CAMPAIGN STRATEGIES AND ACTIVITIES NOT INDICATED IN THE CANDIDATE GUIDELINES ARE PROHIBITED.

IF IN DOUBT ABOUT YOUR CAMPAIGN STRATEGIES OR ACTIVITIES, CONTACT electionchair@peot.ca.
INTRODUCTION

This document is to provide guidance for all candidates that are running for a position on the PEOT Executive or a PEOT committee.

These guidelines shall be posted to members on the Local’s website, www.peot.ca when the Local is calling for nominations. Once candidacy has been confirmed, the Nominations & Elections Chair shall forward a copy of these guidelines to each candidate.

TIME LINES FOR EXECUTIVE ELECTIONS/COLLECTIVE BARGAINING COMMITTEE ELECTIONS AT PEOT ANNUAL GENERAL MEETING

| MARCH 31 | Nomination information is available on the website |
| APRIL 30 @ 4:30 pm or the Monday immediately following April 30 | Nomination forms and campaign materials are due to the PEOT Nominations & Elections Chair to be posted on PEOT website or to be distributed at the General/Annual Meeting; Nominations & Elections Committee will meet at 4:30 pm to review submissions; Any campaign materials received after the deadline of April 30, will NOT be posted on the PEOT website and cannot be distributed at the General/Annual Meeting. |
| 7 calendar days prior to the AGM | Names of confirmed candidates received to date and campaign materials that met the April 30 deadline will be posted on the secured area of the PEOT website. |
| 7 calendar days prior to AGM @ 4:30 pm | Nominations for Released positions are closed; The Nominations & Elections Committee Chair to be in the PEOT office prior to 4:30 pm deadline. |
| DAY OF ANNUAL GENERAL MEETING | Immediately following the closing of nominations, candidates will draw lots to determine speaking order. |
TIME LINES FOR ETFO ANNUAL MEETING DELEGATE ELECTIONS/EXECUTIVE BY-ELECTIONS AT PEOT FALL GENERAL MEETING

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tr>
<td>SEPT 10</td>
<td>Nomination information is available on website.</td>
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<tr>
<td>SEPT 30 @ 4:30 PM @ 4:30 PM or the Monday immediately following Sept. 30</td>
<td>Nomination forms and campaign materials are due to the PEOT Nominations &amp; Elections Chair to be posted on PEOT website or to be distributed at the General/Annual Meeting; Nominations &amp; Elections committee will meet at 4:30 pm to review submissions; Any campaign materials received after the deadline of Sept. 30 will NOT be posted on the PEOT website and cannot be distributed at the General/Annual Meeting.</td>
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<tr>
<td>7 calendar days prior to the fall GM</td>
<td>Names of confirmed candidates received to date and campaign materials that met the September 30 deadline will posted on the secured area of the PEOT website.</td>
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ELECTION ELIGIBILITY

A. ALL CANDIDATES

All candidates must be an active member as defined by the PEOT Constitution, Article 4: Section 1; Article V: Section 1; Article VI: Section 1

ARTICLE IV

Section 1 - Active Membership

4.1.1 Active members shall be members in good standing with Ontario College of Teachers, members in good standing with ETFO and teaching for the Peel District School Board and within the jurisdiction of the Peel Elementary Occasional Teachers’ Local.

4.1.2 To be an active member of PEOT an OT needs to work at least one day in every 120 teaching days.
ARTICLE V – RIGHTS, RESPONSIBILITIES AND PRIVILEGES OF MEMBERSHIP

Section 1 - Rights and Responsibilities of Active Membership
5.1.1 An active member shall have full rights, privileges and responsibilities of membership in the Local unless limited by disciplinary action taken in accordance with Article VII of ETFO’s Constitution.

B. RELEASED OFFICER CANDIDATES

ARTICLE VI - LOCAL ORGANIZATION
Section 1 - Local Executive
6.1.5 Presidential candidates shall have a minimum of three (3) years of PEOT Local Executive experience including Committee Chair experience.

6.1.6 First Vice Presidential candidates shall have a minimum of two (2) years of PEOT Local Executive experience including Committee Chair experience.

6.1.7 Second Vice Presidential candidates shall have a minimum of one (1) year of PEOT Local Executive experience including Committee Chair experience.

6.1.8 If there are no candidates with the qualifications specified in 6.1.5, 6.1.6 and 6.1.7, then candidates seeking the positions of the President, the First Vice President or the Second Vice President must have at least 2 years of occasional teaching experience and some PEOT Local Executive experience.

