



MEMORANDUM

TO: Local Presidents
Executive Members (For Information)
Committee Chairs

FROM: Victoria Réaume, General Secretary

DATE: December 1, 2015

RE: **RESOLUTIONS TO THE 2016 ANNUAL MEETING**

The ETFO Constitution and Bylaws provide the following guidelines to the membership for the submission of resolutions to the 2016 Annual Meeting.

ARTICLE IX - ANNUAL MEETING

9.6 Resolutions to the Annual Meeting may be received from:

- 9.6.1 a local which has passed the motion at a general meeting;
- 9.6.2 the Executive;
- 9.6.3 the Representative Council which has passed the motion at a Council Meeting; and
- 9.6.4 a standing committee or special committee of the Annual Meeting.

9.7 Resolutions must be received in the provincial office by March 1.

RESOLUTION FORMS MUST:

- include a brief rationale (under 100 words);
- be signed by the local president if received from a local; and
- arrive at the provincial office (preferably via email) to the attention of Lorna Larmour, Executive Assistant, Professional Relations Services, by March 1, 2016.

TO CONFIRM RECEIPT OF YOUR RESOLUTION(S) OR TO SEEK ADDITIONAL CLARIFICATION OF THE GUIDELINES:

**Lorna Larmour
Executive Assistant
Professional Relations
Services
Ext. 2212
resolutions@etfo.org**

RETURN COMPLETED FORM VIA EMAIL, FAX, OR MAIL TO:

**YOU CAN FIND ANNUAL MEETING INFORMATION AND FORMS AT:
www.etfo.ca > About ETFO > Annual Meeting 2016 Documents**

**DEADLINE:
MARCH 1, 2016**

**ETFO 2016 ANNUAL MEETING
AUGUST 15-18, 2016**

**RESOLUTION FORM
DEADLINE MARCH 1, 2016**

SUBMITTED BY <i>CHECK ONE</i>	<input type="checkbox"/> COMMITTEE	_____
	<input type="checkbox"/> EXECUTIVE	<input type="checkbox"/> REPRESENTATIVE COUNCIL
	<input type="checkbox"/> LOCAL	_____
	<small>CIRCLE ONE</small>	<small>DECE ESP PSP OT TEACHER</small>

CONTACT *AN INDIVIDUAL WITH AUTHORITY TO CLARIFY AND/OR AMEND THE RESOLUTION MUST BE AVAILABLE FOR CONTACT AT THE LOCAL OFFICE BY A MEMBER OF THE ANNUAL MEETING COMMITTEE AT THEIR MEETING SCHEDULED MARCH 9-11, 2016.*

NAME	_____	_____
HOME PHONE	_____	EMAIL
SCHOOL PHONE	_____	EMAIL
CELL	_____	OTHER

RESOLUTION **THAT...**

(MUST ADHERE TO THE CORRECT FORMAT – SEE GENERAL GUIDELINES ON PAGE TWO)

RATIONALE *A BRIEF RATIONALE (UNDER 100 WORDS) MUST BE PROVIDED IN ORDER FOR THE RESOLUTION TO BE ACCEPTED FOR PRINTING IN THE ANNUAL MEETING BOOKLET.*

DATE _____ **SIGNATURE** _____

TO CONFIRM RECEIPT OF YOUR SUBMISSION OR TO SEEK ADDITIONAL CLARIFICATION OF THE GUIDELINES PLEASE CONTACT:

RETURN COMPLETED FORM VIA EMAIL TO:

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Lorna Larmour
Executive Assistant
Professional Relations Services
Ext. 2212
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DEADLINE:
MARCH 1, 2016



GUIDELINES FOR RESOLUTIONS

**RESOLUTIONS MUST BE RECEIVED IN THE
ETFO OFFICE ON OR BEFORE MARCH 1, 2016**

GENERAL GUIDELINES

1. ALL RESOLUTIONS SUBMITTED MUST HAVE BEEN APPROVED AT A DULY CONSTITUTED GENERAL MEETING.
2. PLEASE ENSURE THAT THE CORRECT STEM IS INCLUDED WITH ALL RESOLUTIONS, AS IN THE EXAMPLES BELOW.
3. EACH RESOLUTION MUST BE ONE CLEAR, CONCISE STATEMENT ON A SEPARATE RESOLUTION FORM. THE COMMITTEE WOULD APPRECIATE IT IF ALL SECTIONS COULD BE TYPED.
4. A COPY OF EACH RESOLUTION, INCLUDING RATIONALE, SHOULD BE KEPT FOR YOUR RECORDS.

EXAMPLES

What do you want to achieve with your motion?	Stem should read:
Amend an existing Article in the Constitution:	That Article III, Objects, Section 3.2, be amended to read:
Add a completely new section to an existing Article in the Constitution:	That Article III, Objects, be amended by the addition of a new section to read:
Amend an existing Bylaw:	That Bylaw II, Duties of the Executive, Section 2.2.4, be amended to read:
Add a completely new section to an existing Bylaw:	That Bylaw II, Duties of the Executive, Section 4, Executive, 2.4.24, be amended by the addition of a new section to read:
Amend an existing Policy Statement:	That Policy Statements, 1.0, Aboriginal Education, Section 1.1, be amended to read:
Add a completely new section to an existing Policy Statement:	That Policy Statements, 5.0, Certification, be amended by the addition of a new section to read:
Add a completely new Policy Statement on a new subject:	That Policy Statements be amended by the addition of a new section to read:
Amend an existing Position Statement:	That Position Statements, 1.0, Accessibility, Section 1.1, be amended to read:
Add a completely new section to an existing Position Statement:	That Position Statements, 9.0, Public Relations, 9.3, be amended by the addition of a new section to read:
Add a completely new Position Statement on a new subject:	That Policy Statements be amended by the addition of a new section to read:
Strike a task force of the Executive or the Annual Meeting:	That a task force of the Executive (Annual Meeting) be established to ... (Ensure that your motion includes where and when you want the task force to report its findings.)
Take action through OTF:	That ETFO, through OTF, ...
Take action through CTF: (ETFO now joins CTF directly rather than through OTF)	That ETFO, through CTF, ...
Direct general action on an issue:	That ETFO research the establishment of an Earth Day event, focused on children, to be held in a different community across Ontario each year. That ETFO encourage locals to support environmental programs.

PROCESS AFTER THE RESOLUTION IS SUBMITTED

THE ANNUAL MEETING COMMITTEE WILL MEET FROM MARCH 9-11, 2016, TO REVIEW ALL RESOLUTIONS AND MAY NEED TO CONTACT AN INDIVIDUAL WITH AUTHORITY TO CLARIFY AND/OR AMEND THE RESOLUTION. THE COMMITTEE WILL DO ONE OF THE FOLLOWING:

- | | |
|---|---|
| A. FORWARD THE RESOLUTION TO THE ETFO ANNUAL MEETING; | D. WITHDRAW THE RESOLUTION IF ACTION HAS ALREADY BEEN TAKEN; OR |
| B. REWORD OR REPHRASE THE RESOLUTION; | E. DECLARE THE RESOLUTION OUT OF ORDER. |
| C. COMBINE RESOLUTIONS OF SIMILAR INTENT; | |

**TO CONFIRM RECEIPT OF
YOUR RESOLUTION(S) CONTACT:**

Lorna Larmour
Executive Assistant, Professional Relations Services
resolutions@etfo.org

**ANNUAL MEETING BOOKLET
MAY 1, 2016**

Resolutions will be published in the Annual Meeting Booklet and made available to the membership by May 1, 2016.

VR:LL:JA:NR