



## Terms of Reference 2013-2015

### Collective Bargaining Committee

#### ETFO Upper Canada Local

##### A. CBC Committee

1. Membership of the CBC Committee will include up to 12 ETFO Local members including the released officers.
2. All members of this Committee must be current active members of ETFO, Upper Canada Local.
3. From this group a Chairperson and a Secretary will be elected. The Chair will vote only in the case of a tie.

##### B. Negotiating Team

The negotiating team will be comprised of eight (8) people which includes the Provincial Negotiator and Released Officers. The CB Committee will be elected from the Negotiating Team to be approved by the Executive: positions include – Chief Negotiator and additional elected members to complete the CBC team complement. A member who is appointed to an administrative position with the UCDSB may not serve on the CB Committee.

##### C. Functions of the CBC

The function of the CBC will be to:

1. Survey the membership regarding negotiation priorities;
2. Prepare a preliminary submission which reflects the priorities determined by the survey and by provincial negotiating goals;
3. Advise the Table Team during negotiations.

##### D. The Negotiation Process Will Include

1. Receiving from the Provincial Bargaining Agent, authorization to negotiate on behalf of the local unit of the Upper Canada District School Board;
2. Forwarding the preliminary submission to the appropriate Provincial Liaison Officer for approval at least 15 days before presentation to the members;
3. Giving the preliminary submission to the Executive;
4. Presenting of the preliminary submission to teachers;
5. Ratifying of the preliminary submission at this meeting(s) - **No Proxy** voting allowed;
6. Negotiating with the Board, in good faith, for the best possible agreement;
7. Inform the membership when the CBC has reached a tentative agreement. Copies of the tentative agreement shall be sent to the schools at least two school days prior to voting.

\* In case of inclement weather, voting will occur within four (4) business days after;

8. Making a recommendation regarding the tentative agreement to the membership;
9. The process of the vote will be recommended by the Negotiating Team to the Executive. Vote will be by secret ballot. **SIMPLE MAJORITY RULES;**
10. Notifying all teachers of the results of the vote the following day.

\* If a meeting is cancelled due to inclement weather it will be rescheduled.

#### **E. Communication**

It is the duty of the President to **REGULARLY** inform the membership of the trends in negotiations.

#### **F. Duties of Members of Committee**

##### Duties of Chairperson

1. The Chair of the Committee is elected by the Committee.
2. Will be responsible for the planning and conducting of all meetings.
3. Will keep a record of all correspondence with outside parties.

##### Responsibilities of President

1. Will be responsible for all communication with the Board and media prior to and during negotiations.
2. Will be responsible for forwarding all pertinent information to the Ontario Labour Relations Board.

##### Duties of the Chief Negotiator

1. The Chief Negotiator is elected by the Committee.
2. Is the spokesperson at the negotiating table.
3. Will maintain regular contact with provincial liaison officer.

##### Duties of Secretary

1. Will record minutes of all CBC meetings.
2. Will record minutes of all negotiation sessions.
3. Will maintain a master copy of the Collective Agreement during negotiations.
4. Will be responsible to make sure clauses are signed off.
5. Will send copies of meetings' minutes to the Provincial Liaison Officer.

##### Negotiating Team

1. Will be responsible for presenting the teachers' proposal to the Board.
2. Will be responsible for bargaining a tentative agreement.
3. Will be responsible for presentations to the general membership.

Committee Members

1. Will be responsible for the surveying of members and analysis of survey.
2. Will be responsible for determining priorities.
3. Will be responsible for preparation of preliminary submission.
4. Will support Negotiating Team during and following negotiations.
5. Will attend meetings of Collective Bargaining Committee on a regular basis (three (3) consecutive absences - member will be considered as resigned).

**G. CBC Membership Procedures**Quorum

A quorum shall consist of a simple majority of members.

Terms of Appointment

The term of office shall continue until completion of current negotiations.

Procedure for Resignation

1. All resignations shall be by notification to the Chairperson of the CBC with a copy to the Local President.
2. The Executive shall approve a new member to the CBC to fill the vacancy of the resigning member.
3. If a member fails to assume his/her duties, the CBC Chairperson shall inform the President.

Amended: October 22, 2013

Approved by ETFO-UCL Executive: November 14, 2013

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