



# The Complete Guide to Preparing for Provincial Council

THE MANITOBA TEACHERS' SOCIETY 2018 ANNUAL GENERAL MEETING  
MAY 24-26, 2018 AT THE FAIRMONT, WINNIPEG



99



# TABLE OF CONTENTS

	<b>Page</b>
Important Dates and Deadlines .....	1
Contacts .....	2
Registration .....	3
A. Procedures on how to register for Provincial Council online through UnionWare .....	3
B. Trouble Accessing the Provincial Council 2018 Event .....	6
Provincial Council Binder Orders .....	7
Resolutions .....	9
Drafting and Submitting Resolutions .....	13
Types of Resolutions .....	16
Nomination Procedures .....	18
Election Procedures .....	20
Guidelines for Candidates .....	21
Roles of Delegates and Roles of Alternates .....	23
Accommodations .....	24
Hospitality .....	26
Parking .....	27
Provincial Council Pages .....	28
Forms .....	29
A. Nomination Form for Member-at-Large .....	29
B. Volunteer Form .....	31
C. Notes .....	33



## IMPORTANT DATES AND DEADLINES

ACTION	DEADLINE
Committee Reports for Provincial Council Binder	January 31, 2018 at 4:00 p.m.
Life and Honorary Membership Nominations	February 1, 2018 at 4:00 p.m.
Provincial Executive, Society Committees and Locals – All Resolutions	March 1, 2018 at 4:00 p.m.
Provincial Executive Nominations prior to Provincial Council	March 1, 2018 at 4:00 p.m.
Hospitality Room Reservations	March 2, 2018 at 4:00 p.m.
Hospitality Room Draw	March 9, 2018 at 4:00 p.m.
Submit list of Locals' Delegates	March 19, 2018 at 4:00 p.m.
Provincial Council Binder Orders	March 19, 2018 at 4:00 p.m.
Candidate Photo, Biography and Election Statement	April 1, 2018 at 4:00 p.m.
Submission of Local rooms assignment	April 2, 2018
Fairmont guest rooms and alternate hotel Reservations	April 3, 2018 at 9:00 a.m.
Register for the MTS Provincial Council 2018 online (Access the Event through the link provided in the email sent by MTS)	April 28, 2018 at 4:00 p.m.
Submission of Provincial Council Page names	May 1, 2018 at 4:00 p.m.
Send names of replacement delegates to the Society	May 18, 2018 at 4:00 p.m.
Register for <b>each</b> Provincial Council sitting at the registration desk located on the mezzanine floor of the Fairmont Winnipeg (Expenses are paid based on attendance)	May 24, 2018 at 7:30 a.m.
Provincial Executive Election Nominations close	May 24, 2018 at 2:00 p.m.
Candidate Introductions and Chief Returning Officer's Report	May 24, 2018 at 4:00 p.m.
Election Question Submissions	May 25, 2018 at 12:00 p.m.
Business Arising Resolutions	May 25, 2018 at 8:00 p.m.
Provincial Council Expense Voucher submission	May 26, 2018

## CONTACTS:

1. **Questions regarding Provincial Council**, please contact Loretta Carroll, Senior Executive Assistant, Governance, MTS at 204-831-3082 or by email at [lcarroll@mbteach.org](mailto:lcarroll@mbteach.org)
2. To reserve your Local's **guest rooms** at the Fairmont Winnipeg, please contact Christen Winning, Executive Assistant, MTS at 204-831-3051 or by email at [cwinning@mbteach.org](mailto:cwinning@mbteach.org) .
3. To reserve your **hospitality room** at the Fairmont Winnipeg, please contact Danielle Rocan, Executive Assistant, MTS at 204-831-3078 or by email at [drocan@mbteach.org](mailto:drocan@mbteach.org) .
4. Submit the **following documentation** to Loretta Carroll, Senior Executive Assistant, Governance at MTS at 204-831-3082 or by email at [lcarroll@mbteach.org](mailto:lcarroll@mbteach.org):
  - a. Committee Reports (January 31, 2018)
  - b. All Resolutions (March 1, 2018)
  - c. List of Locals' Delegates (March 19, 2018)
  - d. Ordering of Provincial Council Binders (March 19, 2018)
  - e. Candidate Photo, Biography and Election Statement (April 1, 2018)
  - f. Submission of Page Names (May 1, 2018)
  - g. List of Delegate Replacements (May 18, 2018)
5. Submit **Election Nominations** to Bobbi Taillefer, General Secretary at MTS at 204-831-3065 or by email at [btaillefer@mbteach.org](mailto:btaillefer@mbteach.org), as follows :
  - a. **Submissions before March 1, 2018:**

This form, must be fully completed by a Local, endorsed by twenty-five (25) members and returned to Bobbi Taillefer, General Secretary (Chief Returning Officer). All nomination forms must reach the Society offices **no later than 4:00 p.m. on March 1, 2018**. NOTED: As stated in the Bylaws, the deadline is March 1, regardless if that day falls on a Sunday.
  - b. **Submissions on floor of Provincial Council:**

If submitted on the floor of Provincial Council, all nomination forms must be **handed directly** to Bobbi Taillefer, General Secretary (Chief Returning Officer), by 2:00 p.m. of the first day of the Provincial Council meeting. Endorsed by twenty-five (25) registered delegates.

# REGISTRATION

During the month of March 2018, delegates will receive an email with the registration link and Provincial Council information.

## A. Procedures on how to register online to Provincial Council

Follow the link provided in the email or type in the following URL:

