**­­­­­­­­­Kings Local**

**Operational Procedures**

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**Kings Local**

***Operational Procedures***

I. ***Duties of the Local Council***

 [1] The presentation by the NSTU Representatives of the views and concerns of the members in their educational sites to the *Local Executive*, thus providing direction to the *Local Executive*.

 [2] The reception of *Local Executive* and committee reports.

 [3] The encouragement of Local member involvement in the affairs of the Union.

 [4] The assessment of ongoing programs of the Local.

 [5] The provision of a mandate for action by the *Local Executive*.

 [6] The debate and resolution of routine concerns.

 [7] The proposal of motions for consideration.

[8] The periodic review of the *Kings Local Constitution* and *Operational Procedures.*

II. ***Duties of the Local Executive***

[1] The *Local Executive* shall conduct the business of the Local under the direction of the *Local Council*.

[2] The *Local Executive* shall receive and disburse all Local funds in accordance with the *Nova Scotia Teachers Union* and Local policies.

[3] The *Local Executive* shall regularly attend meetings and perform duties as required. If a member misses more than two Local Council and two Local Executive meetings in total, the executive reserves the right and maintains the responsibility to ask that member to relinquish their position on the executive.

[4] The *Local Executive* shall present to the *Annual General Meeting* of the Local:

* a review of the financial statement
* a proposed balanced budget for the coming year
* a report of Local activities for the year

[5] The *Local Executive* may assist schools in the selection of school representatives.

[6] The *Local Executive* shall establish the following Standing Committees and name members to each committee:

* *Professional Development*
* *Economic Welfare*
* *Communications*
* *Equity Committee*
* *Public Affairs/Relations*
* *Resolutions*
* *Substitute Teacher*
* *Banquet*
* *Finance*
* *New Teacher*
* *Nominations*

 [7] The *Local Executive* may appoint *ad hoc* or other such committees as circumstance dictate.

[8] The *Local Executive* has the responsibility of naming members to committees as required.

[9] All *Local Executive* members shall maintain a record of their work and shall pass it along to their successors.

III. ***Duties of the Local Table Officers***

[1] The *Local* *Table Officers* shall establish Local Operational Procedures for adoption by the *Local Executive* on an annual basis.

[2] The *Local* *Table Officers* shall call a special meeting in the event of an emergency or special need.

IV. ***Duties of the Local President***

[1] The *Local President* shall be the official spokesperson for the Local.

[2] The *Local President* or designate shall preside at all meetings of the *Local*, the *Local Council*, and the *Local Executive*.

[3] The *Local President* shall be an ex-officio member of all Local committees.

[4] The *Local President* shall perform such duties as delegated by the *Local*, the *Local Council*, and *the Local Executive*.

 [5] The *Local President* shall be a signing officer for the Local.

[6] Organizing the delegation of *Annual Council*.

[7] Conducting the Pre-Council Vote on resolutions.

[8] Shall forward to Central Office the names, addresses, and contact numbers of the new *Local Executive* immediately following the *Annual General Meeting.*

V. ***Duties of the Vice President-Economic Welfare***

[1] The Vice-President-Economic Welfare shall be chair of the Economic Welfare Committee.

[2] The Vice-President-Economic Welfare will chair meetings and attend functions in lieu of the President when he/she is unavailable.

VI. ***Duties of the Vice President-Communications***

[1] The Vice-President-Communications shall be chair of the Communications Committee.

[2] The Vice-President-Communications shall act as Webmaster for the Local.

VII. ***Duties of the Vice President-Public Affairs/Public Relations***

[1] The Vice-President Public Affairs/Public Relations shall be chair of the Public Affairs/Relations (PAR) Committee.

VIII**. *Duties of the Vice President-Professional Development***

[1] The Vice-President-Professional Development shall be chair of the Professional Development Committee.

IX. ***Duties of the Local Secretary***

[1] The *Local Secretary* shall record and maintain copies of the minutes of all meetings of the *Local*, as well as all meetings of the *Local Council*, and the *Local Executive.*

[2] The *Local Secretary* shall prepare copies of the minutes for distribution at Local meetings*.*

[3] The *Local Secretary* shall maintain a record of the attendance at all *General* meetings of the *Local*, as well as all meetings of the *Local Council*, and the *Local Executive*.

[4] The *Local Secretary* shall maintain all official records of the Local including the *Constitution*, *Operational Procedures* and *Local Membership Registry* and ensure that appropriate revisions are processed.

[5] The *Local Secretary* shall maintain a current list of contact numbers and addresses of *NSTU Representatives*, the *Local Executive*, and members of each standing committee of the Kings Local.

[6] The *Local Secretary* shall forward to Central Office the names, addresses, and contact numbers of the new *Local Executive* immediately following the *Annual General Meeting*.

[7] The *Local Secretary* may work with the *Local President* in preparing agendas for meetings of the Local.

[8] The *Local Secretary* shall circulate information regarding Local meetings and other events as directed by the *Local Executive*.

X. ***Duties of the Local Treasurer***

[1] The *Local Treasurer* shall be a signing officer for the Local.

[2] The *Local Treasurer* shall administer all financial matters associated with the Local under the direction of the Local and report to the *Local Council*, by means of an audit at its *Annual General Meeting*.

[3] The *Local Treasurer* shall be responsible for a yearly audit of the financial records, and report these findings at the *Annual General Meeting* and the *Nova Scotia Teachers Union*.

