

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 board 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, one member-at-large: Indigenous and 10 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 providing administrative support to the Chief Returning Officer.

Lisa Bellemare, Léanne Laroche & Christen Winning

Toll free: 1.866.494-5747

E-mail: governance@mbteach.org

Chief Returning Officer

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

Arlyn Filewich

Direct: 204.831.3070

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UNDERSTANDING THE COMMITMENT

MEMBER-AT-LARGE: INDIGENOUS & MEMBERS-AT-LARGE

Term of Office

In accordance with Bylaw I, 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 meetings (held during school hours).
- attending four Presidents' Council meetings (three held on Saturdays, one held on a weekday in August).
- attending MTS Summer Seminars (August).
- 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 committee meetings, submitting reports.
- liaising with a region of the province and the Local presidents for the region.
- liaising with a number of Special Area Group of Educators (SAGEs).
- serving on various outside bodies on behalf of MTS.
- 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, communicating with Society staff, and organizing and chairing a variety of meetings.

Meeting Schedule

PX convenes for two- or three-day meetings eight months out of each school year (June, September, October, December, January, March, April, and May). Additional meetings may be called to address emergent issues or to conduct training or planning sessions. 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.

Leave of Absence & Release Time

Article 17.7 in the Provincial Collective agreement, the Society requests up to one-fifth leave of absence for Provincial Executive (PX) members-at-large and member-at-large: Indigenous to carry out duties in their capacity as member-at-large. Provincial Executive (PX) members-at-

large and member-at-large: Indigenous will access up to 40 days release time for Society duties. The full cost of salary and benefits for this leave will be paid by the Society.

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.

PRESIDENT AND VICE PRESIDENT

Term of Office

In accordance with Bylaw I, each member of Provincial Executive shall be elected for a two (2) year term in accordance with Bylaw III. The President and Vice President may not hold office for more than two (2) consecutive two (2) year terms.

Time Commitment

President performs a variety of duties including:

- be the official spokesperson for the Society in a manner that is consistent with positions or statements approved by the Provincial Executive unless the Provincial Executive delegates such authority to another member of the Provincial Executive.
- preside over all meetings of Provincial Executive and Presidents' Council.
- be an ex-officio non-voting member of all committees and task forces established by the Provincial Executive.
- attending MTS Summer Seminars (August).
- attending the MTS Provincial Council Meeting (AGM).
- submit a report to Provincial Council about all activities undertaken during the preceding year.
- chairing a committee(s) (Ad hoc or Standing) or being a member of a PX committee(s).
- selecting members for committees, chairing committee meetings, submitting reports.
- consult with Members on a regular basis to assist the Provincial Executive to determine their needs and priorities and timely strategies to meet those needs and priorities.
- engaging in dialogue, discussion, and interactions with various stakeholders regarding MTS interests.
- regularly visit schools, and attend Local meetings, including Local council and Local executive meetings.
- attending meetings of the Canadian Teachers' Federation (CTF) Board of Directors (two meetings per year in Ottawa and one virtual meeting).
- attending the CTF Annual General Meeting in July (Ottawa or other Canadian city).
- attending meetings of the Canadian Labour Congress (CLC) Canadian Council (two meetings per year in Ottawa).
- attending the triennial CLC Congress (next one is May 2026 in Winnipeg).

- attending Manitoba Federation of Labour (MFL) Executive Council meetings (four times per year, three in Winnipeg and one outside of Winnipeg).
- attending the MFL triennial general meeting (next one is May 2027 in Winnipeg).