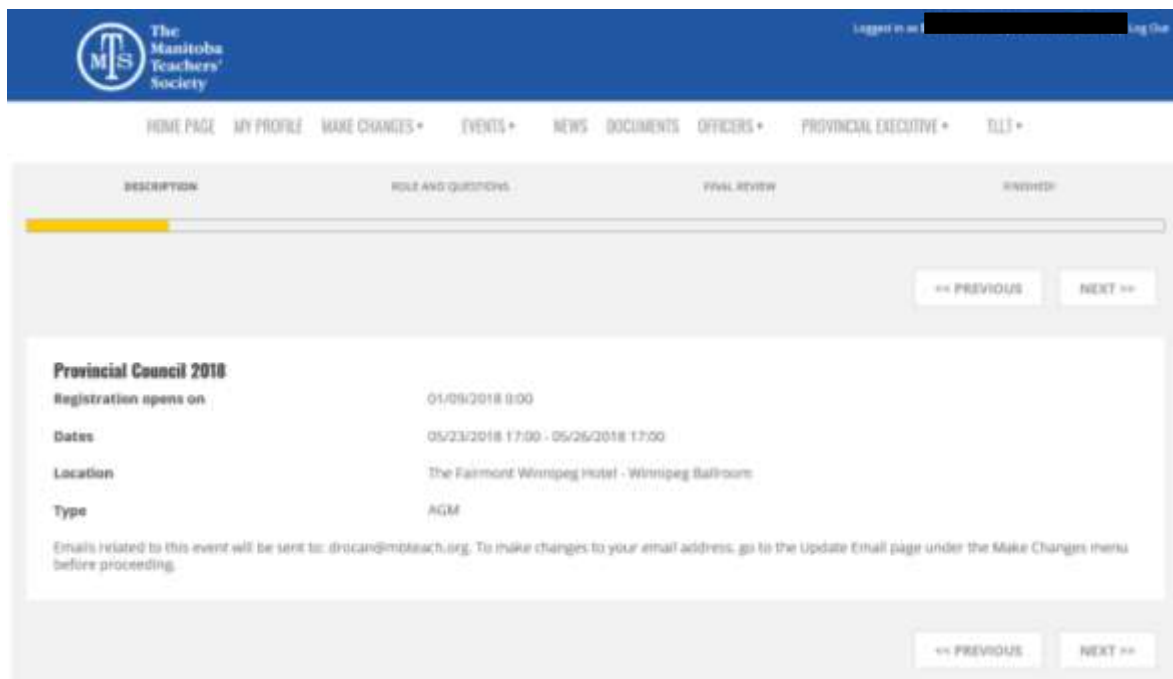
<https://memberlink.mbteach.org/Event.axd?e=818>

If this is your first visit to the MyProfile site, you will need to follow these four steps:

1. Click on the red button named “Sign Up Now”;

2. Fill out the four required fields;
3. Enter your MTS membership number and fill out all the fields under Option 2; *\*If you are a member and do not know your MTS number, please use the “Forgot your MTS Number?” link on the right side of the page. Or, you can contact the Information Management department at 204-837-4666, ext. 331 or toll free at 1-866-494-5747, ext. 331.*
4. Click the red button labeled “Register”. You will receive an email, to the address you provided, indicating that you now have access to the site.

Once you have logged in, your home page will open to the MTS Provincial Council 2018 event.



Once you are in the registration area of the event, please be patient. The system can be slow when moving from one page to the next, depending on the complexity of the event. Each event is different and some may have more pages to navigate through than others.

NOTE: All questions will need to be answered in order for your registration to be finalized.

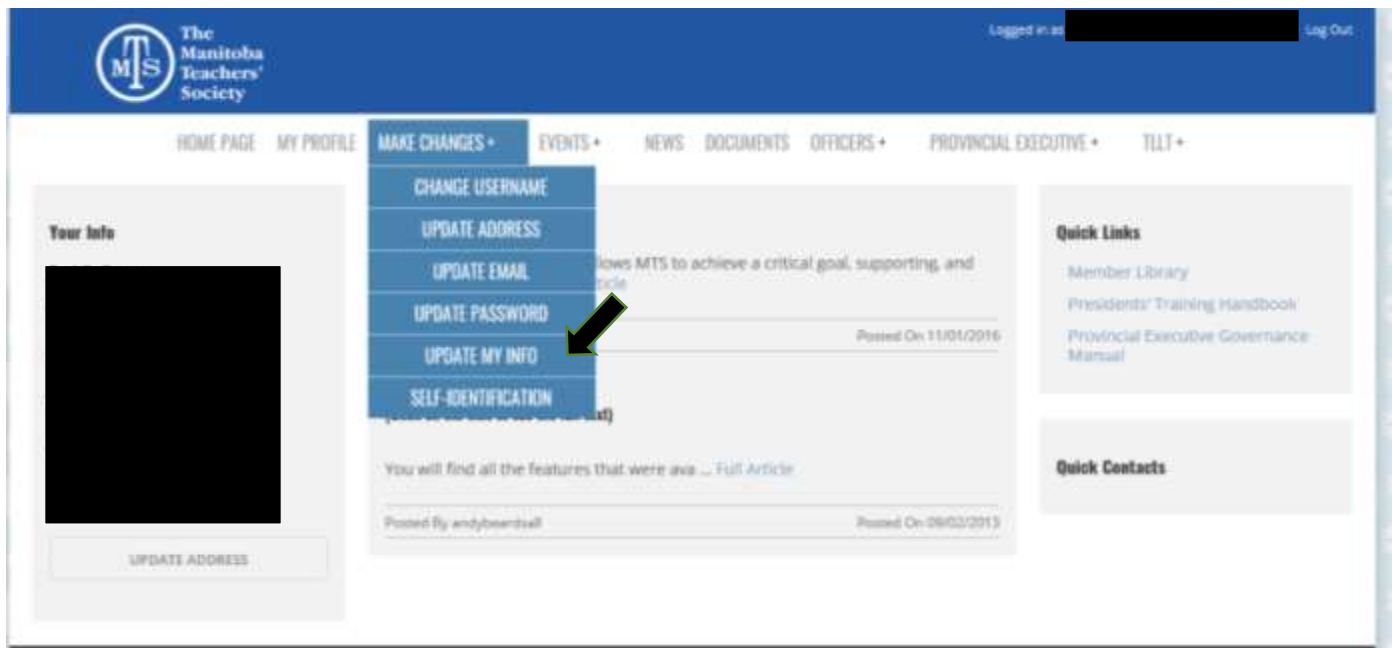
The questions for registration will include:

1. Is this your first Provincial Council?
2. Will you attend the New Delegate Training on Wednesday, May 23, 2018?
3. Will you attend the Provincial Council Dinner on Thursday, May 24, 2018?



The last page (“Final Review” page) will let you review your registration details. If all is correct, you can submit your registration. You will then receive an email to acknowledge that we have received your registration.

