, at any time with the permission of members, limit the time to discuss a motion and then may limit the time for each speaker.

**9. Voting:**

The Chairperson does not vote by voice or hand except to break a tie; but may vote by secret ballot.

**\*\*Roberts Rules of Order shall be the governing rules of procedure.**

## 18. OVERVIEW – RULES OF PARLIAMENTARY PROCEDURE

#	Action	Vote Requirement	Use / Application	Permission to Debate	Explanatory Notes
1. <b>RM</b>	Amend a Main Motion.	Simple Majority.	During debate on a main motion.	Yes – on the value of the amendment.	Must be germane (i.e. relevant) to intent of main motion.
2. <b>RM</b>	Reconsider a Main Motion.	Simple Majority	Applies to motions previously addressed during the same meeting.	Yes – on the reasons for reconsideration	Used in the same meeting at which the motion in question was addressed.
3. <b>RM</b>	Rescind a Main Motion.	Same vote requirement that the motion received when originally addressed.	Applies to motions adopted at a previous meeting.	Yes	No amendments. Intent is to mark for deletion in the official meeting minutes.
4. <b>RM</b>	Resume Consideration of a Main Motion.	Simple Majority.	Applies to a postponed “temporarily” motion during the same meeting.	No	If a “postponed temporarily” motion is to be considered in the same meeting, the motion to resume consideration is used to bring the motion forward to the assembly.
5. <b>I</b>	Appeal the Decision of the Chair.	Simple Majority.	Questions a ruling of the chair.	Yes	Secunder required. Chair then moves a motion to “sustain the ruling of the chair.”
6. <b>I</b>	Rise on Point of Order.	No vote Taken.	Identifies a violation or omission in parliamentary procedure and requests a ruling from the chair.	No	No secunder required. Requires a ruling by the chair (well taken/not well taken).
7. <b>I</b>	Make a Parliamentary Inquiry.	No Vote Taken.	Seeks an answer to a procedural question concerning the motion on the floor.	No	No secunder required as it is a request.
8. <b>T</b>	Call for division of the assembly concerning a motion’s vote result.	No Vote Taken.	Immediately after the vote is announced.	No	Used to verify a vote. Not required to vote in the same way on a division as delegate voted on the initial vote.
9. <b>S</b>	Close Debate on a Main Motion.	Two Thirds	During debate on a main motion.	No	
10. <b>S</b>	Refer a Main Motion.	Simple Majority.	During debate on a main motion.	Yes – reasons for referral; details concerning assignment tasks.	Intent is to study and report back to assembly.
11. <b>S</b>	Postpone Temporarily a Main Motion. (i.e. to table)	Simple Majority However, if motion is meant to stop debate, a two thirds vote is required.	During debate on a main motion.	No	Used to defer a decision to a later time at the same meeting; used to put aside an unfavourable motion.

- Key:** **RM** Restorative Main Motion : a main motion that concerns an action previously taken.  
**I** Incidental Motion : a motion dealing with meeting procedures.  
**S** Subsidiary Motion : a motion that changes the main motion, amends or disposes of it in a timely fashion.  
**P** Privileged Motion : a motion that does not address the motion under discussion, rather it interrupts pending business.

## 18. [Cont.] OVERVIEW – RULES OF PARLIAMENTARY PROCEDURE

12. <b>S</b>	Postpone to a certain time a main motion. (i.e. to table to a specific time)	Simple Majority.	During Debate on a Main Motion.	Yes [ to time only]	Considered as an Unfinished Business item when postponed to a future meeting date.
13. <b>S</b>	Withdraw a Main Motion.	No Vote Taken.	Early in the Debate on a Main Motion.	No	Considered a request; Can be withdrawn before a final vote if there is agreement of the entire assembly and no objection is raised.
14. <b>P</b>	Rise on Question of Privilege.	No Vote Taken	Addresses Issues of Immediate Comfort and Information.	No	Considered a request and decided upon by the chair.

- Key:** **RM** Restorative Main Motion : a main motion that concerns an action previously taken.  
**I** Incidental Motion : a motion dealing with meeting procedures.  
**S** Subsidiary Motion : a motion that changes the main motion, amends or disposes of it in a timely fashion.  
**P** Privileged Motion : a motion that does not address the motion under discussion, rather it interrupts pending business.