

# PROVINCIAL EXECUTIVE ELECTION GUIDE



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# MTS NEEDS YOU

Since the first meeting of The Manitoba Teachers' Federation in 1919, hundreds of teacher leaders have worked as part of the Society's Provincial Executive (PX) to improve the lives of teachers, their students and public education.

From pay to pensions, from class size to curriculum, PX members have had a profound influence on the welfare of teachers, status of the teaching profession and cause and creation of the public education system.

But the work continues and so does the need for more teacher leaders to bring their energy and ideas to the table.

This guide is intended to help you make an informed decision about running for a position on the PX by understanding the commitment and scope of the role and feeling prepared to participate fully in the nomination, campaign, and election process as a candidate.

## What is the Provincial Executive?

The Provincial Executive is the 13-member executive committee responsible for directing the business of The Manitoba Teachers' Society, implementing decisions of the Provincial Council, and overseeing the day-to-day affairs of the Society (Bylaw I, 5.1).

Its membership includes one full-time release president, one full-time release vice president, and 11 members-at-large with partial release time. All positions are elected, and elections are conducted at each Annual General Meeting of Provincial Council by The Manitoba Teachers' Society and governed by [Bylaw III – Elections of the Provincial Executive](#).

## Who do I contact for more information?

### Election Administration

Responsible for coordinating the registration and endorsement process and receiving and processing candidate materials. Provide administrative support to the Chief Returning Officer.

Sarah Vickery & Christen Winning  
Toll free: 1.866.494.5747  
E-mail: [governance@mbteach.org](mailto:governance@mbteach.org)

### Chief Returning Officer

Responsible for the application, operation, and monitoring of the nomination, campaign, and election of Provincial Executive.

Danielle Fullan Kolton  
Direct: 204.831.3064  
E-mail: [dfullankolton@mbteach.org](mailto:dfullankolton@mbteach.org)

# UNDERSTANDING THE COMMITMENT

## Term of Office

In accordance with Bylaw I, the president and vice president shall be elected for a two-year (2) term and shall be eligible for re-election for one additional term. Members-at-large shall be elected for two-year (2) terms and shall be eligible for a maximum of three (3) consecutive terms.

## Time Commitment

Members-at-large perform a variety of duties including:

- attending PX daytime meetings.
- attending four daytime Presidents' Council meetings.
- attending the MTS Provincial Council Meeting (AGM).
- chairing a committee(s) (Ad hoc or Standing) or being a member of a PX committee(s).
- selecting members for committees, chairing meetings, submitting reports.
- liaising with a region of the province and the Local presidents for the region.
- engaging in dialogue, discussion, and interactions with various stakeholders regarding MTS interests.

Readiness for meetings is a time consuming and critical responsibility of PX members and this requires reading materials, submitting reports within deadlines, and communicating with Society staff.

## Meeting Schedule

PX convenes for two, or three, day meetings eight months out of each school year (September, October, December, January, March, April, May, and June). Additional meetings may be called to address emergent issues or to conduct training or planning sessions as agreed upon by the Executive members. PX members also attend and/or chair a variety of other meetings held both during and outside of school hours.

## Meeting Location

PX meetings take place in the Marshall Boardroom at McMaster House, the Society's building, in Winnipeg. Committee meetings may take place in locations other than McMaster House.

## Release Time

Per Bylaw I, 5.5, Provincial Executive (PX) members-at-large have up to 20% release time from their teaching duties. The Society pays directly to the school division for that release time so that there is no change to their pay cheque. Members-at-large are responsible for budgeting and scheduling their release time appropriately and reporting monthly release time usage through submission of their expense claims. There should be no expectation that additional release time will be possible.

## Training

Both personal professional development funds and governance and fiduciary training are provided to support PX members both collectively and individually in their general duties. The PX is consulted annually to identify educational needs and specific training and education priorities.