CONFIRMATION OF CANDIDACY

Your candidacy is official when you receive a confirmation email from the Chair of the Nominations and Elections Committee. This email will include an attachment of the Candidate Guidelines. Confirmation shall be sent within 72 hours of receipt of your nomination form.

Until such time as your candidacy is official, campaign activities are prohibited. Campaign strategies and activities are strictly limited to those outlined in these guidelines.

NOMINATIONS

i. Call for nominations will go out to the Membership by March 31 (or September 10 for ETFO AM delegate).

ii. Nomination forms and Candidates Guidelines will be made available on www.peot.ca or at the PEOT office by March 31 (or September 10 for ETFO AM delegate/By-election).
iii. Each candidate requires two nominators who are active members of PEOT, and are in good standing, as per Articles IV and V stated above.

iv. Before sending in the nomination form, please read the Candidate Guidelines and check off the box that indicates you have read and understood its content. This is also required to ensure completeness of the nomination form.

v. Completed nomination forms and campaign materials are due by April 30 or September 30 to the Nominations and Elections Committee Chair, in order for campaign material to be posted on the website or distributed at the General/Annual Meeting. Please email to electionchair@peot.ca and/or drop off, mail your form to the PEOT Office at 5805 Whittle Road, Unit 103, Mississauga, ON L4Z 2J1 in a sealed envelope, Attn. to Nominations and Elections Chair.

vi. Nomination forms for all three Released Officer positions (President, First Vice President and Second Vice President) are due by 4:30 pm seven (7) calendar days prior to the date of the Annual General Meeting at the PEOT office, Attn: Nominations & Elections Chair, or by email to electionchair@peot.ca.

vii. In the event that no candidates are declared for a released position by the deadline, then and only then, will nominations be accepted from the floor at the Annual General Meeting. Three nominators in good standing will be required for the candidacy to be valid.

viii. Nominations for all other positions will be closed at 5:15 pm at the Annual General Meeting/Fall General Meeting.

CAMPAIGN ACTIVITIES/MATERIALS

1. Candidates have the opportunity to have their campaign material posted on the PEOT website seven (7) calendar days prior to the Annual General Meeting. All campaign material must be approved by the Nominations and Elections Committee before it can be posted on the PEOT secured website or distributed at the General/Annual Meeting.

2. Candidates can email their campaign material to the Nominations and Elections Committee Chair at electionchair@peot.ca.

3. Campaign material must fit on one 8 ½ x 11 sheet of paper, single sided with a minimum 10 size font. The following formats are acceptable: PDF, Word, or Publisher. Candidates can include a picture on the 8 ½ x 11 sheet. Please note, that the way the material is sent will be the same way it will be posted. PEOT will not be designing/redesigning or editing your material for you.
4. The use of social media (Twitter, Facebook, Linkedin, Youtube, or any other form of social media), in support of a candidate, is prohibited.

5. The use of electronic messaging (Email, text, BBM, Whats APP, or any other form of electronic messaging), in support of a candidate, is prohibited.

6. A candidate is responsible for any information connected with his/her campaign. If a candidate is aware of misuse, it is his/her obligation to stop it.

7. If, by virtue of their position, a candidate has access to members’ information, such as the PEOT Database, they are not permitted to use the information in support of their campaign.

8. Candidates may not make a public announcement regarding their candidacy to members at any PEOT event or meeting.

9. Any material received after the deadline will not be posted or be allowed to be used in the campaign.

10. There will be no campaign material in schools.

11. Candidates and their supporters may distribute a candidate’s approved campaign material at the General/Annual Meeting at the door or in the foyer of the venue, not in the meeting room itself.