[4] The *Local Treasurer* shall prepare a budget for approval at the *Annual General Meeting.*

 [5] The *Local Treasurer* shall be chair of the Finance Committee.

  [6] The *Local Treasurer* shall act as manager of the Local’s office.

XI. ***Duties of the Past-President***

[1] The *Past-President* shall act in an advisory capacity to the *Local President* and the *Local Executive* for a period of one year.

[2] The *Past-President* or designate shall Chair the Resolutions and Nominations Committees.

XII. ***Duties of the Provincial Executive Member***

[1] The *Provincial Executive Member* shall perform such tasks as outlined in the *Nova Scotia Teachers Union* provincial policy documents.

[2] The *Provincial Executive Member* shall keep the Local informed of *Provincial Executive* activities and inform the *Provincial Executive* of the interests and concerns of the Local.

XIII. ***Duties of the NSTU Representative***

[1]  Shall communicate with the NSTU members in the respective educational site in order to:

[i] obtain member thinking on professional and economic matters.

[ii] disseminate information to members concerning Local and Provincial matters.

[2] Shall communicate educational site member concerns to the Local.

[3] Work to become more knowledgeable about policies and procedures of the Local and Provincial NSTU.

[4] Attend Local meetings.

[5] Post the agenda for General meetings.

[6] Conduct educational site votes as determined by the Local.

[7] Support a united teaching profession.

[8] Maintain contact with the Local President.

XIV. ***Duties of Committees***

[1] The first meeting of all committees shall be convened by the Chair of the Committee.

[2] Duties of the *Public Affairs/Relations Committee*.

[i] Maintaining contact with the local media and issue news releases with the approval of the *Local Executive*.

[ii] Promoting teacher image through publicity of programs of local interest.

[iii] Maintaining and updating a contact file of MLAs, Municipal Council members, and other persons with an interest in public education.

[iv] Meeting with MLAs and other local opposition members in order to maintain an open line of dialogue between the Local and the government.

 [3] Duties of the *Economic Welfare Committee* shall include:

[i] Seeking input from the Local membership for Regional and Provincial asking packages.

[ii] Preparing for negotiations with the Board under the direction of the *Local Executive* and the *Regional Economic Welfare Committee.*

[Iii] Being responsible for the dissemination of information regarding Regional and Provincial negotiations and the ratification of tentative agreements.

[4] Duties of the *Finance Committee*.

[i] Causing an audit to be performed on an annual basis.

[ii] Preparing a budget for approval at a general meeting.

[iii] Overseeing the production of a financial report for review and consideration by the *Local Executive* and the *Local Council* if requested to do so by the *Treasurer* or the *Local Executive*.

[iv] Developing and revise *Guidelines for Local Expenditures*.

[5] Duties of the *Nominations Committee*.

[i] Circulating a notice of election for available executive positions to all NSTU representatives at least three (3) weeks prior to the *Annual General Meeting*.

[ii] Overseeing the election of available Local executive positions.

[iii] Providing NSTU Representatives with the results of the elections.

[iv] Receiving nominations to standing committees of the Local.

[6] Duties of the *Professional Development Committee*.

[i] Organizing professional development activities, seminars, and/or workshops for the Local.

[ii] Providing co-operation and communication between teachers and the Board with respect to professional development.

[iii] Advising the *Local Executive* regarding professional development issues.

[iv] Liaising with the *NSTU Professional Development Committee.*

[v] Providing Information to the local membership regarding professional development opportunities made available by the Local.

[7] Duties of the *Resolutions Committee*.

[i] Calling for resolutions and informing the membership of the relevant time lines.

[ii] Assisting members in the preparation of resolutions and accompanying briefs.

[iii] Present resolutions at a *General Meeting* of the Local for ratification.

 [iv] Submitting approved resolutions to *Annual Council*.

 [8] Duties of the *Banquet Committee*.

[i] Organizing and overseeing the Local Retirement Banquet.

[9] Duties of the *Equity Committee*.

[i] Being responsible for the ongoing assessment of the professional needs of NSTU members.

[ii] Planning, implementing, and evaluating programs designed to meet the needs of a diverse Local membership.

XV. ***Selection of Council Delegates***

 [1] Eligibility Criteria

 [i] A Local member seeking election to Annual Council must be in attendance at the Local General Meeting for Council Delegation election.

 [ii] If unable to be in attendance at the General Meeting for Council Delegation election, a Local member seeking election to Annual Council must provide the Local President with correspondence indicating such prior to the meeting.

 [2] Priority Criteria for Delegate Election

 Annual Council delegates shall be elected from the following groups on a priority basis:

 [i] Local Executive

 [ii] NSTU Representatives

 [iii] Local Committee Membership

 [iv] General Membership

 [3] Council Observers

[i] The Local may sponsor up to two(2) Observers to attend Annual Council.

[ii] An Observer must be a Local member who has not attended an Annual Council of the Union.

XVI. ***Honoraria***

[1] Honoraria shall be paid to the members of the *Local Council*, except the *Provincial Executive Member*.

 XVII. ***Amendments***

 [1] These *Operational Procedures* may be adopted, amended, or rescinded by a majority of the votes cast by members present at a *Local Council* *Meeting*, provided that written notice of motion to adopt, amend, or rescind has been sent to all NSTU representatives or alternate representatives not less than ten (10) days prior to the meeting.