# UNDERSTANDING THE SCOPE OF THE ROLE

## Bylaw Duties

Subject to Bylaw I, the Provincial Executive shall be responsible for carrying out its fiduciary obligations and overseeing the affairs of the Society between Provincial Council Meetings by:

- a. carrying out ongoing strategic planning, and ensuring implementation of such plans, including political action and reviewing such plans and actions on a regular basis to determine their effectiveness;
- b. implementing decisions of Provincial Council, including applicable Policies;
- c. developing interim Policies between Provincial Council Meetings and reporting the development of same to Presidents' Council and Provincial Council;
- d. ensuring Policy interpretation or application is communicated to Locals and advise Presidents' Council about any changes in the way Policies are being interpreted or applied;
- e. making appointments to the Life and Honorary Membership Committee, Professional Conduct Committee, Review Committee, standing committees, commissions, task forces, and external organizations, including the Canadian Teachers' Federation board and other labour organizations, and other committees as required, including appointing the chairperson of the committee, commission or task force;
- f. appointing a member of the Provincial Executive as the chairperson of each standing committee, ad hoc committee or task force;
- g. appointing the Executive Director and other staff on personal services contracts, determining their remuneration, benefits and how they will be evaluated and their performance reported upon; negotiating with unionized and non-unionized staff regarding their remuneration and benefits; approving all personal services agreements, staff collective agreements, and memorandums of agreement or letters of understanding or any other such amendments negotiated during the term of an agreement, with all in scope and out of scope staff; and providing Members with access to information about the duties and responsibilities of all officers and staff, as well as their remuneration and benefits;
- h. assigning duties to officers of the Society and mechanisms for ensuring such duties are being carried out as directed;
- i. subject to article 8.3 of Bylaw I, approving, issuing, suspending or revoking Local Charters, Local Constitutions, Bylaws and Policies;
- j. approving mergers or amalgamations of Locals;
- k. approving, issuing, suspending or revoking COSL, EFM and SAGE Constitutions, Bylaws and Policies;
- l. holding, or directing the Executive Director to hold, membership meetings with Local members to discuss strategic plans or issues of concern;
- m. in the event a Local's election is declared void, directing the Executive Director to supervise the holding of new elections within sixty (60) Days of the decision being made by the Provincial Executive;
- n. suspending the Local, the Local executive or Members, if there is prima facie evidence that a Local executive or Members have violated the Constitution or Bylaws, or have engaged in actions that are detrimental to the Collective Interests of Teachers, the Society, its Locals or Members;
- o. appointing an administrator, trustee or provisional executive to exercise the authority of the Local until the investigation is completed and the matter determined or new Local elections are held;
- p. reporting actions taken to the next Provincial Council Meeting;

- q. responding to concerns raised by Members, Locals or other groups within the Society;
- r. liaising with relevant Outside Bodies;
- s. deciding whether to allow a Local or Member to withdraw from or opt out of any scheme or program of insurance undertaken or operated by the Society as an insurer or where the Society enters into a contract of insurance with an insurer, and the terms or conditions upon which such opting out will be allowed;
- t. ensuring Locals comply with the Society's financial and operational policy guidelines;
- u. appointing signing authorities for all Society accounts and funds; and
- v. approving any budget expenditures it is anticipated will be over those approved by Provincial Council prior to the expenditure being incurred;
- w. conducting appeals of decisions of the Executive Director about the information maintained in the Register or not to provide or continue providing services to Members;
- x. approving premiums for schemes or programs of insurance maintained by the Society; and
- y. approving additional release time for a member of the Provincial Executive for exceptional circumstances or travel time.

