

ONTARIO PRINCIPALS' COUNCIL
PEEL DISTRICT 19

Revised May 2008
Nov 2008
June 2009
Nov 2009
May 2010
Jan 2011
June 2011
June 2012
June 2014
Nov 2014

GOAL OR MISSION STATEMENT

The goal of Ontario Principals' Council - Peel District 19 (OPC-Peel) is to represent the collective views and opinions of the principals and vice-principals employed by the Peel District School Board as these views relate to provincial leadership issues in public education for the students we serve in Peel.

PURPOSE

The purpose of OPC-Peel is to:

- represent the membership in appropriate forums
- provide professional growth opportunities for principals and vice-principals
- promote the professional interests of its members in a public forum
- provide the link between Local and Provincial organizations
- be the sole representative of all principals and vice-principals in the Peel District School Board during negotiations of Terms and Conditions that govern the employment of the members

1. ETHICS

- 1.1 The members of the Ontario Principals' Council Peel District 19 operate within the ethical standards of the Ontario College of Teachers.

2. CONSTITUTION

- 2.1 This constitution shall govern the operation of the Ontario Principals' Council Peel District 19. The constitution may be altered at either the Annual General Meeting or the General Membership Meeting. Prior to a vote on any change(s) or amendment(s) the specific wording of those recommendations must be published to the membership.
- 2.2 OPC-Peel will consult with OPC before passing constitutional changes.

3. OBJECTIVES

- 3.1 To work collectively with the Peel District School Board and the principals and

vice-principals to develop specific understandings as to the working terms and conditions of employment for school administrators in the Peel District School Board. These conditions include the allocation of unused professional development funds.

- 3.2 To organize and run, both independently and in co-operation with the Peel District School Board, workshops, seminars and presentations that focus on the development of both leadership skills and the operational skills that current principals and vice-principals must have to deal with daily school issues.
- 3.3 To serve as a link with OPC in the provision of legal advice and services that are tailored to the specific needs of principals and vice-principals.
- 3.4 To serve as a conduit to OPC and respond to issues raised by the membership of OPC-Peel with the OPC.
- 3.5 To represent members' views and advocate on their behalf with the OPC executive who in turn establishes partnerships with O.P.S.B.A. (Ontario Public School Boards Association), E.Q.A.O. (Education Quality and Accountability Office), O.P.S.O.A. (Ontario Public Supervisory Officers Association), C.O.D.E. (Council of Directors of Education), C.P.C.O. (Catholic Principals' Council of Ontario), A.D.F.O. (Association des Directions Adjointes des Ecoles Franco-Ontariennes), Ontario College of Teachers, the Ministry of Education and Training, the Provincial Legislature, E.T.F.O. (Elementary Teachers' Federation of Ontario), O.S.S.T.F. (Ontario Secondary School Teachers' Federation) and the general public.
- 3.6 To maintain and enhance a supportive peer network throughout OPC-Peel and across the province of Ontario.

4. INTERPRETATION

- 4.1 The headings used throughout this Constitution shall not affect the construction thereof. In this Constitution, unless the context otherwise requires, expressions defined in the Corporations Act or any statutory amendment or modification thereto shall have the meaning so defined, and
 - a) The "Act" means the Corporations Act, R.S.O. 1990, c. C38 as amended;
 - b) "The Corporation" means Ontario Principals' Council;
 - c) "Registered address" of a Member means the Member's home address as most recently communicated by the Member to the OPC and recorded in the OPC Member database or entered directly by the Member in the OPC Member database;
 - d) "OPC" shall mean the Ontario Principals' Council;
 - e) "Fiscal Year" shall refer to the period September 1 through to and including August 31;
 - f) "District School Board" shall mean a "public board" as defined by the Education Act, R.S.O. 1990, c. E, as amended;
 - g) "Provincial Council" shall mean:
 - i. the members of the Executive; and
 - ii. the representatives from each duly recognized OPC District elected or appointed in accordance with the OPC District's election process; each of whom shall constitute a Director of the Corporation. In the case of either an Executive or Council member (except the Executive Director), the individual must, at the time of his/her election or appointment and for the duration of his/her Executive and/or Council term remain an OPC member in good standing;
 - h) "Executive" shall mean:

