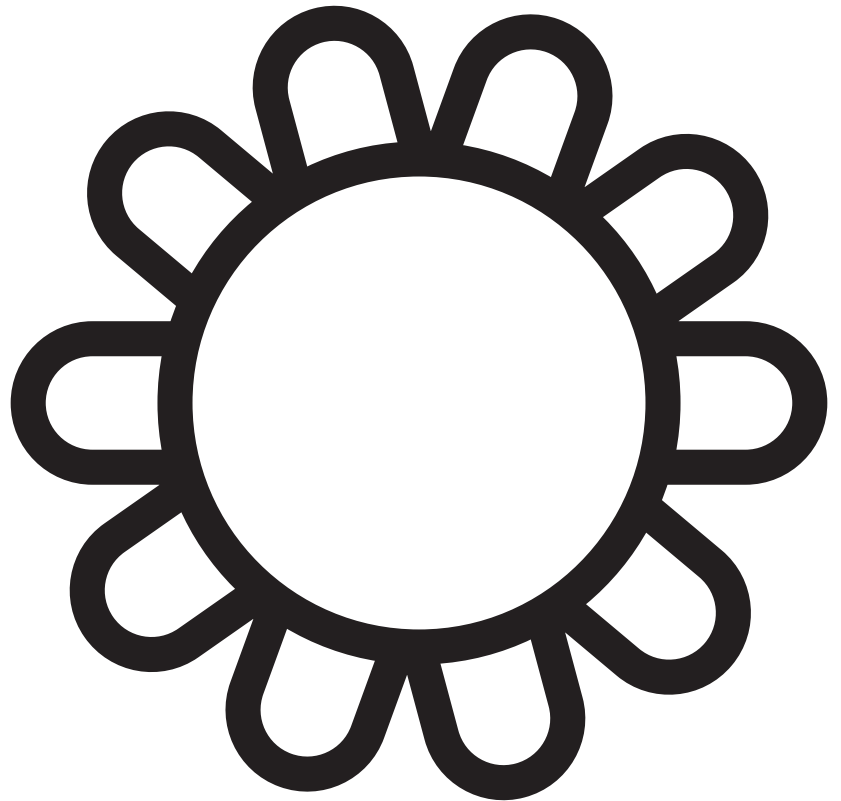




NSTU



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PROVINCIAL

EXECUTIVE

REFERENCE MANUAL





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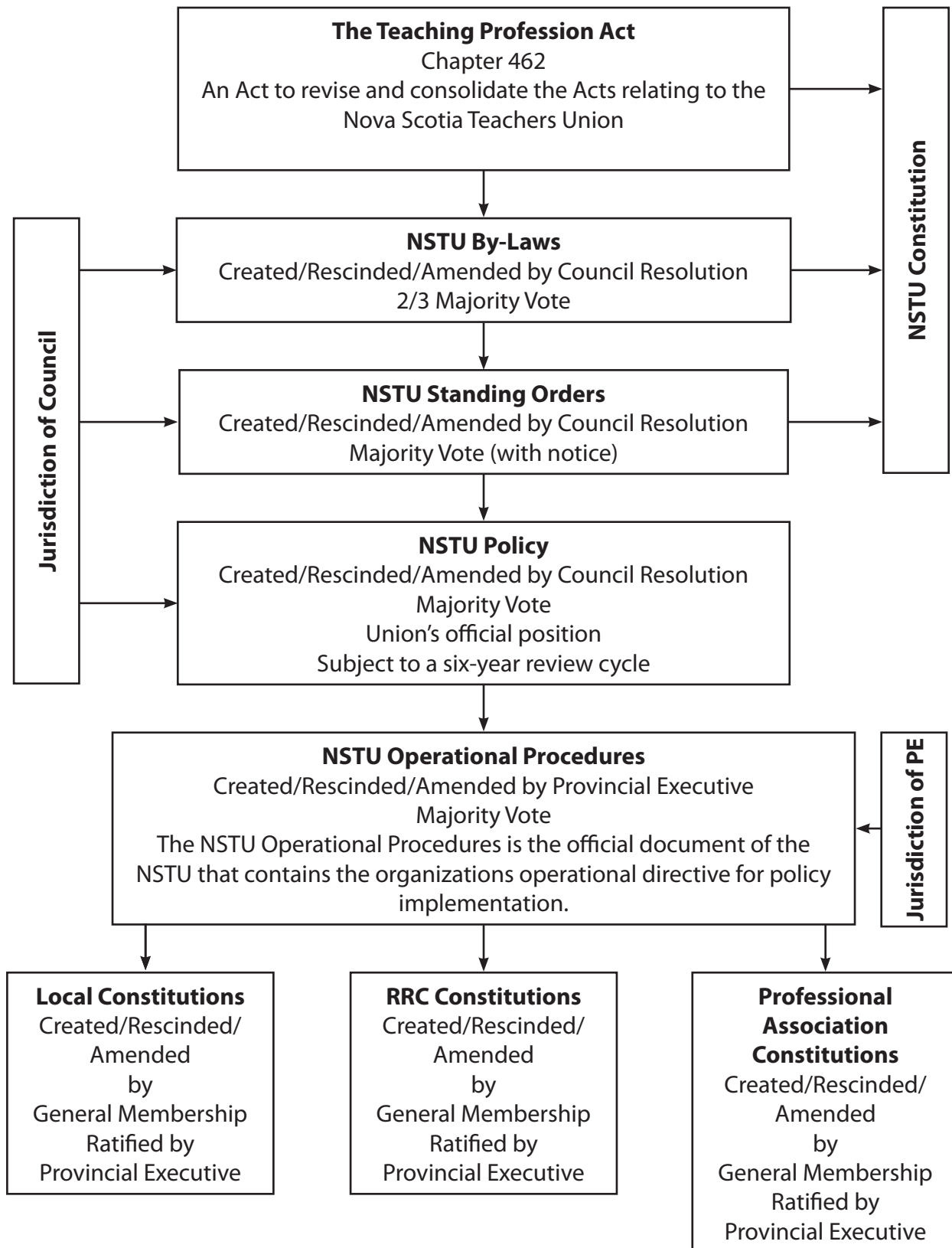


## *Nova Scotia Teachers Union* **Initial Meeting – 1896**

THE FIRST FIVE OBJECTS OF THE CONSTITUTION WERE:

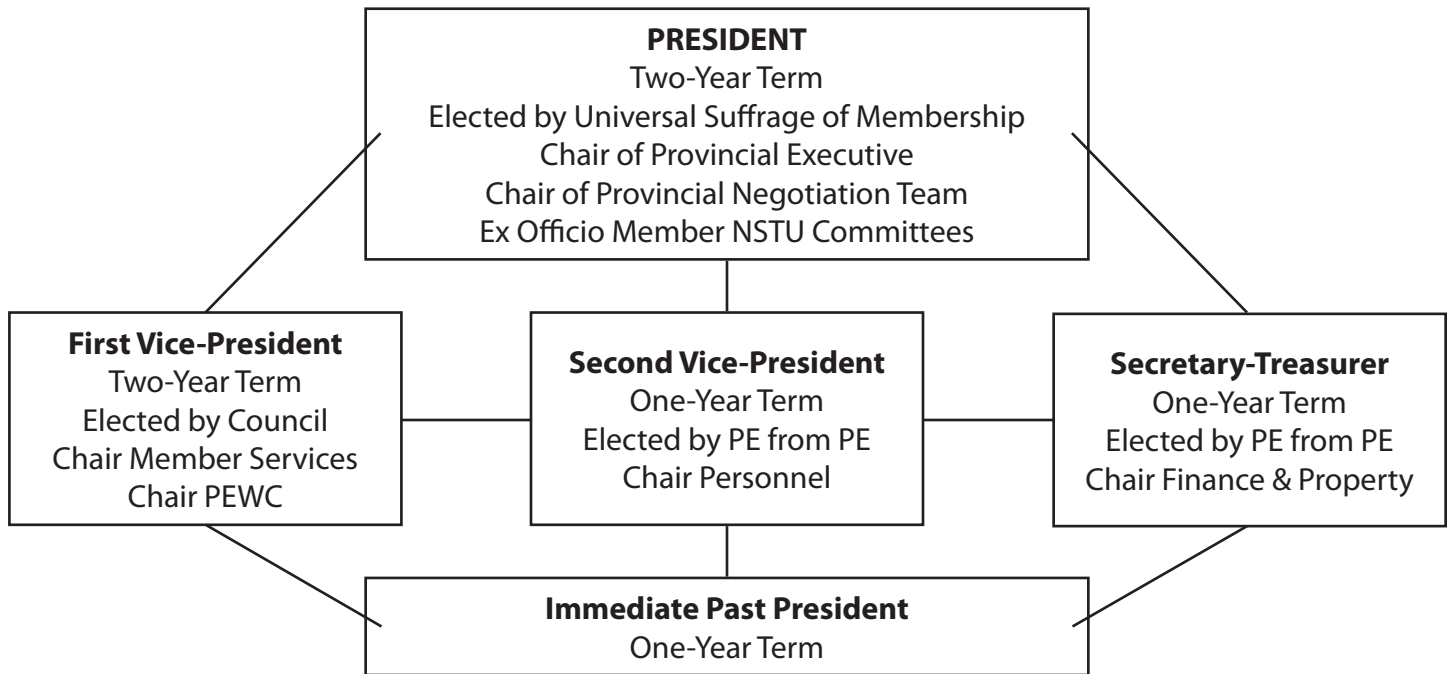
1. *To elevate and unify the teaching profession in Nova Scotia;*
2. *To bring the claims of the profession before the public and legislature of Nova Scotia as occasion may require;*
3. *To watch the educational outlook and trends of thought in other parts of the world with a view to keeping the profession in Nova Scotia abreast of the times;*
4. *To endeavour to advance salaries by increasing the capability of the teachers and improving the quality of the work;*
5. *To protect teachers, who through errors in agreements or otherwise, are in danger of being defrauded by unscrupulous employers.*