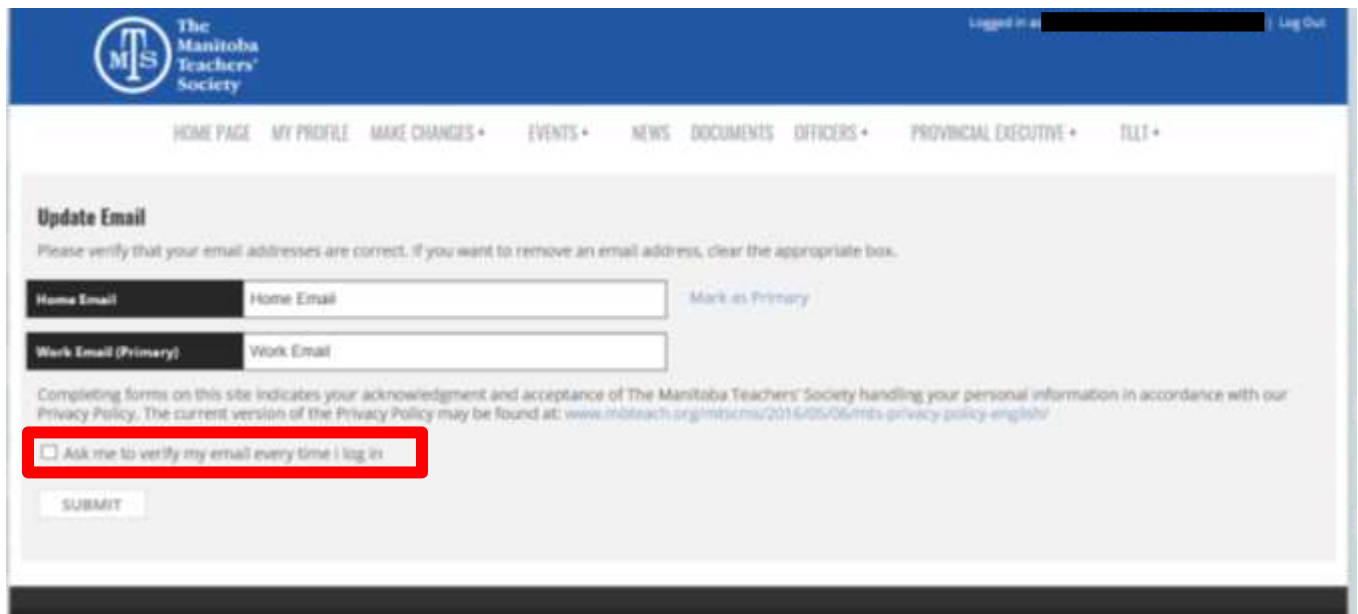
Please ensure your profile information is up to date including your food allergies or restrictions. MTS will use this information whenever there is a meal provided at an event. You can find your food restrictions under the “Make Changes” tab at the top of the page, then click “Update My Info”. Also, verify that the email we have on file for you is correct, since this is where the email confirmation will be sent.



## B. Trouble Accessing the Provincial Council 2018 Event

If you are having difficulty accessing the Provincial Council 2018 Event, check to see if this is the issue preventing you from completing your registration:

If you are logged in and continue to see the screen below, verify if there is a checkmark in the red-highlighted box below. If there is, make sure you click on the checkmark to clear it and then click on Submit. Close (exit) from your browser and start your registration process again. **Open the e-mail with the link and click on it again.** Login once again and it should take you to the MTS Provincial Council 2018 event so that you can complete your registration.



The screenshot shows the MTS Provincial Council 2018 Event registration page. The header includes the MTS logo and navigation links: HOME PAGE, MY PROFILE, MAKE CHANGES+, EVENTS+, NEWS, DOCUMENTS, OFFICERS+, PROVINCIAL EXECUTIVE+, and TELL+. The main content area is titled "Update Email" and contains the following elements:

- A message: "Please verify that your email addresses are correct. If you want to remove an email address, clear the appropriate box."
- Two email input fields: "Home Email" and "Work Email (Primary)".
- A "Mark as Primary" link next to the Home Email field.
- A privacy policy notice: "Completing forms on this site indicates your acknowledgment and acceptance of The Manitoba Teachers' Society handling your personal information in accordance with our Privacy Policy. The current version of the Privacy Policy may be found at: [www.mtsteach.org/mtscms/2014/05/06/mts-privacy-policy-english/](http://www.mtsteach.org/mtscms/2014/05/06/mts-privacy-policy-english/)"
- A checkbox labeled "Ask me to verify my email every time I log in", which is highlighted with a red box.
- A "SUBMIT" button.

# Provincial Council Binder Orders

**\*There will be an electronic copy available on the MTS website.**

Please see below for number of binders allotted for each Local.

Email Loretta Carroll at [lcarroll@mbteach.org](mailto:lcarroll@mbteach.org) with the following:

1. number of binders local would like to request;
2. number of extra binders requested, over and above the allotted number, at a cost of \$20.00;
3. confirmed total of binders required.

The binders will be distributed at Presidents' Council on April 28, 2018.

<b>LOCALS, DELEGATES &amp; # OF BINDERS TO BE PROVIDED</b>	
AEFM	10
Beautiful Plains	3
Border Land	4
Brandon	15
Evergreen	2
Flin Flon	2
Fort la Bosse	2
Frontier	12
Garden Valley	6
Hanover	12
Interlake	5
Kelsey	3
Lakeshore	2
Lord Selkirk	8
Louis Riel	23
Manitoba Institute of Trades & Technology	2
Mountain View	5
Nelson House	2
Park West	4
Pembina Trails	21
Pine Creek	2
Portage la Prairie	5
Prairie Rose	4
Prairie Spirit	4

**LOCALS,  
DELEGATES & # OF BINDERS TO BE PROVIDED**

Red River Valley	4
River East Transcona	25
Rolling River	3
Sandy Bay	2
Seine River	7
Seven Oaks	18
Southwest Horizon	3
St James-Assiniboia	14
Sunrise	8
Swan Valley	2
Thompson	5
Turtle Mountain	2
Turtle River	2
Western	3
Whiteshell	2
Winnipeg	53
COSL	2
EFM	2
SAGE	2
Total	317

# RESOLUTIONS

Bylaw I, Section 12.1, 13.1 and 13.2, Bylaw II, Part 2.1 – 2.7 governs resolutions, as set out below:

## Bylaw I

### PART XII – POLICIES

#### 12.1 Policies

Provincial Council may establish Policies for governance of the Society and its Locals, collective bargaining, and the development and implementation of professional standards. Resolutions regarding changes to such Policies shall be provided to the General Secretary in writing no later than March 1 in any Year a Provincial Council Meeting is to be held.

### PART XIII – AMENDMENTS

#### 13.1 Constitutional Amendments

Members, Locals or members of the Provincial Executive may propose amendments to the Constitution by submitting them in writing to the General Secretary by March 1 in any year a Provincial Council Meeting is to be held. The General Secretary shall review each proposed amendment to ensure it is not contrary to any public law and shall on or before April 1 of that same year, publish the proposed amendments in Society publications and on the Society's website with the meeting notice. A resolution to change the Constitution shall require a two-thirds (2/3) majority vote of those Delegates present at the time the vote is held.