12. No campaign materials will have derogatory, or negative comments about another candidate.

13. Candidates are responsible for the accuracy of their information.

ELECTIONS PROCEDURES

1. All active members in good standing who provide valid photo ID may vote for all positions.

2. The Elections Officer or a Committee member must not be a candidate for any elected position.

3. Order of candidates’ speeches will be determined by drawing lots after nominations have closed at 5:15 PM, by the Elections Officer.
4. Doors will be tiled during speeches and elections.
5. All candidates will be introduced by the Elections Officer.
6. Candidates for Executive positions are given up to three minutes to address the membership. Candidates for committee positions are given up to two minutes to address the membership.
7. One ballot per voting member will be distributed by the Elections Committee at the end of the candidates’ speeches.
8. Proxy voting is not allowed. All voters must be present.
9. The Elections Officer instructs members on the voting procedure.
10. Ballots are collected by the Elections Committee and counted in a private location by the Elections Officer and Committee Members.
11. Each candidate may appoint one scrutineer to observe the ballot count.
12. The Elections Officer will announce the successful candidate(s).
13. To be declared successful, a candidate, save for the Executive-at-Large positions, must obtain a majority of the votes cast. In the case of more than two nominees, and failing a majority for any candidate on the first ballot, the count of the vote will be announced and the name of the candidate with the least number of votes shall be dropped from the second and succeeding ballots until one of the candidates has obtained a majority. In the election for the Executive-at-Large positions, Collective Bargaining Committee and ETFO Annual meeting delegates the nominees with the highest number of votes shall be declared elected.
14. Results of each election will be announced at the end of the election by giving the vote count for each candidate.
15. A motion to destroy the ballots is needed after all elections have occurred and results counted and announced. Ballots will be shredded in the PEOT office.
16. If a candidate is absent on the day of the election, speeches and elections will still occur, if there are more candidates than the positions allow.
17. The Meeting will be in accordance with the Peel Elementary Occasional Teachers’ Local Constitution and Bylaws and Roberts Rules of Order.

REVISING YOUR NOMINATION

1. Candidates can stand for election for other Executive positions by completing a new nomination form duly signed and seconded and handed in to the Elections Officer prior to the close of nominations for the position.
2. Should an unsuccessful candidate wish to drop down to another position on the Executive, for which the member is eligible and the election for that position has not taken place, he/she must rise on a point of personal privilege to inform the meeting of
his/her intent.

VACANCY AT THE TIME OF THE MEETING

Should there be a vacancy after the close of nominations, the following shall occur:

➢ At the time of the elections for the position with a vacancy, the Elections Officer will call for nominations from the floor three times before closing that election. Should a member(s) accept, a mover and seconder will be required to validate and confirm their candidacy.

➢ The election process will continue as normal.

COMPLAINTS and CONSEQUENCES

All candidates are expected to adhere to the PEOT Candidate Guidelines, the PEOT Constitution and Bylaws and the ETFO Constitution and Bylaws - Section B Governance – Article VI: Code of Professional Conduct subsection 6.1.8 and 6.2.

“Article VI: Code of Professional Conduct

6.1.8 A member shall: strive to achieve and maintain a high degree of professionalism and to uphold the honour, dignity, and ethical standards of the teaching profession.”

6.2 A member who is representing ETFO on the local executive and/or the Executive shall, in addition to 6.1:

6.2.1 Strive to achieve and maintain a high degree of professionalism and to uphold the honour, dignity, and ethical standards of the Elementary Teachers’ Federation of Ontario.

1. All perceived complaints will be directed, in writing, to the Chair of the Nominations and Elections committee. The Chair of the Nominations and Elections Committee shall respond to the Complainant of receipt of complaint and notify the Respondent of the complaint made against her/him within 72 hours. After notification, the Chair and the Committee will investigate the complaint.

2. If it is found that there is a violation of the Candidate Guidelines, the PEOT Constitution and/or the ETFO Constitution, the Committee may determine one or more of the following consequences:
   a. Give a verbal warning to the violator to cease the behaviour, whether it is they personally or someone else who seems to be supporting the candidate.
   b. Inform the PEOT membership of the complaint before the election.
   d. Candidates may no longer be able to run for any position on the Local Executive/committees for a set term.
e. Removal from office for a set term.

3. Should the Committee determine d. or/and e. as a consequence, it must submit its recommendation to the PEOT Executive.

4. The PEOT Executive will then review the alleged complaint and recommendations and uphold or alter the Committee’s recommendation(s).

LEAVES

➢ Should a successful candidate on the Executive take an approved leave from the Peel Board, the Executive may appoint another PEOT member to replace them for the duration of the leave or until the end of the term of office, whichever comes first.

Duties of the Committee Prior to a General/Annual Meeting

1. Receive all nomination forms and verify completion.
2. Receive and review all candidates’ materials.
3. Confirm with candidates the receipt of the material(s).
4. Hold a committee meeting at first deadline for nomination forms. (Be at the office before 4:30 pm of the various deadlines).
5. Approve each campaign material (that they meet the requirements set out in this document).
6. Post campaign material on the PEOT website.
7. Ensure ballots are printed for the various elections, names are on a PowerPoint file, pencils and all other materials required will be at the meetings.