## II. CONSTITUTIONAL FRAMEWORK OF THE NOVA SCOTIA TEACHERS UNION



### III. CONSTITUTIONAL FRAMEWORK OF THE PROVINCIAL EXECUTIVE

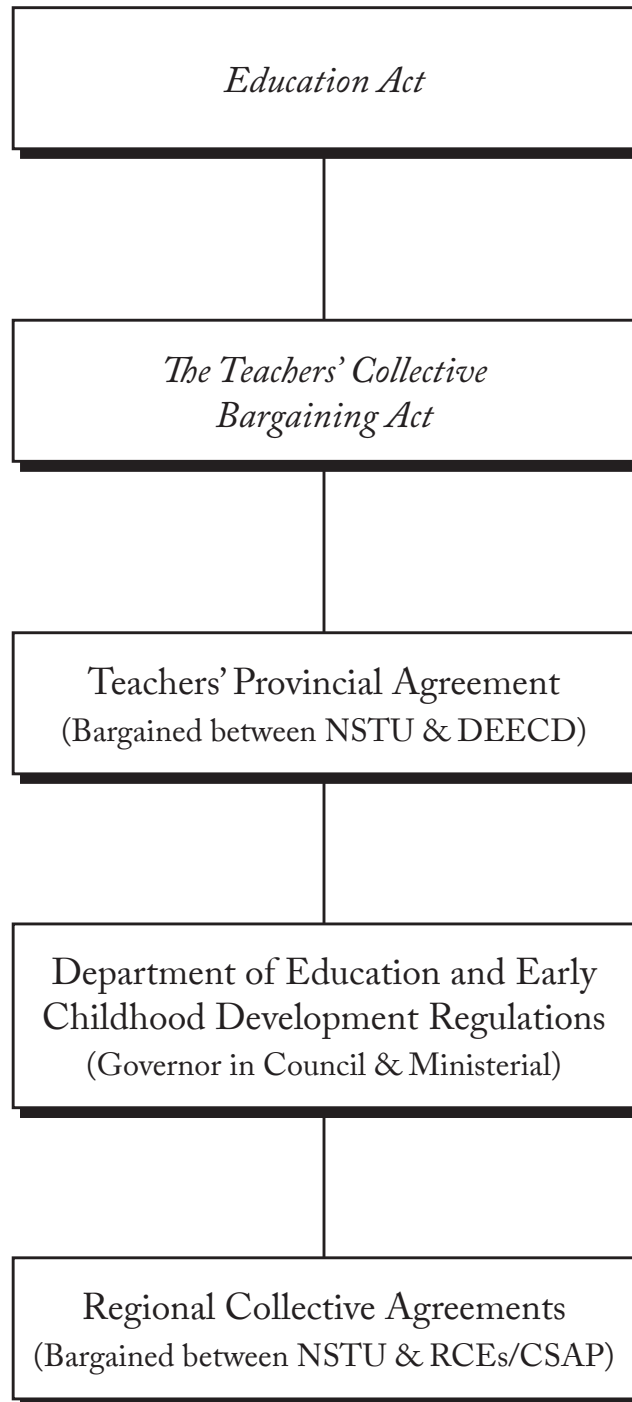
#### TABLE OFFICERS



#### REGIONAL PROVINCIAL EXECUTIVE MEMBERS

<b>21 Regional Members + 2 Designated Members</b>	
Two-Year Term	
Elected by Universal Suffrage from within the region or designated group	
Regions and Designated Positions and Number from each as follows:	
African Nova Scotian	1 member
Annapolis/Hants West/Kings	2 members
Antigonish/Guysborough County	1 member
APSEA	1 member
Cape Breton District	2 members
Colchester-East Hants	1 member
CSANE	2 members
Cumberland	1 member
Dartmouth	1 member
Digby/Shelburne County/Yarmouth	2 members
Halifax City	2 members
Halifax County	2 members
Indigenous	1 member
Inverness/Richmond	1 member
Lunenburg County/Queens	1 member
Northside-Victoria	1 member
Pictou	1 member

## PUBLIC SCHOOLS



## V. LIST OF NSTU COMMITTEES

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The authority to establish committees is granted to the Provincial Executive by NSTU By-Law. Standing Committees of the NSTU are advisory, they answer to and make recommendations to the Provincial Executive.

### **STANDING COMMITTEES OF THE PROVINCIAL EXECUTIVE**

#### Administrative Committees

- Finance and Property Committee
- Governance and Policy Committee (Executive)
- Nominating Committee (Executive)
- Personnel Committee (Executive)

#### Program Committees

- BIPOC Committee
- Comité de programmation acadienne
- Curriculum Committee
- Equity Committee
- Member Services, Health & Safety, and Working Conditions Committee
- Political Action and Public Relations Committee
- Professional Development Committee
- Status of Women Committee
- Substitute Teacher Committee

#### Coordinating Committee

- Professional Associations Coordination Committee

### **COMMITTEES OF COUNCIL**

- Annual Council Elections Committee
- Steering Committee
- Resolutions Committee

### **STATUTORY, QUASI-STATUTORY, AND CONTRACTUAL COMMITTEES OF THE NSTU**

#### From the *Teaching Profession Act*

- Professional Committee
- Discipline Committee

#### From the *Teachers' Pension Act*

- Pension Appeals Committee

#### From the *Teachers' Provincial Agreement*

- Distributed Learning Committee
- Program Development Assistance Fund Committee

### **BOARDS, FOUNDATIONS, AND TRUSTS OF THE NSTU**

- NSTU Group Insurance Trustees
- Nova Scotia Teachers' Pension Plan Trustee Inc. – Board of Directors
- Sheonoroil Foundation – Board of Directors (Trustees)
- Teachers' Pension Board

### **BARGAINING COMMITTEES**

- Provincial Economic Welfare Committee
- Provincial Negotiating Team

## VI. STAFF ORGANIZATIONAL CHART

### Administration

Executive Director  
Assistant Executive Director  
Financial Officer  
Human Resources Officer  
In-House Legal  
Support Staff

### Technology Services

Executive Staff Officers

- Electronic Database
- Member Registry
- Webmaster

Support Staff

### Member Services

Executive Staff Officers

- Certification
- Deferred Leave
- EI/Maternity/Parental Leave
- Grievances/Arbitrations
- Group Insurance Services
- Legal Services
- Negotiations Services
- Occupational Health & Safety
- Pension Services
- Term/Substitute Teachers

Support Staff

### Professional Learning Programs

Executive Staff Officers

- Awards, Fellowships, & Grants
- Curriculum Services
- Equity Programs
- Governance & Policy
- John Huntley Memorial Internship Program
- Leadership Development
- Outreach Programs
- Professional Associations
- Research Services
- Resolutions Processes

Support Staff

### Member Assistance Program (MAP)

Counsellors / EIP Case Coordinators  
/ Registered Nurse

- Counselling Services
- Early Intervention Program
- Employee and Family Assistance Plan (EFAP)
- CAREpath™
- Independent Psychological Consultation

Support Staff

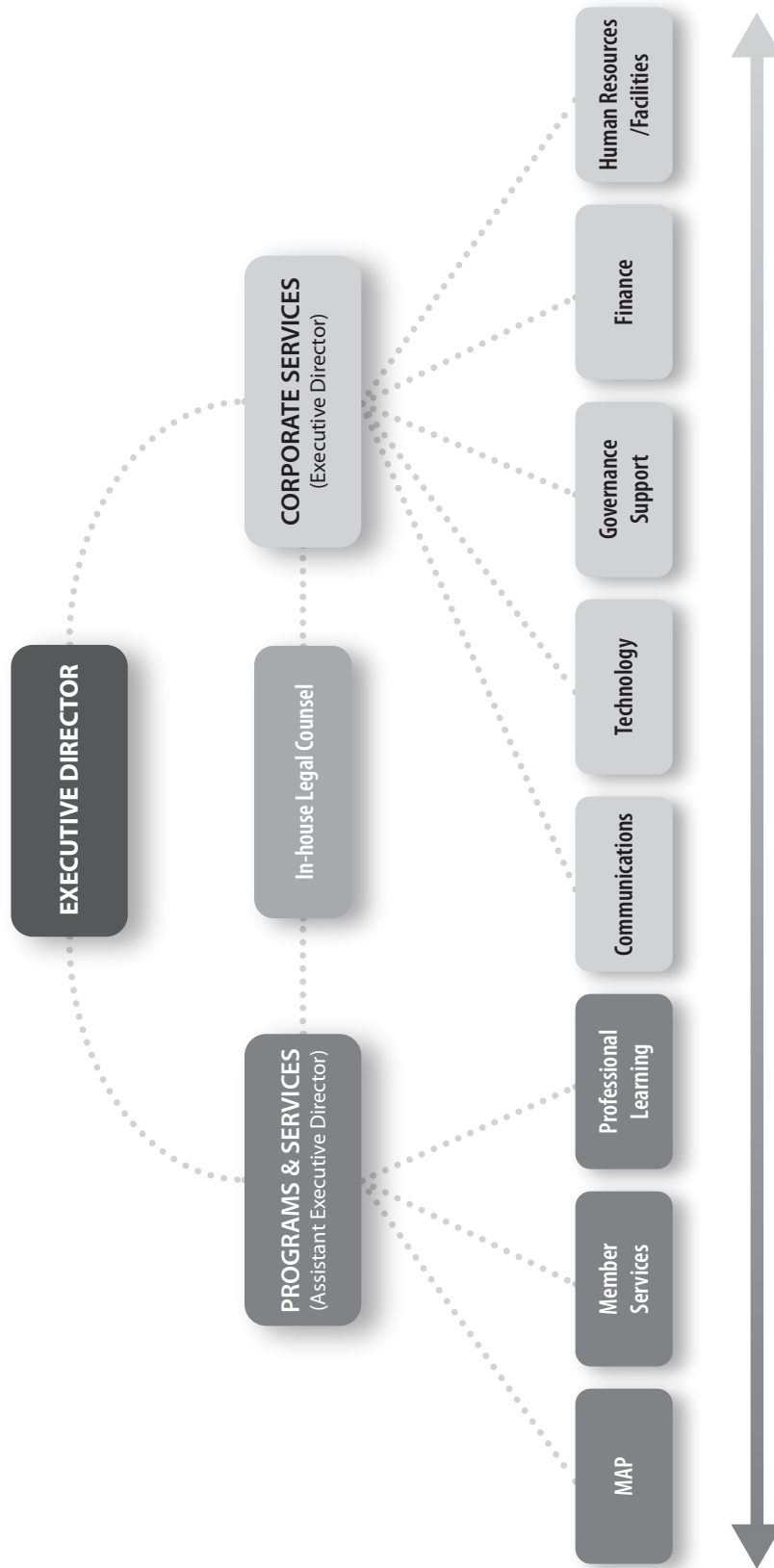
### Public Affairs/ Public Relations/ Communications Programs