- i. those individuals who are OPC–Peel members in good standing
- i) “Member” shall mean an individual employed as a principal or vice-principal by a publicly funded district school board in Ontario or other government agency which is funded directly or indirectly by a ministry of the government of Ontario, who has paid the required membership fees, is working in the field of education in Ontario and is not a member of the Ontario Teachers’ Federation;
- j) “Associate” shall mean an individual who does not qualify for membership and who belongs to a specified class of associates as defined by the Provincial Council from time to time;
- k) An “OPC District” shall refer to a local group of OPC members each of which satisfies the criteria set out in s. 2.7 of the OPC Constitution which has been recognized by OPC.
- l) “Affiliated Group” shall refer to an elementary vice-principal or principal or a secondary vice-principal or principal

5. DUTIES OF OPC-PEEL

- 5.1 Pass a constitution compatible with the OPC constitution and provide an updated copy to OPC.
- 5.2 Duly elect an executive.
- 5.3 Provide an annual financial statement to OPC and the membership of OPC-Peel.

6. MEMBERSHIP

- 6.1 Member shall mean an individual employed as a principal or vice-principal by the Peel District School Board and is a member in good standing with OPC.
- 6.2 Members are not entitled to receive any remuneration from OPC District rebates. The rebates are a benefit of membership and not an individual right.
- 6.3 Associate members of OPC are automatically associate members of OPC-Peel.

7. MEETINGS

- 7.1 At least two meetings of the general membership of OPC-Peel will be held each school year. One meeting will be the Annual General Meeting (A.G.M.) and the second meeting will be a General Membership Meeting (G.M.M.). Additional meetings may be called by the Executive of OPC-Peel as needed. Two weeks notice must be given to the membership for any meeting of the general membership.
- 7.2 The following business shall be conducted at the A.G.M. or G.M.M.:
 - 7.2.1 Amending the constitution
 - 7.2.2 Approving an annual budget
 - 7.2.3 Respond to motions brought forward by the Executive and / or the membership of OPC–Peel.
 - 7.2.4 Receive reports from the Provincial Councillors and Executive Council
- 7.3 A quorum for a General Membership Meeting or Annual General Membership shall be the members present.
- 7.4 Members will not be precluded from attending / voting at OPC meetings because of a failure to pay a local levy.

- 7.5 Activities funded by the OPC rebate are open to members and non-members will be required to pay the cost of attending when attendance is permitted.
- 7.6 Non-members cannot attend confidential OPC meetings

8. VOTING PROTOCOL FOR RESOLUTIONS

- 8.1 All resolutions, with the exception as specified in 8.2, shall be voted upon by a show of hands. The majority of votes shall determine the resolutions. Decisions shall be made by majority vote.
- 8.2 Where requested, a vote may be organized by Family of Schools representation.
 - 8.2.1 Each Family of Schools shall be entitled to cast two votes for all secondary members and two votes for elementary members.
 - 8.2.2 Members attached to the Central Board office and or Continuing Education shall have one elementary vote and one secondary vote, as a group.
 - 8.2.3 Vocational schools shall be considered part of the neighbouring Family of Schools (as outlined in the Directions handbook)
 - 8.2.4 Each Family of Schools may send one representative for each vote they are allocated. Voting representatives must be OPC-Peel members in good standing.
 - 8.2.5 Members unable to attend an A.G.M. / G.M.M. may obtain a proxy declaration for their vote from the executive assistant prior to the meeting. The proxy must be registered with the executive assistant prior to the Call to Order of the A.G.M. / G.M.M.
 - 8.2.6 Voting delegates will be issued voting cards representing one vote, by the executive assistant at the registration of the A.G.M. / G.M.M.
- 8.3 A majority of votes shall determine the resolutions. Decisions shall be made by the majority vote. A tie vote shall mean the motion is lost.

9. VOTING PROTOCOL FOR ELECTIONS

- 9.1 The Executive of OPC-Peel shall consist of fourteen 14 members comprised of:
 - 9.1.1 Two Co-Chairs / Provincial Councillors – one elementary representative and one secondary representative. For operational purposes on a yearly rotating basis (elementary and secondary alternate each year) a third councillor may be identified by the OPC-Peel Executive from the list below as needs dictate.
 - 9.1.2 Six representatives from the elementary members. One of these members will be the President of P.P.V.P.A. or in the instance they are already on the executive their designate.
 - 9.1.3 Three representatives from the secondary school vice-principal members. One of these members will be the Chair of P.S.S.V.P.A. or in the instance they are already on the executive their designate.
 - 9.1.4 Three representatives from the secondary school principal members. One of these members will be the Chair of P.A.S.S.P. or in the instance they are already on the executive their designate.
 - 9.1.5 OPC-Peel members on the executive will be elected to serve a two year term. It is

the intent that no more than half the Executive Council be replaced annually. Each of the representatives from the associations will serve a term as determined by the terms of reference / constitution of their association.