#### 13.2 Bylaw Amendments

Members, Locals or members of the Provincial Executive may propose amendments to the Bylaws by submitting them in writing to the General Secretary by March 1 in any year a Provincial Council Meeting is to be held. The General Secretary shall review each proposed amendment to confirm it complies with the Constitution and shall on or before April 1 of that same year, publish the proposed amendments in Society publications and on the Society's website with the meeting notice. A resolution to change the Bylaws shall require a two-thirds (2/3) majority vote of those Delegates present at the time the vote is held.

## Bylaw II

### PART II – RESOLUTION PROCEDURES

#### 2.1 Origins of Resolutions

Resolutions to a Provincial Council Meeting will be accepted from:

- (a) the Provincial Executive;

- (b) a Local, COSL, EFM or SAGE provided that all resolutions so submitted are accompanied by a declaration from the president or chairperson of the body submitting the resolution that the resolution is bona fide;
- (c) individual Members provided that each resolution is accompanied by documentation verifying that the resolution was rejected or tabled by a Local or the Provincial Executive and such resolutions shall be dealt with in the Private Member's section of the agenda of the Provincial Council Meeting; and
- (d) a task force, committee or commission struck by Provincial Council required to report to a subsequent Provincial Council Meeting.

## **2.2 Categories of Resolutions**

Subject to this Bylaw all resolutions to a Provincial Council Meeting shall be in the form of:

- (a) policy resolutions, which amend, add to, or delete Policies;
- (b) action resolutions, based on current Bylaws or Policies or dealing with internal administrative matters, and such action resolutions shall remain current for one year only;
- (c) action-and-policy resolutions, which direct the Society to undertake specific action while at the same time amending, adding to or deleting Policies;
- (d) constitution resolutions which propose amendments to the Constitution; or
- (e) bylaw resolutions which propose amendments to the Bylaws;
- (f) resolutions appealing a decision of Provincial Executive to revoke a Charter, suspend a Local executive or place a Local into trusteeship; and
- (g) each resolution shall be accompanied by a written rationale for the resolution.

## **2.3 Action Resolutions Related to Outside Bodies**

All resolutions presented at Provincial Council Meetings directing the Society to undertake specific actions or activities shall be consistent with the mission, goals and objectives of the Society but shall not attempt to direct the activities of Outside Bodies.

## **2.4 Deadlines for Resolutions**

All resolutions must be received by the General Secretary no later than March 1 in any year in which a Provincial Council Meeting is to be held and all resolutions which are constitutional shall be processed by the General Secretary. Any resolutions received after the deadline shall be referred to the Provincial Executive, and if the Provincial Executive considers that the resolution deals with a matter of sufficient urgency, then the resolution shall be circulated on the first day of the Provincial Council Meeting.

## **2.5 Resolutions Arising from the Business of Provincial Council Meetings**

A business arising resolution must be accompanied by a reference to the specific business of the Provincial Council Meeting from which the resolution arises and a written rationale for the resolution to be discussed at the Provincial Council Meeting.

## **2.6 Resolution Formation and Processing**

The General Secretary shall:

- (a) make available to Locals, COSL, EFM, SAGE Council and members of the Provincial Executive copies of the Constitution and Bylaws;
- (b) process resolutions to a Provincial Council Meeting by returning to the sponsor for clarification of any resolution which:
  - (i) does not follow the format prescribed in this Bylaw;
  - (ii) is not clear in intent; or
  - (iii) contradicts, without proposing relevant amendments to the Constitution, Bylaws or Policies;
- (c) make minor changes in form or wording in any resolution without changing intent;
- (d) make major changes in form or wording in any resolution, subject to the approval of the original sponsors;
- (e) assign joint sponsorship to resolutions that are substantially the same;
- (f) dispose of resolutions by forwarding:
  - (i) those dealing with Policies to the next Provincial Council Meeting; and
  - (ii) those dealing with course content or detail to the professional issues department of the Society which shall report to the sponsoring Local or organization on action taken on such resolutions;
- (g) arrange for SAGE Council to be provided all resolutions and budget information pertinent to them if the resolution is to be dealt with at a Provincial Council Meeting; and
- (h) provide supplementary Provincial Council Meeting materials at cost to Locals who request them prior to March 1 in any year.

## **2.7 Budget**

The following rules shall apply to budget discussions at the Provincial Council Meeting:

- (a) budget allocations for committees will be reviewed at the time committee reports are given;

- (b) once provincial budgets are approved by Provincial Council any expenditure over that amount must be approved by the Provincial Executive before being spent in accordance with Bylaw I, Article 5.16 (u);
- (c) minutes of the Provincial Council Meeting shall include details of the budget items approved;
- (d) resolutions with cost implications to the Society shall be costed and an explanation of such costs shall be provided to Delegates;
- (e) discrepancies between a committee's reported budget and the budget line amounts contained in the actual budget be explained in the comments found opposite the actual budget line item;
- (f) new line items or items which have been changed to a new category be highlighted or indicated with an asterisk accompanied by an explanation;
- (g) committee reports refer the reader to the actual line item of the budget;
- (h) the accounts that have been allocated to accounts payable and the rationale for such allocation;
- (i) three (3) time frames be used in the presentation of the budget documentation; and
- (j) a five-year (5) capital plan be presented for review and approval by Provincial Council.



## DRAFTING AND SUBMITTING RESOLUTIONS

The following are some “**HELPFUL HINTS**” for drafting and submitting your resolutions. Resolutions that do not follow the prescribed format or are unclear may be returned to you for revision. In some cases, that could result in your resolutions not being final ready in time for the Provincial Council. If followed, the “**HELPFUL HINTS**” will ensure that the Provincial Council will be able to deal with the substance of your resolution rather than becoming bogged down in speculation over intent.