Professional Services Staff

- Communications
- Political Action
- Public Affairs
- Public Relations
- *The Teacher*

Support Staff

# VII. NSTU INTERNAL ADMINISTRATION ORGANIZATIONAL CHART



## Executive Staff

**Bethany MacLeod**

*Executive Director*

**Janine Kerr**

*Assistant Executive Director*

**Paul Boudreau**

*Member Services*

**Wally Fiander**

*Member Services*

**Roxanna John**

*Member Services*

**Pamela Langille**

*Professional Learning*

**Jack MacLeod**

*Member Services*

**Tim MacLeod**

*Member Services*

*(Term contract until July 31, 2027)*

**Kyle Marryatt**

*Member Services*

**Jeff Morse**

*Member Services*

**Amanda O'Regan-Marchand**

*Professional Learning*

**Louis Robitaille**

*Research, Policy, & Governance*

**Stacy Samson**

*Member Services*

**Elizabeth Thomas**

*Member Services*

**Simon Wilkin**

*Member Services*

**Wendie Wilson**

*Professional Learning*

---

## Legal Counsel

**Leah Kutcher**

*In-House Legal Counsel*

---

## Financial Officer

**Melanie Waye**

*Financial Officer*

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## Professional Services Staff

**Mark Laventure**

*Communications &  
Public Affairs Officer*

**Brad McIsaac**

*Systems Administrator*

**Nancy Morton**

*Human Resource/Operations  
and Property Officer*

**Angela Murray**

*Communications & Public  
Relations Coordinator*

## Member Assistance Program (MAP) Staff

**Hilary Brousseau**

*EIP Case Coordinator*

**Maya Fallows**

*EIP Case Coordinator*

**Sandra Murray**

*Counsellor,  
Counselling Services*

**Anna Ordinelli**

*Registered Nurse*

**Leticia Richer**

*EIP Case Coordinator*

**Brian Roberts**

*Counsellor,  
Counselling Services*

---

## Support Staff

*Conrad Aucoin, Jon Beram,  
Krystina Bowdery, Nancy Day,  
Lisa Ferguson, Paul Hamer,  
Harmanpreet Kaur, Shelly Landry,  
Robert Laushway, Marie MacInnis,  
Janice MacKenzie, Lise Meunier,  
Marie Therese Murphy,  
Michelle Myers, Wassim Obeid,  
Taylor Parnell-Stanford,  
Karen Staples, and Nicole Wells.*

## IX. EXECUTIVE STAFF OFFICER ASSIGNMENT TO LOCALS AND REGIONS 2026 – 2027

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### **Local.....Executive Staff Officer Contact**

Annapolis .....	Wally Fiander
Antigonish.....	Jeff Morse
APSEA .....	Pam Langille
Cape Breton District .....	Simon Wilkin
Colchester-East Hants .....	Jack MacLeod
CSANE .....	Paul Boudreau
Cumberland .....	Jack MacLeod
Dartmouth .....	Kyle Marryatt
Digby .....	Elizabeth Thomas
Guysborough County.....	Jeff Morse
Halifax City.....	Paul Boudreau
Halifax County .....	Tim MacLeod
Hants West.....	Wally Fiander
Inverness .....	Jeff Morse
Kings.....	Wally Fiander
Lunenburg County.....	Elizabeth Thomas
Northside-Victoria .....	Simon Wilkin
Pictou.....	Jack MacLeod
Queens .....	Elizabeth Thomas
Richmond .....	Jeff Morse
Shelburne County .....	Elizabeth Thomas
Yarmouth .....	Elizabeth Thomas

### **Regional Representative Council .....Executive Staff Officer Contact**

Annapolis Valley .....	Wally Fiander
Cape Breton-Victoria .....	Simon Wilkin
Chignecto Central.....	Jack MacLeod
Halifax .....	Tim MacLeod
South Shore .....	Elizabeth Thomas
Strait .....	Jeff Morse
Tri-County .....	Elizabeth Thomas

## **X. EXECUTIVE STAFF OFFICER CONTACT LIST FOR PROFESSIONAL ASSOCIATIONS 2026 – 2027**

<b>Professional Association</b>	<b>Executive Staff Officer Contact</b>
Association des Enseignants Acadiens (AEA)	Amanda O'Regan-Marchand
Association of Science Teachers (AST)	Pamela Langille
Art Teachers Association (ATA)	Wendie Wilson
Association of Teachers of Every Child (ATEC)	Pamela Langille
Association of Teachers of English of Nova Scotia (ATENS)	Amanda O'Regan-Marchand
Association of Teachers for Young Adolescents (ATYA)	Pamela Langille
Business Education Teachers Association (BETA)	Amanda O'Regan-Marchand
Educational Drama Association of Nova Scotia (EDANS)	Pamela Langille
Family Studies Teachers Association (FSTA)	Wendie Wilson
Mathematics Teachers Association (MTA)	Pamela Langille
Nova Scotia Association of Teacher for Equity in Education (NSATEE)	Wendie Wilson
Nova Scotia Language Teachers Association (NSLTA)	Amanda O'Regan-Marchand
Nova Scotia Music Educators' Association (NSMEA)	Pamela Langille
Nova Scotia School Counsellors Association (NSSCA)	Pamela Langille
Nova Scotia Teachers Association for Literacy & Learning (NSTALL)	Amanda O'Regan-Marchand
Career and Technology Education Association of Nova Scotia (CTEANS)	Amanda O'Regan-Marchand
Primary Elementary Teachers Association (PETA)	Amanda O'Regan-Marchand
Psychologists in School Association (PISA)	Pamela Langille
Speech-Language Pathologists & Audiologists Association (SPAA)	Pamela Langille
Social Studies Teachers Association (SSTA)	Wendie Wilson
Teachers Association for Physical & Health Education (TAPHE)	Amanda O'Regan-Marchand
Professional Association Coordinating Committee (PACC)	Amanda O'Regan-Marchand

## XI. PROVINCIAL EXECUTIVE 2026 – 2027

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	<b>OfficeHeld / Region</b>	<b>Email</b>
Peter Day	NSTU President	president@nstu.ca
Jo-Leigh MacPhee	First Vice-President	jdmacpheenstu@gmail.com
Malik Adams	African Nova Scotian	malikadams379@gmail.com
Melissa Deveau	Annapolis-Hants West- Kings	mdeveaunstu@gmail.com
Jacinda Hatton	Annapolis-Hants West- Kings	jacindahatton@gmail.com
Janet O'Brien	Antigonish-Guysborough	jdobrien.nstu@gmail.com
Andrew McCara	APSEA	andrewmccara25@gmail.com
Rachelle MacIsaac	Cape Breton District	drmacisaac.nstu@gmail.com
Peter Murphy	Cape Breton District	peterdmurphy1976@gmail.com
Kasi Humber	Colchester-East Hants	CEHPE@nstu.ca
Lindsay Crossman Wheaton	Cumberland	cumberlandpe@nstu.ca
Sue Larivière-Jenkins	CSANE	ljsusan3@gmail.com
Ian LeBlanc	CSANE	leblancian9@gmail.com
Mark Savoury	Dartmouth	marksavoury.nstu@gmail.com
Sarah Acker	Digby-Shelbourne-Yarmouth	saacker.nstu@gmail.com
Vera Ryan	Digby-Shelburne-Yarmouth	vera.ryan4444@gmail.com
Sunita Pinet	Halifax City	sunitanstu@gmail.com
Marilyn Skinner	Halifax City	marilynskinnernstu@gmail.com
Angela Ewing	Halifax County	angelaclark@eastlink.ca
Melanie Kennedy-Conrad	Halifax County	nstumelkc@gmail.com
Francine Fleming	Indigenous	murdoch1972@hotmail.com
Paula Landry	Inverness-Richmond	pllandry.nstu@gmail.com
Mai-Ling Storm	Lunenburg County-Queens	mailingnstu@gmail.com
Kim Dunning	Northside-Victoria	kimdunningnstu@gmail.com
Doug Read	Pictou	dread.nstu@gmail.com

