



YTA Policy Manual

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Yukon Teachers' Association
Association des enseignantes du Yukon

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Preface

This YTA Policy Manual contains all of the policies of the Association.

This manual was initiated in 2014. The policies and regulations that used to be in the document known as the 'YTA Handbook' were the starting point for this version of the manual. The policies and regulations are now all called "Policies" and have been organized into different sections in this manual.

Other materials that were found in the old YTA Handbook were the constitution and bylaws of the organization. The constitution was revoked in 2014 (as it overlapped with the *Teaching Professions Act* which has precedence).

The bylaws continue to exist separate from this manual. However, *everything in the policy manual must be consistent with YTA bylaws*. If there is a conflict, the content of the bylaws shall prevail. And the Acts governing YTA prevail over the YTA bylaws.

YTA Governing Documents

Teaching Professions Act (Yukon)

The Yukon's *Teaching Professions Act*, passed in the late 1980's, sets out in legislation the objectives of YTA, and a framework for its structure. This Act defines the Association's powers; outlines possible membership categories and how membership fees will be collected; identifies that bylaws can be created by YTA; and specifies that membership meetings shall be held at least once a year. The Act also put into law the requirement for YTA to develop a Code of Ethics and establish a Discipline Committee.

Education Act (Yukon)

The *Education Act* defines the roles and responsibilities of all partners involved in the education of Yukon students. The Act includes sections on: territorial administration; students and parents; school operations; Yukon First Nations; French language and separate school rights; school committees, councils and boards; appeals; teachers; finances; and bargaining agent.

Education Labour Relations Act (Yukon)

This act establishes the Yukon Teachers Labour Relations Board and defines a number of things related to collective bargaining. This includes information on how bargaining rights are acquired and terminated; what collective bargaining involves; how disputes are dealt with; how grievances will be adjudicated; and parameters for strikes and lockouts. This Act affirms that YTA is the current bargaining agent for teachers, Education Assistants, and Teachers On Call.

YTA Bylaws

YTA has Bylaws that further govern how it operates. The Bylaws include sections on the following matters:

- 1) Membership
- 2) Finances
- 3) Meetings
- 4) Executive
- 5) Conflict of Interest
- 6) Indemnification
- 7) Central Council
- 8) Officers & Duties
- 9) Committees & Sub-Associations
- 10) Elections & Voting
- 11) Limitation of Power
- 12) Discipline

The Bylaws can only be amended by the membership at General Meetings by extraordinary resolutions. Such resolutions require 21 days notice to members and at least 75% of members voting at the meeting must approve the resolution.

Policy & Procedures

Much of YTA's business is guided by policies and procedures. The policies cover topics such as: the structure and duties of committees; travel and accommodation rates; financial matters; standing rules for General Meetings; legal services; and other organizational matters. They also include policy statements on broader issues related to teaching, learning environments and societal issues.

Policy-Making in YTA

Most YTA policies are developed by the Executive Committee to assist in the management of the organization. Policies can also be developed and approved by Central Council and by the membership at General Meetings.

The power for the Executive and Central Council to make policies is identified in Section 9 of the *Teaching Professions Act*:

Subject to and in accordance with the bylaws and any resolution of the annual general meeting of the teachers' association, the Central Council, Executive, and Table Officers shall govern, control, and administer the affairs of the teachers association and shall exercise all rights and powers vested in the teacher.

YTA's bylaws reinforce the investment of powers in the Executive and other bodies. Under the duties and powers of the Executive, it states:

- The Executive shall, subject to the action of the Annual General, or Special General, Meeting of the Association, or a meeting of the Central Council, exercise

all the powers of the Association, the direction and supervision of its business, and the conduct of the affairs of the Association.

- The Executive shall attend to the business of the Association between Annual General Meetings, Special General Meetings or meetings of the Central Council.

Under the section outlining the structure and role of the Central Council the bylaws state:

The Central Council may, both at its own discretion, or at the request of the Executive, consider any question affecting the Association, and direct the Executive accordingly.

Role of YTA Members in policy-making

Policies can also be passed as resolutions at the General Meetings of the members (see the Resolutions Policy in this manual for more information). Many of the policies in this manual, particularly those found in the Teaching & Employment, Student and Learning Environment and Societal Issues sections, are from resolutions voted on by the membership.

In the event a member has a concern about a policy passed by the Executive or Central Council, the bylaws include a section called “Limitations of Power” which states:

Any policy matter passed by the Executive or Central Council shall be referred to the membership for approval upon petition of twenty percent of the membership. All action on the referred policy shall cease pending the outcome of the referendum.

Policy Committee

The YTA has a Policy Committee who is charged with making sure this manual is kept up to date, under the direction of the Executive and in consultation with other YTA committees. The Chair of the committee is elected by the membership and sits on the Executive. Other committee members are also members of the association.

For more information on the policy manual, please contact our office:

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Table of Contents

Updated: June 1, 2020.....	i
Preface	i
YTA Governing Documents	i
Policy-Making in YTA.....	ii
Section I: Governance and Administration Policies	1
YTA Membership Duties and Fees	1
Central Council	3
Executive Committee	5
YTA Committees	8
Terms of Reference: Policy Committee	10
Terms of Reference: Employment Relations Committee.....	12
Terms of Reference: Membership Committee.....	14
Terms of Reference: Public Relations Committee	16
Terms of Reference: Professional Development Committee.....	18
Terms of Reference: Finance Committee	21
Terms of Reference: Professional Relations Committee.....	23
Terms of Reference: Conference Committee	24
Terms of Reference: Negotiations Committee	25
Terms of Reference: Nominations Committee	27
Terms of Reference: Ethics Committee	28
Sub-Associations	29
Decision-Making Policy	31
Standing Rules for YTA General Meetings.....	32
Elections Policy.....	37
Nominations Policy	46
Resolutions Policy	47
Finance Policy.....	49
Travel Rates Policy	51
Negotiations Policy	53
Professional Development Program Policy.....	54
Administration of the Code of Ethics Policy.....	55

Harassment Policy.....	60
Privacy Policy.....	64
The Collective Agreement Defence Fund.....	66
Legal Services.....	68
Communications Policy	70
File Management Policy.....	71
Section II: Teaching and Employment Policies	72
Responsibility of Teachers.....	73
Internal Administration	73
Right of Input	74
Housing for Teachers.....	74
Teacher Education & Training	74
Teacher Evaluation	76
Paraprofessionals.....	76
Paraprofessional Education & Training	76
Health and Safety.....	77
Involvement of Community Members.....	77
General Conditions.....	77
Section III: Student and Learning Environment Policies	79
General Conditions.....	80
Classroom Size & Environment	80
Language and Culture.....	81
Inclusion Policy.....	81
Section IV: Societal Issues	83
Childcare.....	84
Second Languages and Minority Language rights.....	84
Equal Opportunity.....	84
Pornography	85

Section I: Governance and Administration Policies

YTA Membership Duties and Fees

Policy Statement: YTA Bylaws define membership options in YTA. The Association recognizes that with the privilege of membership, also comes responsibilities which should be communicated to all members. Membership fees shall be paid to the YTA according to the category of membership.

1) Eligibility & Term

- a) Eligibility, categories and term of membership are outlined in the YTA bylaws.
 - i) For greater clarity, retired members are eligible for Associate Membership.
- b) Non-elected staff may not be Members during their employment with the Association.

2) Rights of Members

In addition to the rights outlined in the YTA Bylaws, the following rights apply:

All Members:

- a) Have the right to examine the conduct of the Association and to make such criticism within the Association, as the facts appear to warrant.
- b) May generally attend any open AGM sessions or Central Council, Executive, and Standing Committee meetings.
 - i) Because of the delicate and confidential nature of matters dealt with by the Ethics, Professional Relations, and Negotiations Committee, those meetings are not open to all members.
- c) Members are allowed, upon request, to make presentations to any committee at a mutually convenient time.

3) Duties of Members

All Members shall:

- a) Be aware of and adhere to the Code of Ethics.
- b) Lend their support to their professional organization. If views are at variance, members first seek changes from within the organization.
- c) Not make individual representation to a government or any of its departments or to any other body, concerning matters that should be dealt with by the Association.
- d) Honour commitments made on their behalf when the Association represents them at their request.
- e) Respect duly constituted picket lines at their work sites.
- f) Not undertake any duties performed by non-YTA personnel during strike action at educational sites nor will they expect students to perform these duties.

- g) Regard as their first duty the effective education of their students and maintain professional competence in their teaching.
- h) Recognize the professional responsibility to provide support for and service to the Association at the local and professional levels.
- i) Honour commitments made on their behalf by the Association when representation has been requested.
- j) Seek the advice of the Association concerning any problem relationship with colleagues that cannot be resolved by personal discussions.
- k) Be free to take employment within the various school areas during negotiation and conciliation procedures, except in an area which has been declared by the Yukon Teachers' Association to be "in dispute". Members shall not apply for, or accept positions in an area which has been declared to be "in dispute" and, furthermore, all members who have made application shall request the return of their application forthwith. Members who knowingly accept positions may be subject to disciplinary action.

4) **Discipline Process**

- a) In accordance with the requirements of the Teaching Profession Act, the Association must adopt a Code of Ethics that is binding on all members. If a member is concerned that another member has contravened the Code, they may lay a complaint of unprofessional or unethical conduct by contacting, within six months of the events, the YTA President, Past President or Executive Director (Reviewers).

Detailed procedures of the discipline process can be found in this Manual under "Administration of the Code of Ethics".

5) **Membership fees**

- a) Members pay an annual fee (also called union dues) at the scale established by the membership at the Annual General Meeting. This is deducted from the member's salary and forwarded to the YTA by the Department of Education.
- b) Honoured Individuals do not pay fees.
- c) Lifetime Contributors do not pay fees.
- d) Members on Education Leave under the Collective Agreement are assessed the current fee automatically.
- e) Members on Maternity or Parenthood Leave are assessed the current fee on any top-up received pursuant to Article 22 of the Collective Agreement.
- f) Members on Leave Without Pay, for an entire school year, who wish to retain YTA membership, are assessed a fee of 10% of the maximum allowable fee. Fees are to be paid directly to the Association office.

Central Council

Policy Statement: YTA's Central Council has been created to allow the membership a voice in decisions that are made during the year. The Central Council representatives are liaisons between the organization and its membership.

1) Composition and Election

- a) The composition of Central Council members (also known as YTA Representatives) are outlined in the Bylaws of YTA.
- b) The regular election of YTA Staff Representatives is to be held at the first staff meeting of the school year, and the YTA office to be informed as early as possible.
- c) Incumbent representatives shall remain in their positions until new representatives are elected in the following school year.

2) Duties of YTA Representatives

YTA Representatives shall:

- a) Act as a liaison between members in their respective schools or areas and the YTA Executive.
- b) Attend Council Meetings called by the Executive.
- c) Convene a meeting of the members whom they represent to hear views on the proposed Central Council Meeting agenda which shall be mailed or communicated at least one week before the Council Meeting is to be held.
- d) Receive and distribute information from the YTA office.
- e) Conduct polls and surveys of members as requested by the Executive.
- f) Be available to members requiring assistance with YTA matters.
- g) Be a member of the Professional Relations Committee when necessary.
- h) Submit bills incurred for YTA business monthly to the YTA office.

3) Frequency of meetings

- a) Central Council Meetings shall be held at least twice during the school year at the discretion of the Executive. Special meetings of the Central Council may be called as outlined in the Bylaws.
- b) At least two weeks notice with agenda should be given all council members.

4) Quorum

- a) The quorum for Central Council Meetings shall be a majority of the members of the Central Council.

5) Motions

- a) Member motions shall be submitted in writing; the only exceptions are motions to amend or accept the agenda or to amend or accept the minutes of the last meeting.

6) Voting

- a) Staff Representatives and members of the Executive shall have the right to vote at Central Council Meetings.
- b) Staff representatives shall vote as directed by the majority of persons they represent.
- c) Rules governing the voting by alternates are outlined in the YTA Bylaws.

7) Reporting

- a) Minutes are recorded, transcribed and presented for approval at the next Central Council meeting. When approved, the minutes are posted on the YTA web site.
- b) Central Council representatives provide a report of the meeting to the school/work site he/she represents.

8) Training

- a) The YTA should provide specific training opportunities annually for YTA representatives.

9) Expenses

- a) Central Council members are entitled to expenses as outlined in the YTA Bylaws.
- b) Approved claims will be paid according to the YTA Travel Rates Policy.

Executive Committee

Policy Statement: The Executive Committee attends to the business of the Association between Annual General Meetings, Special General Meetings or meetings of the Central Council as outlined in the YTA Bylaws.

1) Composition and Election

- a) The composition and election of the Council is set out in the YTA Bylaws.
- b) The process for filling vacancies is set out in the YTA Bylaws.

2) Duties of the Executive

In addition to the duties and powers outlined in the Bylaws:

- a) The Executive shall have the power to appoint, set the remuneration of, and dismiss non-elected staff.
- b) The Executive shall appoint, as required, a hiring committee to advise on the hiring of non-elected staff.
- c) In addition to committees identified in the YTA Bylaws, the Executive may appoint committees to carry on the activities of the Association. The powers and duties of these committees shall be approved by the Executive.
- d) The Executive may give approval to the formation of groups of members working on professionally related topics. These specialist groups are accountable for their actions to the Executive.
- e) The Executive shall each year designate at least one non-elected staff member to receive initial Ethics complaints.

3) Duties of Officers

- a) Duties of the President, Vice-President, Past President and Treasurer are outlined in the Bylaws of YTA.

4) Role of President

The President is the sole, elected, full-time representative position, with responsibility for and the duty to: support and promote member mandates; advance YTA objectives defined by Section 3 of the *Teaching Profession Act*; exercise general supervision over the affairs of the YTA; and including the following:

- a) YTA Representation and Business

Act as YTA's, and its members, official spokesperson, and media contact, including by way of official YTA correspondence.

Manage and lead YTA response to priority Department of Education and emerging/PSC Employer Issues.

Prepare for, consistently attend and Chair monthly “E-1” meetings with the Department of Education and “Joint Consultation” meetings with the Public Service Commission.

Develop outreach initiatives to government, community organizations, teacher associations in other jurisdictions and other organizations as requested by the Executive Committee.

Representing YTA by regular attendance at (and Chairing) Collective Agreement based Committees including by undertaking research and the formulation of YTA positions, agendas, and initiatives.

Act as YTA’s principle representative, including at official and public events, relevant to Government initiatives, YTA agendas and member interests.

Except for the ethics and nominations committees, act as an ex-officio member of all YTA committees and sub-associations. This includes attending the Finance Committee meetings and, with other staff, support for the Professional Development, Policy, Employment Relations, Membership and Public Relations Committee and sub-association meetings.

In accordance with YTA policy and as required, assist, supervise, and/or direct the Executive Director in the engagement of legal counsel when securing legal representation for members with respect to their conditions of employment.

Support and participate in collective bargaining preparations and negotiations along with the Executive Director, Employment Relations Advisors, and the Negotiations Committee in their development of a mandate and bargaining proposals. Assist the Bargaining Team with negotiations and timely bargaining related communication to the membership.

Oversee and ensure member, and YTA compliance, with YTA policy and procedure.

Facilitate YTA business, communication, and membership engagement including by travelling to and attending rural and urban Yukon schools, as needed.

b) Executive Committee, Annual General Meeting (AGM) and Central Council Meetings

Table agenda items for meetings to enable members to reasonably consider priority Education Department issues, emerging /PSC Employer issues and/or professional issues.