1. Provide MTS with the name and phone number (both home and work), as well as an email address, of a contact person in case we have questions about your resolutions.
2. No resolution will be accepted unless accompanied by a signed declaration from the Local, EFM, COSL, SAGE Council or Special Area Group of Educators president or chairperson that it is a *bona fide* resolution.
3. Submit resolutions well in advance of the deadline to ensure that ample time is available to examine your resolutions and to assist you with rewording, if necessary.
4. Provide a rationale of 20 – 30 words explaining the intent of your resolution.
5. Use the resolutions appearing in last year’s Provincial Council binder as a guide for form and for numbering systems when resolutions are short.
6. Type and double-space each resolution.
7. Include current MTS Handbook page number and bylaw number whenever a resolution refers to current bylaws.
8. If the intent of your resolution is to create a new bylaw, please add a note suggesting which section of the handbook should include it.
9. If your resolution is an action resolution, make sure it flows from an existing bylaw. If your action is not supported by Society bylaws, precede it with an appropriate bylaw resolution of your own.
10. Make sure the resolution is clear and the language correct.
11. Do not use “whereas”.
12. Each BE IT RESOLVED must contain only one idea. A subsequent idea related to the original resolution should be included as a BE IT FURTHER RESOLVED.
13. If the resolution is intended to produce action, each BE IT RESOLVED and BE IT FURTHER RESOLVED should contain specific direction; i.e. it should state who is to act on the resolution and what exactly is to be done.

**Note:** When instructing the Society to act, the sponsor of a resolution should, in some cases, allow the Executive some latitude, rather than bind the Executive to a course of action which may prove impossible. For example, if what is asked for could prove too expensive or unworkable, the Society should be told to “investigate the feasibility of” rather than to “implement” it.)

14. If your resolution instructs the Society to communicate with any agency apart from those normally associated with education – for example, the Department of Community Services – please add a note explaining the rationale for that particular agency. This will help to prevent errors in direction or terminology.
15. Resolutions with cost implications for the Society should be costed and the cost included with the resolution in the Provincial Council binder.
16. When co-sponsoring or when submitting resolutions with the same intent, make certain the wording is the same. Even minor changes in wording can change intent and cause the Provincial Council to have to consider two separate resolutions when only one was intended.
17. The Provincial Executive has imposed a general limit of no more than five (5) resolutions to the Provincial Council from each of its committees. Many Locals have also made efforts to limit the number of resolutions to the Provincial Council. These voluntary restrictions came as a response to past Provincial Council Meetings becoming bogged down by resolutions unnecessary for bylaws or on matters that could have been dealt with elsewhere or in some other manner. In recent years, the number of resolutions has been dramatically decreased, giving delegates more time for serious consideration of the issues before them. We request that all groups or individuals entitled to submit resolutions cooperate in limiting the numbers.
18. And finally, ask yourself “is your resolution really necessary?” If you want the Society to take some action, it is often not necessary to submit a resolution to the Provincial Council. In many cases, a letter to the Provincial Executive or the appropriate department or committee will get you much swifter action than will a resolution. When in doubt, check with us.
19. The following template is the format to be used when providing a resolution to Provincial Council:

<p>1 2 3 4 5 6 7 8 9 10</p>	<p><b>RESOLUTION B__ (To list Provincial Executive, Association and/or Committee)</b>  <b>BE IT RESOLVED that Bylaw __ , Part __ - (To list Provincial Executive, Association and/or Committee) be amended as follows:</b></p> <p><i>Rationale: (to list)</i></p>	<p><b>Existing Bylaw __ , Part __ - (To list Provincial Executive, Association and/or Committee)</b></p>
<p>1 2 3 4 5 6 7 8 9 10</p>	<p><b>RESOLUTION B__, (To list Provincial Executive, Association and/or Committee)</b>  <b>BE IT RESOLVED that Bylaw __ , Part __ - (To List Provincial Executive, Association and/or Committee) be amended as follows:</b></p> <p><i>Rationale:</i></p>	<p><b>Existing Bylaw __ , Part __ - (To list Provincial Executive, Association and/or Committee)</b></p>

**NOTE: If you are having difficulty formulating a resolution or if you need additional information, please call the Society. We will be happy to assist you in the preparation of your resolutions.**

# TYPES OF RESOLUTIONS

Resolutions are to be one of five types:

- A. Constitutional changes
- B. Bylaw changes
- C. Policy
- D. Action
- E. Policy and Action

## A. Constitutional Resolutions

A form of policy/action resolution, which requests the Government to change the legislation regarding a portion of the Manitoba Teachers' Society Act.

BE IT RESOLVED that the Society request the Minister of Education to introduce legislation to amend Section (provide number) of the (name Act) to (state nature of the amendment).

## B. Bylaw Changes

BE IT RESOLVED that Bylaw No. \_\_\_ be amended as follows: "state changes" If amended, Bylaw No. \_\_\_ will read: (Here record the bylaw as amended)

## C. Policy Resolutions can be one of four types:

1. New Policy
2. Amend Existing Policy
3. Delete Existing Policy
4. Delete and Substitute Policy

1. New Policy

BE IT RESOLVED that the Society adopt the following policy: "state wording"

2. Amend Existing Policy

BE IT RESOLVED that the Society amend Policy XYZ to read as follows: "state wording"

3. Delete Existing Policy

BE IT RESOLVED that the Society delete Policy XYZ

4. Delete and Substitute Policy

BE IT RESOLVED that the Society delete XYZ and substitute therefor: "state wording"

- When presenting resolutions which propose policy changes, the format should be as follows:
  - Portions which are current policy appear in normal print.
  - Portions representing new policy appear in **heavy print.**

- Portions which have been transferred to or from other sections of policy appear in *italics*.
- Portions of policy which have been deleted appear within [square brackets with a line through the words].

**D. Action Resolutions Flowing from Existing Policy**

BE IT RESOLVED that pursuant to Policy XYZ, the Society “urge”, “suggest”, “study”, etc. - “state action”.

**E. Policy and Action Resolutions**

Where no policy currently exists and action is required:

**BE IT RESOLVED** that the Society adopt the following policy: “state wording”

**BE IT FURTHER RESOLVED** that pursuant to this policy, the Society “urge”, “suggest”, “study”, etc.

# NOMINATION PROCEDURES

Bylaw III, Part IV, Sections 4.1 – 4.5 governs nominations, as set out below:

## PART IV- NOMINATION PROCEDURES

### 4.1 Notice of Nominations

The Chief Returning Officer shall cause a notice to be sent to all Locals and schools **within the first two weeks of January** in any year an election is to be held at a Provincial Council Meeting, which notice shall call for nominations and establish the date and time nominations must be received in writing by the Chief Returning Officer in accordance with the procedures in this Bylaw.