## XII. LOCAL PRESIDENTS 2026 – 2027

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	<b>Name</b>	<b>Email</b>
Annapolis	Jeannie Montgomery	annapolislocal@nstu.ca
Antigonish	Jerry Delorey	antigonishlocal@nstu.ca
APSEA	Beth Button	apsealocal@nstu.ca
CSANE	Isabelle Cotnoir	csanelocal@nstu.ca
Cape Breton District	Dawn Spracklin	cblocal@nstu.ca
Colchester-East Hants	Nadine Arnold	cehlocal@nstu.ca
Cumberland	Stacia Findlay	cumberlandlocal@nstu.ca
Dartmouth	Chris Doiron	dartmouthlocal@nstu.ca
Digby	Jennifer Bradley	digbylocal@nstu.ca
Guysborough County	Lacey Phinney	guysboroughlocal@nstu.ca
Halifax City	Nancie de la Chevotière	halifaxcitylocal@nstu.ca
Halifax County	Desiree Daniele	halifaxcountylocal@nstu.ca
Hants West	Shane Goucher	hantswestlocal@nstu.ca
Inverness	Sheila Hawley	invernesslocal@nstu.ca
Kings	Laura McCulley	kingslocal@nstu.ca
Lunenburg County	Sarah Hillier	lunenburglocal@nstu.ca
Northside-Victoria	David Currie	northsideviclocal@nstu.ca
Pictou	Eliza Abbass	pictoulocal@nstu.ca
Queens	Laura Fryday	queenslocal@nstu.ca
Richmond	TBA	richmondlocal@nstu.ca
Shelburne County	Nicole D'Eon	shelburnelocal@nstu.ca
Yarmouth	Chris Runyon	yarmouthlocal@nstu.ca

### **XIII. REGIONAL REPRESENTATIVE COUNCIL CHAIRS 2026 – 2027**

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	<b>Name</b>	<b>Email</b>
Annapolis Valley	Allison Corbett	annapolisrrcchair@nstu.ca
Cape Breton-Victoria	David Currie	capebretonrrcchair@nstu.ca
Chignecto	Nadine Arnold	chignectorrcchair@nstu.ca
Halifax	Chris Doiron	halifaxrrcchair@nstu.ca
South Shore	Sarah Tutty	southshorerrcchair@nstu.ca
Strait	Sheila Hawley	straitrrcchair@nstu.ca
Tri-County	Chris Runyon	tricityrrcchair@nstu.ca

#### **XIV. PROFESSIONAL ASSOCIATION PRESIDENTS 2026 – 2027**

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<b>Association</b>	<b>President's Name</b>	<b>Email address</b>
AEA	Stephanie MacLean	stephaniemaclean06@gmail.com
AST	Jessica Goora	jmaddg902@gmail.com
ATA	Jessie Tasker	president@atanovascotia.education
ATEC	Theresa Jennings	treejennings72@gmail.com
ATENS	Liam Timmons	atenspresident@nstu.ca
ATYA	Mary Barrington	marybarringtongeorge@gmail.com
BETA	Brad Boudreau	hipnautical@icloud.com
CTEANS	John Imber	jjimber@gmail.com
EDANS	Jennifer Priddle	jennpriddle@gmail.com
FSTA	Suzi Synishin	suzisynishin@gmail.com
MTA	Erick Lee	mtapresident@nstu.ca
NSATEE	Jeff Purchase	nsateepresident@nstu.ca
NSLTA	Laura McCulley	lmmcculley3@gmail.com
NSMEA	Dina Burt	dinaburt@gmail.com
NSSCA	Amy Barry	abarrynstu@gmail.com
NSTALL	Tami Cox-Jardine	nstallconference@nstu.ca
PETA	James Timmons	petapresident@nstu.ca
PISA	Natasha Yorke-Phillip	natasha.yorkephillip@gmail.com
SPAA	Meghan MacNeil	meghan.a.macneil@gmail.com
SSTA	Dean Marchand	deanmarchand11@gmail.com
TAPHE	Kaelin Tingley	taphepresident@nstu.ca

## **XV. BY-LAW ARTICLE III – THE PROVINCIAL EXECUTIVE**

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(Article III — The Provincial Executive)

### **1. Composition**

- (a) The composition of the Provincial Executive shall be: the President, the First Vice-President, the Immediate Past-President, twenty-one (21) Regional Members, one (1) African Nova Scotian Member, and one (1) Indigenous Member. African Nova Scotian as self-identified and Indigenous as self-identified.
- (b) The number of Regional Members and the regions from which they shall be elected are as follows:
  - (i) Annapolis/Hants West/Kings 2 Members
  - (ii) Antigonish/Guysborough County 1 Member
  - (iii) Atlantic Provinces Special Education Authority (APSEA) 1 Member
  - (iv) Cape Breton District 2 Members
  - (v) Colchester/East Hants 1 Member
  - (vi) Conseil syndical acadien de la Nouvelle-Écosse (CSANE) 2 Members
  - (vii) Cumberland 1 Member
  - (viii) Dartmouth 1 Member
  - (ix) Digby/Shelburne County/Yarmouth 2 Members
  - (x) Halifax City 2 Members
  - (xi) Halifax County 2 Members
  - (xii) Inverness/Richmond 1 Member
  - (xiii) Lunenburg County/Queens 1 Member
  - (xiv) Northside Victoria 1 Member
  - (xv) Pictou 1 Member
- (c) A Provincial Executive Member must be an Active Member of the NSTU.
- (d) Regional Provincial Executive Members:
  - (i) Each Regional Provincial Executive Member (as defined in (b)) shall be employed with the Educational Entity where they are elected.
  - (ii) Notwithstanding (d) (i) the Regional Provincial Executive Member representing APSEA Local shall be employed by APSEA.
- (e) A Provincial Executive Member shall not concurrently hold office at the Local, Regional, or Professional Association Level.
- (f) Pursuant to 1 (b) where some regions elect more than one (1) Member, one (1) of the two (2) elected Members shall be designated for an individual from an equity-owed group, equity-owed as defined in NSTU Operational Procedures. If no equity-owed Member(s) offers to run as a candidate in the first round of nominations a subsequent nomination period shall be open to all Active Members.

### **2. Table Officers**

- (a) The Table Officers of the Union shall be:
  - (i) the President,
  - (ii) the First Vice-President,
  - (iii) the Second Vice-President,
  - (iv) the Secretary-Treasurer, and
  - (v) the Immediate Past-President.
- (b) Table Officers are Members of the Provincial Executive.
- (c) The Second Vice-President and the Secretary-Treasurer remain a Regional Member, an African Nova Scotian Member, or an Indigenous Member while serving as Table Officers.

### **3. Governance**

- (a) A majority of the Provincial Executive shall constitute quorum.
- (b) There shall be at least six (6) regular meetings of the Provincial Executive each year.
- (c) The President may call a Special Meeting of the Provincial Executive.
- (d) The President shall call a Special Meeting of the Provincial Executive when requested in writing by a two-third (2/3) majority of the Provincial Executive.
- (e) The Provincial Executive may determine its own procedure as set out in Operational Procedures which shall not be inconsistent with these By-Laws, NSTU Standing Orders, or the *Teaching Profession Act*.
- (f) Resolutions and recommendations being forwarded to Annual Council by the Provincial Executive require a two-thirds (2/3) majority vote of the Provincial Executive.
- (g) Roll call votes are taken upon the approval of at least one-fifth (1/5) of the Members of the Provincial Executive.
- (h) The Executive Director shall be responsible for recording the minutes of Provincial Executive meetings. Minutes, once approved, shall be signed by the Secretary-Treasurer and President, shall be kept by the Executive Director as the official

record of the Provincial Executives proceedings, and shall be posted to the NSTU website (NSTU web account log-in required).

- (i) Regular meetings of the Provincial Executive are open to Active and Reserve Members of the NSTU except for those portions of the meeting recommended by the Table Officers and confirmed by two-third (2/3) majority vote to be held in Closed Session.

#### **4. Elections**

- (a) The President shall be elected by a majority vote of the entire Active and Reserve Membership following the process outlined in Operational Procedures.
- (b) The First Vice-President shall be elected by a majority vote conducted at Annual Council following the process outlined in Operational Procedures.
- (c) The Second Vice-President and Secretary-Treasurer shall be elected by the Provincial Executive at a meeting prior to the commencement of the term of office from amongst the Regional Members, African Nova Scotian Member, and Indigenous Member who will be Members of the Provincial Executive on August 1<sup>st</sup> of that year. The election shall be by majority vote.
- (d) Regional Members shall be elected by a plurality vote of the entire Active and Reserve Membership of the regions defined in 1. (b), following the process outlined in Operational Procedures.
- (e) The African Nova Scotian Member and the Indigenous Member shall be elected by a plurality vote of the entire Active and Reserve membership who self-identify as African Nova Scotian or Indigenous respectively following the process outlined in Operational Procedures.