- 9.2 The election committee shall be composed of all OPC-Peel executive members who are serving in their second year of their two year term. This committee will designate one member to serve as Chair. The Election Committee will begin its work starting with the official notification of the election to the membership.
- 9.3 The next year's Executive will be elected in the spring of each year, with the Executive assuming office on July 1st.
- 9.4 The slate of officers for the Executive shall be emailed to all OPC-Peel members and it shall also be posted on the OPC-Peel web site at least two weeks prior to the stated election date, which will be established by the Executive of OPC-Peel.
- 9.5 Nominations for elections to the executive will be forwarded to the Chair of the Election Committee who will compile a list of candidates and forward it to the Election Committee.
- 9.6 Candidates running for a role on OPC-Peel executive shall have 5 calendar days to submit campaign information to the Chair of the election committee. To be accepted this material must comply with the following guidelines:
 - No more than five lines in Times New Roman, 11 Font under each of the following categories for electronic release,
 - Educational Work Experience
 - Leadership within Professional Organizations
 - Contributions to OPC
- 9.7 Upon acceptance by the Election Committee the Chair of the Election Committee will ensure that the campaign information will be electronically distributed to all members in their affiliated group for each candidate, along with the slate of candidates for election. An elementary representative from the Election Committee shall release and tabulate the votes for the secondary slate. A secondary member of the Election Committee shall electronically distribute and tabulate the votes for the elementary slate. The executive assistant shall act as scrutiner. Candidates on these slates shall be ordered alphabetically.
- 9.8 The election shall be held electronically. Members may vote for any representative of their affiliated group. Voting shall begin electronically upon the release of this information and slate.
- 9.9 Voting shall close three business days after the release of the slate. Notification and electronic publication of the results shall occur within 48 hours of the closing of the voting process.
- 9.10 The meeting of the new executive will occur by the end of June.
- 9.11 The Executive members, unless otherwise specified, will be elected via a full OPC-Peel membership vote following the procedures as outlined in section 9.1 to 9.14 of this constitution. A full description for each portfolio is located in section 10 of this constitution. Executive members will be elected to the following positions:
 - 9.11.1 Two Co-Chairs / Provincial Councillors; one from each panel. Candidates for this position must have previously served on the OPC-Peel Executive as the Chair / Co-Chair of a portfolio for at least two years.
 - 9.11.2 A Treasurer
 - 9.11.3 Two Terms and Conditions Co-Chairs, one from each panel. These Co-Chairs will be elected by the Terms and Conditions Committee using the election criteria as outlined in section 10.7.9.

- 9.11.4 A Scholarships and Awards representative
 - 9.11.5 A Communications representative
 - 9.11.6 A Professional Development representative
 - 9.11.7 Other portfolios may be established by the Executive, as needed.
 - 9.11.8 Three members At Large. These non-portfolio members will be elected by their respective affiliated members. Two (2) members will be elected by the elementary membership and one (1) will be elected by the secondary membership. Whether this position is a Vice-Principal or a Principal will be determined by the balance of secondary representation on the executive. (sections 9.1.3 and 9.1.4)
 - 9.11.9 Three Chairs / designates of the associations. The President / designate from P.P.V.P.A., the Chair / designate of P.S.S.V.P.A. and the Chair / designate of P.A.S.S.P.
- 9.12 a) Mid-Year Changes to the Executive:
- 9.12.1 Upon the resignation or retirement of an Executive member, the Executive shall find and appoint a suitable replacement to fill the vacancy for the balance of the term to be served.
 - 9.12.2 In the event an Executive member is promoted from one affiliated group to another in mid-term the Executive member may continue on the Executive at the discretion of the Executive by virtue of majority vote of the Executive.
 - 9.12.3 In the event a member of the Executive is promoted in mid-term to a position that has a reporting line to the Associate Director and / or Director of the Peel District School Board they will resign from the Executive prior to assuming the new position.
 - 9.12.4 In the event a member of the Executive is promoted in mid-term to a position that requires them to no longer be a full member of OPC, they will resign from the Executive prior to assuming the new position.
- b) Mid-Year Replacement Process by the Executive:
- 9.12.5 This process will be run by the OPC-Peel Co-Chair of the panel that is opposite to the panel that is required to fill the vacancy. In the absence of this person, by vote of the executive, the executive will designate a Chair.
 - 9.12.6 The Chair will ensure that all members of the affiliated group(s) eligible for this appointment will be notified that the vacancy exists as well as the process that will be followed to fill it.
 - 9.12.7 Each eligible candidate must submit, within 5 days of the publication notice of the vacancy, written documentation that consists of no more than five lines in Times New Roman, 11 Font under each of the following categories will be submit to the Chair;
 - i. Educational Work Experience
 - ii. Leadership within Professional Organizations
 - iii. Contributions to OPC
 - 9.12.8 During an in-camera meeting of the executive the Chair shall distribute copies of the information that has been submitted by each candidate to each member of the executive. The Chair will verbally present the information that each candidate has submitted.
 - 9.12.9 Once the Chair has ensured that all applications have been presented and reviewed a discussion regarding the selection of the best candidate can occur.