The Executive and Collective Bargaining Committee members shall be elected at the Annual General Meeting (AGM). The Delegates to the ETFO Annual Meeting shall be elected at the Fall General Meeting.

Duties of the Committee on the Day of Annual/General Meeting

The Nominations & Elections Committee Chair’s/Elections Officer’s role at the Annual/General Meeting is to facilitate the election process throughout the meeting.

The Nominations & Elections Committee Chair will:

1. Ensure that only active members present, with valid ID at the AGM, may vote. No proxy votes are allowed.
2. Be present at the Annual/General Meeting hall by 4:30 pm to receive the nomination forms of additional candidates.
3. Enter additional names on PowerPoint, if required.
4. Meet with the candidates after nominations close to select the order of speakers by lot and review the election procedures. At this time Candidates will have an
opportunity to review the procedure for indicating to candidates remaining speech time.

5. Advise each candidate that he/she may appoint one scrutineer to oversee the counting of ballots for that candidate’s election. It is the candidate’s responsibility to have the scrutineer present before the voting takes place at the AGM or a General Meeting.

6. Ensure doors are tiled.

7. Conduct the election by secret ballot.

8. Explain what constitutes a spoiled ballot. (Too many names on the ballot, no names, or hard to figure out who was voted for)

9. Conduct the elections in the following order: President, First Vice President, Second Vice President, Secretary, Treasurer, Executives at Large. Following the Executive elections, the Collective Bargaining Elections take place, if necessary.

10. Post the candidate’s name on the projection screen.

11. Introduce each candidate by name in the order selected by lot for each position.

12. Time each candidate’s speech (a maximum of 3 minutes for Executive candidates or a maximum of 2 minutes for committee candidates) and notify candidate when time is up.

13. Recruit people to help count ballots, if needed. If ballots are being counted, only members of the Nominations & Elections Committee/Election’s Officer, poll clerks, and scrutineers shall be allowed in the room where ballots are being counted. Other personnel not running for a position may help count, if required by the Committee.

14. Be the final arbiter as to the number of votes received by each candidate, subject to an appeal to the Nominations and Elections Committee.

15. Release the full results of each vote for all elected positions to the members present.

16. Investigate all complaints.

17. Determine decisions and consequences or recommendations, if required, on all complaints as per above.

***Some of the above duties may be assigned to the Parliamentarian.

RESOURCES

The PEOT Constitution is a valuable tool for all members considering running for election for any PEOT position and is available at the PEOT office or member secure area of www.peot.ca.

In particular, the PEOT Constitution and Bylaws contain sections that are pertinent to the election process including information regarding the duties of the Executive and released officers, requirements for nominations, and timing of elections. See appendix.
All candidates must be aware and agree to these terms as a condition of candidacy.

Election for ETFO Annual meeting delegates

The above guidelines will apply, where applicable, for elections for the ETFO Annual Meeting Delegates. Timelines will vary as noted above as election for Delegates occur at the Fall General Meeting.

APPENDIX A

ARTICLE VI - LOCAL ORGANIZATION

Section 1 - Local Executive

6.1.1 The Local Executive shall include the following positions:

a) President;
b) First Vice President;c) Second Vice President;d) Treasurer;e) Secretary;
f) Chair of Collective Bargaining Committee;g) Up to six (6) Executive-at-Large;h) a non-voting member from each of the other ETFO Locals whose members are employed by the Peel District School Board.

6.1.2 The Executive of the Local shall be elected at the Annual Meeting, save for the Chair of the Collective Bargaining Committee.

6.1.3 The term of office for the Executive shall be for one (1) year, save for the President, First Vice President, Second Vice President and the Chair of the Collective Bargaining
6.1.4 The Executive shall take office on July 1.

6.1.5 Presidential candidates shall have a minimum of three (3) years of PEOT Local Executive experience including Committee Chair experience.

6.1.6 First Vice Presidential candidates shall have a minimum of two (2) years of PEOT Local Executive experience including Committee Chair experience.

6.1.7 Second Vice Presidential candidates shall have a minimum of one (1) year of PEOT Local Executive experience including Committee Chair experience.