#### **5. Term of Office**

- (a) The term of office for all Provincial Executive Members serving as Regional Members shall be two (2) years starting August 1<sup>st</sup> and ending July 31<sup>st</sup>.
- (b) No Provincial Executive Member serving as a Regional Member shall serve for more than two (2) consecutive terms as a Regional Member. A Regional Member may be re-elected as a Regional Member once absent from the Provincial Executive in this capacity for a full term of office.
- (c) The term of office for the African Nova Scotian Member and the Indigenous Member shall be two (2) years starting August 1<sup>st</sup> and ending July 31<sup>st</sup>.
- (d) The Provincial Executive Member serving as the African Nova Scotian Member or the Indigenous Member shall not serve for more than two (2) consecutive terms as the African Nova Scotian Member or Indigenous Member respectively. An African Nova Scotian Member or an Indigenous Member may be re-elected to the same role once absent from the Provincial Executive in this capacity for a full term of office.
- (e) The term of office for the Provincial Executive Member serving as President or First Vice-President shall be two (2) years starting August 1<sup>st</sup> and ending July 31<sup>st</sup>.
- (f) No President shall serve for more than three (3) consecutive terms as the President. A President may be re-elected as President once absent from the Provincial Executive in this capacity for a full term of office.
- (g) No First Vice-President shall serve for more than two (2) consecutive terms as the First Vice-President. A First Vice-President may be re-elected as First Vice-President once absent from the Provincial Executive in this capacity for a full term of office.
- (h) The term of office for the Immediate Past-President shall be for one (1) year starting August 1<sup>st</sup> and ending July 31<sup>st</sup> of the year immediately following the presidency.
- (i) The term of office of the Second Vice-President as Second Vice-President shall be for one (1) year starting August 1<sup>st</sup> and ending July 31<sup>st</sup>. A Second Vice-President may have consecutive one (1) year terms as long as they are serving as a Regional Member, an African Nova Scotian Member, or an Indigenous Member.
- (j) The term of office of the Secretary-Treasurer as Secretary-Treasurer shall be for one (1) year starting August 1<sup>st</sup> and ending July 31<sup>st</sup>. A Secretary-Treasurer may have consecutive one (1) year terms as long as they are serving as a Regional Member, an African Nova Scotian Member, or an Indigenous Member.
- (k) Service by a Provincial Executive Member as a result of a by-election shall not be applied to the term of office when that same Member is elected through a regular election.
- (l) A Provincial Executive Member may resign; such resignation shall be effective once provided in a written letter to the President.

#### **6. Temporary Absence**

- (a) In the temporary absence of the President, the First Vice-President shall perform the duties of the President.
- (b) In the temporary absence of the First Vice-President, the Second Vice-President shall perform the duties of the First Vice-President.
- (c) In the temporary absence of the Second Vice-President or the Secretary-Treasurer, the duties will be performed by a fellow Table Officer.
- (d) In the temporary absence of a Regional Member the Provincial Executive may select a sitting Provincial Executive Member to perform the provincial duties of the absent Member.

- (e) In the temporary absence of the African Nova Scotian Member or the Indigenous Member the Provincial Executive may select a sitting Provincial Executive Member to perform the provincial duties of the absent Member.
- (f) A Regional Provincial Executive Member who becomes ill and is unable to attend regular meetings of the Provincial Executive shall be represented by an alternate Member selected by the region involved, and the alternate Member shall have all rights and privileges of a duly elected Regional Provincial Executive Member while serving in the role. Where the boundaries of the region are equivalent to the boundaries of a Local, the selection of the alternate Member shall be done by motion at a meeting of the Local Executive. Where the boundaries of the region overlap two or more Locals, the selection of the alternate Member shall be done by motion at a meeting of the Regional Representative Council.

## **7. Vacancy**

- (a) A vacancy shall occur in the event of removal, resignation, or death.
- (b) For a vacancy in the office of President the following shall apply:
  - (i) If the vacancy occurs within the first fifteen (15) months of the term:
    - a. The First Vice-President shall assume the office as Acting President until a by-election is held.
    - b. If the First Vice-President is unable or unwilling to assume the office as Acting President, the Provincial Executive shall elect one (1) of its Members as Acting President until a by-election is held. The election shall be by majority vote.
    - c. The Chief Electoral Officer shall call the by-election within thirty (30) days of the effective knowledge of the vacancy.
  - (ii) If the vacancy occurs after the first fifteen (15) months of the term:
    - a. The First Vice-President shall assume the office as President for the remainder of the term.
    - b. If the First Vice-President is unable or unwilling to assume the office as President, the Provincial Executive shall elect one (1) of its Members as President for the remainder of the term. The election shall be by majority vote.
- (c) For a vacancy in the office of First Vice-President the following shall apply:
  - (i) If the vacancy occurs within the first nine (9) months of the term:
    - a. The Second Vice-President shall assume the office as Acting First Vice-President until a by-election is held.
    - b. If the Second Vice-President is unable or unwilling to assume the office as Acting First Vice-President, the Provincial Executive shall elect one (1) of its Members as Acting First Vice-President until a by-election is held. The election shall be by majority vote.
    - c. A by-election shall be held at Annual Council to complete the term of office.
  - (ii) If the vacancy occurs after the first nine (9) months of the term:
    - a. The Second Vice-President shall assume the office as First Vice-President for the remainder of the term.
    - b. If the Second Vice-President is unable or unwilling to assume the office as First Vice-President, the Provincial Executive shall elect one (1) of its Members as First Vice-President for the remainder of the term. The election shall be by majority vote.
- (d) For a vacancy in the office of Second Vice-President or Secretary-Treasurer, the Provincial Executive shall elect one (1) of its Members to serve for the remainder of the term. The election shall be by majority vote.
- (e) When a Regional Provincial Executive position becomes vacant in the event of removal, resignation, death, or other permanent inability to act, the vacated position shall be filled by an alternate Member selected by the region involved until such time as a by-election is completed. The alternate Member shall have all the rights and privileges of a duly elected Provincial Executive Member while serving in the role. Where the boundaries of the region are equivalent to the boundaries of a Local, the selection of the alternate Member shall be done by motion at a meeting of the Local Executive. Where the boundaries of the region overlap two or more Locals, the selection of the alternate Member shall be done by motion at a meeting of the Regional Representative Council.
- (f) When an African Nova Scotian Member or Indigenous Member position on the Provincial Executive becomes vacant in the event of removal, resignation, death, or other permanent inability to act, the vacated position shall be filled by a by-election.

## **8. Duties**

- (a) The President shall:
  - (i) preside over all meetings of the Council and of the Provincial Executive, and shall have general oversight of the affairs of these bodies;
  - (ii) be an ex officio member of all NSTU committees;
  - (iii) perform such other duties as delegated by the Council or the Provincial Executive; and,
  - (iv) convene a minimum of two conferences per year of NSTU Local Presidents and Regional Representative Council Chairs.
- (b) Notwithstanding 8. (a) (i), the Provincial Executive shall appoint an individual to serve as an Independent Chair for the business sessions of Annual Council.
- (c) The Provincial Executive functions in the name of Council between sessions; it shall perform its duties in a manner that is consistent with the will of Council as expressed through resolutions passed by Council. In addition, the Provincial

Executive shall carry out duties imposed specifically by the *Teaching Profession Act*, these By-Laws, Standing Orders, and Operational Procedures. The Provincial Executive will have, but not necessarily be limited to, carrying out the following duties:

- (i) appoint and dismiss an Executive Director and such other paid employees of the Union as it may deem necessary and determine their duties, remuneration, and terms of employment, including bonding;
- (ii) provide suitable offices and equipment for carrying on the work of the NSTU;
- (iii) direct and supervise the business, property, and affairs of the NSTU between Council meetings, and all decisions that are deemed policy by the Provincial Executive shall be forwarded to the upcoming Council as resolutions;
- (iv) determine the place and date and make arrangements for workshops and special Council meetings;
- (v) issue a post-Council press release;
- (vi) provide assistance with organizing Locals, Regional Representative Councils, and Professional Associations;
- (vii) shall ratify constitutions of Locals, Regional Representative Councils, and Professional Associations by following regulations outlined in the NSTU Operational Procedures;
- (viii) determine the boundaries of the Locals;
- (ix) publish a magazine or other official publications;
- (x) cause the books and accounts of the Council to be audited annually by a chartered accountant and cause the report of the auditor to be submitted to Council;
- (xi) have the power to convene an emergency meeting of a Local or a meeting of the NSTU Members in a given area; and,
- (xii) is empowered to exercise on behalf of the Union, as the Provincial Executive deems advisable from time-to-time, the powers of the Union under the *Teachers' Pension Act* and report thereon to the Council at the next following meeting of the Council.

#### **9. Committees of the Provincial Executive**

Committees required for the efficient running of the NSTU shall be appointed, constituted, and have their duties defined as provided in Standing Orders and Operational Procedures.

## **XVI. OPERATIONAL PROCEDURE 16 – PROVINCIAL EXECUTIVE**

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### **A. CODE OF ETHICS**

This Code of Ethics is a guide to members of the Provincial Executive of the Nova Scotia Teachers Union in maintaining the high traditions of their profession and the trust placed in them by the membership of the Union as a whole.

- I. The Executive member shall be guided at all times by the Code of Ethics of the teaching profession.
- II. The Executive member upon assuming office shall undertake to fulfill the obligations and duties of office to the best of the member's ability.
- III. All discussion and decisions taken while in camera or in Closed Session are to be considered confidential.
- IV. The Executive member shall not make any allegations or statements of a derogatory nature about any individual, individuals, or group of individuals, unless documented evidence exists to substantiate the claims, or such claims are of a very exceptional and serious nature. Such evidence must have been obtained only through legitimate and legal means, and shall be made available, on request, to all members of the Provincial Executive.
- V. The Executive member shall consider all decisions of the Executive to be decisions of the Executive as a whole, unless the individual member's objection is recorded in the minutes of the Executive and is a matter of record.