- 9.12.10 At the conclusion of the discussion the Chair shall call for a secret ballot vote of all the executive members. The executive assistant and the Chair, acting as a scrutineer, will count the ballots. The Chair has a vote.
- 9.12.11 Once a candidate has been selected the Chair or designate will call the successful candidate.
- 9.13 The OPC-Peel Executive may develop, approve, and implement a policy for the express purpose of removing an executive member from his or her position on the executive and such policy shall give due regards to the needs and input of the local district.

10. DUTIES OF THE EXECUTIVE

10.1 The Executive as a whole shall:

- 10.1.1 The Executive shall make arrangements for the banking and financial affairs of the organization with a financial institution. Any cheques or other similar withdrawals require the signature of the Treasurer or one of the Co-Chairs as well as the signature of the Executive Assistant.
- 10.1.2 The OPC rebate will form the basis of the operating budget for the organization. Additional funds from other sources may supplement the budget.
- 10.1.3 A local levy may be established by vote of the membership to supplement the budget or to fund special activities or interest groups within the organization.
- 10.1.4 The Executive will present an annual budget to the membership, at the Annual General Meeting for approval.

10.2 It is the responsibility of the Co-Chairs / Provincial Councillors to:

- 10.2.1 jointly chair all meetings of the organization and the Executive
- 10.2.2 represent the organization in the Board and the community
- 10.2.3 have general supervision over the affairs of the organization
- 10.2.4 perform such duties as may be, from time to time, assigned to the co-chairs / provincial councillors
- 10.2.5 perform the duties of an OPC-Peel Provincial Councillors that will be consistent with and follow the duties as identified in the OPC District Recognition Policy.

10.3 It is the responsibility of the chair of the Treasurer portfolio to:

- 10.3.1 maintain a registry of the members and officers
- 10.3.2 give notice of meetings to members and the Executive of meetings
- 10.3.3 maintain the financial records of the local organization
- 10.3.4 prepare the budget and financial statements of the local organization for presentation at the Annual General Meeting
- 10.3.5 perform such duties as from time to time be assigned
- 10.3.6 oversee and supervise the OPC-Peel bank account and GIC investments including monthly bank reconciliations. No unbudgeted expenditure that exceeds \$7,500 can be approved without the full Executive approving the expenditure by a 2/3rd's majority vote.
- 10.3.7 liaise with the Executive Assistant regarding day to day operations
- 10.3.8 prepare and report the annual budget at each AGM (and any subsequent presentations)