## Roles and Responsibilities

<b>ROLE / RESPONSIBILITY</b> (derived from Constitutional authority)	<b>PROVINCIAL EXECUTIVE (PX)</b>
<b>Strategic Directions</b>	<ul style="list-style-type: none"> <li>• In the context of Society objects, and an environmental scan, determine the strategic direction for the Society</li> <li>• Ongoing planning and review</li> </ul>
<b>Policy</b>	<ul style="list-style-type: none"> <li>• Develop policy</li> <li>• Establish interim policy</li> <li>• Provide leadership in determining direction of policy development</li> <li>• Approve policy implementation</li> </ul>
<b>Staff</b>	<ul style="list-style-type: none"> <li>• Establish the staff complement</li> <li>• Negotiate staff collective agreements</li> </ul>
<b>Operational Plans</b>	<ul style="list-style-type: none"> <li>• Receive committee and program operational plans and budgets</li> <li>• Subsequent to the approval of the budget in March, review the operational plans</li> </ul>
<b>Operational Policies and Procedures</b>	<ul style="list-style-type: none"> <li>• Receive reports from the SLT on operational policies and procedures on an as-needed basis</li> </ul>
<b>Budget/Fees</b>	<ul style="list-style-type: none"> <li>• Approve Society budget for submission to Provincial Council</li> <li>• Recommend membership fee based on budget</li> <li>• Monitor the budget throughout the year</li> <li>• Amend the budget as required</li> </ul>
<b>Assets</b>	<ul style="list-style-type: none"> <li>• Be aware of Society assets and approve any substantive changes to the assets</li> </ul>
<b>Committees</b>	<ul style="list-style-type: none"> <li>• Establish committees as required by bylaw, Provincial Council directive or as determined by the PX</li> <li>• Name chairs and membership of committees</li> <li>• Chair committees</li> <li>• Ensure that committees have appropriate terms of reference</li> <li>• Address committee recommendations and reports</li> <li>• Monitor committee budgets and deal with potential over-expenditures</li> </ul>

## NOMINATION, CAMPAIGN, AND ELECTION TIMELINE

January 15	Notice of/Call for Nominations
March 1 @ 4 pm	Deadline for Nominations
March 4 @ 4 pm	Candidate Meeting
April 1	Deadline for Submission of Candidate Materials
April President's Council Meeting	President and Vice President speeches (if applicable)
Provincial Council Meeting, Thursday Afternoon	Deadline for Delegate Nominations from the Floor Deadline for Receipt of Materials for Candidates Running from the Floor
Provincial Council Meeting, Friday Evening	Election Forum
Provincial Council Meeting, Saturday Morning	Election and Results Announcement

## NOMINATION

### Eligibility

Active members in good standing are eligible to run in PX elections.

An Active Member in Good Standing shall include every person who holds a legal certificate of qualification, or a limited teaching permit to teach in Manitoba, whose membership has not been suspended or revoked by the Society, who has not voluntarily terminated their membership in the Society, and who:

- a. is employed as a Regular Teacher or a Substitute Teacher and has paid the Required Membership Fees;
- b. is a Plan Teacher Recipient who continues to pay Required Membership Fees; or
- c. is a Regular Teacher or Substitute Teacher on an authorized leave of absence, who continues to receive remuneration or salary or benefit payments from their employer during all or a portion of the leave of absence, and who continues to pay Required Membership Fees.

### Procedures

Potential candidates must register for nomination by emailing [governance@mbteach.org](mailto:governance@mbteach.org) with their name, Local, and position they are seeking candidacy for.

Following registration, the potential candidate will receive a link to provide to members who wish to endorse them. It is the responsibility of the potential candidate to provide the link to endorsers.

Members who are endorsing a candidate will register through the online portal MyProfile to confirm their endorsement.



Potential candidates will be notified when they have been endorsed by 25 members and will receive their nomination form with endorsements listed. Potential candidates will receive two updates on their current nomination numbers registered in MyProfile prior to the nomination deadline date.

Nominations from delegates at the Provincial Council Meeting with the endorsement of at least twenty-five (25) other registered delegates will be accepted as a “Candidate Running from the Floor” and announced as part of the slate of candidates for election. Their election materials must be submitted no later than 4pm on the first day of the Provincial Council Meeting.

## Candidate Meeting

All bona fide candidates in contested races (with two or more candidates running) are required to attend a virtual meeting from 4:00-5:00 pm hosted by the Chief Returning Officer, date to be determined annually. The meeting will focus on establishing a common understanding of the election rules and answering any questions candidates may have. Candidates will also meet with the Chief Returning Officer on the evening prior to the start of the Provincial Council meeting to review the campaign and forum guidelines.