Secure and ensure that there is a Chairman to preside over the Annual General, Central Council, Executive, and Special General Meetings.

Present to the membership at each AGM and each Central Council meeting a comprehensive report of the on-going activities and issues relevant to the YTA membership.

Attend bi-monthly Executive Committee meetings and provide a comprehensive report of the day to day and on-going activities and issues relevant to the YTA.

c) Affiliates and Canadian Teachers’ Federation (CTF)

Act as the YTA representative and advocate of Yukon and Canadian education issues as an official Board Member of the CTF.

Attending quarterly/half yearly CTF Board of Directors meetings and provide a comprehensive report of the quarterly activities and issues relevant to the YTA.

Act as liaison and contact with affiliate provincial/territorial teacher associations.

Regular attendance and travel to interprovincial affiliate meetings, events, and training functions.

d) YTA Operations

Assist and direct the Executive Director in their day to day supervision of YTA staff including the Office Manager, Employment Relations Advisors, and the Bookkeeper.

Assist the Finance Committee with preparation of annual operating budget including staffing, capital improvement, program, standing committee financial requirements and sub-association funding requests.

Act as the legal custodian of the property of YTA, including taking all reasonable steps necessary to properly maintain and protect the operational infrastructure, and assets, of YTA.

Ensure maintenance of, and oversee, all archiving and record needs of the YTA, and ensure a record of all meetings, general or otherwise, of the YTA and its Executive are prepared and preserved.

e) Essential Knowledge

General knowledge and understanding of the Education Act, Teaching Professions Act and Education Labour Relations Act.

Sound knowledge and understanding of YTA/YG Collective Agreement, YTA's bylaws, Policy and Procedures Manual and Code of Ethics.

5) Meetings

- a) Executive meetings are held on a bi-weekly basis.
- b) An Executive Meeting may be called by any five Executive members. Except in cases of emergency, at least twenty-four hours notice should be given.
- c) Executive meetings involve only the members of the Executive, although any YTA member may attend open sessions as an observer.

6) Executive member expenses

- a) Executive Council members are entitled to expenses as outlined in the YTA Bylaws.
- b) Expenses will be paid according to the YTA Travel Rates Policy.

7) Quorum

- a) The quorum for an Executive meeting is outlined in the YTA Bylaws.

8) Reporting

- a) The Executive shall keep the membership informed of Executive business by issuing Executive Minutes and Treasurer's Reports.
- b) Information discussed at Executive meeting be made available to the membership except matters related to professional relations, ethics and/or legal matters involving individual members.
- c) Any news release or statement made by the YTA Executive on behalf of the membership be made available immediately to each school in Yukon

YTA Committees

Policy Statement: YTA shall develop categories of committees and ensure each has current Terms of Reference.

1) Committee categories

- a) There are four categories of committees: Standing, Executive, Appointed and Elected.
 - i) Standing Committees are ongoing committees and are identified in YTA Bylaws. Their chairs are elected at the AGM and form part of the Executive Committee.
 - ii) Executive Committees consist of Executive members and others. They may be formed and dissolved by the Executive.
 - iii) Appointed Committees are established for specific, often time-limited purposes by any of the YTA governing bodies. As noted in the YTA Bylaws, the Executive appoints the Chairperson of the Appointed Committee and the membership of Appointed Committees is approved by the Executive.
 - iv) Elected Committees are elected, in whole, by the membership of YTA.

2) Current committees

- a) The **Standing Committees** of the Yukon Teachers' Association are:
 - i) Policy
 - ii) Employment Relations
 - iii) Membership
 - iv) Professional Development
 - v) Public Relations
 - vi) Finance
- b) The **Executive Committees** consist of Executive members and others. The current Executive Committee of the Yukon Teachers' Association is:
 - i) Professional Relations
- c) The regularly **Appointed Committees** of the Yukon Teachers' Association include:
 - i) Conference
 - ii) Negotiations
 - iii) Nominations
- d) **The Elected committees are:**
 - i) Ethics

3) Training of Committee members

- a) Annually the Executive shall consider support for training needs of committee members for any standing, appointed or elected committee.

4) Terms of Reference

- a) The Executive will approve Terms of Reference for each committee.
- b) These Terms of Reference should include the following:
 - i) Purpose/Mandate of Committee
 - ii) Membership & Composition
 - iii) Duties of Committee
 - iv) Duties of Chair
 - v) Term of membership
 - vi) Authority and Scope
 - vii) Meeting Procedures
 - viii) Record of Meetings
 - ix) Reporting & accountability
 - x) Review and approval
- c) Short-term working groups do not require Terms of Reference to be developed.

Terms of Reference: Policy Committee

1. Purpose/Mandate of Committee

- a) To oversee and provide advice on changes to, and the implementation of, the bylaws and policies governing YTA, with a focus on ensuring consistency and clarity.

2. Membership & Composition

- a) The Chair of the Policy Committee is elected by members at the Annual General Meeting as per YTA bylaws;
- b) Committee members shall be chosen by the chairperson of the committee, subject to approval by the Executive;
- c) The YTA President shall be an ex-officio member as defined in the YTA bylaws.

3. Duties of Committee

- a) To ensure the development and updating of the documents and processes governing YTA, such as: bylaws, resolution development, policy development, and standing rules for General Meetings;
- b) To assist and advise the Association in developing policies, procedures or guidelines;
- c) To review existing bylaws and policies of the Association, according to timelines set out in said rule, and to bring forward to the appropriate body those bylaws and policies which require revision or deletion;
- d) To implement the resolution and policy development process, as defined in the bylaws and policies, including, but not limited to:
 - i) Reviewing resolutions submitted for Annual and special General Meetings, and Central Council, including recommending revisions or alternate approaches that would help ensure the consistency and clarity of YTA policy;
 - ii) Overseeing a fair and efficient resolution process for General Meetings and Central Council;
 - iii) Ensuring that YTA adheres to its bylaws and policies;
 - iv) Facilitating member understanding of the resolution and policy development process;
- e) To ensure the policy manual(s) is (are) updated in a timely manner to reflect changes in bylaws, policy and procedures
- f) To ensure that up-to-date policy manuals are accessible to all members.

4. Duties of Chair

- a) To recruit committee members, subject to approval of the Executive, ensuring there is an adequate number of members to conduct the business of the committee;
- b) To ensure the orientation of members;
- c) To call and chair meetings, unless otherwise delegated, and develop meeting agendas;
- d) To ensure the committee fulfills its duties as outlined in these Terms of Reference;
- e) To be the liaison between the Committee and the Executive;

5. Term of membership

- a) The Committee shall dissolve on June 30th or upon resignation of the Committee Chair as per the YTA bylaws.

6. Authority or Scope

- a) All committees are responsible to the Executive, Central Council and the AGM;
- b) Unless otherwise defined in the bylaws and policies of the Association, the Policy committee is an advisory body of the Association that advises other bodies of the Association on bylaw, policy and procedure development;
- c) The Committee is responsible for defining its own procedures;
- d) The Committee cannot approve bylaw or policy changes but may make editorial revisions to the policy manual provided these revisions do not change the intent of the policy.

7. Meetings

- a) The committee shall meet frequently enough to meet its obligations;
- b) Meetings of the Committee are open to the membership;
- c) Decisions of the committee will be made by the majority of members present at a meeting but must, at minimum, include the Chair and one other member;
- d) Quorum is considered to be the Chair and at least one other member of the Committee.

8. Record of Meetings

A record of decisions and a summary of business conducted shall be kept in the form of minutes and submitted to the YTA office.

9. Reporting & accountability

- a) The Chair shall submit a written report monthly to the Executive, and to each meeting of the Central Council and to the Annual General Meeting;
- b) Committee reports to Central Council and AGM shall be submitted to the YTA office two weeks in advance of the respective meeting.

10. Review and approval

These terms of reference will be reviewed by Executive in odd numbered years.

Terms of Reference: Employment Relations Committee

1. Purpose/Mandate of Committee

- a) To monitor all issues related to the working conditions of Yukon educators and advise YTA Executive and/or staff on matters of employment relations.

2. Membership & Composition

- a) The Chair of the Employment Relations Committee is elected by members at the Annual General Meeting as per YTA bylaws;
- b) Committee members shall be chosen by the chairperson of the committee, subject to approval by the Executive;
- c) The YTA President shall be an ex-officio member as defined in the YTA bylaws.

3. Duties of Committee

- a) To monitor working conditions that are now affecting, and are likely to affect, Yukon educators;
- b) To monitor the implementation of the Collective Agreement;
- c) To advise the Executive on matters of employment relations and follow-up as directed;
- d) To assist YTA staff in managing grievances, when requested to do so;
- e) To ensure training of YTA members in the collective bargaining process;
- f) To review policies in the Teaching & Employment Conditions Policies section of the YTA policy manual and ensure they are up-to-date.
- g) To draft policies as needed.

4. Duties of Chair

- a) To recruit committee members, subject to approval of the Executive, ensuring there is an adequate number of members to conduct the business of the committee;
- b) To ensure the orientation of committee members;
- c) To call and chair meetings, unless otherwise delegated, and develop meeting agendas;
- d) To ensure the committee fulfills its duties as outlined in these Terms of Reference;
- e) To be the liaison between the Committee and the Executive;
- f) To provide drafts of any recommended policy changes to the Chair of the Policy Committee.

5. Term of membership

- a) The Committee shall dissolve on June 30th or upon resignation of the Committee Chair as per the YTA bylaws.

6. Authority or Scope

- a) All committees are responsible to the Executive, Central Council and the AGM;
- b) This committee is not a decision-making body, unless otherwise defined in the Bylaws or policies of the Association;
- c) The Committee is responsible for defining its own procedures.

7. Meetings

- a) The committee shall meet frequently enough to meet its obligations;
- b) Meetings of the Committee are open to the membership;
- c) Decisions of the committee will be made by the majority of members present at a meeting but must, at minimum, include the Chair and one other member;
- d) Quorum is considered to be the Chair and at least one other member of the Committee.

8. Record of Meetings

- a) A record of decisions and a summary of business conducted shall be kept in the form of minutes and submitted to the YTA office.

9. Reporting & accountability

- a) The Chair shall submit a written report monthly to the Executive, and to each meeting of the Central Council and to the Annual General Meeting;
- b) Committee reports to Central Council and AGM shall be submitted to the YTA office two weeks in advance of the respective meeting.

10. Review and approval

- a) These terms of reference will be reviewed by Executive in odd numbered years.

Terms of Reference: Membership Committee

11. Purpose/Mandate of Committee

- a) To provide services to YTA's membership including (but not limited to) the selection of candidates for awards, scholarships, Lifetime Contributors and Honoured Individuals.
- b) To help ensure that YTA communicates effectively with its members.

2. Membership & Composition

- a) The Chair of the Membership Committee is elected by members at the Annual General Meeting as per YTA bylaws;
- b) Committee members shall be chosen by the chairperson of the committee, subject to approval by the Executive;
- c) The YTA President shall be an ex-officio member as defined in the YTA bylaws.

3. Duties of Committee

- a) After each AGM, to review the YTA Membership Booklet and update as needed before the fall Central Council meeting;
- b) To ensure that the most recent version of the Membership Booklet is available on the YTA website and in each school as a hard copy;
- c) To advise YTA on how its communications to members can be improved;
- d) As defined in YTA bylaws, identify and select candidates for Lifetime Contributor to the YTA and forward to Central Council for approval.
- e) To receive and review written nominations for Honoured Individuals and forward to Central Council or AGM for approval, as per YTA bylaws.
- f) To annually oversee the nomination and anticipated awards process for the Alice Elson Award, ensuring it is conducted according to procedures outlined in the Members' Booklet. The committee shall recommend recipients to the YTA Executive.
- g) To oversee the application process for all YTA post-secondary scholarship funds, ensuring there is adequate promotion of the scholarships and the application process is clear and appropriate, and to review applications, select award winners and ensure scholarships are disbursed as intended.
- h) To recommend to the President three people to sit on the Joint Education Leave Committee, one of whom shall be the Chair of the Membership Committee;
- i) To recommend candidates for Project Overseas to the Executive;
- j) To recruit a Chair for the YTA Nominations Committee and recommend their appointment to the YTA Executive;
- k) To recruit volunteers from the YTA membership for YTA events, including the registration table at YTA General Meetings and scrutineers for elections.
- l) To review YTA bylaws and policies on membership and recommend changes as needed.
- m) To draft policies as needed.

4. Duties of Chair

- a) To recruit committee members, subject to approval of the Executive, ensuring there is an adequate number of members to conduct the business of the committee;
- b) To ensure the orientation of members;
- c) To call and chair meetings, unless otherwise delegated, and develop meeting agendas;
- d) To ensure the committee fulfills its duties as outlined in these Terms of Reference;
- e) To be the liaison between the Committee and the Executive;
- f) To provide drafts of any recommended policy changes to the Chair of the Policy Committee;
- g) To sit on the Joint Education Leave Committee.

5. Term of membership

- a) The Committee shall dissolve on June 30th or upon resignation of the Committee Chair as per the YTA bylaws.

6. Authority or Scope

- a) All committees are responsible to the Executive, Central Council and the AGM;
- b) This committee is not a decision-making body, unless otherwise defined in the Bylaws or policies of the Association;
- e) The Committee is responsible for defining its own procedures;
- f) The Committee has authority to award all YTA post-secondary scholarships but may only make recommendations recipients for Lifetime Contributors, Honoured Individuals and for the Alice Elston Award.

7. Meetings

- a) The committee shall meet frequently enough to meet its obligations;
- b) Meetings of the Committee are open to the membership;
- c) Decisions of the committee will be made by the majority of members present at a meeting but must, at minimum, include the Chair and one other member;
- d) Quorum is considered to be the Chair and at least one other member of the Committee.

8. Record of Meetings

A record of decisions and a summary of business conducted shall be kept in the form of minutes and submitted to the YTA office.

9. Reporting & accountability

- a) The Chair shall submit a written report monthly to the Executive, and to each meeting of the Central Council and to the Annual General Meeting
- b) Committee reports to Central Council and AGM shall be submitted to the YTA office two weeks in advance of the respective meeting.

10. Review and approval

These terms of reference will be reviewed by Executive in even numbered years.

Terms of Reference: Public Relations Committee

1. Purpose/Mandate of Committee

- a) To develop and promote strategies that inform the public of issues of concern to the Yukon Teachers' Association.

2. Membership & Composition

- a) The Chair of the Public Relations Committee is elected by members at the Annual General Meeting as per YTA bylaws;
- b) Committee members shall be chosen by the chairperson of the committee, subject to approval by the Executive;
- c) The YTA Vice-President serves on this Committee as defined in the YTA bylaws;
- d) The YTA President shall be an ex-officio member as defined in the YTA bylaws.

3. Duties of Committee

- a) To develop strategies for informing the Yukon public of the YTA's position on a variety of issues of concern to the YTA as directed by the YTA President, Executive, Central Council and Annual General Meeting;
- b) To assist in the development of press releases, advertisements, and other media communications to inform the public of YTA's stand on the above issues;
- c) To develop strategies for informing the Yukon public of the positive things being done by YTA members in Yukon schools and communities;
- d) To have all strategies and media communications signed by the YTA President prior to circulation to ensure that the public and media do not become confused about the person who is the Official Spokesperson for the YTA;
- e) To draft policies as needed.