- 10.3.9 ensure that rebates from OPC are received in a timely manner
- 10.4 It is the responsibility of the chair of the Scholarships & Awards portfolio to:
- 10.4.1 send OPC scholarship information to OPC-Peel members via email.
 - 10.4.2 collect applications to ensure eligibility and that all requirements have been met (as per Provincial criteria).
 - 10.4.3 review with OPC-Peel Executive to determine criteria for scholarships on an annual basis. Criteria will include any members' children who are applying for, or are enrolled in, a post-secondary programme, in the college / university or apprenticeship pathway. This scholarship can only be granted once per applicant.
 - 10.4.4 to ensure that a scholarship in the amount of \$500.00 (minimum) will be awarded to each recipient to the total amount that OPC provides to OPC-Peel (eg. \$5000.00 = 10 recipients max). In the event that fewer than 10 candidates apply and meet the criteria then the amount will be divided by the number of recipients. If more than 10 apply then the names of those who meet the criteria will be available to the June meeting of the OPC-Peel executive and 10 names will be randomly selected. Recipients are eligible for the scholarship only once in their post-secondary studies.
 - 10.4.5 make arrangements with the Executive Assistant for the distribution of scholarship monies to applicants.
 - 10.4.6 submit to OPC all the required support documentation that is needed to be able to receive the rebate money from them.
- 10.5 It is the responsibility of the chair of the Communications Portfolio to:
- 10.5.1 congratulate newly appointed Vice Principals and externally appointed Principals
 - 10.5.2 provide membership information directly to them via email
 - 10.5.3 congratulate all members upon retirement
 - 10.5.4 work co-operatively with the Executive Assistant to review and update the Provincial membership data base and cross reference it with OPC-Peel's database, email distribution list and PDSB database of Principals and Vice Principals
 - 10.5.5 work co-operatively with the Executive Assistant to oversee the website and maintenance of all records
- 10.6 It is the responsibility of the chair of the Professional Development portfolio to:
- 10.6.1 recommend a budget for professional development to be presented to the OPC-Peel Executive prior to budget development for the following year
 - 10.6.2 ensure that:
 - 10.6.2.1 funds to support these activities will be derived from the annual OPC district rebate. The budget that will be allocated towards professional development activities shall be managed by the OPC-Peel Executive.
 - 10.6.2.2 professional development activities will benefit members in both panels together
 - 10.6.2.3 funds will benefit all OPC members.
 - 10.6.3 prepare an annual report of activities.

- 10.7 The Terms and Conditions Committee is a sub-committee of the Ontario Principals' Council-Peel, District 19.
- 10.7.1 The Terms and Conditions Committee represents all Principals and Vice Principals who are full time members of OPC and employed by the Peel District School Board.
- 10.7.2 The Terms and Conditions Committee was formed through the cooperative efforts of Elementary and Secondary Principals and Vice Principals, who were charged with the responsibility of developing the first General Terms and Conditions of Employment, following passage of Bill 160 on April 3, 1998.
- 10.7.3 This representative Committee established itself as a Committee of Ontario Principals Council-Peel, in order to:
- promote cross panel cooperation & communications
 - provide mutual support
 - receive financial resources
 - access legal advice & information resources
 - the duties of the Terms and Conditions Committee are set out in the OPC District Recognition Policy.
- 10.7.4 The Terms and Conditions Committee shall operate as a committee of Ontario Principals' Council-Peel (OPC-Peel), with representation obtained from each of the affiliated groups through the selection processes as determined by the OPC-Peel Executive.
- 10.7.5 The Terms and Conditions Committee shall be responsible for the review and revision of the General Terms and Conditions of Employment for principals and vice principals, through a collaborative working relationship with the Board.
- 10.7.6 The Terms and Conditions Committee shall act as the sole resource for all matters of application, interpretation and intent of the General Terms and Conditions of Employment for principals and vice principals. Terms and Conditions Co-Chairs report to OPC-Peel executive regarding negotiations. The Terms and Conditions Committee will consult with members regarding the priorities of the members. The OPC-Peel executive shall determine final decisions based on the outcome of the OPC-Peel executive vote.
- 10.7.7 The Terms and Conditions Committee shall have Thirty (30) members in total. [Two (2) of whom will be the Co-Chairs and Two (2) of whom will be Vice-Chairs of the Terms and Conditions Committee.]

The Thirty (30) members of the Terms and Conditions Committee shall be comprised of the following representatives;

- Fourteen (14) elementary Principals / Vice Principals - Thirteen (13) – one per Superintendent grouping + One (1) who represents elementary members working at the Board
 - i. The election of elementary members to the Terms and Conditions committee will occur in the spring every second year (opposite to the secondary elections).
 - ii. All candidates for election must be full time OPC-Peel members in good standing.
 - iii. The Election Committee for elementary elections will consist of secondary Terms and Conditions members. It will be chaired by the secondary Co-Chair from the Terms and Conditions committee.