6.1.9 If there are no candidates with the qualifications specified in 6.1.5, 6.1.6 and 6.1.7, then candidates seeking the positions of the President, the First Vice President or the Second Vice President must have at least 2 years of occasional teaching experience and some PEOT Local Executive experience.

Section 1 - Duties of the Executive

The Executive shall:

1.1.1 uphold the constitution, bylaws and policies of the Peel Elementary Occasional Teachers’ Local and of the Elementary Teachers’ Federation of Ontario;

1.1.2 execute the business of the Peel Elementary Occasional Teachers’ Local in accordance with the constitution and by-laws and the decisions of the Annual and the General Meetings of the Peel Elementary Occasional Teachers’ Local;

1.1.3 ensure the negotiation and ratification of a Collective Agreement;

1.1.4 hold regular Executive meetings;

1.1.5 hold an Executive meeting at the call of the President;

1.1.6 attend regular Executive Meetings, General Membership Meetings, the Annual Meeting, Local events and Committee Meetings where applicable;

1.1.7 receive, review and approve, if acceptable, motions from committees;

1.1.8 receive a financial report at each regular Executive meeting;

1.1.9 forward to the provincial office by September 30 of each year the annual audited financial statement;
1.1.10 forward to the provincial office each year the annual report of the Local;

1.1.11 hire a bookkeeper on a yearly contract basis;

1.1.12 hire additional staff as required;

1.1.13 appoint committee members where and when applicable;

1.1.14 appoint and develop terms of reference for ad hoc committees, task forces and workgroups;

1.1.15 appoint at least three (3) signing officers of the Local;

1.1.16 appoint, when necessary, a successor to complete any unexpired term of an elected or appointed Local position;

1.1.17 appoint members as required as per the Collective Agreement;

1.1.18 appoint representatives as required to act in the interest of the Local;

1.1.19 recommend the appointment of the auditors to the Annual Meeting;

1.1.20 develop an investment policy;

1.1.21 monitor the Peel District School Board;

1.1.22 monitor all governing bodies pertaining to educational initiatives.

1.1.23 appoint a Health and Safety Rep to serve on the PDSB Joint Health and Safety Committee;

1.1.24 appoint Speaker/Parliamentarian for General and Annual Meetings of the Local;

1.1.25 remove, when it deems necessary, committee members or representatives who are in violation of the ETFO or PEOT Constitution and By-Laws;

1.1.26 be members of the Board of Directors for the Peel Elementary Occasional Teachers’ Building Corporation.

1.1.27 The duties of the Chair of Collective Bargaining Committee shall be:

   a) to be responsible for negotiating the Collective Agreement;

   b) to hold an all membership meeting for the approval of the preliminary submission;

   c) to hold an all members ratification meeting;
d) to be the spokesperson for the Collective Bargaining Committee;

e) to work in conjunction with the bargaining agent, ETFO;

f) to recommend the members of the Table Team to the Executive;

g) to be a member of the Liaison Committee;

h) to report to the Executive and General Meetings and the Annual Meeting.

1.1.28 The duties of the Executives-at-Large shall be:

   a) to be members of Standing Committees as needed;

   b) to fulfill duties as assigned by the Executive.

Section 2 - Duties of Officers

1.2.1 The duties of the President shall be:

   a) to be the official spokesperson for the Local;

   b) to be the official representative of the Local and its members;

   c) to be one of the signing officers;

   d) to be responsible for grievances and arbitration;

   e) to be an ex-officio member of all Committees;

   f) to be a member of the Budget Committee;

   g) to be a member of the Collective Bargaining Committee;

   h) to be a member of the Liaison Committee;

   i) to preside at the Executive and General Meetings and the Annual Meeting;

   j) to inform and advise members of the Local on issues concerning the Local and the Federation;

   k) to be the Local’s representative on other Federation Locals whose members are employed by Peel District School Board;

   l) to be a delegate to the ETFO Annual Meeting;
m) to be responsible for the operation of the PEOT Local office;

n) to forward the annual report of the Local to the provincial office of the Federation by June 1;

o) to represent the Local at ETFO Representative Councils.

p) to verify PL Funding Applications

1.2.2 The duties of the First Vice President shall be:

   a) in the President’s absence, to assume the responsibilities of the President;

   b) to be a member of the budget committee;

   c) in the absence of a Treasurer, to assume the responsibilities of the Treasurer;

   d) to be a member of the Collective Bargaining Committee;

   e) to be a member of the Liaison Committee;

   f) to assist with grievances and arbitration;

   g) to be a representative of the Local and its members;

   h) to maintain the membership database and provide reports as needed;

   i) to be responsible for additional duties as assigned by the President and/or the Executive;

   j) to be the Executive member with responsibilities for some committees;

   k) to be an alternate signing officer;

   l) to be a delegate to the ETFO Annual Meeting;

   m) to be the Chair of the ETFO Annual Meeting Committee

   n) to verify PL Funding Applications.