### **B. ACCOUNTABILITY**

- I. Individuals in an elected or appointed leadership role, NSTU employees and others acting on the organization's behalf, have the obligation to avoid conflicts of interest; the perception of conflict of interest; and ensure that their activities and interests do not conflict with their responsibilities to the Nova Scotia Teachers Union.
- II. Provincial Executive members are expected to fully attend as well as actively participate in all meetings of the Provincial Executive.
- III. Provincial Executive members are responsible to fairly represent Provincial Executive decisions when speaking on issues addressed by the Provincial Executive.

### **C. OBLIGATIONS**

- I. Once a decision has been made at the Executive table, an Executive member shall be duty bound to support that decision and to explain it in a reasonable manner.
- II. Provincial Executive members agree that support can be given to an Executive decision while indicating that the individual recorded a nay vote "It is the decision of the majority of my colleagues and, therefore, I am prepared to support it."
- III. Personnel matters, discipline and professional relations cases shall be regarded as confidential. Neither the views expressed in debate nor the vote of individuals on any issue shall be considered public information.
- IV. The Executive member should be a positive liaison and link between the Provincial Executive and the Local, providing effective two-way communication.
- V. It is essential that the Executive member keep the channels of communication open to develop confidence within the Local/Region regarding the actions of the Provincial Executive and staff. If a difference of opinion should arise between a Local and central office as to a particular course of action taken, the Executive member is in a key position to help resolve any dispute or grievance by contacting and arranging a meeting with the involved parties, and helping to bring about an amicable solution by whatever means are practical.
- VI. The Provincial Executive shall conduct information sessions across the province as deemed necessary.
- VII. A Provincial Executive member shall resign from all provincial committees, Professional Associations Committees and Executive; Sheonoroil Board, and Sheonoroil Committees upon taking office on the Provincial Executive.

### **D. Responsibilities**

- I. The Provincial Executive member has the responsibility to fairly present provincial NSTU positions on issues to Locals/Regions.
- II. The Provincial Executive member has the responsibility to present Local/Regional issues to the Provincial Executive.
- III. The Provincial Executive member has the responsibility to attend:
  - a. Provincial Executive meetings,
  - b. Annual Council (and Special Meetings of Council),
  - c. NSTU Leadership Skills Development Institute,
  - d. Tentative Agreement Presentations within their jurisdiction,
  - e. Local Executive and General Meetings within their jurisdiction, and
  - f. Regional Representative Council Meetings within their jurisdiction.
- IV. The Provincial Executive member has the responsibility to promote the programs and services of the NSTU.
- V. Provincial Executive members shall only be eligible to serve on or chair Standing Committees as appointed by the Provincial Executive.
- VI. Provincial Executive members shall be eligible to serve on ad hoc Committees, Task Forces and Annual Council Committees as appointed by the Provincial Executive.

- VII. Regional Provincial Executive members shall serve as members of their Regional Representative Councils from within their Region if an RRC exists.
- VIII. From Regions where an RRC exists, Regional Provincial Executive members may serve on the Regional Economic Welfare Committee and/or the Regional Negotiation Team at the discretion of the RRC.
- IX. For the APSEA and CSANE Locals, Regional Provincial Executive members may serve on the Local Economic Welfare Committee and/or the Local Negotiation Team at the discretion of the Local.
- X. Provincial Executive members shall engage in such duties as assigned by the Provincial Executive.

**E. TABLE OFFICERS' RESPONSIBILITIES**

- I. Provide recommendations to the Provincial Executive on matters that arise between Provincial Executive meetings.
- II. Facilitate the business of the NSTU.
- III. Review agendas for Provincial Executive meetings.
- IV. Recommend items for closed sessions for Provincial Executive meetings.
- V. Prepare recommendations for a schedule of Provincial Executive meetings.
- VI. Approve benevolent fund requests.
- VII. Process general funding requests and make recommendations to the Provincial Executive.
- VIII. Prepare Provincial Executive Planning agenda.
- IX. Report on Canadian Teachers' Federation activities.
- X. In the event that the NSTU President is serving as a CTF Vice-President, NSTU representation to the CTF Board of Directors in the place of the NSTU President, shall be the First Vice-President, or if unable to attend, the Second Vice-President.
- XI. Report on CAPTO activities.
- XII. Such other duties as requested by the Provincial Executive.
- XIII. The NSTU Past President shall act in an advisory capacity to the NSTU President and shall perform such duties and exercise such powers as may be delegated to them from time-to-time by the NSTU President and/or the Provincial Executive.

**F. MEETINGS OF THE PROVINCIAL EXECUTIVE**

- I. Introductory Acknowledgements  
Each regular meeting of the Provincial Executive shall begin with:
  - a. an acknowledgement of the NSTU's recognition that we are meeting on the unceded traditional territory of the Mi'kmaw;
  - b. followed by an acknowledgement of the NSTU's support for Human Rights.
- II. Location
  - a. Regular meetings of the Provincial Executive will be held in rooms 201 – 206 of the Dr. Tom Parker Building.
  - b. Provisions will be made in Rooms 201-206 for an Executive table, staff table and seating accommodations for observers.
- III. Meeting Status
  - a. The closed portion of the meeting will be scheduled at the beginning of the Executive meeting.
  - b. Executive members may put the motion that the meeting move "in-closed session" at any time during the meeting if warranted. Decision to move "in closed session" shall be by a simple majority vote.
  - c. The First Vice-President shall chair Closed Sessions of the Provincial Executive meetings.
  - d. The staff report, table officers' report, nominating committee and personnel committee reports will be given during the closed portion of the meeting. Other items addressed during the closed portion of the meeting will be recommended by the Table Officers and ratified by the Executive.
- IV. Voting Procedures  
Votes of the Provincial Executive may be taken as voice votes, show-of-hands votes, ballot votes and roll call votes. Roll call votes are taken upon the approval of 20% of the members of the Provincial Executive.
- V. Publicity  
The schedule of regular meetings of the Provincial Executive will be published in The Teacher, distributed to Local Presidents and NSTU representatives.
- VI. Materials  
Observers will be provided with a copy of the meeting agenda upon arrival at the meeting.
- VII. Observers
  - a. The regular meetings of the Provincial Executive are declared open to any interested member of the Nova Scotia Teachers Union (active, associate, active reserve, regular reserve, retired, honorary) provided the appropriate fees have been paid and proof of membership can be provided, if requested.
  - b. Individual observers are not required to provide advance notification of attendance at meetings of the Provincial Executive. Groups attending meetings shall provide advance notice of time and numbers to attend to ensure adequate space can be provided.
  - c. Observers are required to sign a registry of attendance for each meeting attended.
  - d. Observers are expected to behave in a manner that is not disruptive to the conduct of the meeting. Arrangements for presentations to the Executive can be made in advance of Executive meetings.
- VIII. Inter-Meeting Donation Requests

- a. As part of the NSTU annual Community Support budget, an amount of one thousand five hundred dollars (\$1,500) shall be available for donations to external organizations that, due to the timing of the request and the event, cannot be approved at a regular Provincial Executive meeting.
- b. A donation may be provided in an amount not to exceed five hundred dollars (\$500) with the approval of the Table Officers. All donations allocated through this provision shall be documented in the Report of the Table Officers at the Provincial Executive meeting immediately following the donation.

**IX. Special Meetings of the Provincial Executive**

- a. A special meeting of the Provincial Executive shall take place on the decision of the President in consultation with the Executive Director. A special meeting called by the President may be conducted by electronic means.
- b. A special meeting of the Provincial Executive shall take place following the request to the President of two-thirds (2/3) of the Provincial Executive. The process shall be as follows:
  - i. One or more members of the Provincial Executive shall contact the President requesting a special meeting of the Provincial Executive.
  - ii. If the President is in agreement, the meeting will be held under the authority specified in a. above.
  - iii. If the President is not in agreement with the need for a special Provincial Executive meeting, the President will contact Provincial Executive members within thirty six (36) hours from when the President received the initial request.
  - iv. Each member will indicate through the Provincial Executive Listserv whether or not they are in favour of the special Provincial Executive meeting. Provincial Executive members must respond to the call for a vote on a special Provincial Executive meeting within seventy two (72) hours of the receipt of the initial request.
  - v. If a Provincial Executive member has not responded, NSTU Central Office will make a specific effort to contact the Provincial Executive member to ensure the initial request was received.
  - vi. If two-thirds (2/3) of the Provincial Executive respond in the affirmative, the meeting shall take place.
- c. The format of the special meeting, whether by electronic means or in person, may be determined by a majority of the Provincial Executive.

**X. Voting Between Provincial Executive Meetings**

No vote of the Provincial Executive shall be conducted unless it is a business item of a Provincial Executive Meeting.

**XI. Restorative (Relational) Approach**

The Provincial Executive will include a Restorative (Relational) Approach philosophy when conducting meetings.

**G. PROVINCIAL EXECUTIVE HONORARIUM**

Each Provincial Executive member, except the NSTU President, shall be paid an honorarium of two hundred and seventy-five dollars per month (\$275/month). Notwithstanding the above, the Provincial Executive Members serving as Second Vice-President and Secretary-Treasurer shall be paid an honorarium of three hundred and fifty dollars per month (\$350/month).