- iv. The Election Committee will send separate email notices to all elementary OPC-Peel members in good standing in each of the Superintendencies informing them that there is a position open on the Terms and Conditions committee for their Superintendency elementary group. Elementary OPC-Peel members seeking to represent their Superintendency group will have five (5) days to forward their names to the Election Committee. In the event that an election is to be held, upon notification from the Election Committee, each candidate will have 5 days to submit to the Election Committee election materials that comply with the following guidelines:
 - Using no more than five lines in Times New Roman, 11 Font under each of the following categories for electronic release,
 - Educational Work Experience
 - Leadership within Professional Organizations
 - Contributions to OPC
 - v. Upon acceptance by the Election Committee the Chair of the Election Committee will ensure that the campaign information will be electronically distributed to all members in the Superintendency for which the election is to be held along with the slate of candidates for the election. Candidates on these slates shall be ordered alphabetically. A representative from the Election Committee shall release and tabulate the votes. The executive assistant shall act as scrutinizer
 - vi. The election shall be held electronically. Eligible OPC-Peel members may vote for any representative of their own Superintendent group. Voting shall begin electronically upon the release of the information and the slate.
 - vii. Voting shall close three business days after the release of the slate. Notification and electronic publication of the results shall occur within 48 hours of the closing of the voting process.
 - viii. The new Terms and Conditions committee will have their first meeting in September.
- Seven (7) secondary Vice Principals who are OPC members
 - i) The election of secondary members to the Terms and Conditions committee will occur in the spring every second years (opposite to the elementary elections).
 - ii) All candidates for election must be full time OPC-Peel members in good standing.
 - iii) The Election Committee for secondary elections will consist of elementary Terms and Conditions members. It will be chaired by the elementary Co-Chair of the Terms and Conditions committee.
 - iv) The Election Committee for the Terms and Conditions committee will send notification to all OPC-Peel Vice-Principals in good standing that positions are open on the Terms and Conditions committee. Members seeking to serve on the committee will have five (5) days to forward their names to the Election Committee. In the event that an election is to be held, upon notification from the Election Committee, each candidate will have 5 days to submit to the

Election Committee materials that comply with the following guidelines:

- Using no more than five lines in Times New Roman, 11 Font under each of the following categories for electronic release,
 - Educational Work Experience
 - Leadership within Professional Organizations
 - Contributions to OPC
- v) Upon acceptance by the Election Committee the Chair of the Election Committee will ensure that the campaign information will be electronically distributed to all OPC-Peel secondary Vice-Principals in good standing along with the slate of candidates for the election. Candidates on these slates shall be ordered alphabetically. An elementary representative from the Election Committee shall release and tabulate the votes for the secondary Vice-Principal slate. The executive assistant shall act as scrutinizer.
- vi) The election shall be held electronically. Eligible OPC-Peel secondary Vice-Principals may vote.
- vii) Voting shall begin electronically upon the release of the information and the slate.
- viii) Voting shall close three business days after the release of the slate. Notification and electronic publication of the results shall occur within 48 hours of the closing of the voting process.
- ix) The new Terms and Conditions committee will have their first meeting in September.
- Seven (7) secondary Principals who are OPC members
 - i) The election of secondary members to the Terms and Conditions committee will occur in the spring every second years (opposite to the elementary elections).
 - ii) All candidates for election must be full time OPC-Peel members in good standing.
 - iii) The Election Committee for secondary elections will consist of elementary Terms and Conditions members. It will be chaired by the elementary Co-Chair of the Terms and Conditions committee.
 - iv) The Election Committee for the Terms and Conditions committee will send notification to all OPC-Peel Principals in good standing that positions are open on the Terms and Conditions committee. Members seeking to serve on the committee will have five (5) days to forward their names to the Election Committee. In the event that an election is to be held, upon notification from the Election Committee, each candidate will have 5 days to submit to the Election Committee materials that comply with the following guidelines:
 - Using no more than five lines in Times New Roman, 11 Font under each of the following categories for electronic release,
 - Educational Work Experience
 - Leadership within Professional Organizations
 - Contributions to OPC

- v) Upon acceptance by the Election Committee the Chair of the Election Committee will ensure that the campaign information will be electronically distributed to all OPC-Peel secondary Principals in good standing along with the slate of candidates for the election. Candidates on these slates shall be ordered alphabetically. An elementary representative from the Election Committee shall release and tabulate the votes for the secondary Principal slate. The executive assistant shall act as scrutinizer.
 - vi) The election shall be held electronically. Eligible OPC-Peel secondary Principals may vote.
 - vii) Voting shall begin electronically upon the release of the information and the slate.
 - viii) Voting shall close three business days after the release of the slate. Notification and electronic publication of the results shall occur within 48 hours of the closing of the voting process.
 - ix) The new Terms and Conditions committee will have their first meeting in September.
- Two (2) representatives from the OPC-Peel Executive. These OPC representatives shall be the Co-Chairs / Provincial Councillors.