### 4.2 Candidate Information

The following rules shall apply to the provision of candidate information:

- (a) candidates for the Provincial Executive may submit a photograph, biography and election statement (both of which shall not exceed two hundred fifty (250) words in total) to the Chief Returning Officer **no later than April 1**;
- (b) candidates nominated as provided for in this Bylaw **after March 1** may submit a biography and election statement (both of which shall not exceed two hundred fifty (250) words in total) to the Chief Returning Officer **no later than 4:00 p.m. on the day nominations close at the Provincial Council Meeting**; and
- (c) the General Secretary shall arrange for the printing and circulation of the submitted material to all Delegates prior to the Provincial Council Meeting or in the case of the material submitted at the Provincial Council Meeting, to Delegates prior to the election.

### 4.3 Nominations

Subject to a Member's eligibility pursuant to the Bylaws and subject to Articles 1.3 and 1.4 of this Bylaw, a Member may be nominated for President, Vice President or Member-at-Large.

### 4.4 Nomination Process

The following nomination procedures shall apply to all elections to be conducted at a Provincial Council Meeting:

- (a) the Chief Returning Officer shall accept nominations up to **4:00 p.m. on March 1** in the year which a Provincial Council Meeting is to be held from either of the following:
  - (i) from Locals, which nominations shall be supported by the signatures of at least twenty-five (25) other Members; or

- (ii) from Members who have been refused nomination by a Local, which nominations shall be supported by the signatures of at least twenty-five (25) other Members;
- (b) the Chief Returning Officer shall accept nominations from Delegates **up to 2:00 p.m. of the first day of the Provincial Council Meeting** if the nominee is endorsed by at least twenty-five (25) other registered Delegates;
- (c) the General Secretary shall verify that all signatures on nomination forms submitted by candidates are eligible Members pursuant to the Bylaws; the candidate qualifications in Article 4.3 have been met; and the candidate accepts the nomination in writing;
- (d) any listing of candidates for election at the Provincial Council Meeting shall include the source from which the nominee received the nomination;

#### **4.5 Campaign Period**

Upon completion of the verification process outlined in Article 4.4 (Nomination Process) the General Secretary shall notify the candidate, Local Presidents and the Provincial Executive that the nomination is bona fide and campaigning may now commence.

#### **Guidelines for Campaigning**

- ✓ All campaign activities and information must be consistent with ***The MTS Code of Professional Practice***.
- ✓ Promotional materials, campaign literature and hospitality events must be available at no cost to delegates of the Provincial Council (AGM).
- ✓ Election campaigns must follow a high standard of inclusive and respectful themes, content and behavior.
- ✓ All campaign activities must be conducted in a friendly, collegial and non-intrusive manner.
- ✓ Safe access and approaches for all delegates to the public spaces at the Provincial Council meeting (hotel mezzanine area) are required and must be observed and applied by all persons involved with a candidate's campaign.
- ✓ Please contact the General Secretary (Chief Returning Officer) for any other clarification of these guidelines, campaign plans and strategies as may be required.

# ELECTION PROCEDURES

Bylaw III, Part V, Sections 5.1 – 5.3 governs election procedures, as set out below:

## PART V – ELECTION PROCEDURES

### 5.1 Election Procedures

The following election procedures shall apply to all elections held at Provincial Council Meetings:

- (a) Delegates eligible to vote shall mark their ballots, fold them, and submit the folded ballots to the deputy returning officers who shall collect the ballots;
- (b) regular business shall proceed while the votes are being counted;
- (c) each Delegate voting may vote for the number of candidates the Delegate supports but any ballot cast for more than the total number of candidates to be elected shall be considered spoiled;
- (d) if the number of candidates nominated is the same as the number of positions to be filled, no vote shall be conducted and the Chief Returning Officer shall declare the candidates elected; and
- (e) appointment as a deputy returning officer shall not deprive a Delegate of the right to vote, but that Delegate may not actively campaign for any of the candidates in order to maintain the impartiality of the vote.

### 5.2 Election Forum

An election forum including a question and answer period shall be held at a convenient time after all nominations have been accepted by the Chief Returning Officer. Delegates shall submit questions to the Chief Returning Officer to be asked of candidates for President, Vice President or Member-at-Large as the case may be.

### 5.3 Recounts

Where the margin between the elected candidate and the defeated candidate is not more than five percent (5%) of the total ballots cast, the Chief Returning Officer shall conduct a recount.



## GUIDELINES FOR CANDIDATES

- **Elections** will be held on **Saturday, May 26, 2018**. For 2018 – 2020, the following positions are up for re-election: six (6) Members-at Large for Provincial Executive (2 year term).
- **Nominations**  
The Chief Returning Officer shall accept nominations from locals or from Members, qualifying Substitute Teachers or Plan Teacher Recipients who have been refused nomination by a Local, provided twenty-five (25) Members, qualifying Substitute Teachers or Plan Teacher Recipients have endorsed the individual's nomination, **up to 4:00 p.m. on March 1 in the year which a Provincial Council Meeting is to be held** and also nominations from Delegates **up to 2:00 p.m. of the first day of the Provincial Council meeting** if the nominee is endorsed by at least twenty-five (25) other registered Delegates.
- **Biography, Photograph and Election Statement**  
Society policy provides that candidates may submit a photograph, biography and election statement (biography and election statement not to exceed 250 words – the word count will be strictly enforced) to the Chief Returning Officer **no later than 4:00 p.m. on the day nominations close** at the Provincial Council Meeting. The General Secretary shall arrange for the printing and circulation of the submitted materials to all Delegates prior to the Provincial Council Meeting or in the case of the material submitted at the Provincial Council Meeting, to Delegates prior to the election. Provide a colour head and shoulder photograph suitable for reproduction. If you do not have such a photo, please have one taken professionally and submit the cost to the Society for reimbursement. An electronic photo would be acceptable as well.
- **Reporting and Introductions of Nominees at the Provincial Council**  
The Chief Returning Officer will report on the nominations and all nominees in attendance at the Provincial Council will be introduced.
- **Election Forum**  
On **Friday, May 25, 2018**, an election forum will be held for all candidates. Each candidate for Member-at-Large will be given two (2) minutes to make a statement to the assembly. Following the speeches, a question directed to those candidates for Provincial Executive and two candidates' names will be drawn. Each of the two candidates will be given one minute to respond. This will continue until all candidates have answered two questions.
- **Election Material at the Hotel**  
Only one poster, to a maximum of 5,400 square cm (i.e. (80 cm x 67.5 cm) will be allowed on the Mezzanine Floor of the Fairmont for each candidate. Posters may also be placed in hospitality rooms. Posters may not be adhered to the walls of the hotel. A limited number of easels will be available in the Cambridge Room upon request. Posting in the Lobby and Public Areas is prohibited without the Hotel's specific authorization. Only professional made signs may be displayed outside your designated

meeting room. Nailing, stapling and screwing into walls, ceiling or floors or any other materials that would damage the property is strictly prohibited. The client will be held responsible for any damages done to the premises, prior to, during or following a function, by his/her guests or by independent contractors on his/her behalf.