4. Duties of Chair

- a) To recruit committee members, subject to approval of the Executive, ensuring there is an adequate number of members to conduct the business of the committee;
- b) To ensure the orientation of members;
- c) To call and chair meetings, unless otherwise delegated, and develop meeting agendas;
- d) To ensure the committee fulfills its duties as outlined in these Terms of Reference;
- e) To be the liaison between the Committee and the Executive;
- f) To provide drafts of any recommended policy changes to the Chair of the Policy Committee.

5. Term of membership

- a) The Committee shall dissolve on June 30th or upon resignation of the Committee Chair as per the YTA bylaws.

6. Authority or Scope

- a) All committees are responsible to the Executive, Central Council and the AGM;
- b) All public communications of the Public Relations Committee must be authorized by the YTA President prior to circulation.

7. Meetings

- a) The committee shall meet frequently enough to meet its obligations;
- b) Meetings of the Committee are open to the membership;
- c) Decisions of the committee will be made by the majority of members present at a meeting but must, at minimum, include the Chair and one other member;
- d) Quorum is considered to be the Chair and at least one other member of the Committee.

8. Record of Meetings

A record of decisions and a summary of business conducted shall be kept in the form of minutes and submitted to the YTA office.

9. Reporting & accountability

- a) The Chair shall submit a written report monthly to the Executive, and to each meeting of the Central Council and the Annual General Meeting;
- b) Committee reports to Central Council and AGM shall be submitted to the YTA office two weeks in advance of the respective meeting.

10. Review and approval

These terms of reference will be reviewed by Executive in even numbered years.

Terms of Reference: Professional Development Committee

1) Purpose/Mandate of Committee

- a) To develop and deliver local professional development (PD) opportunities as directed by Membership;
- b) To promote to YTA members the value of PD;
- c) To promote to YTA members available opportunities for self-directed PD;
- d) To effectively administer the PD fund in a transparent, equitable and fiscally responsible manner.

2) Membership & Composition

- a) The Chair of the PD Committee is elected by members at the Annual General Meeting as per YTA bylaws;
- b) The YTA President shall be an ex-officio member as defined in the YTA bylaws;
- c) Yukon Education is granted one seat on the Committee in accordance with the Collective Agreement;
- d) Committee members shall be chosen by the chairperson of the committee, subject to approval by the Executive.

3) Duties of Committee

- a) To coordinate YTA PD programs;
- b) To promote the PD fund to members and schools and ensure there is a clear and accessible application process in place;
- c) To coordinate Yukon PD events which reflect the desires and needs of educators;
- d) To ensure a record is kept of all monies received, allocated and disbursed for PD;
- e) To ensure the timely payment of approved expenses from the PD Fund;
- f) To review a financial report at least bi-monthly of all monies received and expended for PD;
- g) To develop a plan for the AGM indicating PD priorities and proposed activities for the forthcoming year;
- h) To present a budget of anticipated PD revenues and expenditures for the forthcoming year to the AGM for approval;
- i) To develop and circulate a yearly survey to the membership so as to identify PD needs and desires;
- j) Individual committee members shall notify other Committee members if there is a conflict of interest with a particular application;
- k) To advise the Negotiations Committee on PD related issues;
- l) To implement the Professional Development related policies;
- m) To draft policies as needed.

4) Duties of Chair

- a) To recruit committee members, subject to approval of the Executive, ensuring there is an adequate number of members to conduct the business of the committee;
- b) To ensure the orientation of members;
- c) To call and chair meetings, unless otherwise delegated, and develop meeting agendas;
- d) To ensure the committee fulfills its duties as outlined in these Terms of Reference;

- e) To present a plan indicating PD priorities and proposed activities for the forthcoming year to AGM for approval and then to the Joint Trust Fund Management Committee for approval;
- f) To present to AGM a review of the year's professional development activities including a cumulative breakdown of membership participation in each of the categories in the committee's budget.
- g) The Chair shall prepare a written annual report for the Joint Trust Fund Management Committee;
- h) To be the liaison between the Committee and the Executive;
- i) To provide drafts of any recommended policy changes to the Chair of the Policy Committee;
- j) To distribute information about PD activities and prepare reports as needed;
- k) To represent the YTA PD Committee on the Joint Trust Fund Management Committee;
- l) To liaise with Yukon Education on YTA PD matters;
- m) To chair the YTA Territory-Wide Conference Committee.

5) Term of membership

- a) The Committee shall dissolve on June 30th as per the YTA bylaws;
- b) The Committee shall dissolve upon resignation of the Committee Chair;
- c) At the discretion of the Chair, a recommendation may be made to Executive for the removal of a member if two consecutive meetings are missed.

6) Authority or Scope

- a) All committees are responsible to the Executive, Central Council and the AGM;
- b) The PD Committee has the authority to approve or reject PD applications and to define application procedures that are consistent with policy;
- c) The Committee is responsible for defining its procedures, beyond those outlined in these Terms of Reference, and shall report procedural changes to Executive in a timely fashion;
- d) The Committee has the authority to administer its budget, subject to approval by the AGM;
- e) On other PD matters, the Committee may provide recommendations to Executive, Central Council, AGM, or other YTA committees.

7) Meetings

- a) The committee shall meet at least twice a month during the school year. Months with extended holidays and June are the exceptions;
- b) Discussion of individual applications shall be confidential;
- c) Decisions of the committee will be made by the majority of committee members. Voting may occur at meetings and/or by a phone or email poll of committee members.

8) Record of Meetings

A record of decisions and a summary of business conducted shall be kept in the form of minutes in the PD office, as well as the YTA office.

9) Reporting & accountability

- a) The Chair shall submit a written report monthly to the Executive, and to each meeting of the Central Council and the Annual General Meeting;
- b) Committee reports to Central Council and AGM shall be submitted to the office two weeks in advance of the respective meeting;

- c) The Chair shall prepare a written annual report for the Joint Trust Fund Management Committee.

10) Review and approval

- a) These terms of reference will be reviewed by Executive in even numbered years.

Terms of Reference: Finance Committee

1) Purpose/Mandate of Committee

- a) To oversee the management of YTA financial resources;
- b) To institute a fair, transparent and fiscally responsible management system for YTA financial resources.

2) Membership & Composition

- a) The Chair of the Finance Committee is the Treasurer who is elected by members at the Annual General Meeting as per YTA bylaws;
- b) The YTA Vice-President serves on this Committee as defined in the YTA bylaws;
- c) The YTA President shall be an ex-officio member as defined in the YTA bylaws;
- d) The YTA Past President serves on this Committee as defined in the YTA bylaws;
- e) In the event that the Vice President becomes the Acting President, the Executive is empowered to appoint one additional Executive member, for the duration of the Vice President's acting position;
- f) Relevant YTA staff members.

3) Duties of Committee

- a) To ensure a record is kept of all monies received and disbursed by the Association;
- b) To pay YTA accounts as approved by the Executive;
- c) To submit to the AGM a financial report of all monies received and expended in the previous fiscal year, from the last AGM;
- d) To submit to each Central Council Meeting a statement of the fiscal condition of the Association;
- e) To develop for approval at AGM, a budget of anticipated revenues and expenditures for the forthcoming year in accordance with YTA Bylaws;
- f) To develop a five year plan;
- g) To serve as a Building and Staff Management Committee;
 - i) To negotiate terms and conditions of employment with staff and to present to the Executive for approval;
 - ii) To prepare a long term plan (3 – 5 years) for the maintenance and repair of the building and its furnishings;
 - iii) To provide general guidance for the building's operation including things such as rental and custodial service;
 - iv) To direct and evaluate non-elected staff;
- h) To review the YTA Financial Policy and Travel Rates Policy;
- i) To develop policies as needed.

4) Duties of Chair (YTA Treasurer)

- a) To ensure the orientation of members;
- b) To call and chair meetings, unless otherwise delegated, and develop meeting agendas;
- c) To ensure the committee fulfills its duties as outlined in these Terms of Reference;
- d) To be the liaison between the Committee and the Executive;

- e) To present annually to the AGM, for its approval, a budget of anticipated revenues and expenditures for the forthcoming year in accordance with YTA Bylaws;
- f) To provide drafts of any recommended policy changes to the Chair of the Policy Committee.

5) Term of membership

- a) The members of the Committee shall serve for a term of one year commencing July 1st in the year elected as per YTA bylaws;

6) Authority or Scope

- a) In accordance with the YTA Bylaws, no expenditures in excess of the total approved budget expenditures for each fund (e.g. general fund and professional development fund) shall be made;
- b) Reallocation of monies from one line item to another within the same fund may be done with Executive or Central Council approval, in accordance with YTA Bylaws;
- c) In accordance with the YTA Bylaws, all members shall have the right to examine the financial records of the Association.

7) Meetings

- a) The committee shall meet at least once a month during the school year;
- b) Quorum shall be the Treasurer plus one elected committee member.

8) Record of Meetings

- a) A record of decisions and a summary of business conducted shall be kept in the form of minutes in the PD office, as well as the YTA office.

9) Reporting & accountability

- a) The Chair shall submit a written report monthly to the Executive, and to each meeting of the Central Council and the Annual General Meeting;
- b) Committee reports to Central Council and AGM shall be submitted to the YTA office two weeks in advance of the respective meeting.

10) Review and approval

- a) These terms of reference will be reviewed by Executive in odd numbered years.

Terms of Reference: Professional Relations Committee

TO BE DEVELOPED

These Terms of Reference should include the following:

- 1) Purpose/Mandate of Committee
- 2) Membership & Composition
- 3) Duties of Committee
- 4) Duties of Chair
- 5) Term of membership
- 6) Authority or Scope
- 7) Meetings
- 8) Record of Meetings
- 9) Reporting & accountability
- 10) Review and approval

Terms of Reference: Conference Committee

TO BE DEVELOPED

These Terms of Reference should include the following:

- 1) Purpose/Mandate of Committee
- 2) Membership & Composition
- 3) Duties of Committee
- 4) Duties of Chair
- 5) Term of membership
- 6) Authority or Scope
- 7) Meetings
- 8) Record of Meetings
- 9) Reporting & accountability
- 10) Review and approval

Terms of Reference: Negotiations Committee

1) Purpose/Mandate of Committee

- a) To ensure the negotiation process and ratification of YTA's Collective Agreement proceeds in accordance with the direction of the Executive and in compliance with the *Education Labour Relations Act*.

2) Membership & Composition

- a) Members of the committee are appointed by the Executive.
- b) The committee should be reflective of the diversity of the members of the Association but should not exceed 15 voting members.
- c) The committee shall include the YTA President or designate as a voting member.
- d) Non-elected staff and non-YTA members may be appointed as non-voting members of the committee.
- e) The Bargaining Team will be appointed by the Executive from the membership of the Negotiating Committee.
- f) The Chair may recommend to the Executive the removal of a member who has missed two or more consecutive meetings.

3) Duties of Committee

- a) To work on behalf of the YTA membership.
- b) To select a Chair from among its voting membership, subject to approval by the Executive.
- c) To ensure input on possible negotiation issues and positions is solicited from YTA's membership before a negotiations package is completed.
- d) To ensure a negotiations package, which reflects the priorities of YTA's membership, is prepared for ratification by the Executive.
- e) To oversee the work of the Bargaining Team, providing strategic direction as needed.
- f) To ensure the proposed language of amendments in a negotiated Tentative Agreement is prepared and made available to members during the ratification process.
- g) In conjunction with the Executive, to facilitate one or more sessions that allow for discussion of a Tentative Agreement by YTA members.
- h) To oversee the ratification process of the Tentative Agreement.
- i) To ensure YTA policies on bargaining and ratification are kept up to date.

4) Duties of Chair

- a) To ensure the orientation of members.
- b) To call and chair meetings, unless otherwise delegated, and develop meeting agendas.
- c) To ensure the committee fulfills its duties as outlined in these Terms of Reference and operates in a manner consistent with YTA bylaws and policies.
- d) To be the liaison between the Committee and the Executive.

5) Term of membership

- a) The committee shall be operational from the date of appointment to the delivery of a final report.

Terms of Reference: Nominations Committee

Need to be developed

These Terms of Reference should include the following:

- 1) Purpose/Mandate of Committee
- 2) Membership & Composition
- 3) Duties of Committee
- 4) Duties of Chair
- 5) Term of membership
- 6) Authority or Scope
- 7) Meetings
- 8) Record of Meetings
- 9) Reporting & accountability
- 10) Review and approval

Terms of Reference: Ethics Committee

An Ethics Committee of 12 members is elected for a three year term by the YTA membership at the Annual General Meeting. If a vacancy occurs, the Central Council can appoint an interim member whose term will go to the next Annual General Meeting or the completion of any hearing that may not be completed by the AGM.

The role of the Committee is to administer the Code of Ethics. This includes regulating its own meetings and hearings, including how questions will be decided and the transaction and management of business and procedure relating to the conduct of its hearings.

The Administration of the Code of Ethics can be found in the policy section and in the Members' Booklet along with the Code of Ethics.

Sub-Associations

1) GENERAL INFORMATION

- a) Formation and basic membership requirements of a sub-Association is outlined in the YTA bylaws.
- b) Recognition of a sub-Association may be withdrawn by the Executive when the sub-Association is no longer active or fulfilling its purpose.
- c) Submissions which sub-Associations wish to make to organizations, persons, government departments, or agencies outside the YTA shall be conducted through the regular channels of the YTA.

2) FEES

- a) The charging of fees, the amount and processing shall be the responsibility of each sub-Association.
- b) Where fees are charged, financial statements shall be presented to the sub-association membership.

3) DUTIES

- a) A current copy of the objectives of each recognized YTA sub-Association shall be filed at the YTA office.
- b) An Executive list shall be included in at least one report to Central Council within the school year.
- c) Agendas, minutes, correspondence, reports, presentations and financial statements where applicable, shall be forwarded to the Executive on a regular basis.
- d) Sub-Association reports shall be submitted to at least one Central Council meeting per school year and the AGM. The Executive committee may request a report.
- e) The Executive shall be advised of changes in learning or management conditions which affect the objectives of the sub-Association or the YTA.
- f) Upon the request of the AGM, Central Council or Executive, Sub-Associations shall respond to issues concerning their membership.
- g) Members' concerns shall be forwarded to the Executive, Central Council and the AGM.
- h) Sub-Associations must hold general meetings to review and approve objectives, elect officers, and establish, when necessary, a membership fee.

4) RESPONSIBILITIES OF YTA TO SUB-ASSOCIATIONS

- a) The YTA shall support sub-Associations in their efforts to improve learning conditions.
- b) The YTA will provide publishing and mailing services at cost where volume exceeds normal amounts.
- c) The YTA shall forward correspondence to sub-Associations.

- d) Relevant information and publications will be forwarded to the chairpersons of sub-Associations.
- e) Filing facilities shall be provided.
- f) The YTA shall distribute Executive minutes to sub-Associations.
- g) The YTA shall solicit the views and concerns of sub-Associations.
- h) The YTA shall represent the views and concerns of sub-Associations to the Minister of Education, the Association of School Councils, the Department of Education and any other groups or agencies.
- i) The YTA shall negotiate on behalf of sub-Associations.
- j) Representation on behalf of a sub-Association shall be made by a representative of the sub-Association and the President, or the President alone at the request of the sub-Association.
- k) The YTA shall encourage sub-Associations to implement PD events for their members.

5) Funding and Reimbursement

- a) The process for applying for funding and reimbursement is outlined in the YTA Financial Policy.

Decision-Making Policy

1) LEVELS OF AUTHORITY

- a) Decisions made at any level can be overruled only at the same level or a higher level. Levels of authority:
 - i) AGM or Special General Meeting
 - ii) Central Council
 - iii) Executive
 - iv) Committees and Sub-Associations

[NOTE: This information is excerpted from the old YTA Regulations. However, a policy of Executive or CC can only be reviewed by AGM if a petition of 20% of members is signed, according to bylaws.]