**H. MINUTES**

- I. Meetings of the Provincial Executive shall be recorded, in conjunction with minute taking, as a means of reference for the future. Recordings will be retained for a minimum of one (1) year.
- II. On the Monday following an Executive Meeting, meeting highlights are posted on the NSTU website and emailed to the Provincial Executive, Local Presidents and RRC Chairs.
- III. Draft minutes are emailed to the Provincial Executive in the week following an Executive meeting and to Local Presidents and RRC Chairs one (1) week later. Final minutes are posted on the NSTU website once they have been officially adopted by the Executive.

**I. RELEASE TIME**

Any Provincial Executive member requiring release time in excess of twelve (12) days provided by Article 31.07 (i) (a) of the Provincial Agreement must seek prior approval from the President or Executive Director.

**J. TRAINING**

- I. Members elected to the Provincial Executive will be invited to attend an Executive Meeting (as observers) prior to assuming the position.
- II. A training program will be provided to new members of the Provincial Executive. New Provincial Executive members will be brought in one (1) day early for orientation prior to their first Executive Meeting.
- III. New Executive members will be given the option to attend the first John Huntley Memorial Internship Program during the year.

**K. COMMUNICATIONS ALLOWANCE OPTIONS**

- I. Option 1:
  - a. The Union will provide reimbursement (upon presentation of receipts) up to five hundred dollars (\$500.) annually for costs associated with communication expenses. This includes, but is not limited to, the installation and maintenance of a separate telephone/internet line, the purchase of communications supplies/equipment, such as printers, long distance charges, internet charges, paper, toner, and inkjet cartridges (excluding any computer) or any other such expenses as approved by the Finance and Property Committee.

- b. The Union is not responsible for any costs incurred with personal cell phone usage; furthermore, the Union will not provide cell phones to any individual members, including members of the Provincial Executive. The provincial President is excluded from this limitation.

OR

II. Option 2:

- a. Alternatively, Provincial Executive members may elect to receive an annual taxable allowance of five hundred dollars (\$500.) to cover all costs associated with communication expenses. This includes, but is not limited to, the installation and maintenance of a separate telephone/internet line, the purchase of communications supplies/equipment, such as printers, long distance charges, internet charges, paper, toner, and inkjet cartridges (excluding any computer) or any other such expenses.
- b. The communication allowance of five hundred dollars (\$500.) shall be paid in full or, upon notification to the secretary-treasurer, two (2) payments of two hundred and fifty dollars (\$250.).

**L. REPRIMAND, SUSPENSION, OR REMOVAL FROM THE PROVINCIAL EXECUTIVE**

**I. Preamble**

Removing a Provincial Executive member is a very serious action and should never be approached lightly. Due process must always be followed.

**II. Grounds for Reprimand, Suspension, or Removal**

A Member of the Provincial Executive may be reprimanded, suspended, or removed from office for reasons including but not limited to the following:

- a. Disruption of any meeting to the extent that business cannot be conducted in an orderly fashion. (This is not to be considered the same as strenuous, spirited debate and such provision should never be used to stifle debate).
- b. A significant instance of harassment, or continued harassment of another Provincial Executive Member.
- c. Failure to attend two (2) consecutive Executive Meetings without valid reasons satisfactory to the Provincial Executive.
- d. A significant instance, or continued, gross or willful neglect of the duties of the office.
- e. Unauthorized expenditures, signing of cheques, or misuse of organization funds.
- f. Actions that bring the organization into disrepute.
- g. Misrepresentation of the organization and its officers to outside persons.
- h. Incapacity of the Member to continue serving on the Provincial Executive.
- i. Failure to meet eligibility criteria to hold office.
- j. Significant and/or continued failure to adhere to current NSTU Policies and Operational Procedures.

**III. Procedures**

- a. A complaint alleging that a Provincial Executive Member should be Reprimanded, Suspended, or Removed may be made by any Provincial Executive Member(s) (the "Complainant(s)").

**Informal Resolution**

- b. The Complainant(s) shall, where possible, communicate promptly with the Provincial Executive Member(s) complained against (the "Respondent(s)") in order to resolve the complaint.
- c. If possible, the President or First Vice President may attempt to resolve the complaint informally, possibly with the assistance of the Executive Director.
- d. Where the Complainant(s) and/or the Respondent(s) includes the President or First Vice-President, the Executive Director (or external designate) may attempt to resolve the complaint informally.
- e. Informal resolution is reached when both the Complainant(s) and Respondent(s) agree, in writing, to a resolution.

**Formal Resolution**

- f. If the complaint cannot be resolved through the informal resolution process, the Complainant(s) may make an official complaint in writing to the Executive Director.
- g. The Executive Director shall, within ten (10) days of receiving an official complaint, provide a copy of the complaint to the Respondent(s).
- h. The Respondent(s) shall be provided the opportunity to respond to the complaint in writing. Response shall be submitted to the Executive Director within ten (10) days of receipt of complaint. Failure to submit a response shall not be construed as guilt or innocence nor stop the formal resolution process.
- i. The complaint shall be investigated by the Executive Director (or external designate).
- j. The investigation shall proceed and must be completed within ninety (90) days of the official complaint being provided, by the Complainant(s), to the Executive Director.
- k. The investigation shall include an interview of the Complainant(s) and Respondent(s). The Respondent(s) shall be provided a full opportunity to respond and make a full answer and defence.
- l. The investigation shall determine the following:
  - i. what occurred, on a balance of probabilities; and
  - ii. whether what occurred warrants a reprimand, suspension, or removal; or

- iii. whether the complaint is unfounded.
- m. A final investigation report and summary shall be prepared by or provided to, the Executive Director.

#### **IV. Special Meeting**

- a. A Special Meeting of the Provincial Executive shall be called within thirty (30) days of the investigation report and/or summary being completed by or provided to the Executive Director;
- b. At the Special Meeting:
  - i. the Executive Director (or external designate) shall share the investigation report and/or summary;
  - ii. the Complainant(s) and the Respondent(s) shall not attend;
  - iii. the proceedings shall be conducted in camera; and,
  - iv. the sole purpose shall be the deliberation on the investigation report and/or summary.

#### **Special Meeting Vote**

- c. Votes conducted at the Special Meeting shall be conducted by secret ballot. The threshold of acceptance for votes at the Special Meeting will be a majority of the Provincial Executive Members attending the meeting who cast a ballot. Spoiled ballots will not be counted.
- d. A vote shall be held at the Special Meeting to decide whether the complaint is founded or unfounded.
- e. If the Provincial Executive decides the complaint is founded, a second vote shall be conducted to determine whether the Respondent(s) shall be:
  - i. reprimanded;
  - ii. suspended; or
  - iii. removed as a Provincial Executive Member.
- f. The Respondent(s) will be informed, in writing immediately following, the Special Meeting whether the complaint was held to be unfounded or whether they have been reprimanded, suspended, or removed as a Provincial Executive Member.
- g. In the event the vote results in the removal of the Respondent(s), the Respondent(s)'s former position shall be filled according to the by-elections procedures in NSTU Operational Procedures.

## **XVII. OPERATIONAL PROCEDURE 7 – CONFIDENTIALITY**

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### **A. POLICY**

The Policy on Confidentiality is set out in NSTU Standing Orders and reads:

*Individuals in an elected or appointed leadership role of the NSTU, its employees, and others acting on the organization's behalf are obligated to hold confidential information in strict confidence and shall not disclose or use any confidential information except in the course of carrying out authorized activities on behalf of the Union; as expressly authorized by the Executive Director, NSTU President, or Provincial Executive in writing; or where required by law.*

### **B. CONFIDENTIAL INFORMATION DEFINED**

For the purposes of the Standing Order on Confidentiality and these Procedures, confidential information is defined as, but may not necessarily be limited to:

- I. personal information and data concerning Union Members;
- II. personal information and data concerning Union employees;
- III. details regarding collective bargaining negotiations;
- IV. details regarding business operations and financial matters of the Union;
- V. information that would reasonably be considered to be personal or confidential;
- VI. Internal discussions involving the NSTU President, Provincial Executive, and/or staff that precede decisions on NSTU policy, public position, or contract interpretation; and,
- VII. any materials explicitly marked as confidential.

Confidential information will not include the following:

- VII. information that is generally known in the Union;
- VIII. information that is now or subsequently becomes generally available to members through no wrongful act of the leader or employee; or,
- IX. information rightly in the possession of the leader or employee prior to receiving the confidential information from the Union.

### **C. OBLIGATION**

In accordance with the Standing Order on Confidentiality and these Procedures, individuals entrusted with confidential information must adhere to the following guidelines:

- I. take reasonable steps to ensure confidential materials are not released to unauthorized persons and report any inadvertent disclosure to the appropriate Union Leader or supervisor;
- II. make reasonable efforts to ascertain whether or not information is confidential and whether or not the release of information is authorised (if in doubt regarding disclosure of information, individuals should consult the Executive Director);
- III. ensure confidential information stored in a digital format is on a secure system and viewed on a secure device;
- IV. surrender all confidential documents to the appropriate Union Leader or supervisor upon leaving their position; and,
- V. adhere to the obligation to hold confidential information in strict confidence beyond the term of the leadership role or employment.