1.2.3 The duties of the Second Vice President shall be:

   a) in the First Vice President’s absence, to assume the responsibilities of the First Vice President;

   b) to be a member of the Collective Bargaining Committee;

   c) to be Chair of the Professional Learning Committee;

   d) to be a member of the Liaison Committee;

   e) to be a member of the Budget Committee;
f) to be a representative of the Local and its members;
g) to be the Executive member with responsibilities for some committees;
h) to be a delegate to the ETFO Annual Meeting;
i) to be responsible for additional duties as assigned by the President and/or the Executive;
j) to be an alternate signing officer;
k) to be responsible for PL Funding Applications.

1.2.4 The duties of the Treasurer shall be:

a) to oversee the bookkeeper and to ensure that accurate and detailed financial records of the Peel Elementary Occasional Teachers’ Local, based on the Local fiscal year of July 1 to June 30, are maintained;
b) to make a financial report to each Executive and General Meeting and the Annual Meeting of the Local;
c) to make investments with the approval of the Executive;
d) to be Chair of the Budget Committee;
e) to recommend the Auditor for Executive approval;
f) to ensure the audit is completed;
g) to forward the annual audited financial statement of the Peel Elementary Occasional Teachers’ Local to the provincial office of the Federation by September 30.
h) to be one of the signing officers for the Local;
i) to approve the release of funds for PL Funding Applications.

1.2.5 The duties of the Secretary shall be:

a) to maintain accurate records of all Executive and General Meetings and the Annual Meeting of the Local;
b) to prepare and circulate agendas for Executive and General Meetings and the Annual Meeting in consultation with the President;
c) to prepare and circulate minutes of the Executive and General Meetings and the Annual Meeting.
Section 3 - Duties of Committees and PEOT Reps

1.3.1 Committees, and PEOT Reps, are responsible to the Local Executive.

1.3.2 Each Committee or PEOT Representative shall:
   a) abide by the Constitution and By-laws of the PEOT Local;
   b) take action on any matter referred by the President and/or Executive;
   c) upon approval of the Executive, take action on items of its own creation within the specific terms of reference of the Committee;
   d) report to the Executive on all motions referred to it with respect to opinions, recommendations and actions taken on such referrals;
   e) keep a written record of all meetings;
   f) prepare such Motions and/or Notices of Motion as required for the carrying out of these terms of reference;
   g) suggest and prepare any By-laws and/or Constitutional amendments necessary to expedite the recommendations of the Committee;
   h) submit the names of all committee members to the Executive;
   i) submit reports to the Executive on a regular basis;
   j) submit a written report to be received at the Local Annual Meeting;
   k) submit detailed expense forms to the Treasurer;
   l) prepare and submit a budget proposal to the Budget Committee;
   m) ensure committee members do attend committee events

1.3.5 The Collective Bargaining Committee shall:
   a) be governed by the Provincial Joint Negotiation Procedure;
   b) consist of up to eight (8) members, three (3) of whom shall be the President, First Vice President, Second Vice President, and five (5) other members;
   c) be elected at the Local Annual Meeting whose term of office shall extend until the completion of the Collective Agreement;
   d) elect the Chair, whose term of office shall extend until the completion of the Collective Agreement;
   e) have a Table Team, the members of which shall be appointed by the Executive upon recommendation by the Chair;
f) solicit input from members to be included in the preliminary submission;
g) undertake the completion of a Collective Agreement.