# CAMPAIGN

## Campaign Period

The campaign period for any candidate may not commence until their nomination is verified by the Chief Returning Officer and notification of bona fide candidacy is provided to the candidate, Local presidents, and the Provincial Executive.

## Promotion

The Society promotes awareness of the election through its traditional and social media channels (publications, website, social media, and all-member email SUB).

Candidates are presented with a variety of opportunities to support the promotion of the PX election in which they are running and are required to respond in a timely manner to requests from the Society for various items, information, and participation.

Upon the close of nominations, all candidates will be announced on the MTS website including the Local in which they are a member.

## Candidate Materials

The following candidate materials must be submitted to the Chief Returning Officer via [governance@mbteach.org](mailto:governance@mbteach.org) on or before the deadline:

**Photo:** A high resolution digital ‘head and shoulders’ colour photo, suitable for reproduction (JPEG or TIFF). If you do not have such a photo, please have one taken professionally and submit the cost to the Society for reimbursement.

**Biography and Election Statement:** A biography and election statement in a single MS Word file not exceeding 250 words. Word count includes all text in the bio and election statement excluding the title and years (i.e. 2023) and is determined by word count function available in MS Word. No exceptions will be made. Submissions that do not meet the word count limit will be returned to the candidate for resubmission and will not be accepted if re-submitted after the deadline.

Submissions will *not* be edited by the Society for spelling and grammar. Candidates are strongly encouraged to enlist the help of an editor before submitting materials as their materials will be posted publicly.

## Decorum

- Candidates shall conduct themselves at all times and in all platforms in a manner consistent with the [Code of Professional Practice](#).
- All campaign activities must be conducted in a friendly, collegial, and non-intrusive manner.
- Election campaigns must follow a high standard of safety, inclusion, professionalism, and respect in themes, content, and behaviour.
- A Local or Region that is inviting a candidate to any type of event it sponsors during the campaign period is required to extend the same invitation to all candidates running for the same position.

## Guidelines and Limitations

- Incumbent members of Provincial Executive are not to use Society email or status in any way to promote their campaign.
- Use of Society logos or branded colour palette which would suggest Society endorsement on campaign materials is strictly prohibited.
- Candidates shall have their campaign materials vetted by the Chief Returning Officer before they are produced.
- Though it is not a “rule” of the campaign, it is advisable to have permission from folks whose pictures are posted to candidate campaign websites. A disclaimer is also recommended since it may be assumed that pictures on campaign materials imply support for a candidate.
- Promotional materials and campaign literature must be available at no cost to delegates of the Provincial Council (AGM) and will be subject to some restrictions regarding distribution and placement.
- Candidates may not approach MTS Staff for campaign assistance.
- Candidates may not offer campaign materials to staff.
- Campaigning during formal proceedings of the meeting is not permitted.

## Election Forum

The Election Forum will be conducted as follows:

- Each candidate for president will be given five (5) minutes to speak to the assembly.
- Each candidate for vice president will be given five (5) minutes to speak to the assembly.
- Each candidate for member-at-large will be given two (2) minutes to speak to the assembly.

Following the speeches, questions will be directed to candidates for Provincial Executive; names will be drawn to determine the order of responding. The Chief Returning Officer (Executive Director) shall solicit questions prior to the Election Forum. Details to follow.

Each candidate will be given one (1) minute to respond to the question, and question period continues until all candidates have answered two questions.

# ELECTION

## Procedures

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

- The doors to the ballroom will be locked promptly at the start of the session and no late delegate entries will be permitted.
- 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.
- Regular business shall proceed while the votes are being counted.
- 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.
- 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.
- If following the vote for president a defeated candidate is re-nominated for vice president or member-at-large, no further endorsement is required.
- If following the vote for vice president, a defeated nominee is re-nominated for member-at-large no further endorsement is required.
- 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.
- 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.



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