Standing Rules for YTA General Meetings

1) General Information

- a) The Annual General Meeting is the major policy-making authority of the Association, in that it decides for or against issues brought before it in the form of resolutions from teachers, committees, sub-Association, the Executive, and Council. The Annual General Meeting involves the entire membership of the Yukon Teachers' Association.

2) Standing Rules

a) *Right to Attend*

- i) All members of the YTA have the right to attend the meeting.

b) *Right to Speak*

- i) Except by consent of the meeting only members are entitled to speak.
- ii) The right to speak is on recognition of the Chair and is obtained by standing or raising a hand. The only exception arises with points of privilege and order. Every person shall identify himself or herself when granted recognition by the Chair.
- iii) The Chair shall, in recognizing speakers, have the right to deviate from the order in which persons seek recognition so as to permit a speaker or speakers to present a contrary point of view from that of those who have already spoken.
- iv) No speaker may, without the consent of the meeting, speak more than once or for longer than three minutes on each motion, main or subsidiary. This rule shall not deprive the mover of the right to close debate.
- v) It should be noted that asking and answering questions do not constitute speaking to a motion.
- vi) Questions and answers must be directed through the Chair.

c) *Agenda*

- i) The preparation of the agenda shall be the responsibility of the President.
- ii) The agenda may contain the hours at which each session shall convene and adjourn and business to be transacted during each session.
- iii) When the agenda is presented to the meeting for adoption, the President or Executive shall recommend additions, if any, to that agenda.
- iv) The Annual General Meeting or Council Meeting shall, from time to time, make rules concerning which of its component parts shall have the right to submit matters for the consideration of the meeting.

d) *Motion to Adopt or Amend Standing Rules*

- i) Such a motion shall, if required, be the first order of business.

e) *Motion to Adopt Agenda*

- i) The agenda shall be circulated to the members. On behalf of the Executive there may be a resolution to amend the agenda to add items originating with the Executive or submitted to the Executive. The content of these items and the proposed time allotment for discussion shall be circulated to the members prior to the motion to amend the agenda.
 - ii) At subsequent times during the meeting, a motion to add an item to the agenda (except as new business), to delete an item from the agenda or to alter the time of consideration of an item shall be in order, subject to the rules contained herein.
- f) *Motion to Adopt Minutes*
- i) There shall be a motion to adopt the minutes of the previous meeting. These minutes shall have been circulated to YTA members.
- g) *Motions to Amend the Agenda (Subsequent to its Adoption)*
- i) Motions to amend the agenda include all alterations to the printed agenda and amendments thereto, adopted in the commencement of the meeting, including:
 - (1) Time changes to adjourn;
 - (2) Time changes to convene;
 - (3) Alterations of time allotted to consider an item.
 - (4) Motions to reconsider:
 - (a) reconsiderations of a defeated motion;
 - (b) proposal to amend a motion already adopted;
 - (c) a motion to rescind a motion already adopted.
 - (5) Addition of items to be considered;
 - (6) Except where it is obviously impossible (such as alteration of time to adjourn the present session or to convene the immediate subsequent session) all motions to amend the agenda, subsequent to its adoption, require notice of motion.
- h) *Main Motions*
- i) Main motions must be moved and seconded. It is the primary responsibility of the sponsoring body of a main motion to move and second, but it is the right of any member to move or second any main motion.
 - ii) Recommendations of YTA committees take precedence over resolutions from individuals.
- i) *Substitute Resolutions*
- i) The meeting may accept a motion to amend the agenda calling for debate at a subsequent session on a resolution.
 - ii) The normal procedure shall be that such substitute resolutions be prepared in consultation between the sponsor(s) of the main motions and the appropriate committee.
 - iii) A motion duly moved and seconded becomes the property of the meeting and may not be withdrawn without unanimous consent of the members.
- j) *Amendments*

- i) An amendment to be in order may change the wording of the resolution or amendment to which it applies by addition, deletion or substitution of words. The amended resolution must retain the basic intent of the original motion.
- k) *Subsidiary Motion*
 - i) General Information
 - (1) No subsidiary motion is in order until after the chair is satisfied that an opportunity has been given to present the affirmative and negative points of view.
 - (2) No member who has participated in the debate on a main motion or an amendment shall move a subsidiary motion thereto.
 - ii) Refer Main Motion with or without Amendment
 - (1) A motion to refer must indicate the body to which the motion is to be referred, may empower action, or may require a report to a subsequent Annual General Meeting, to the Executive or to the Council.
 - iii) Postpone Main Motion
 - (1) Postponement to a later session of the meeting can be achieved by a motion to amend the agenda. Postponement to a subsequent Annual General Meeting has the effect of ordering the inclusion of that item on the agenda of the subsequent meeting.
 - iv) Table Main Motion
 - (1) A two-thirds majority is required to table main motions.
 - (2) Any tabled motion may be lifted from the table by motion to amend the agenda. Notice is required that such motion will be presented at a subsequent session. The motion to lift from the table is debatable but non-amendable.
 - v) Previous Question
 - (1) The motion to move the previous question takes precedence over all subsidiary motions except to table. The mover must be recognized by the chair. The motion cannot be debated or amended. A two-thirds majority is required.
- l) *Extraordinary Resolutions*
 - i) Extraordinary resolutions are amendments to the Bylaws. It is recommended that the notice of motion contain the words "with or without amendment" so as to clarify the legal position of the meeting to propose amendments to the material as circulated.
- m) *Committee of the Whole*
 - i) The meeting may, when considering any item on the agenda, resolve itself into a Committee of the Whole. The procedure is used for two reasons:
 - (1) The topic is sufficiently complex to warrant interim decisions which will become binding only after passage of a final composite resolution recommended to the meeting by the Committee of the Whole, or;
 - (2) The matter is a sensitive one and it is the opinion of the meeting that only YTA members and staff should be in attendance.

- (3) Whenever a meeting resolves itself into a Committee of the Whole, observers are requested to leave.
- ii) The procedure is for delegates to move and second that the meeting resolve itself into a Committee of the Whole, naming the chairperson of the Committee. After discussion during which the standing rules may be waived, the Committee of the Whole moves to rise, and report to the meeting. A motion is then placed before the meeting, which repeats the words of the report of the committee. Only the motion carried by the meeting in regular session appears in the minutes.
- n) *Point of Privilege*
 - i) The point must concern the welfare or reputation of a member, a group of members or the YTA as a whole. The chair is required to rule immediately on the validity of the point. The ruling of the chair is subject to challenge
- o) *Point of Order*
 - i) The point must concern an alleged breach of standing rules and must receive an immediate ruling from the chair. Ruling is subject to challenge.
- p) *Call for Order of the Day*
 - i) The point is that there is a deviation from the agenda. It must receive immediate attention and the ruling of the chair is subject to challenge.
- q) *Challenge*
 - i) If any member is dissatisfied with any ruling of the chair, the ruling may be challenged. A motion to sustain the chair takes precedence over all other business.
 - ii) When a ruling of the chair is challenged by a member, all other business is suspended. The member making the challenge has the right to present argument to the meeting as to why the ruling is in error. The chair has the right to defend the ruling. The vote on the motion to sustain the chair follows immediately without further debate.
- r) *Scrutineers*
 - i) A slate of candidates for general scrutineers shall be provided for the approval of the AGM at its opening business session.
 - ii) The convention floor should be divided into a number of clearly defined areas.
 - iii) Recounts shall be taken by ballot.
- s) *Reports and Resolutions*
 - i) It is desirable that the President, Treasurer, and Committee Chairpersons prepare three copies of their annual report to be filed as follows: one copy in the chairperson's personal file, one copy for the secretary of the committee, the third copy for YTA office files.
 - ii) A copy of each annual report is published and available at the AGM.
 - iii) The President provides opportunity on the AGM agenda for delegates to ask questions concerning information reports.
 - iv) Rules for presentation of resolutions at the AGM will be published in an issue of the YTA Notes two months prior to the AGM.

{NOTE: Please refer to YTA's 2014 Resolution Policy for additional details}

- t) *Suspension of Standing Rules*
 - i.) A motion to suspend the standing rules requires notice at a previous session of an AGM or Council Meeting and two-thirds majority vote. Standing rules may be suspended without notice by unanimous consent providing the suspension is not contrary to the bylaws.
- u) *Matters not covered in Standing Rules*
 - i) When the chair is required to make a ruling not covered by these rules, guidance shall be sought from Robert's Rules of Order.

Elections Policy

Election of Candidates

- a) No candidate shall be declared elected until he or she has received a majority of the votes cast.
- b) Following an indecisive ballot, the candidate receiving the fewest votes shall be dropped from the ballot. The meeting may at its discretion order the dropping of additional names.
- c) Following the dropping of names, a candidate shall be declared elected when he or she receives more than 50% of the number of votes cast.

The candidates running for election may request, if they so wish, that a representative attend the ballot count after the election

[Note: The YTA Bylaws also contain information on elections and take precedence over policy]

Election of President *(The following process can only be changed as per Bylaw 9.1a.)*

The election for the YTA President shall occur bi-annually on the Thursday at least one week prior to the dates set for the YTA Annual General Meeting following the process outlined below.

a) Election Committee

- i) An Election Committee shall be established on or before January 15 of each year.
- ii) The Election Committee shall be responsible for the general direction, overall conduct, and all aspects of the implementation of the vote for the YTA Executive.
- iii) The Election Committee shall consist of 3 people, one of whom is the YTA Office Manager and one of whom will be designated as the Chief Elections Officer with all the associated roles and responsibility with that position.
- iv) The individuals for the Election Committee shall be recommended by the Membership Committee for approval and appointment by the YTA Executive in accordance with Membership Committee Terms of Reference Policy 3(j).
- v) The Chief Elections Officer shall be selected from the Election Committee at the first meeting.
- vi) At the time of appointment, those members of the Election Committee shall make a declaration agreeing to:
 - (1) act impartially;
 - (2) refrain from any active or public support or criticism of any voter or candidate and his or her campaign;
 - (3) respect the principles associated with a secret ballot.
- vii) A member of the Election Committee who files nomination papers shall be considered as having resigned and not remain a member of the Election Committee effective immediately.
- viii) A vacancy on the Election Committee shall not be filled during the term of appointment.
- ix) The Elections Committee will be appointed for a fixed term, ending when all candidates have been declared and the time and/or process for appeal is complete.

b) Notice of Election for President

- i) The vote for the position of President shall occur on the Thursday at least one week prior to the date of the Annual General Meeting.
- ii) No later than February 1, the Election Committee shall provide notice to the membership of the:
 - (a) date of the vote;
 - (b) beginning and closing date & time of nominations;
 - (c) method and location for submission of nominations forms.

c) Nomination for President

- i) A person is eligible to run for office of President if he or she:
 - (a) is a member in good standing, other than a Teacher on Call, as of the close of nominations;
 - (b) has obtained 2 signatures of members in good standing other than themselves on the prescribed form; and,
 - (c) delivers the necessary nomination form signed and completed in full as prescribed in section c(ii).
- ii) To be considered for candidacy, a member must submit the required form to the Office Manager between February 15 and no later than 5:00 pm Yukon Time on March 1 by electronic or in hard copy format to the pre set addresses.

d) Close of nominations

- i) At the close of nominations, if there is more than one candidate officially nominated, the Chief Elections Officer shall post a notice of vote at the YTA office, on the YTA website, to the YTA representatives and any other method the Election Committee deems appropriate stating the:
 - (a) list of candidates in order they will appear on the ballot;
 - (b) location date & times of voting options according to the designated voting places list;
 - (c) time & date of an All Candidates Forum;
 - (d) the Chief Elections Officer and how to contact;
 - (e) any other information deemed necessary.
- ii) If a vote is to be held pursuant to section d(i),
 - (a) the Election Committee shall:
 - 1) circulate by April 1 the names of the nominated candidates; and,
 - 2) hold an All Candidates Forum no less than 3 days prior to the vote.
 - (b) the YTA Ethics Committee shall appoint 3 people to an appeal committee to handle any appeals that may be filed under section (q).

e) Acclamation

- i) At the close of nominations, if there is only one candidate officially nominated, the Chief Elections Officer shall immediately:
 - (a) declare the candidate elected to the office of President; and,
 - (b) post notice to the membership on the YTA website and in any other manner deemed appropriate,
 - 1) the name of the person who has been acclaimed; and,
 - 2) that an election for the position of President shall not be held.
- f) *Voting rights*
 - i) Every member is entitled to vote.
 - ii) There shall be no appointments of another person as a proxy voter in the voting for the office of President.
 - iii) Voting will be by secret ballot.
- g) *Voters list*
 - i) The voters list shall be prepared and maintained by the Elections Committee at the YTA Office in Whitehorse.
 - ii) The official voters list shall be of the members in good standing in alphabetical order by last name and organized by school.
 - iii) The voters list will be finalized as of April 1.
 - iv) A member whose name does not appear on the list may ask to be placed on it by sending a written request with proof of being a member in good standing up to the YTA Office Manager or the Chief Elections Officer until 4:00 pm two days before the voting day.
 - v) It is the responsibility of the individual member to ensure that his or her name is on the voters list.
 - vi) A copy of the unofficial voters list shall be made available to a nominated candidate anytime after three days of the close of nominations.
- h) *Candidate's representative*
 - i) A candidate may appoint a person to be his/her representative to monitor the vote and counting of the ballots at each of the designated voting places.
 - ii) For a person to act as a candidate's representative, they shall provide a letter of permission signed by the candidate to the Deputy Returning Officer during voting hours.
 - iii) A candidate's representative may:
 - (a) examine the voters list only during the hours of voting;
 - (b) not delay, obstruct or interfere with the Deputy Returning Officer or a voter in performing or exercising their duties or rights respectfully;
 - (c) not influence, harass, or interfere with any voter in the voting place;
 - (d) witness the counting of the ballots after the close of the vote.
- i) *Ballots*
 - i) Each ballot for the regular vote shall be identical and contain:
 - (a) on the front, the names of the candidates in alphabetical order by surname;

- (b) a circle or square beside the name of the candidate for the voter to mark an ‘x’ or a ‘v’;
 - (c) on the reverse, a space for the initials of the returning officer, the phrase “YTA Presidential Election” and date of the election;
 - (d) have a counterfoil and a stub with a line of perforation between the ballot paper and the counterfoil, and a line of perforation between the counterfoil and the stub;
 - (e) sequentially numbered printed both on the back of the stub and on the back of the counterfoil; and,
 - (f) packaged in groups of 10.
- ii) Each ballot for a second vote shall be identical and contain:
- (a) on the front, a line in the centre middle for the name of the voter’s choice to be written or printed;
 - (b) on the reverse, a space for the initials of the returning officer, the phrase “YTA Presidential Election—Second Ballot” and the date of the 2nd ballot;
 - (c) have a counterfoil and a stub with a line of perforation between the ballot and the counterfoil, and a line of perforation between the counterfoil and the stub;
 - (d) sequentially numbered printed on the back of the stub and the back of the counterfoil; and,
 - (e) packaged in groups of 10.
- j) *Ballot packages for voting places*
- i) There will be a package for the regular vote and a package for a second vote, with each package including:
 - (a) enough ballots for each vote at the voting place;
 - (b) the official voters list for the specific voting place with space for a voter’s signature beside their respective name;
 - (c) instructions from the Chief Elections Officer for issuing and counting the ballots, and reporting the results;
 - (d) instructions for reviewing contents and managing any discrepancies; and,
 - (e) all necessary seals & envelopes for completion of the voting process. Ballot packages for both the regular and second vote as outline in section j(i) will be sent to the YTA representatives at each designated voting place at least 14 days prior to voting day.
- k) *Voting options and procedures*
- i) Voting will be available to the membership:
 - (a) by advance voting at the YTA Office in Whitehorse during posted office hours, Monday to Thursday in the week of the voting day; and,
 - (b) on the declared voting day at the predetermined and posted times specific to each designated voting site as defined in section d(i)(b).
- l) *Advance voting*

- i) The Office Manager or designate will act as the Deputy Returning Officer for the advance vote held at the YTA Office.
- ii) Anyone who votes during the advance voting times shall be marked as having voted and not be allowed to vote on voting day.
- iii) When a person appears to vote at the YTA Office at the posted times, the Deputy Returning Officer shall confirm the person is on the voters list and if so:
 - (a) ask the voter to sign his or her name beside their printed name on the voters' list;
 - (b) put a line through the voter's name on the master official voters list;
 - (c) initial the ballot on the back to indicate its valid issuance and fold it to hide the names; and
 - (d) provide the initialed folded ballot to the voter with instructions on marking the ballot.
- iv) Once the voter has marked the ballot, the voter shall with the ballot folded return to the Deputy Returning Officer who shall:
 - (a) confirm the validity of the ballot while leaving it folded; and,
 - (b) have the voter deposit it in the ballot box.
- v) At the close of the advance voting, the Deputy Returning Officer shall:
 - (a) confirm that all those voted are marked as having voted on the master official voters list;
 - (b) contact the Deputy Returning Officer for each voting place and ensure that their voters list has anyone who has voted in advance marked as such;
 - (c) seal the ballots according the instructions provided by the Chief Elections Officer and place in a secure location until the time of the count after the close of the regular vote.

m) Regular voting on the designated Thursday

Each defined worksite provided in the notice of vote shall be considered a voting place with hours as posted according to section d(i)(b).