1.3.7 The ETFO Annual Meeting Committee shall:
a) consist of all delegates and alternates;
b) be elected at the Fall General Meeting for a term of one (1) year;
c) have the First Vice President as Chair of the Committee;
d) formulate PEOT Local resolutions;
e) present suggested resolutions to the Executive for information prior to the Winter General Meeting;
f) present suggested resolutions to the membership at the Winter General Meeting for approval;
g) submit approved resolutions to the Federation by the Federation’s published deadline;
h) study all published ETFO Annual Meeting resolutions;
i) forward the names of the PEOT delegates to ETFO Provincial by June 1 of each year;
j) attend the ETFO Annual Meeting;
k) present and discuss resolutions at the ETFO Annual Meeting;
l) report to the Executive prior to the Fall General Meeting;
m) report to the membership at the Fall General Meeting;
n) submit additional resolutions to the ETFO Annual Meeting as needed;
o) receive resolutions from the membership as already stated in Article VIII, Section 8.2.

1.3.10 The Nominations and Elections Committee shall:
a) consist of up to three (3) members who are not running for an elected office;
b) elect the Chair;
c) recommend that the Executive appoint an Elections Officer, who shall not be a current Executive member, nor a candidate for an elected position. Such an appointment shall be approved by Executive motion;

d) in the absence of a committee, have the Elections Officer appointed by the Executive;

e) solicit and accept nominations of candidates for all elected positions;

f) provide and circulate nomination forms;

g) conduct the elections according to the PEOT Candidate Guidelines – Election Policies and Procedures;

h) execute duties as per the PEOT Candidate Guidelines – Election Policies and Procedures;

i) review, revise and recommend amendments to the PEOT Candidate Guidelines – Election Policies and Procedures.

j) Ensure that any amendments made to the PEOT Candidate Guidelines – Election Policies and Procedures take place outside of the timelines of the election process.

BY-LAW VIII – ELECTIONS - Section 1 – Eligibility

8.1.1 An active member, as defined in Article IV, Section 1, Active Membership, of the PEOT Constitution may be nominated to stand for elected office; save the exceptions noted in Articles 6.1.5, 6.1.6, 6.1.7 and 6.1.8.

Section 2 - Nominations

8.2.1 Members shall be notified of the request for nominations by September 10 for elections occurring at the Local Fall General Meeting.

8.2.2 Members shall be notified of the request for nominations by January 15 for by-elections occurring at the Local Winter General Meeting.

8.2.3 Members shall be notified of the request for nominations by March 31 for elections
occurring at the Local Annual Meeting.

8.2.4 Nominations duly moved and seconded and with the consent of the nominee shall be accepted at the Local Fall General Meeting, Local Winter General Meeting or Local Annual Meeting.

8.2.5 Notwithstanding 8.2.4, nominations for President, First Vice President and Second Vice President shall be received by the PEOT office 1 week prior to the commencement of the Local Annual Meeting.

8.2.6 Notwithstanding 8.2.5, should there be no nominations by the deadline, nominations shall be taken from the floor as per the PEOT Candidate Guidelines – Election Policies and Procedures.

8.2.7 All candidates shall adhere to the PEOT Candidate Guidelines – Election Policies and Procedures.

Section 3 - Election Procedure for Executive Members

8.3.1 The Executive of the Peel Elementary Occasional Teachers’ Local shall be elected at the Local Annual Meeting, save for the Chair of the Collective Bargaining committee.

8.3.2 Candidates shall have the opportunity to address the Local Annual Meeting before election for a maximum of three (3) minutes.

8.3.3 The election shall be by secret ballot.

8.3.4 Each candidate may appoint one scrutineer to observe the counting of the ballots for that candidate's election.

8.3.5 Election of Executive Members shall follow this order:
   a) President
   b) First Vice President
   c) Second Vice President
   d) Treasurer
   e) Secretary
   f) Executive-at-Large – up to six (6)
8.3.6 To be declared successful, a candidate, save for the Executive-at-Large positions, must obtain a majority of the votes cast. In the case of more than two nominees, and failing a majority for any candidate on the first ballot, the count of the vote will be announced and the name of the candidate with the least number of votes shall be dropped from the second and succeeding ballots until one of the candidates has a majority. In the election for the Executive-at-Large positions, the nominees with the highest number of votes shall be declared elected.

8.3.7 An unsuccessful candidate may seek another position on the Executive for which the member is eligible.

Section 4 - Election Procedure for Committee Members

8.4.1 The ETFO Annual Meeting Committee shall be elected at the Fall General Meeting; the Collective Bargaining Committee shall be elected at the Local Annual Meeting.

8.4.2 Candidates shall have the opportunity to address the Fall General Meeting and the Local Annual Meeting before election for a maximum of two (2) minutes.