Vice President performs a variety of duties including:

- act in the absence or incapacity of the President or if the President is unable or unwilling to so, and in these circumstances, the Vice President shall have the full powers to do so
- have the power to represent the Society at meetings with Locals in the absence of the President.
- attending PX meetings (held during school hours).
- attending four Presidents' Council meetings (three held on Saturdays, one held on a weekday in August).
- attending MTS Summer Seminars (August).
- attending the MTS Provincial Council Meeting (AGM).
- prepare the budget for presentation to Provincial Council.
- submit a report to Provincial Council about all activities undertaken during the preceding year.
- act as liaison to COSL and EFM.
- maintain the Provincial Executive's Governance Manual.
- liaise with the Executive Director and supervisor of Human Resources on matters concerning employees, including staffing needs, staff complement and succession planning.
- ensure that all Provincial Council action resolutions and Officers' motions directed to Provincial Executive are carried out or responded to appropriately in a timely manner.
- chairing a committee(s) (Ad hoc or Standing) or being a member of a PX committee(s).
- be permitted to be a non-voting member of as many Society committees and Outside Bodies as time permits.
- selecting members for committees, chairing committee meetings, submitting reports.
- consult with Members on a regular basis to determine their needs and priorities, and strategies to meet those needs and priorities in a timely manner.
- engaging in dialogue, discussion, and interactions with various stakeholders regarding MTS interests.

Release Time

- The President and Vice President positions are full-time release
- Refer to Bylaw I, 8.7 President and Vice President Release Time and Benefits
- Other details will be covered by an agreement between P or VP and the Provincial Executive

Training

President and Vice President have access to same funds for training as Members-at-large. They also receive Media Training.

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 9.3 and 9.4 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.

NOMINATION, CAMPAIGN, AND ELECTION TIMELINE

January 14	Notice of/Call for Nominations
March 1 @ 4 pm	Deadline for Nominations
March 3 @ 4 pm	Candidate Meeting
April 1	Deadline for Submission of Candidate Materials
April President' Council Meeting	President and Vice President speeches (if applicable)
Provincial Council, Thursday Afternoon	Deadline for Delegate Nominations from the Floor Deadline for Receipt of Materials for Candidates Running from the Floor
Provincial Council, Friday Evening	Election Forum
Provincial Council, 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.

For the position of member-at-large: Indigenous, nominees will be expected to self-identify as Indigenous by providing their Associated Nation/community and Indigenous Ancestry.

Procedures

Potential candidates must register for nomination by emailing 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 receive two updates on their current nomination numbers registered in MyProfile prior to the nomination deadline date. Potential candidates will be notified when they have been endorsed by 25 members and will receive their nomination form with endorsements listed. The member-at-large: Indigenous nomination form will include a section on self-identification.

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 elections (with two or more candidates running) are required to attend a virtual meeting from 4-5 PM hosted by the Chief Returning Officer. 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 on or before the deadline:

Photo: A high resolution digital ‘head and shoulders’ colour photo, suitable for reproduction (JPEG or TIF). 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 not exceeding 250 words and election statement not exceeding 250 words in a single MS Word file. 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.
- 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.
- Promotional materials and campaign literature may **not** be posted or distributed in any location at the Delta hotel.

Campaigning at RBC

- Each candidate will be offered one (1) easel and one (1) table at no cost that will be referred to as the candidate’s booth. Tables measure 6’x30”.
- Candidate booths will be on display in the Carlton Lobby on the south side of the convention centre.
- Candidates may display up to one (1) poster, to a maximum of 5,400 square cm (80 cm x 67.5 cm) at their booth. Posters that exceed the size limit will not be displayed.
- Nothing may be adhered or posted to walls or floors.
- Promotional items may be given out at the candidate’s booth **only** (by volunteers standing behind the table) so as not to congest hallways and/or block entrances and exits.
- No items from a candidates’ booth may be left overnight. There will be a secure location available to store items overnight.
- **Outside food and beverage items are not permitted as promotional items.** RBC will permit items that would be considered a “snack or treat” (examples: cookie, candy) They will not permit items that could constitute a meal, as contractually all meals need to be purchased through the venue. (examples: fruit, muffins).
- Any charges for damages will be the responsibility of the candidate, The Society will not assume the costs for candidates who do not adhere to the above rules.

Campaign Booth Schedule (RBC – South Side)

Date	Time
Thursday, May 21	8:00 – 9:00 AM, 12:30 PM – 1:00 PM
Friday, May 22	8:00 – 9:00 AM, 1:00 – 1:30 PM, 8:00 – 8:30 PM
Saturday, May 23	8:00 – 9:00 AM

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 Provincial Council meetings:

- 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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