- i) Unless a candidate in the election, the official YTA Representative will act as a Deputy Returning Officer with duties assigned by the Chief Elections Officer including appointing a person to assist with the taking & counting of the vote as outlined in sections m(iv) through n(i) to (vi) inclusive.
- ii) Each Deputy Returning Officer will sign a declaration that they shall:
 - (a) act impartially;
 - (b) perform any duties assigned & delegated by the Chief Elections Officer;
 - (c) act as a witness to the conduct of the vote;
 - (d) report any violations or improprieties to the Chief Elections Officer.
- iii) On the day of the vote after ensuring all those who voted in the advance vote have been marked as having voted on the voters list provided, and according to the times posted for voting at each voting place, the Deputy Returning Officer shall follow the same procedure as outlined in sections l(iii) and l(iv).

n) *Counting the ballots for President*

- i) Voting will close at all voting places not later than 3:30 pm on the Thursday voting day.
- ii) At each voting place, the Deputy Returning Officer shall, in the presence of the assistant and any candidate representative present, shall:
 - (a) open the ballot box and unfold the ballots;
 - (b) examine each ballot, show the ballot to each person present, and determine the number of ballots clearly marked for each of the candidates;
 - (c) follow the instructions for the count provided by the Chief Elections Officer.
- iii) The Deputy Returning Officer shall reject any ballot:
 - (a) upon which anything appears by which the voter can be identified;
 - (b) that has not been marked for any candidate or marked for more than one candidate;
 - (c) that does not indicate a clear and unambiguous preference for one candidate; or
 - (d) that is not on an official and valid ballot.
- iv) After all ballots for President from the ballot box have been examined, and accepted or rejected as prescribed by sections n(ii) & (iii), the Deputy Returning Officer shall:
 - (a) count the votes for each candidate on the ballots not rejected; and
 - (b) prepare & sign the provided statement of vote by indicating the:
 - 1) date of the vote;
 - 2) total number of members who voted at the voting site;
 - 3) total number of ballots supplied;
 - 4) total number of ballots unused;
 - 5) total number of spoiled and cancelled ballots;
 - 6) total number of ballots cast;
 - 7) total number of ballots cast that were rejected; and,
 - 8) total number of ballots cast for each candidate.
- v) After completion of the statement of vote, the Deputy Returning Officer will:
 - (a) call and fax the results to the YTA Office in Whitehorse using the contact number(s) provided with the counting instructions;
 - (b) put all voting materials in the envelopes provided;
 - (c) seal the envelopes with the seals provided and provide all election material to the Chief Elections Officer no later than the date of the annual general meeting as directed in the instructions.
- vi) Once all the voting places have reported the results to the YTA Office in Whitehorse, the Chief Elections Officer shall compile the results on a master Statement of Vote and:
 - (a) declare the candidate with more than 50% of votes, elected to the office of President; and,
 - (b) post notice of the results to the membership on the YTA website and in any other manner deemed appropriate.

(c) The winner shall give their acceptance speech at AGM.

o) Tie vote or no majority

- i) If there is a tie vote between the candidates with the greatest number of votes and one vote will give more than 50% to one of the candidates, the Chief Elections Officer shall, in front of at least one other person if no candidate representatives are available:
 - (a) declare that there is a tie and name the candidates that are tied;
 - (b) mark one ballot for each of the candidates that are tied;
 - (c) fold each ballot in the same manner and place in a ballot box;
 - (d) remove a ballot and unfold it;
 - (e) show the ballot to each person present;
 - (f) announce the name of the person as marked on the ballot as the new President elect; and
 - (g) post notice of the results to the membership on the YTA website and in any other manner deemed appropriate.
- ii) If no candidate has attained more than 50% of the votes and one vote will not make it so, the Chief Elections Officer shall declare:
 - a) the two candidates with the most votes whose name will appear on the ballot;
 - b) a second vote shall take place on the Monday following the regular vote between 8:20 am and 3:30 pm Yukon Time;
 - c) post notice of the second vote to the candidates that will be eligible to be on the ballot, to the membership on the YTA website, to the YTA representatives by email, and in any manner deemed appropriate;
 - d) the notice shall state:
 - i. location, date, & times of the voting options according to the designated voting place list;
 - ii. the Chief Elections Officer and how to contact;
 - iii. any other information deemed necessary.
 - e) once the voting has closed on the Monday, the count will proceed as defined in Section above.
 - f) if after the 2nd vote is complete and there is still no candidate with more than 50% of the vote, the decision will be made by way of section o(i).

p) Recount

- i) A candidate may, not later than four o'clock in the afternoon the day after the voting day, apply to the Chief Elections Officer requesting a recount of the votes if:
 - (a) the ballots were not correctly accepted or rejected;
 - (b) a statement of the vote does not accurately record the number of valid votes for a candidate; or
 - (c) the final determination did not correctly calculate the total number of valid votes for a candidate.

- ii) The request for a recount to the Chief Elections Officer shall be made in writing stating the facts upon which the request is based and shall be supported by the evidence of a witness.
- iii) A recount shall be conducted by the Chief Elections Officer or designate and shall take place not later than three days after voting day if the Chief Elections Officer deems the request made under section p(i) has merit.
- iv) If a recount is to be held, the Chief Elections Officer shall:
 - (a) advise the candidates of the date, time and location of the recount;
 - (b) at the recount, and in front of at least two witnesses who may be candidates representatives and are provided with tally sheets;
 - (1) open the envelopes containing the ballots from the voting place;
 - (2) count the ballots for the candidates, the unused ballots, the spoiled ballots and the rejected ballots;
 - (3) amend, as necessary, the statement of the vote attached to the envelopes and those sent to the Elections Committee;
 - (4) reseal the ballots in the envelopes and reattach the statement of the vote; and
 - (5) deliver a copy of the amended statement of the vote to each candidate and to the Election Committee on which the following appears:
 - the word “Recount”
 - the date of the recount, and
 - the Chief Elections Officer’s signature.
- v) The Chief Elections Officer shall post notice of the results of the recount to the membership on the YTA website and in any other manner deemed appropriate.

q) *Appeal*

- i) A candidate may, not later than four o’clock in the afternoon three days after voting day, appeal the results of the election in writing to the appeal committee detailing the evidence regarding:
 - (a) corrupt practices in connection with the election;
 - (b) a violation of these by-laws that might have affected the result of the election; or,
 - (c) a candidate in the election who is ineligible to be a candidate.
- ii) After the appeal is filed, the appeal committee shall set a date for it to hear the appeal.
- iii) The appeal committee shall hear and determine the appeal under section q(i) as soon as possible and, for this purpose, shall ensure that the proceedings are conducted as expeditiously as possible.
- iv) The appeal committee may refuse to hear the appeal if it deems the appeal to be without merit.
- v) A person who makes an appeal shall pay his or her own costs.

r) *List of Voting Places as referenced in section d(b)*

Aurora Virtual School	Christ the King Elementary	Chief Zzeh Gittlit	Del Van Gorder
Ecole Emilie Tremblay	Elijah Smith Elementary	Eliza Van Bibber	F.H. Collins Secondary
Ghùch Tlà	Golden Horn Elementary	Grey Mountain Primary	Hidden Valley Elementary
Holy Family Elementary	Individual Learning Center	J.V. Clark	Jack Hulland Elementary
Johnson Elementary	Kluane Lake	Nelnah Bessie John	Porter Creek Secondary
Robert Service	Ross River	Selkirk Elementary	St. Elias
Takhini Elementary	Tantalus	Khàtinàs.àxh	Vanier Catholic Secondary
Watson Lake Secondary	Whitehorse Elementary	YTA Office	

DATE APPROVED/AMENDED: *Currently in effect; excerpted from 2012 YTA Handbook*

Nominations Policy

1) Nominations Committee

- a) The Executive shall appoint a Nominations Committee well in advance of the AGM. The Terms of Reference for the committee will outline its specific duties.

2) Nomination of President

- a) The nomination of the President is outlined in YTA Bylaws.

3) Nomination of other Executive Members

- a) Nominations for the AGM are in the hands of the Nominations Committee, set up well in advance of the date of meeting. It is recommended that it be attempted to obtain a slate of officers one month prior to the AGM.
- b) Nominations may also be submitted to the Nominations Committee in writing prior to the AGM, with the written consent of the nominees.
- c) Nominations for other officers may be submitted from the floor provided they are made not later than the session prior to that at which the vote is to be taken. If a nominee is absent from the meeting, the nominator must show in writing that the nominee wishes to allow his or her name to stand for that particular office.
- d) Where nominations are submitted in advance, the Chairperson of the Nomination Committee shall arrange for pictures of all nominees and a precis of their relevant experience to be posted.
- e) Each candidate shall be allotted a set time to outline his or her proposals and reasons for the office sought.

4) Information on Nominees

- a) Each candidate shall be allotted a set time to outline his or her proposals and reasons for the office sought. Even those being acclaimed to the position shall give a speech to the membership at the AGM.

Resolutions Policy

Policy Statement: YTA will ensure a democratic and transparent resolution process that also facilitates clear and practical YTA policies, positions and actions that are consistent with our objectives.

1) Resolution scope and content

- a) Resolutions may address broad policy concerns, YTA actions or negotiating positions that would benefit from direction from the YTA membership;
- b) Decisions or issues that do not require direction from the YTA membership are not subject to this policy. These matters should be submitted to Executive or Central Council.

2) Origins of Resolutions

- a) Resolutions to be discussed at the General Meetings shall come from:
 - i) Central Council;
 - ii) The Executive;
 - iii) Sub-Associations; or
 - iv) Members.

3) Resolution format

- a) Each resolution shall begin "Be it resolved that ..." and written in a way that stands on its own. The resolution should be followed by a brief *explanatory note* to help people understand the reason for the resolution.
- b) YTA will provide templates which are to be used for the submission of resolutions. These templates shall include guidance on writing clear and concise resolutions and outline the resolution submission process.

4) Submission and review of Resolutions

- a) With the exception of resolutions from the floor of a General Meeting, all resolutions shall be submitted on the YTA Resolution Form to YTA no less than 60 days prior to the first day of a General Meeting. YTA shall publicize this deadline annually.
- b) The Policy Committee shall review all resolutions to be considered by a General Meeting and, prior to consideration by a General Meeting, may:
 - i) Accept the resolution in the form in which it was submitted;
 - ii) Do minor edits to the resolution for clarity or accuracy;
 - iii) Work with the originator if significant amendments are required, to help ensure the resolution is consistent with the purpose of this policy;
 - iv) Reject the resolution if:
 - (1) it has been received after the deadline for the receipt of resolutions;
 - (2) Is found to be outside the objectives of YTA; or
 - (3) is not consistent with this policy.

- v) Forward action resolutions that it believes can be dealt with by Executive or Central Council prior to a General Meeting, and inform the originator of this action; or
- vi) Combine resolutions that have similar intent and inform the originators.
- c) The Policy Committee may accept a resolution received after the deadline if the subject matter is of an urgent nature or could not have been anticipated prior to the deadline.
- d) Any resolution with cost implications will also be provided to the Finance Committee for consideration. The Finance Committee shall prepare an analysis to share at the General Meeting.
- e) Resolutions rejected by the Policy Committee may be brought forward by the originator at the final session of a General Meeting. They must first move that the rejected resolution be discussed and voted on. The motion must be seconded and a minimum of 75 per cent of voting members present must approve the motion. Only after such approval may the content of the original resolution be discussed.
- f) To help facilitate an effective process that results in well-written and consistent policies and actions for the Association, resolutions from the floor may be brought forward only if they relate to an urgent issue or business arising from the General Meeting. Resolutions from the floor on urgent issues or business arising at the meeting may be considered at the final session of a General Meeting if there is a seconder and if a minimum of 75 per cent of voting members who are present vote that the resolution proceeds.

5) Publication of resolutions

- a) All resolutions to be brought forward to a General Meeting shall be consolidated, published and made available to all YTA members at least 21 days prior to the start of the General Meeting.

6) Effective date of Resolutions

- a) A resolution adopted at Annual General Meeting becomes effective immediately unless the resolution itself specifies a particular time frame.

7) Follow-up and reporting

- a) The Policy Committee shall ensure all resolutions are tracked and that a progress report is provided to the Annual General Meeting.
- b) Action resolutions will expire after one-year unless otherwise specified in the content of the resolution.
- c) Where appropriate, policy resolutions stating a continuing, long-term position or direction for YTA will be incorporated into the organization's policy manual.
- d) Negotiating position resolutions will be forwarded to the Negotiating Committee to be considered along with other input from members.

Finance Policy

1) Role of the Treasurer

- a) The role of the YTA Treasurer (who is the Chair of the Finance Committee) is outlined in the YTA bylaws.

2) Budgeting

- a) When planning the YTA budget, the Finance Committee shall take into consideration the draft budgets submitted by all sub-associations, and approve requests as they deem feasible. Allotment of monies will vary from year to year for each sub association and are based solely on the submitted draft budgets.
- b) All committees or groups who have motions dealing with budgeting requirements should submit their proposals according to the YTA's Resolutions Policy.

3) Sub-Associations

- a) By **March 1st** each year, all sub-associations must provide the following:
 - i) Their goals and/or objectives for the upcoming fiscal year (April 1 to March 31) to the YTA Executive;
 - ii) A draft budget outlining the monies needed to carry out the goals and/or objectives in the upcoming fiscal year (April 1 to March 31) to the YTA Finance committee.
- b) Sub-associations may submit receipts for reimbursement or may apply in writing one month prior to the funding being needed. Funds will be provided to the maximum allocated by the Finance committee, to each sub-association.