## ROLES OF DELEGATES AND ROLES OF ALTERNATES

	<b>Delegate</b>	<b>Alternate</b>
Accommodations	Your accommodations are charged to MTS if you are <u>sharing a room with another delegate</u> . If you are staying in a room alone, half will be charged to MTS and you are responsible for the other half.	You are responsible to pay and submit expense to your Local, if applicable.
Parking	If you are a guest of the Fairmont hotel and parking in the Richardson parkade, it will be charged to MTS. If you are not a guest of the Fairmont or parking elsewhere, you are responsible to pay and submit expense to MTS.	You are responsible to pay and submit expense to your Local, if applicable.
Session Registrations	You are to register before every session you are attending.	You are to register for any session where you are replacing a delegate. You <b>MUST</b> be signed in for the session. You cannot replace a delegate mid-session.
MTS Provincial Council Banquet	You are invited to attend the MTS Provincial Council Banquet.	You can attend as an invited guest of a delegate if they do not have a guest invited already.
Vote	You must be registered for the session to vote.	If you are replacing a delegate for the voting session, you <b>MUST</b> be registered to vote.
Hospitality Rooms	You are welcome to attend hospitality rooms.	You are welcome to attend hospitality rooms.

# ACCOMMODATIONS

The number of rooms being held for each Local is dependent on the number of delegates attending Provincial Council. For example, if 10 delegates are attending Provincial Council, 5 rooms will be held (2 delegates per room). This is to accommodate the high volume of members attending Provincial Council.

## 1. **Monday, January 22, 2018**

To assist in your preparation for Provincial Council, an email will be sent to each Local President on **Monday, January 22, 2018**, indicating the number of Delegates that are eligible to attend the Provincial Council meeting, as well as the number of rooms being held in the MTS Room Block for each Local.

We ask that each Local advise MTS of how many rooms of their allotment they will require, of the total allotment they have been assigned, (refer to email sent on January 22, 2018) by confirming those rooms with Christen Winning, [cwinning@mbteach.org](mailto:cwinning@mbteach.org).

Further:

- Should a Delegate from a Local choose to stay elsewhere, their room will be released back to the general MTS Room Block.
- If a delegate from your Local prefers not to share a room, please advise Christen Winning at this time. If there are any rooms left in the MTS Room Block after the final cutoff date (April 2, 2018), they will then be assigned on a first come-first serve basis.

## 2. **Monday, April 2, 2018**

Locals have until **Monday, April 2, 2018**, to reserve their delegates' hotel rooms at the Fairmont Winnipeg with Christen Winning, [cwinning@mbteach.org](mailto:cwinning@mbteach.org). Both names of the Delegates sharing a Fairmont Hotel room must be provided to Christen Winning by this date. **Please confirm how many nights the delegates will be staying at the Fairmont. Any reserved rooms without delegate names attached will be released back to the general MTS Room Block.**

## 3. **Tuesday, April 3 – Thursday, April 19, 2018**

Delegates who have requested to have a single room will be assigned on a first come-first serve basis of the remaining available rooms in the general MTS Room Block. Locals **MUST** provide the delegate's name via email to Christen Winning, [cwinning@mbteach.org](mailto:cwinning@mbteach.org), in order to make this request for single occupancy rooms.

4. After the cutoff date of April 23, the Society's room block will be removed and the cost of rooms will increase considerably. There will be additional accommodations available at the Fort Garry Hotel. In all cases, when staying at the Fairmont or any other Hotel, the Society will reimburse individual delegates up to \$110.57 per night. This is one half of the cost of a Fairmont room drawn from the Society's room block. If you choose to stay with friends or relatives, the Society will reimburse up to the

standard rate of \$66.81 per night. The \$66.81 includes mileage between the friends or relatives home to the Fairmont.

5. Delegates staying in the Fairmont Winnipeg hotel rooms (*excludes suites and upgraded rooms*) will be directly billed to the Society. The Fairmont will bill the Society based on double occupancy by two delegates. In instances when a delegate occupies a Fairmont room alone and does not share the cost of the room with another delegate, the Fairmont Winnipeg will bill the Society for one half of the cost of the room (\$110.57) and will bill the delegate for the other half of the cost of the room. In instances when two delegates occupy a room, (both delegate's names ***must*** be registered with the hotel **upon check-in**), the Fairmont will direct bill the total cost of the room to the Society (\$221.13).
6. Alternates staying at the Fairmont or another hotel are responsible to pay for their guest rooms.

## HOSPITALITY ROOM RESERVATION

There are limited hospitality rooms available at the Fairmont. If your Local would like to reserve a hospitality suite, you must email a request for a room to Danielle Rocan at [drocan@mbteach.org](mailto:drocan@mbteach.org) by **Thursday, March 1, 2018, at 4:00 p.m.**

On March 2, 2018, all Locals who have submitted a request for a hospitality room will be entered into a draw to determine the order of selection. The first Local drawn will have the first selection of rooms, and so on.

### **\*\*IMPORTANT\*\***

- The Mezzanine Level Hospitality Rooms require a MLCC Liquor Permit;
- The Hospitality Suites do not require a MLCC Liquor Permit;
- The Hospitality Suites are guest rooms on the 16<sup>th</sup> floor and 17<sup>th</sup> floor with beds. **If you would like the bed(s) removed, there is a \$180.00 fee per room.**
- All deliveries for the Hospitality Suites in Guest Rooms must be arranged through **Casie Vitt, Fairmont Conference Services Manager**, by email at [casie.vitt@fairmont.com](mailto:casie.vitt@fairmont.com) or by telephone at 204-985-6216, and must be delivered through the loading dock. Delivery for these Suites will not be accepted through the front door under any circumstance.
- Service for Hospitality Suites with respect to any items through the hotel including dry bar set up, will also need to be arranged through Casie Vitt.
- **Posting & Decorations**  
Posting in the Lobby and Public Areas is prohibited without the Hotel's specific authorization. Only professional made signs may be displayed outside your designated meeting room. Nailing, stapling and screwing into walls, ceiling or floors or any other materials that would damage the property is strictly prohibited. The client will be held responsible for any damages done to the premises, prior to, during or following a function, by his/her guests or by independent contractors on his/her behalf.