8.4.3 The election shall be by secret ballot.

8.4.4 Each candidate may appoint one scrutineer to observe the counting of the ballots for that candidate's election.

Section 6 – Term of Office of the Executive

8.6.1 The President, First Vice President and Second Vice President shall be elected to a two (2) year term commencing July 1 and ending June 30 of the second year.

8.6.2 The Chair of the Collective Bargaining Committee shall be elected to a term as per By-Law I – Organizational Duties, Section 3 – Duties of Committees, 1.3.5 The Collective Bargaining Committee, (d).

8.6.3 All other Executive positions shall be elected to a one (1) year term commencing July 1 and ending June 30 of the following year.

8.6.4 The term of office for any position filled through by-election shall expire June 30 after the regularly scheduled elections are completed.
BY-LAW IX - DELEGATES AND ALTERNATES TO THE ETFO ANNUAL MEETING

9.1 An active member in good standing with the Ontario College of Teachers and of the Peel Elementary Occasional Teachers’ Local may be nominated as a delegate to the ETFO Annual Meeting. The number of delegates will be based on the number of full-time equivalent members as of June 30 of the preceding year.

9.2 The members of the PEOT Local Delegation to the ETFO Annual Meeting shall be:
   a) the Local’s President from the preceding year;
   b) the Local’s First Vice President from the preceding year;
   c) the Local’s Second Vice President from the preceding year;
   d) additional delegates as calculated by full-time equivalents;
   e) the number of alternates based on a not greater than 1:2 ratio to the number of delegates.

9.3 Delegates shall be elected at the Fall General Meeting for a one-year term.

9.4 Alternates shall be appointed by the Executive.

9.5 Candidates shall have the opportunity to address the membership at the Fall General Meeting for a maximum of two (2) minutes.

9.6 The election shall be by secret ballot.

9.7 Each candidate may appoint one scrutineer to observe the counting of the ballots for that candidate’s election.

9.8 Should the elections fail to meet the requirements; the committee complement shall be obtained by Executive appointment.

9.9 Names of delegates to the ETFO Annual Meeting shall be forwarded to the provincial office prior to June 1.
Procedure to Fill a Vacancy on the Executive

8.7.1 In the event that an executive position becomes vacant, a by-election shall take place at the next General Meeting or Annual Meeting to complete the term of office.

8.7.2 If the vacancy still exists, the position shall be filled by executive appointment to complete the term of office.

8.7.3 Notwithstanding 8.7.2, if the appointment is for the President, then an election for President shall be held at the next Annual Meeting for a full two (2) year term as outlined in By-law 8.6.2.
PEOT NOMINATION FORM
(may be photocopied)

Nomination for the position of: ________________________________

Please print
Name of person nominated: ________________________________
Address: ________________________________________________
_______________________________________________________
Telephone: (____)__________ Fax: (____)__________ E-mail: ________________

Nominee’s Signature: ______________________________________
☐ I have read and understood the PEOT Candidate Guidelines

Nominator’s Name: ________________________________________
Telephone: (____)__________ Fax: (____)__________ E-mail: ________________

Nominator’s Signature: ____________________________________

Seconder’s Name: ________________________________
Telephone: (____)__________ Fax: (____)__________ E-mail: ________________

Seconder’s Signature: ________________________________

Note: Please ensure that the nominee and both nominators are active members of PEOT.
PEOT NOMINATION FORM for A RELEASED OFFICER POSITION

(may be photocopied) Please note that this form is only if there are no candidates for any released position by the deadline of 1 week prior at 4:30 pm, prior to the Annual Meeting.

Nomination for the position of: ____________________________________________

Please print
Name of person nominated: ____________________________________________

Address: ______________________________________________________________

________________________________________________________________________

Telephone: (___)_________ Fax: (___)_________ E-mail: ______________________

Nominee’s Signature: ____________________________________________

☐ I have read and understood the PEOT Candidate Guidelines

Nominator One’s Name: ____________________________________________

Telephone: (___)_________ Fax: (___)_________ E-mail: ______________________

Signature: ____________________________________________

Nominator Two’s Name: ____________________________________________

Telephone: (___)_________ Fax: (___)_________ E-mail: ______________________

Signature: ____________________________________________

Nominator Three’s Name: ____________________________________________

Telephone: (___)_________ Fax: (___)_________ E-mail: ______________________

Signature: ____________________________________________

Note: Please ensure that the nominee and both nominators are active members of PEOT.