4) Salaries and compensation

- a) The President of YTA shall receive, as salary, the equivalent of category 6 maximum of the collective agreement on the teacher pay grid, plus the equivalent of the maximum administrator's allowances allowed under the collective agreement.

5) Relocation expenses

- a) When necessary, a relocation expense will be paid to the President Elect on submission of receipts to a maximum of:
 - i) \$4000 if the relocation exceeds 250 kms, and
 - ii) \$3000 if the relocations equals or is less than 250 kms.
- b) This relocation allowance may be claimed to return to a rural Yukon community at the end of the term.
- c) YTA will pay moving expenses for a PD chair to move from a rural community to Whitehorse with the same compensation paid for the President unless they are being reimbursed by the Department.

6) Committee compensation

- a) A non-accountable expense to a maximum of \$150.00 shall be administered to non-YTA staff members of the Negotiations Committee at the end of the process. Executive shall set policy on how such funds are to be disbursed.
- b) An accountable expense to a maximum of \$250.00 shall be administered annually to non-staff Executive Members. Executive shall set policy on how such funds are to be disbursed.
- c) When the Chair or co-chairs of the YTA Conference are not YTA staff, they shall receive a non-accountable expense of \$150 at the end of the conference.

7) Procurement

- a) YTA funds shall not be used for the purchase of alcohol at or for any YTA function.
- b) Fair trade coffee shall be purchased for YTA meetings.

8) Donations

- a) A maximum of \$2,000 each fiscal year may be used by the Executive for donations.
- b) Consideration of requests to be given on the basis of need, group reputability and that the donation would directly benefit teachers and/or students.
- c) Consideration to territory-wide events will be given priority over individual school requests.

9) General policies

- a) Discretionary expenditures will be brought before the Executive for approval prior to the expenditure.

Travel Rates Policy

1) Scope of policy

- a) These rates shall apply to all YTA activities including Professional Development (PD), unless otherwise specified.
- b) When a member is approved by the YTA Executive to travel to Whitehorse from a rural Yukon community to participate in meetings or hearings as identified in Article 7.01 through 7.04 of the Collective Agreement, they may be entitled to receive compensation in accordance with this policy.

2) Travel rates within the Yukon

a) Eligible travel time

- i) For members who have to travel for 400km or more to attend YTA meetings in Whitehorse, travel time is a full day, year-round.
- ii) Members who are traveling to Whitehorse for Executive or committee meetings on a non-school day and are traveling more than 35 km. one way from the downtown core will be eligible to claim travel expense at the prescribed rate.
- iii) The YTA President has the discretion to grant additional travel time to members attending any YTA meeting when in the opinion of the President such a request is warranted.

b) Accommodation

- i) *In Whitehorse:* Rural members attending approved YTA business or PD activities in Whitehorse will be reimbursed to a maximum of \$150.00 per night for hotel rooms (receipts required), OR \$20.00 for each applicable night of private accommodation.
- ii) *Outside of Whitehorse:* Members attending approved YTA business or PD activities outside of Whitehorse will be reimbursed, by YTA the full reasonable cost of hotel rooms (receipts required) OR \$20.00 for each applicable night of private accommodation for those who would otherwise incur hotel costs.

c) Mileage Rates

- i) Travel in personal vehicles will be paid at .37 cents per kilometer for all approved YTA business or approved PD activities.

Beaver Creek	339.00	Haines Junction	118.00
Carcross	52.00	Mayo	308.00
Carmacks	131.00	Pelly Crossing	213.00
Dawson City	402.00	Ross River	306.00
Destruction Bay	198.00	Teslin	134.00
Faro	265.00	Watson Lake	337.00

- ii) Members traveling on YTA business are encouraged to pool the use of cars whenever possible. When two or more members are traveling to a meeting in the same car, the driver only may then claim reimbursement at the approved mileage rates.
 - iii) Notwithstanding the above, YTA pays for travel from communities for each member who needs to travel individually to attend YTA sponsored events.
- d) Meals
- i) Meal allowance will be paid for approved YTA business and PD activities at the rate of: Breakfast \$20.00, Lunch \$23.00 and Dinner \$39.00.
 - ii) If a YTA Executive or committee meeting extends over a meal break, each YTA member and invited guest/s either have a meal at the expense of the YTA or, if no meal has been arranged, the prescribed rate for lunch or dinner be allowed as an expense.
- 3) Travel outside the Yukon**
- a) Travel and accommodation from outside the Yukon is viewed as an extraordinary expense and shall in each instance, require Executive Committee approval by way of a duly administered motion at a regularly scheduled meeting.
 - b) Meal and accommodation rates will be paid as per rates for travel within the Yukon.
- 4) Use of Personal Vehicles**
- a) Members shall carry their own automobile insurance for passenger hazard, third party liability, collision, etc. No claim for expenses arising out of the use of an automobile by a member shall be accepted by the YTA unless the claimant has insurance coverage satisfactory to the YTA. The YTA will not reimburse a member for losses resulting from accidents.
- 5) Childcare**
- a) YTA will pay full daycares costs for rural members who cannot leave their children at home to attend YTA Conferences. Receipts must be provided.
 - b) Members attending YTA meetings, who must use childcare which would not normally be used in the course of that day, may claim a maximum of \$50.00 per day. Receipts must be provided.
 - c) PD activities other than YTA Conferences are not eligible for childcare costs.
- 6) Travel for Inservice - Flying**
- a) YTA members at Robert Service School may choose to fly to YTA-PD sponsored local PD event s and conferences provided:
 - i) The Yukon PD event or conference is an approved YTA PD activity
 - ii) The amount of time the member is out of the school is not greater than if the member drove
 - iii) If the flight schedule prevents a member from returning home on a Saturday, then the member pays his/her accommodation and meal expenses for Saturday.

Negotiations Policy

While it may be desirable or necessary to address the needs of individuals or groups within the Association, negotiated settlements will reflect a considered balance of the needs of individuals and those of the collective. (AGM 2003)

The Tentative Agreement proposed by the negotiations committee shall be considered by the Executive before being presented to the membership. When the tentative agreement is presented, the Executive should clearly state whether it recommends acceptance or rejection of the agreement. (AGM 1999- 2004)

In Dispute

An area may be declared to be "in dispute" if a conciliation award has been rejected and the Department of Education has refused to enter into further negotiations, or if it adopts practices that are detrimental to education through unfair action taken against members.

When "in dispute", a declaration should be made in writing to all the teaching Associations across the country and the local daily newspapers advising prospective employees to contact YTA before taking employment.

DATE APPROVED/AMENDED: In Development

Professional Development Program Policy

In development. Please refer to YTA Members' Booklet for up-to-date information.

Administration of the Code of Ethics Policy

The Code of Ethics outlines a vision of professional practice. In part it exists to advance, promote, and safeguard the interests of the teaching profession and its members. It is based on the recognition that at the heart of a strong and effective teaching profession is a commitment to students and their learning.

The YTA Code of Ethics states general rules for maintaining high standards of professional service and conduct toward students, colleagues, other members and the Association. **All YTA members are bound by the YTA Code of Ethics.**

Any member of the YTA who is alleged to have violated the Code of Ethics may be subject to a charge of unprofessional or unethical conduct under the Bylaws of the Association.

1) Ethics Committee

- a) The AGM shall elect and the Association shall maintain a committee of twelve members of the Association, from a slate of candidates, not to include members of the Executive, to be known as the Ethics Committee. Members shall be elected for three year terms and shall serve from July 1 in the year they were elected until June 30 in the year in which their term expires or until the completion of a current case.
- b) In the circumstance that a vacancy occurs, Central Council shall appoint an interim member, from a slate of candidates submitted by the Ethics Committee.
- c) The term of the interim member(s) shall be until the next AGM, or until the completion of a Hearing not concluded by the date of the AGM.
- d) At the beginning of each school year, the Executive shall make a motion appointing all members of the Ethics Committee as potential investigating Officers with the Committee given discretion to appoint the individual officer for each case.

2) Duties

The duties of this committee are:

- a) To appoint annually a Chair from its membership prior to the last teaching day in June;
- b) To hold regularly scheduled meetings, a minimum of three each year to review procedures and guidelines;
- c) As required appoint from its membership a Screening Panel of three members;
- d) Subject to the Teaching Profession Act and any policy made by the Executive, to regulate the convening, notice, place, management and adjournment of meetings and of its hearings, the appointment of a vice-chairperson, the mode of deciding questions, the transaction and management of business and procedure relating to the conduct of its hearings;
- e) When necessary nominate, three members from their membership, and submit the names to the YTA Executive for appointment to a Disciplinary Committee;
- f) To appoint when necessary from their membership an investigating officer(s);

- g) To prepare a slate of candidates for Central Council when a vacancy occurs on the Ethics Committee;
- h) To maintain confidential records of all proceedings;
- i) The Screening Panel and the Disciplinary Committee shall ensure that procedural fairness and the principles of natural justice are applied in all proceedings for which they are responsible.

3) Conflict of Interest

- a) In the event of a conflict of interest by members of the Ethics Committee which would prevent a case from being heard, the Ethics Committee shall request that the Executive appoint additional members to hear and advise on the decision of the case before the Ethics Committee.
- b) The Executive may on the recommendation of the Discipline Committee temporarily appoint additional members to the Discipline Committee to deal with a specific case in the event that currently appointed members of the Discipline Committee cannot fulfill their duties.

4) Initial Protocol

- a) A complainant should exercise their right to file a complaint in a timely manner. Complaints shall be directed to the designated office personnel (Reviewers).
- b) At any stage of the administration of the Code of Ethics, the Ethics Committee may elect to postpone the processing of a complaint should the defendant, in that complaint, be contending with legal action or employment discipline.
- c) Receipt of Information or Complaint
 - i) Information and/or complaints regarding conduct of members shall be received by the Executive Director (Reviewer).
- d) Reduction to Writing

In consultation with the Reviewer, a complainant shall be required to:

 - i) submit the complaint and/or information in writing, and;
 - ii) notify the defendant of the concern in writing.

The Reviewer will request a written response from the defendant.
- e) Upon receipt of all documentation, the matter shall be referred in writing, by the Reviewer, to the Ethics Committee Chair, with a copy of the names of the parties involved sent to the Executive.
- f) The Ethics Committee Chair shall convene a meeting of the Ethics Committee to appoint a 3 member screening Panel and an investigator(s).

5) Screening Panel

- a) Voluntary Resolution

Depending on the nature of the complaint, the Screening Panel may recommend informal processes to resolve a complaint. With the agreement of the parties, resolution may be sought through:

 - i) Both parties meeting to discuss and resolve the issue(s).
 - ii) Exchange letter to clarify and resolve the issue(s).

- iii) Professional Relations Committee.
 - iv) Voluntary agreement to be bound by a mediator's recommendations.
- b) Formal Resolution
- The Screening Panel shall:
- i) Cause to be served on the person whose conduct is the basis for the complaint and upon the complainant, a notice setting forth the date, place, time and subject matter of the Panel meeting. This notice shall be registered. In setting the time, place and date of such meeting, regard shall be taken to the convenience of the Panel and all parties concerned.
 - ii) Require reports from the Reviewer(s).
 - iii) Require the names of witnesses, if any, from both parties.
 - iv) Require written statement from witnesses.
 - v) Maintain a record of its proceedings.
- c) The Screening Panel may:
- i) Prescribe mediation and request the Ethics Committee appoint a mediation team;
 - ii) Order a report by an investigator(s) whose findings shall be reported to the Screening Panel for possible further action;
 - iii) Refer the matter back to the Chairperson of the Ethics Committee with a recommendation that the YTA Executive appoints a Disciplinary Committee to conduct a full hearing on the complaint, or;
 - iv) Dismiss the complaint and provide written reasons for such dismissal.
- d) When a hearing is ordered and the allegations are of a serious nature and/or the circumstances extraordinary, the Screening Panel may appoint an individual (not a member of the Ethics Committee) to carry the Association's interests before the Disciplinary Committee.

6) Formal Complaint

- a) The Executive before referring the matter to Disciplinary Committee may demand from any person or group lodging a written charge of unprofessional or unethical conduct, the sum of \$500.00, as a deposit to offset the necessary costs and expenses. In a case where the complaint is found to be frivolous or vexatious, the deposit may be so applied; otherwise the deposit shall be returned to the person or group making the complaint.
- b) In the event that the YTA Executive appoints a Disciplinary Committee, the three-member Disciplinary Committee shall conduct a full hearing of evidence related to the allegation(s).
- c) Where practicable within 30 instructional days of the receipt of the formal complaint and documentation from the Screening Panel, the Disciplinary Committee shall have established a date for the formal hearing/meeting of the Disciplinary Committee.
- d) At least fourteen days before the hearing, a notice shall be served upon the person whose conduct is the subject of the inquiry. The notice shall embody a copy of the allegation(s) made against him/her, or a statement of the subject matter of the inquiry, and shall also specify the time and place of the hearing. The notice shall be sent by registered letter.

- e) The meeting of the Disciplinary Committee shall be held at the time and place determined by the Disciplinary Committee, taking into consideration the convenience of all parties.
- f) Following the hearing, the Disciplinary Committee shall deliberate, in private, and render a verdict, including written reasons for the verdict which shall be reported to the Parties.
- g) The Disciplinary Committee will report to the YTA Executive the verdict, written reasons for its verdict and their recommendations on a penalty and publication, if any, including the manner and substance of such publication.
- h) The Disciplinary Committee shall maintain a record of its proceeding.
- i) The minutes of the proceeding, the evidence adduced, and all exhibits produced or copies thereof, shall be submitted to the Executive and kept in a confidential file with the Reviewer.
- j) The Executive shall ensure that the decisions of the Disciplinary Committee are followed to the extent and spirit of the Disciplinary Committee's authorities.

7) Attendance of Witnesses

For the purpose of procuring the attendance of any person as a witness before the Disciplinary Committee, the Disciplinary Committee or any member thereof, may cause to be served on such person, a notice requiring him/her attend before the Disciplinary Committee and to produce such documents as he/she would be compelled to produce at the trial of an action at law. Such notice shall be served in the same way, shall have the same effect as a notice requiring the attendance of a witness at the hearing of a trial at law, and the penalties in the case of disobedience to any such notices shall be as provided by the Teaching Profession Act.

8) Legal Counsel

The Ethics Committee may, at the expense of the Association, employ legal counsel who shall assist in the presentation of evidence and shall advise the Disciplinary Committee upon questions of procedure and law, but who shall not be present during the Disciplinary Committee's determination of the guilt or innocence of the accused.

9) Reports to The Executive

After holding an inquiry, the Disciplinary Committee shall report to the Executive its verdict, reasons for its verdict, recommended penalty and recommended publication if any. The report will be signed by members taking part in the inquiry and concurring in the report. Such a report, if signed by the majority of the members taking part in the inquiry, shall be deemed to be the report of the Disciplinary Committee.

10) Penalties

- a) The Executive shall consider the decision of the Discipline Committee, the recommendation made by the Discipline Committee on the penalty to be given, and any representation made on behalf of the member, and may thereupon:
 - i) Expel the member from the Teachers' Association;
 - ii) Suspend the member from the Teachers' Association for any period of time it considers proper;

- iii) Recommend to the Minister that the Minister suspend or cancel the teaching certificate of the member;
 - iv) Require the member to pay a penalty;
 - v) Require the member to pay a sum of money calculated by the Disciplinary Committee as the costs of the hearing; or,
 - vi) Discipline the member in any other reasonable way YTA considers proper.
- b) The publication, if any, of the decision, will take into consideration the interests of the party whose position was confirmed by the Hearing.