# **PARKING**

## **A. Richardson Parkade:**

There is parking available on a first come first serve basis, at the Richardson Parkade (adjacent to the Fairmont). It cannot be reserved ahead of time. Parking at the Richardson Parkade will be billed directly to the Society if you have a guest room at the Fairmont Winnipeg. If you are a delegate your parking will be paid for (NOTE: MTS does not cover Valet parking). Please advise the Fairmont if you think you may need to leave the parkade throughout the meeting, in order that they can provide you at check in with an in/out parking pass for the Richardson Parkade so you do not have to pay for parking.

## **B. Rorie Street Parkade:**

There is also limited parking available at the Rorie Street Parkade, you will be responsible to pay and expense to MTS.

## **C. Fort Garry Parkade**

Guest parking available. A shuttle will be available to transport guests from the Fort Garry Hotel to Fairmont Winnipeg. A schedule will be provided with pick-up and drop-off times.

## PROVINCIAL COUNCIL PAGES

Over the years, The Manitoba Teachers' Society has received numerous enquiries as to how a student can become a Page at the Provincial Council. It is as easy as you (or a colleague) submitting their name. We require four Pages for a successful Provincial Council experience.

Requirements to be a Page:

- ❖ High-school students (Gr. 9 – 12 and min 14 years old) in a public school;
- ❖ Diversity: equal male/female;
- ❖ A student will be a Page for one year to ensure that other students have the opportunity;
- ❖ If we do not have sufficient names, other candidates will be sought.

Required Dress Code for Pages:

- ❖ appropriate jeans (not ripped);
- ❖ appropriate footwear (no flip flops);
- ❖ they will be provided with a t-shirt to wear that identifies them as a Page.

Required Duties

- ❖ To deliver messages and handouts to the delegates.

Hours of Work, Wage and Expenses

- ❖ Their hours of work will be 9:15 a.m. until 4:30 p.m. on May 24, 25 and 26 with one hour for lunch. They will be paid a wage of \$11.50 per hour.
- ❖ They will be reimbursed for meals in advance as follows: breakfast for Thursday, Friday and Saturday @ \$12.00 per day and lunch for Thursday, Friday and Saturday @ \$15.50 per day.

Accommodations

- ❖ If they require accommodations, Pages must stay with a parent or family member who is a delegate.

If you know of a student that would enjoy the experience and the opportunity, please email Loretta Carroll at [lcarrroll@mbteach.org](mailto:lcarrroll@mbteach.org) **before 4:00 p.m. on May 1, 2018.**





# Nomination Form for Member-at-Large

**AT THE 2018 PROVINCIAL COUNCIL MEETING, WE WILL HAVE ELECTIONS FOR SIX (6) POSITIONS FOR MEMBERS-AT-LARGE FOR A TWO (2) YEAR TERM.**

Please note the following:

**Submissions before March 1, 2018:**

This form must be fully completed by a Local and returned to Bobbi Taillefer, General Secretary (Chief Returning Officer). All nomination forms must reach the Society offices **no later than 4:00 p.m., March 1, 2018**. NOTED: As stated in the Bylaws, the deadline is March 1, regardless if that day falls on a Sunday.

**Submissions on floor of Provincial Council:**

If submitted on the floor of Provincial Council, all nomination forms must be handed directly to Bobbi Taillefer, General Secretary (Chief Returning Officer), by 2:00 p.m. of the first day of the Provincial Council meeting. Endorsed by twenty-five (25) registered delegates.

We, the undersigned, hereby nominate \_\_\_\_\_ for **Member-at-Large** of the Provincial Executive:

Print Name

Signature

Local

1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
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## ACCEPTANCE FOR NOMINATION OF MEMBER-AT-LARGE

I, \_\_\_\_\_, hereby accept the nomination for election as Member-at-Large of The Manitoba Teachers' Society.

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
Date





# 2018 VOLUNTEER FORM

**NOTE: It is only necessary to submit this form once a year. Please complete and forward this form via email to: [icarroll@mbteach.org](mailto:icarroll@mbteach.org).**

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

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

Home Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Association: \_\_\_\_\_

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

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

School Phone #: \_\_\_\_\_

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

My present position is:

- |                                    |                                     |   |
|------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Teacher   | <input type="checkbox"/> Principal  | <input type="checkbox"/> Vice-Principal |
| <input type="checkbox"/> Clinician | <input type="checkbox"/> Substitute | <input type="checkbox"/> Other          |

Volunteer Positions Available (please ✓select interests):

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Collective Bargaining                         | <input type="checkbox"/> Curriculum and Teaching                  | <input type="checkbox"/> Disability Benefits Plan       |
| <input type="checkbox"/> Disability Benefits Plan Investment Committee | <input type="checkbox"/> Disability Benefits Plan Case Management | <input type="checkbox"/> Education Finance              |
| <input type="checkbox"/> Equity and Social Justice                     | <input type="checkbox"/> Group Benefits                           | <input type="checkbox"/> Indigenous Voice and Action    |
| <input type="checkbox"/> Outside Body Representation                   | <input type="checkbox"/> Professional Development                 | <input type="checkbox"/> Professional Conduct Committee |
| <input type="checkbox"/> Review Committee                              | <input type="checkbox"/> Teacher Education and Certification      | <input type="checkbox"/> Teacher-Led Learning Team*     |
| <input type="checkbox"/> Workplace Safety and Health                   | <input type="checkbox"/> Young Humanitarian Awards                |   |

\* Teacher-Led Learning Team (TLLT): Information about the program, recruitment and selection information can be found on the TLLT link of The Manitoba Teachers' Society website.



Please advise which Society Committees you have previously served on and for which years.

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*The above information will be used for the purposes of processing your volunteer application i.e. sharing the information with the Provincial Executive as well as communicating with you. Should you be appointed to a committee, this personal information will be kept confidential and secure. In order to facilitate communication among committee members, this personal information may be distributed to the other members of the committee on which you are serving.*

*I agree to this usage of my personal information \_\_\_\_\_.*

*Signature*



# NOTES

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Thank you for your  
cooperation in our  
planning of Provincial  
Council 2018.

We look forward to seeing  
you there!



A CENTURY OF SOLIDARITY



The  
Manitoba  
Teachers'  
Society

191 Harcourt Street, Winnipeg, Manitoba, Canada R3J 3H2  
Phone: 204-888-7961 | Toll Free: 1-800-262-8803 | Fax: 204-831-0877