In the event a member is unable to attend a meeting an alternate can attend in the member's place. The alternate will assume all the voting privileges of the member. In the event the alternate and the member are both present at the same meeting only the member will have voting privileges.

- 10.7.8 Election terms should be for not less than 2 years renewable through the voting process. This time period would allow members to increase their knowledge and experience related to the General Terms and Conditions of Employment and the role of the Committee. Members who are appointed mid-election term will complete what is remaining of term to which the members they are replacing had to serve.
- 10.7.9 The Committee shall be co-chaired. Co-chairs shall be elected by the panel represented on the Terms and Conditions Committee. One (1) elementary and one (1) secondary representative will co-chair the Terms and Conditions Committee. Only duly elected / appointed members of the Committee will be allowed to vote.
- 10.7.10 The term of office for Co-Chairs should reflect the need for continuity. To ensure continuity, their terms of each Co-Chair should not run concurrently and thereby ensure one experienced Co-Chair in place at all times.
- 10.7.11 Co-chairs shall submit an annual budget request to OPC-Peel.
- 10.7.12 The Terms and Conditions Committee shall establish subcommittees as required. Currently the following subcommittee(s) exist:
- 10.7.12.1 The Principal/Vice- Principal Professional Development General Fund
- The Principal / Vice Principal Professional Development General Fund is generated from any unspent funds of retiring or resigning principals or vice – principals or those re-assigned out of the role. This fund can be accessed to a maximum of \$1000 and can only take place once per school year, when the financial requirements to access a single educational opportunity exceed the accumulated amount in the individual's professional development account. Each spring the amount to be accessed, to a maximum of \$1,000, can be changed for

the following school year (events occurring from September 1st to August 31st). The Terms and Conditions committee must pass a motion (majority vote) recommending that the change occurs. The OPC-Peel Executive must then agree to this change (majority vote).

- In addition, Principal and Vice-Principal Associations can access the fund on an annual basis to support the work of their Associations. Specifically, the Peel Principals' and Vice-Principals' Association (PPVPA) can apply for \$5000. per year; while the two Secondary Associations, Peel Association of Secondary School Principals (PASSP) and Peel Secondary School Vice-Principals' Association (PSSVPA), can apply for a maximum of \$2500. per year.
- It is the responsibility of the three (3) Terms and Conditions Professional Development Representatives, elected by the Terms and Conditions Committee, to:
 - i. Receive and review all applications for funding and respond to the applicants. Applications must be received and reviewed two (2) weeks prior to the meeting of the Terms and Conditions Committee.
 - ii. Bring recommendations for the allocation of funds to the T&C committee on a regular meeting date
 - iii. Maintain tracking summaries of requests and allocations for the T&C committee
 - iv. Publish the T&C meeting dates for the coming year.
 - v. Funding applications for the General Fund will be submitted directly to the Terms and Conditions Professional Development Representative using the Principal/Vice-Principal Professional Development General Fund Request Form.
 - vi. Each request will be dated as received, numbered and then reviewed at the next meeting of the T&C Committee. Retroactive applications will not be considered.
 - vii. It is the responsibility of the Terms and Conditions Professional Development Representative to receive & review applications and to recommend allocation of funds as follows:
 - The cost of the event will exceed the individual's financial resources in the Professional Development Fund.
 - Funds will be allocated on a first come, first served basis, based on funds available.
 - An annual payment will be available to all Principals and Vice Principal Associations as follows: PASSP capped at \$2500. Per annum, PSSVPA capped at \$2500 annum, and PPVPA capped at \$5,000. per annum
 - Applicants will be notified via email regarding the decision and status of their application. Individual participants will be encouraged to share their Professional Development experience with their school, their professional association and/or the Board.

- viii. Priority to access the General fund will be given for:
 - those who have not accessed the fund in the past three school years.
 - those who have not accessed funds from other sources.

Appeals

 - In situations where the Terms and Conditions Committee has not approved a request, the member should contact one of the Co-Chairs of the Terms and Conditions Committee to request a review. The appeal will be held by the Terms and Conditions Committee as a whole.
- ix. Request for Advance Funds

A request for advance funds is possible providing that the application is approved and an official request is forwarded to the Term and Conditions Professional Development Representative. Applicants must follow the Board document "Accessing Professional Development Funds Guidelines for Principals and Vice-Principals – Proof of Payment, What's Acceptable" when they submit a receipt.
- x. Original receipts must be provided to the Board for all funds received from the General Fund.
- xi. Terms of Reference will be reviewed annually in June by the Terms and Conditions Committee.