11) Appeal Process

- a) A person who is found guilty of unprofessional or unethical conduct may appeal, within 14 days from the date of the person's receipt of the decision to the Minister who shall appoint a Teaching Profession Appeal Board to hear and make a determination of the appeal.
- b) The grounds for appeal will generally but not exclusively include:
 - i) That the appellant was denied a fair hearing process by the Disciplinary Committee;
 - ii) That the appellant has new evidence which was not, and could not, reasonably have been available to the appellant at the hearing before the Disciplinary Committee;
 - iii) That the Disciplinary Committee erred in its interpretation of a provision of the Code of Ethics;
 - iv) That the Disciplinary Committee erred in the application of a provision of the Code of Ethics or the Administration of the Code of Ethics Policy, to the facts as determined by the Disciplinary Committee;
 - v) That the penalty imposed by the YTA Executive was not reasonably commensurate with the gravity of the breach found by the Disciplinary Committee.

12) Other

- a) Records of ethics investigations shall not be open to the general membership or public.
- b) The Executive shall follow the YTA discipline procedure outlined in the Teaching Profession Act before publicly alleging unethical conduct by a member or members.

Harassment Policy

Policy Statement: The Yukon Teachers' Association is committed to providing a workplace in which all persons can expect to be treated with dignity and respect. Harassment shall not be tolerated. This Policy is intended to encourage and enable staff and others to raise serious concerns within the YTA rather than seeking resolution outside the YTA. All reports of harassment of elected and non-elected YTA staff shall be addressed in a timely manner through a clear and respectful process.

1) Scope of Policy

- a) Harassment is any improper or offensive behavior that, whether physical, verbal, cyber or by innuendo, interferes with an employee's work performance or advancement or creates an intimidating, hostile or offensive work environment. Harassment can take many forms, including personal harassment, sexual harassment and abuse of authority. It may be physical or verbal in nature. It may involve one incident or a series of incidents.
 - i) Personal harassment means any unwarranted, offensive behaviour that is known or ought reasonably to be known to be unwelcome. It includes any comment, conduct, gesture or display that demeans, intimidates or causes embarrassment to another person. Personal harassment includes but is not limited to harassment on the basis of race, religion, creed, colour, sex, sexual orientation, gender identity, marital status, ethnic or national origin, age, physical or mental handicap or political belief.
 - ii) Sexual harassment means any conduct, comment, gesture or contact of a sexual nature that is likely to cause offense, embarrassment or humiliation to the recipient or that might, on reasonable grounds, be perceived by the recipient as placing a condition of a sexual nature on employment or on any opportunity for training or promotion, or on receipt of a service or benefit provided by the Association.
 - iii) Abuse of authority means an individual's use of power and authority inherent in the position held in a manner which serves no legitimate work purpose and which ought reasonably to be known to be inappropriate. It includes misuses of power, which are intimidating, coercive or demeaning.

The legitimate and proper exercise of the employee's right to supervise or manage (for example) through performance reviews, work evaluation and/or disciplinary measures taken for any valid reason does not constitute harassment under this policy.

- b) This policy is intended to protect all non-elected and elected YTA employees.
- c) Anyone raising a concern under this policy must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a serious issue. Any allegations that prove not to be substantiated and which prove to have been made maliciously or known to be false shall be viewed as a serious disciplinary offense.
- d) This policy does not replace the YTA Code of Ethics for issues between YTA members nor does it provide two avenues for non-elected YTA staff complainants. Non-elected YTA staff may report a

complaint either through this policy or under the YTA Code of Ethics but may not change the process once initiated nor seek redress under the other process if not satisfied.

- e) The YTA prohibits any form of retaliatory action against a person who participates in a harassment investigation, including a person who files a complaint of harassment or provides evidence about harassment. Retaliatory actions include but are not limited to placing undue pressure on or attempting to influence a participant, making negative changes to their conditions of employment, engaging in personal harassment or denying a professional or other work opportunity.
- f) A finding in favour of the complainant(s) may result in disciplinary action ranging from, but not confined to: verbal reprimand, referral to the YTA Ethics Committee (if applicable), termination of employment, or, in accordance with YTA Bylaws, a recommendation to Central Council to remove a respondent from office.

2) Authority

- a) The Finance Committee and/or an investigative committee is responsible for ensuring the provisions of this policy are implemented and for maintaining complete records of each complaint and the actions undertaken to resolve it. This includes, but is not limited to:
 - i) Ensuring that all Executive members and employees are informed of the policy and are advised of their responsibilities and rights;
 - ii) Monitoring compliance with the policy;
 - iii) Ensuring that prompt and appropriate action is taken when any Finance Committee member or other Executive member becomes aware of an instant (or instances) of harassment;
 - iv) Ensuring fair and equitable procedures for all parties to a complaint of harassment;
 - iv) Excluding a member of the Finance Committee from investigating the complaint in the event of a real or perceived conflict of interest, and/or constituting an independent investigation committee to handle the complaint;
 - v) Retaining an independent investigator to investigate, report on and/or provide recommendations regarding allegations of harassment in appropriate circumstances;
 - vi) Retaining legal counsel to assist with the investigation and administration of the complaint in appropriate circumstances;
 - vii) Taking any appropriate steps necessary to ensure a safe workplace pending the resolution of a complaint, including (as appropriate) a non-disciplinary removal from work with pay.
 - viii) Making a decision and implementing disciplinary or other corrective measures, where necessary;
 - ix) Ensuring an accurate record of correspondence, conversations and meetings is maintained and available should the decision be appealed; and
 - x) Communicating about the complaint with the membership as required, consistent with both the confidentiality requirements of the Policy and the YTA's obligations to its members.

3) Reporting a Complaint

- a) The employee must submit a complaint in writing. It must contain the name of the complainant(s) and alleged harasser(s) (i.e. the respondent). It should contain all relevant information and documentation of the incident(s) including the date(s) of the incident(s), the nature of the harassment and the names of any witnesses.
- b) An employee should submit a complaint in writing to the Chair of the Finance Committee as soon as possible after an incident occurs, and no later than within 30 calendar days of the incident. This timeline may be extended if appropriate at the discretion of the Finance Committee.
- c) Where a complaint is made against the Chair of the Finance Committee the employee must submit a complaint in writing to another elected member of the Finance Committee.
- d) Where a complaint is made against more than one member of the Finance Committee, the employee must submit a complaint in writing to the Chair of the Ethics Committee, who will constitute an independent investigative committee to handle the complaint.

4) Investigation of a Complaint

- a) The Finance Committee, under the direction of its Chair, shall be responsible for investigating and resolving reported complaints and allegations.
- b) All necessary steps and precautions to adhere to the principles of natural justice while protecting confidentiality must be taken to resolve the matter in a fair and equitable manner. As such, the respondent(s) and complainant(s):
 - i) shall not be included in any Finance Committee deliberations or decisions regarding the complaint; and
 - ii) Will be excluded from discussion of the complaint in Finance Committee meetings or other meetings which they would otherwise be entitled to attend.
- c) Prior to commencing an investigation, the Finance Committee may, if agreed to by the respondent(s) and complainant(s), seek to commence mediation of the complaint within 20 days of receipt of the complaint.
 - i) The complainant shall first be informed of the opportunity to mediate a complaint.
 - ii) If the complainant(s) and respondent(s) agree to mediation, it will be arranged by the Finance Committee.
 - iii) The mediator shall complete a report and provide copies to the Finance Committee Chair, the respondent(s) and complainant(s).
 - iv) If the complaint remains unresolved 20 calendar days from the date of receipt of the mediator's report, then the Finance Committee shall immediately commence an investigation.
- d) Further information may be sought from the complainant(s) and/or respondent(s).

- e) Failure to respond to requests for information or to respond to questions asked by the Finance Committee and/or an investigator in a reasonable amount of time may result in the investigation proceeding to conclusion in the absence of a response.

5) Finance Committee Timelines

- a) Upon receipt of a complaint by a member of the Finance Committee, the Finance Committee shall, within 30 calendar days:
 - i) Inform, the respondent(s), in writing, that a complaint has been received and the nature of the complaint; and
 - ii) Commence investigating the complaint.
- b) Notwithstanding (a) above, the Finance Committee may, if agreed to prior to the investigation by the respondent(s) and complainant(s), commence mediation as per section 4(c), above.
- c) The Finance Committee will complete the investigation as soon as is reasonably possible while observing natural justice with respect to the parties.

6) Decision

- a) As soon as reasonably possible following receipt of the initial complaint, the Finance Committee shall make a determination if there has been harassment.
- b) If it is determined that harassment has occurred, the Finance Committee may:
 - i) Implement a committee to make recommendations regarding appropriate discipline for consideration by the Finance Committee; and/or
 - ii) Determine and implement disciplinary action (if any).
- c) The Finance Committee will provide notice, in writing, to the complainant(s), the respondent(s) and the YTA Executive of the decision, the reasons thereof, and the disciplinary action taken (if any).

7) Appeal

- a) Complainants and respondents dissatisfied with the determination of the Finance Committee may appeal the decision, in writing, to the Executive Committee within 30 calendar days of the decision;
- b) The Executive Committee, excluding all individuals involved in the complaint process, shall discuss the appeal and make a final and binding decision within 20 calendar days of receipt of the appeal.
- c) In the event that a member of the Executive Committee has a real or perceived conflict of interest in relation to the appeal as per 4.6 of the YTA Bylaws the Executive Committee may:
 - i) Exclude that member from reviewing the appeal; and/or
 - ii) Create an independent panel to consider and make findings on the appeal.

Privacy Policy

YTA must ensure it collects, uses, and discloses members' and employees' personal information only for lawful purposes as is appropriate and necessary in the circumstances.

YTA respects the ten principles set out in *Personal Information Protection and Electronic Documents Act*:

- 1) **Accountability:** YTA is responsible for the personal information under its control, and designates the President, as the legal custodian of YTA, accountable for its compliance with the Act.
- 2) **Identifying purposes:** where necessary YTA will specify why it is collecting personal information from members and employees at or before the time it does so.
- 3) **Consent:** the members' and employee's knowledge and consent is required for the collection, use, or disclosure of personal information;
- 4) **Limiting collection:** YTA may only collect the personal information that's necessary for the purpose they've identified and must collect it by fair and lawful means.
- 5) **Limiting use, disclosure, and retention:** unless they have the consent of the member or employee, or are legally required to do otherwise, YTA may use or disclose personal information only for the purposes for which they collected it, and they may retain it only as long as necessary for those purposes.
- 6) **Accuracy:** the members' and employees' personal information must be accurate, complete, and up to date.
- 7) **Safeguards:** personal information must be and are protected by reasonable and appropriate security safeguards.
- 8) **Openness:** the YTA must make its personal information policies and practices known to its members and employees.
- 9) **Individual access:** members and employees must be able to access personal information about themselves and be able to challenge the accuracy and completeness of it.
- 10) **Challenging compliance:** members and employees must be able to present a challenge about the YTA's compliance with the Act to the person that the employer has designated as accountable.

These principles of the Act are widely accepted both in Canada and internationally and are acknowledged by YTA as the basis of ethical personal information practices.

“personal information” means recorded information about an identifiable individual, including:

- the individual's address, or telephone number;
- the individual's race, national or ethnic origin, colour, or religious or political beliefs or associations,
- the individual's age, sex, sexual orientation, marital status, or family status;

- the individual’s health care history, including a physical or mental disability,
- information about the individual’s educational, financial, criminal, or employment history including the terms of an individual’s personal contract of employment with the association.

The Yukon Teachers’ Association (“YTA”) is committed to providing a workplace in which all persons can expect that their privacy is not infringed upon. Any recording of conversations in the workplace is strictly prohibited. Any photographing, digital or video recording in the workplace is strictly prohibited. YTA members, employees, staff and officers must not use any technology to record conversations between themselves and others or record the conversations of others. YTA members, employees, staff and officers must not use any technology to record images of themselves or others in the workplace.

While participating in any form of video conferencing the following rules will apply:

- a. No participant is permitted to create an audio or video recording of any portion of the video conference at any time, in any manner. This does not preclude any participant from keeping their own written or typed notes.
- b. No participant shall share the hyperlink used to join the video conference or any of its contents, with any person who is not legitimately entitled to participate.
- c. During the video conference, participants should have their microphone muted until it is their opportunity to speak.

Any violation of this Privacy Policy could lead to discipline up to and including expulsion from the YTA, termination of employment and/or removal from office.

The Executive Committee has the authority to approve and consent to the electronic recording of any type of meeting including but not limited to the Annual General Meeting, Central Council or training.

Prior notice, that the meeting will be electronically recorded, will be provided to meeting attendees if approval and consent has been provided by the Executive Committee.

The Collective Agreement Defence Fund

1) Fund administration

- a) The fund be discretely reported within the financial reports and fiscal management of the YTA to the Central Council and within the reports to the AGM.
- b) Any revenues generated by the fund remain within the fund.
- c) Expenditures from the fund shall be in accordance with policies and procedures approved by Central Council and shall include strike/lockout/job action pay and may also provide for expenditures to negotiate a collective agreement including publicity/information campaigns, special legal expenses and workshops not already provided for in the operating budget
- d) The proposed expenditures shall be approved by the Executive to a maximum of \$20,000 per fiscal year-excluding compensation related to job actions. The approval will require a 2/3 majority of Executive members present at the meeting.

2) Strike-Lockout-Job Action Pay

- a) The amount of pay be \$60 per day commencing from the first day that earnings are interrupted by the job related action and will continue for each day of the dispute and on which the member is not at work and is participant in the Association's directed action.
- b) All members who are on the payroll of the employer at the time of the interruption of services and earnings shall be eligible for pay unless:
 - i) in receipt of sick leave benefits, or
 - ii) in receipt of WCB benefits
 - iii) in receipt of disability insurance
- c) Upon receipt of a list of eligible members, submitted by the person(s) designated by the Finance committee, and authenticated by the Finance Committee of the Executive, payment of strike/lock out/job action pay shall be undertaken. Payment shall be made by cheque directly to the members.
- d) In the event members are paid by the Employer for any day for which they have received payment under this policy, the amount received under this policy for those days shall be repaid to the YTA.
- e) Rotating or intermittent interruption in service/earnings shall qualify on the same basis as a consecutive-day interruption.
- f) YTA will make arrangements to provide YTA guaranteed loans to members involved in job related actions. Members will be eligible for \$1000 loan after 15 days of job action and an additional \$1500 after a further 10 days. The loans would be interest free for the first five months following the end of job disruption and the YTA would continue to guarantee the loan for a further five months.
- g) The YTA will normally follow up with members who default on their loans as follows:

- i) If the member is not experiencing financial difficulties, obtain a letter of commitment and a series of postdated cheques sufficient to retire the debt within two years;
- ii) If the member agrees to repay but is experiencing financial difficulties, obtain a letter agreeing to pay and a series of post dated cheques to retire the debt within two years after an initial one year deferral;
- iii) If the member refuses to repay, pursue legally;
- iv) Normally, interest will be charged on defaulted loans after the interest free period.

Legal Services

1) LEGAL SERVICES

General Information

- a) This policy outlines the procedures and processes used in the YTA's approval of legal assistance. The Executive Director is responsible for retaining legal services for the benefit of Members.
- b) Legal assistance may be provided to YTA members in good standing to aid in their representation to address issues of professional difficulty.
- c) Professional difficulty shall mean any matter directly arising from the employment relationship which adversely affects the member's collective agreement rights & entitlements, human rights, tenure, remuneration, pension benefits, conditions of work, professional status and the free exercise of professional duties.
- d) As a general policy, the YTA does not provide legal assistance to an individual member facing civil suit or criminal charges. Executive Committee approval and support for legal assistance may be granted, entirely at the discretion of Executive Committee, for certain civil or criminal actions that arise out of or in the course of a member's employment, where, in the opinion of the Executive Committee, the outcome may be significant for not only the individual member, but the general membership.
- e) Legal assistance for the cost of any appeal in any process is subject to Executive Committee approval and support.
- f) Legal assistance granted to a Member in accordance with this policy will, as a general rule, be continued to the completion of the specific case initiated while the member was a Member irrespective of whether the member's membership status alters in the interim.
- g) Access to legal assistance is a privilege of Membership and is not a right of a member.

Procedure

- h) Authorisation from the YTA Executive Committee for the engagement of legal assistance must be sought in advance of engaging legal services. No legal case initiated by a member will be supported by the YTA unless the YTA authorised the legal assistance.
- i) The provision of any legal assistance, including any continued legal assistance, is subject to prior consultation with and the agreement of the Executive Committee.
- j) Legal opinions must be reviewed and considered by the Executive Committee if legal assistance was obtained and a decision regarding the future conduct of a matter is required.
- k) The provision of legal assistance may be withdrawn by the YTA if the teacher fails to aid and co-operate with the YTA and its appointed legal counsel and/or fails to reasonably follow the advice of the YTA and its appointed legal counsel.
- l) Written requests by Members for the provision of legal assistance at the cost to the YTA relating to any proceeding or matter not contemplated by this policy will be considered and decided on a case by case basis by the Executive Committee where, in the opinion of the

Executive Committee, the outcome may be significant for not only the individual member, but the general membership.

DATE APPROVED/AMENDED: *Currently in effect; excerpted from 2012 YTA Handbook*

Communications Policy

- 1) THAT YTA materials shall use inclusive language. (AGM 2003)

DATE APPROVED/AMENDED: *Currently in effect; excerpted from 2012 YTA Handbook*

File Management Policy

1) File Management

- a) Old YTA files shall be released to the Yukon Archives with the exception of any confidential files.

Section II: Teaching and Employment Policies

Responsibility of Teachers

The Yukon Teachers' Association believes that:

- 1) Members should be as objective as possible in dealing with controversial matters arising out of the curriculum subjects, whether scientific or political, religious or racial.
- 2) Members regard as their first duty the effective education of their students and maintain professional competence in their teaching.
- 3) Teachers work constantly to improve education through study and reflection.
- 4) Members are willing to review with colleagues, students, and their parents/guardians the quality of service rendered by the teacher and the practices employed in discharging professional duties.
- 5) Members notify any other teacher whose students they propose to tutor on a regular basis. Members who propose to tutor a student in a course for the purpose of challenging an exam shall notify the administrator of the school in which the student is enrolled.
- 6) The teacher has prime responsibility for:
 - a) evaluating the learning needs of students;
 - b) prescribing the learning needs of students;
 - c) implementing the learning activities.

DATE APPROVED/AMENDED: May 26, 2014

Internal Administration

The Yukon Teachers' Association believes that:

- 1) Teachers responsible for internal administration should respect staff members as individuals and provide opportunities for them to express opinions and bring forth suggestions regarding the administration of the school.
- 2) Teachers responsible for internal administration should be loyal, fair, and just to the members of the staff.
- 3) Teachers responsible for internal administration should not, of their own initiative, make any detrimental report, oral or written, on a member's competency without first discussing the matter with the member.

DATE APPROVED/AMENDED: May 26, 2014

Right of Input

The Yukon Teachers' Association believes that:

- 1) Educational staff of each school, which includes the principal teacher, has the right to participate in any policy decision that affects the learning and working conditions in the school.
- 2) School teaching staff has the prerogative of having input into the selection of additional classroom assistance personnel or replacement professionals and auxiliary personnel and their assignments and duties.
- 3) School staffs has the prerogative of participating in the selection of their school principals.

DATE APPROVED/AMENDED: May 26, 2014

Housing for Teachers

- 1) YTA believes that the Government of Yukon should supply adequate housing in rural communities to allow single staff to have the option of having affordable individual accommodation.
- 2) The YTA believes that the Government of Yukon supply adequate and affordable staff housing in rural communities. Sufficient housing must be maintained so that the government is not compromised in its hiring.
- 3) Permanent housing for teachers in Yukon's rural communities is necessary.
- 4) Housing rent differential must be maintained in rural communities to compensate for the higher cost of living.

DATE APPROVED/AMENDED: May 26, 2014

Teacher Education & Training

The Yukon Teachers' Association believes that:

- 1) The cost of Teacher retraining should be assumed by the Department of Education.
- 2) Educators should be encouraged to take courses in areas of concern to first nations.
- 3) Teacher exchange should be supported and any criteria set by the Department of Education should be in consultation with the YTA.
- 4) Teachers and administrators who have the responsibility for teaching children with special needs, should have appropriate pre-service and in-service education courses made available to them.
- 5) YTA has the right to be directly and continuously involved with the Department of Education in all matters related to teacher education, certification and retraining.

DATE APPROVED/AMENDED: May 26, 2014

Teacher Evaluation

The Yukon Teachers' Association believes that:

- 1) Evaluators be formally trained to do teacher evaluations and teachers be made aware of how they are to be evaluated.
- 2) Teachers of French as a second language should be evaluated by persons who are qualified to evaluate in French.
- 3) Any evaluation of a teacher or administrator should take into consideration the unique educational circumstances of the community.

DATE APPROVED/AMENDED: May 26, 2014

Paraprofessionals

The Yukon Teachers' Association believes that:

- 1) Paraprofessionals shall not:
 - a) infringe in any way upon the responsibilities of a teacher;
 - b) assume any instructional responsibilities in the absence of a teacher;
 - c) provide any form of direct or independent remedial instruction, except under the direction of a teacher.
- 2) Paraprofessionals shall not be used as alternatives for:
 - a) lowering the pupil/teacher ratio;
 - b) qualified professional personnel, including librarians, counsellors and Teachers on Call.

DATE APPROVED/AMENDED: May 26, 2014

Paraprofessional Education & Training

The Yukon Teachers' Association believes that:

- 1) Appropriate pre-service and in-service training programs for paraprofessionals and the teachers with whom they work be a matter of negotiation between the Association and the Department of Education.

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Health and Safety

The Yukon Teachers' Association believes that:

- 1) The health and safety of our members and the environment within which teaching takes place are primary concerns of the YTA.
- 2) Members should report unsafe or unhealthy conditions to the Department of Education to the appropriate public health and safety body through the principal and the school's Safety Committee or Safety Representative.
- 3) Should a school be closed for health or safety reasons, members should not be required for direct instructional duties should request a safe and healthy area in which to carry out their non-instructional teaching duties.
- 4) The employer should be informed that YTA members are ready to honour their contractual commitments when it is safe and healthy to do so.

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Involvement of Community Members

The Yukon Teachers' Association:

- 1) Supports the involvement of community members in the delivery of curriculum during the regular school day under the supervision of and with the invitation of the teacher and administration under the following conditions:
 - a) the involvement does not infringe in any way upon the responsibilities that would normally be performed by an existing or potential YTA member;
 - b) the community member does not assume any instructional responsibilities in the absence of a YTA member;
 - c) The community member does not provide any form of direct or independent remedial instruction, except under the direction of a teacher.

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General Conditions

The Yukon Teachers' Association believes that:

- 1) When discussions are held or decisions are made relating to a pupil's education, the teacher(s) of that pupil must be directly involved.
- 2) All educators should receive adequate preparation time.
- 3) In order to attract and retain an adequate supply of qualified teachers, improvements must be made in teacher compensation, working conditions and professional autonomy.

- 4) There should be no lowering of teacher education and certification standards to alleviate teacher shortages.
- 5) Parent/Teacher interviews should be held on instructional days since the students are encouraged to accompany parents.
- 6) Monitors should be hired by the Department of Education to supervise school bus loading and school lunch periods.
- 7) School staffs have the right to determine and plan the content of non-instructional days.

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Section III: Student and Learning Environment Policies

General Conditions

YTA believes that:

- 1) Public education in the Yukon Territory should be established in accordance with the philosophy that every child in the Territory will have the opportunity to develop to his/her fullest potential not only as an individual but also as a member of society. School staffing formulas must be equitable, transparent and reflect the needs of students in individual schools.
- 2) As individuals, children will require intellectual self-realization as well as physical, mental, emotional and spiritual growth and as members of society they will need some training to make a living and be able to integrate with their cultural surroundings.
- 3) The health, safety and education of students are the primary concern of members of YTA.
- 4) Meaningful alternatives to the academic school program should be available.
- 5) School libraries should be staffed adequately with Teacher-Librarians and Library Clerks.
- 6) Elementary schools need Specialists in such areas as Music, P.E., and Art.
- 7) The gender of a student shall not be a factor when enrolment for option classes is being considered. Equal opportunity will be given to all students if maximum class sizes in option subjects are likely to occur.

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Classroom Size & Environment

1) YTA believes that:

- a) Any kindergarten class should not exceed 18 students, and Grade 1, 2, or 3 class should not exceed 20 students.
 - b) Any Grade 4, 5, 6, 7, 8 or 9 class should not exceed 25 students.
 - c) Any laboratory oriented science, vocational or industrial education class should not exceed 16 students.
 - d) Any class from Grade 10-12 should not have more than 27 students.
 - e) Any class deemed as a special education class should not have more than 14 students. A class designated as a resource room or its equivalent should have no more than 8 students.
 - f) Any multi-grade class should not exceed 18 students.
 - g) When a regular class is to include students with special needs, a weighting formula must be used in determining the class complement.
- 2) YTA supports the employment of staff including qualified counsellors and learning consultants to aid classroom teachers in diagnosing, assessing, remediating, and planning on-going programs for children with learning disabilities and/or behaviour.

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Language and Culture

- 1) YTA supports educational programs that include instruction in Yukon First Nations Languages, customs and heritage.
- 2) YTA continues to support the use and development of First Nation cultural and educational materials.
- 3) YTA believes that all Yukon students should have the opportunity to learn a second language, but that allowance be made for the cultural background of students in each school when selecting a second language program.
- 4) YTA encourages inclusion of Second Language specialists within the Yukon school system. The inclusion of these specialists should not have a negative impact on program delivery and/or pupil teacher ratio within the school.

DATE APPROVED/AMENDED: May 26, 2014

Inclusion Policy

YTA believes that in relation to the inclusion of exceptional students, the following shall be policy:

Definitions: "exceptional", "receiving teachers", "target class" and "inclusion"

- a) That children with exceptional physical, intellectual or emotional needs benefit from learning in the most enabling environment, characterized by flexibility, responsiveness and support.
- b) While regular classroom placement may best serve many exceptional children's needs, it is recognized that self contained classrooms and other environments may be the most appropriate short and long term placement option for some children, and that the most enabling environment may include any one or a combination of these setting or an alternative non school placement
- c) That determination of the most enabling environment be made prior to the placement of the student with exceptional needs and that all placement decisions be made by consultation among receiving teacher(s), the principal, the professional support personnel, the parent(s) or guardian(s) and the student (where applicable).
- d) That the following factors be given primary importance prior to determining the placement of a student:
 - i. The types/variety of settings available;
 - ii. The needs and rights of all students to an appropriate education;
 - iii. The goals and objectives of the student's individual education plan;
 - iv. The availability of both direct and indirect support personnel to the students;
 - v. The availability of both direct and indirect support personnel to the teachers;
 - vi. The workload/caseload of the paraprofessional services;
 - vii. Class size
 - viii. Grade configuration of the target class;
 - ix. The number/types of special needs currently accommodated within existing settings;
 - x. the adequate preparation time for the receiving teacher(s) to develop programs, curricula and materials;

- xi. the adequate release time for the receiving teacher(s) to attend meetings in order to share information, to develop strategies and evaluate progress;
 - xii. the provision of adequate professional development for teacher(s) and paraprofessionals;
 - xiii. the provision of specialized equipment;
 - xiv. the appropriate modifications to physical structures;
 - xv. the provision of program support materials
- e) On-going specially-designated and substantial funding should support the inclusion of exceptional children.
- f) Assessment and decisions regarding the placement of individual children should be subject to continuous review and flexible alternatives.
- g) Regular classroom placement, if such is deemed the most enabling for an exceptional child, should continue only under the following conditions:
- i. The education of mainstream students is not adversely affected;
 - ii. the child's unique needs as identified in the IEP are best met in that environment;
 - iii. Ongoing in-service is provided to classroom teachers and in-school administration;
 - iv. Information is provided on an ongoing basis to the teacher, staff, students, and parents of students in the class;
 - v. Professional support services are provided;
 - vi. Appropriate materials and equipment are provided;
 - vii. Appropriately trained Education Assistants are provided;
 - viii. The amount of regularly assigned instructional time is reduced in accordance with teacher and student needs;
 - ix. Class size is appropriate to the needs of all students (limited to a maximum of 20 weighted students).
- h) The Yukon government should provide the necessary funds to meet the costs of:
- i. Ongoing in-services for receiving teachers, Special Ed. support staff and in-school administrators;
 - ii. Appropriately trained EA's;
 - iii. Trained transportation and support personnel;
 - iv. Assessment and program implementation services;
 - v. Specialized equipment and materials;
 - vi. Barrier free buildings;
 - vii. Medical and other health related services;
 - viii. Lowering class size and pupil teacher ratio to allow for integration;
 - ix. Maintenance of programs for special needs students without jeopardy to the educational programs of other students.
- i) That teachers should not be compelled to take into their classrooms particularly hard to serve emotionally behaviourally disordered students whose behaviour consistently disrupts, interferes or hinders the learning of other children in the class and/or poses a physical threat to other students or staff.

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Section IV: Societal Issues

Childcare

The Yukon Teachers' Association believes that:

- 1) Every Canadian child should have the right of access to supervised quality child care and early childhood education.
- 2) Quality childcare programs should be available for all elementary school children before school begins in the morning, during the lunch hours and after school with the understanding that this will not be the responsibility of the teaching staff.

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Second Languages and Minority Language rights

The Yukon Teachers' Association believes that:

- 1) Opportunity should exist for all English-speaking Canadians to learn French as a second language, and for all French-speaking Canadians to learn English as a second language, through the use of those means of instruction which prove to be the most effective.
- 2) Those whose mother tongue is neither English nor French should have the right to affiliate with either an English speaking community or a French-speaking community according to their choice and to have their children educated in the language so chosen.
- 3) Any resident of Canada belonging to the Francophone minority has the right where numbers warrant to demand that the child under his/her guardianship be educated in French in a homogeneous French language school.
- 4) Any resident of Canada belonging to the Anglophone minority has the right where numbers warrant to demand that the child under his/her guardianship be educated in English in a homogeneous English-language school.

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Equal Opportunity

The Yukon Teachers' Association believes that:

- 1) School boards and the Ministry of Education should develop equal employment opportunity policy that will ensure that hiring and promotional practices reflect the multicultural composition of society.

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Pornography

- 1) YTA condemns the manufacture, distribution, sale, and public display of all pornographic materials. Pornography is defined as materials that exploit those it portrays by depicting them as sexual objects or as victims of sexual abuse, humiliation, domination, or murder for sexual stimulation of the consumer.

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