10.7.13 Committee Chairs / Co-Chairs of subcommittees may be asked to attend Terms and Conditions Committee meetings as required.

10.7.14 Revision / Review of General Terms and Conditions of Employment Document

10.7.14.1 The Terms and Conditions Committee shall establish a Table Team.

The task of the Table Team is to meet with the Senior Administration to review principal and vice principal general Terms and Conditions of Employment. The Terms and Conditions Committee Table Team will be comprised of the two (2) co-chairs and two (2) vice-chairs of the Terms and Conditions Committee, the two (2) Provincial Councillors from the OPC-Peel Executive plus one (1) elementary and one (1) secondary member elected from the Terms and Conditions Committee. The Table Team will meet with Senior Administration as the need arises.

10.7.14.2 The Terms and Conditions Committee shall establish a Revision Team.

The task of the team is to review the policies and procedures by which the Terms and Conditions Team operates. The team will consist of no more than six (6) Terms and Conditions Committee members, which will be as follows: two (2) elementary, two (2) secondary and two (2) T & C Co-Chairs. One of the co-chairs would be elected by the Terms and Conditions Committee to be the spokesperson. When called upon to do so by the Terms and Conditions Committee the Revision Team shall review the terms of reference for the Terms and Conditions Committee and submit in a timely manner to the Terms and Conditions Committee recommendations for changes. Upon approval by vote of the full Terms and Conditions Committee the recommendations shall be forwarded to the OPC-Peel Executive for

approval. On approval the changes will be forwarded to the full membership to be voted on as part of the constitutional amendment process.

- 10.7.14.3 Operational issues that do not impinge on the Terms and Conditions of Employment are addressed through procedures established between the respective Associations and Administrative Organizations.
- 10.7.15 Members of the Terms and Conditions Committee are responsible for consultation with and reporting back to their respective affiliated groups on an on-going basis. OPC-Peel members who are not members of one of these associations will be notified that the Terms and Conditions items will be a timed item on the agenda and they will be able to attend that portion of the Association meeting so that they can be privy to the information. Communication shall occur regarding any revisions to the General Terms and Conditions of Employment. The Terms and Conditions document shall be distributed to new appointees and to all members in the case of a revised General Terms and Conditions of Employment by the Communication Chair of OPC-Peel.
- 10.7.16 The Terms and Conditions Committee, shall act as the sole agents for all vice-principals and principals employed by the Peel District School Board with respect to all matters relevant to working conditions of members.
- 10.7.17 These conditions are described in the General Terms and Conditions of Employment as last recorded on May 30, 2011.
- 10.7.18 From time to time issues will arise within one or more of the representative Associations and/or Terms and Conditions sub-committees which require consultation and potential action from the Terms and Conditions Committee. Members may direct the issue(s) to the attention of the Terms and Conditions Committee through their: Unit Terms and Conditions Representative, Association Terms and Conditions Representative, President/Chairs of Affiliate Associations, Ontario Principals' Council–Peel Executive
- 10.7.19 The Terms of Reference for the Terms and Conditions Committee shall be reviewed annually by the Revision Team and submitted in a timely manner to the OPC-Peel executive. On approval, these Terms of Reference shall be published by the OPC-Peel executive to the membership.

11. EXECUTIVE ELECTIONS

11.1 OPC-PEEL EXECUTIVE MEMBERS

- 11.1.1 The term of office for each Executive member shall begin July 1st
- 11.1.2 Each Executive member must be a member of OPC-Peel
- 11.1.3 Elections shall be held before the end of the school year so that the Co-Chairs / Provincial Councillors can attend the provincial meeting in October.
- 11.1.4 OPC-Peel Executive members shall be elected for a two year term in that role.
It is the intent that one co-chair / councillor will be due for election annually.
- 11.1.5 The Executive will present a slate as defined in Article 9.1.
- 11.1.6 Nominations will be accepted up until one week prior to the election date.
- 11.1.7 The election shall be held by electronic mail.

12. RULES OF ORDER

12.1 All general meetings shall be conducted in accordance with Robert's Rules of Order.