### **D. CONFIDENTIALITY AS IT PERTAINS TO THE PROVINCIAL EXECUTIVE**

- I. The Provincial Executive have a heightened fiduciary duty regarding Confidentiality.
- II. All discussion and decisions taken while in camera (closed session) are to be considered confidential. Speaking notes may be created, by the NSTU President in consultation with the Executive Director and the Provincial Executive as a whole, for individual Provincial Executive Member's use while addressing questions from NSTU Members.
- III. Items to be discussed in closed session shall include, but not necessarily be limited to, the following:
  - a. Personnel Committee Report,
  - b. Nominating Committee Report,
  - c. Discipline matters,
  - d. Negotiations updates, asking packages, and tentative agreements,
  - e. Grievances,
  - f. Reports from the Insurance Trustees,
  - g. Reports regarding the Teachers' Pension Plan,
  - h. Audited Financial Statements and Draft Budgets, and
  - i. Other items as recommended by the Table Officers and approved by two-third (2/3) majority of the Provincial Executive.
- IV. Neither the views expressed in debate nor the vote of individual Members (on confidential matters) shall be disclosed to persons outside of the Provincial Executive.
- V. Failure to adhere to confidentiality Policy and Operational Procedures may lead to reprimand, suspension, or removal as appropriate.
- VI. Upon taking office on the Provincial Executive individuals will be asked to sign an acknowledgement that they have reviewed and understood the Policy and Procedures on confidentiality.

## **XVIII. OPERATIONAL PROCEDURE 8 – CONFLICT OF INTEREST**

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### **A. POLICY**

The Policy on Conflict of Interest is set out in NSTU Standing Orders and reads:

*Individuals in an elected or appointed leadership role of the NSTU, its employees, and others acting on the organization's behalf have the obligation to avoid conflicts of interest; the perception of conflict of interest; and to ensure that their activities and interests do not conflict with their responsibilities to the Nova Scotia Teachers Union.*

### **B. DEFINITION**

A conflict of interest arises in situations where an individual's private affairs or financial interests are in conflict, or could result in the perception of conflict, with their duties or responsibilities. A real or apparent conflict of interest includes, but is not limited to, where a person:

- I. has the potential for monetary gain or access to increased status or power;
- II. has a direct or indirect interest in any enterprise which transacts business with the Union;
- III. serves on a selection committee where a personal relationship with an applicant may create undo bias.
- IV. renders service for compensation and that compensation is an attempt to gain favour; and,
- V. has a leadership role with an external body that may render a decision inimical to the interests of the Union.

### **C. SELF DISCLOSURE**

- I. Persons in leadership roles shall:
  - a. be sensitive to the perception of conflict of interest;
  - b. make known in advance any possible conflict of interest;
  - c. err on the side of caution rather than presume that no conflict may be perceived; and,
  - d. consult the Executive Director when in doubt whether a conflict may exist.
- II. Upon assuming membership on the Provincial Executive or appointment to a staff position, that person shall report to the Executive Director any affiliation which may lead to any perceived or potential conflict.
- III. Where a person in a leadership role, has a conflict of interest, in any matter and is present at a meeting at which the matter is the subject of consideration, the member shall:
  - a. prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
  - b. absence themselves from the portion of the meeting where the matter is discussed (such absence to be recorded in the minutes);
  - c. not take part in the discussion of, or vote on any question in respect of the matter; and,
  - d. not attempt in any way whether before, during or after the meeting to influence the voting on any such question.
- IV. When a person in a leadership role continues to participate despite a possible conflict of interest, it is acceptable to ask for the group's concurrence in this choice, and it is acceptable for another participant to challenge this decision and put the matter to a vote by the assembly.

### **D. VOTING IN ELECTIONS OR ON COLLECTIVE GAINS**

Notwithstanding these conflict of interest procedures, individuals do have the right to vote for themselves in elections. Additionally, where there is a potential collective gain, as in a motion to increase a subsidy allocated for attending conventions, all members continue to have a right to vote.

### **E. POLICY ENFORCEMENT PROCEDURES**

If a person in a leadership role or an NSTU employee does not declare a possible conflict of interest and a conflict of interest is found to exist, or where a conflict of interest is determined to have occurred, the person(s) may be liable to the Nova Scotia Teachers Union and subject to such actions as deemed legal and appropriate. Procedures, processes, and reporting under this Policy and Procedures shall be under the advisement and direction of the Executive Director of the NSTU.

### **F. APPEAL**

Any decision of the Executive Director taken as a result of the application of this Policy and Procedures shall be subject to appeal to the Table Officers of the NSTU.

## **XIX. PROVINCIAL EXECUTIVE MEETING DATES 2026 – 2029**

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### **Meeting Dates 2026-2027**

September 11-12, 2026 (Fri.-Sat.)  
October 16-17, 2026 (Fri.-Sat.)  
December 11-12, 2026 (Fri.-Sat.)  
January 14 & 15, 2027 (Thurs.-Fri.)  
Feb. 25 & 26, 2027 (Thurs.-Fri.)  
April 8, 2027 (Thursday)  
April 30 - May 2, 2027 Annual Council  
June 4-5, 2027 (Fri.-Sat.)

### **Meeting Dates 2027-2028**

September 17-18, 2027 (Fri.-Sat.)  
October 15-16, 2027 (Fri.-Sat.)  
December 3-4, 2027 (Fri.-Sat.)  
January 13 & 14, 2028 (Thurs.-Fri.)  
February 24 & 25, 2028 (Thurs.-Fri.)  
April 6, 2028 (Thursday)  
May 26-28, 2028 Annual Council  
June 9-10, 2028 (Fri.-Sat.)

### **Meeting Dates 2028-2029**

September 15-16, 2028 (Fri.-Sat.)  
October 20-21, 2028 (Fri.-Sat.)  
December 1-2, 2028 (Fri.-Sat.)  
January 18 & 19, 2029 (Thurs.-Fri.)  
February 22 & 23, 2029 (Thurs.-Fri.)  
April 5, 2029 (Thursday)  
TBD Annual Council  
June 1-2, 2029 (Fri.-Sat.)

### **Other Important Dates**

August 12-14, 2026 August Leadership Conference (Tentative)  
Sept. 18, 2026 Local Presidents'/RRC Chairs' Conference  
October 23, 2026 Professional Association Conferences

April 9-10, 2027 Local Presidents'/RRC Chairs' Conference

### **Other Important Dates**

August 11-13, 2027 August Leadership Conference (Tentative)  
Sept. 24, 2027 Local Presidents'/RRC Chairs' Conference  
October 22, 2027 Professional Association Conferences

April 7-8, 2028 Local Presidents'/RRC Chairs' Conference

### **Other Important Dates**

August 16-18, 2028 August Leadership Conference (Tentative)  
Sept. 22, 2028 Local Presidents'/RRC Chairs' Conference  
October 27, 2028 Professional Association Conferences

April 6-7, 2029 Local Presidents'/RRC Chairs' Conference

## **XX. SUGGESTED TIMELINES FOR MEETINGS**

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Friday/Saturday meetings will run, Friday from 9:00 am to 4:30 pm with a 90-minute break for lunch and two 15-minute breaks, in the morning and afternoon, and Saturday from 9:00 am to 11:30 am with a 15-minute break. Thursday/Friday meetings will run 9:00 am to 4:30 pm with a 90-minute break for lunch and two 15-minute breaks, in the morning and afternoon, each day.

Special Meetings are called for consideration of Provincial Asking Packages and Tentative Agreements as well as on an as required basis.

General Ground Rules for Speakers to a Topic/Motion:

- Normally, individuals only speak once per.
- Maximum, individuals may speak twice per at the discretion of the Chair.
- The Chair will attempt to alternate between pro and con, after hearing from three consecutive speakers on a given side and no opposing view forthcoming, the question will be called.

## **XXI. PROVINCIAL EXECUTIVE MEETING AGENDA**

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The setting of the agenda for Provincial Executive meetings is the responsibility of Table Officers in consultation with the Executive Director. The following schedule is not intended to encumber the functioning of the Provincial Executive but to allow a reasonable amount of time for Provincial Executive Members to reflect on matters before being faced with a decision; this will also allow sufficient time for NSTU staff to gather appropriate background material, conduct any necessary research, and compile the Provincial Executive Meeting package. It is anticipated that, from time-to-time, there will be items of an emergency nature that the Table Officer/Provincial Executive will decide to address immediately regardless of this schedule.

### **Pre-Mailing Package**

1. Agenda items must be received by the Table Officers by 4:00 PM on the Wednesday of the week prior to the Provincial Executive meeting.
2. An electronic copy of the pre-mailing package will be posted on the NSTU website on the Wednesday/Thursday of the week prior to the meeting.
3. Packages will be couriered out to those members requesting hard copies of materials.

### **Items Received After the Pre-Mailing**

1. Items received by 4:00 PM on the Friday of the week prior to the Provincial Executive meeting may be placed on the agenda under the appropriate heading.
2. The online pre-mailing package would then be updated with additional items on the Monday afternoon the week of the Provincial Executive meeting.
3. Hard copies will be provided at the meeting (for those requesting hard copies of materials).

When submitting an item for the Agenda please keep in mind the following:

1. Items should be submitted by email to [tableofficers@nstu.ca](mailto:tableofficers@nstu.ca).
2. If there are any supporting documents, they should be submitted with the Agenda item.
3. If there is a recommendation leading to a motion the New Motion Form should be used and sent along with submission.
4. If the item is intended as an information item a brief description should accompany the submission.

## **XXII. MINUTES AND HIGHLIGHTS OF PROVINCIAL EXECUTIVE MEETINGS**

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On the Monday following a Provincial Executive meeting, meeting highlights are posted on the NSTU Website and sent to the Provincial Executive, Local Presidents, and RRC Chairs.

Draft Minutes are emailed to the Provincial Executive in the week following a Provincial Executive meeting and to Local Presidents and RRC Chairs one week later. Final Minutes are posted on the NSTU Website once they have been officially adopted by the Provincial Executive.

## **XXIII. PROVINCIAL EXECUTIVE ROLE AT THE LOCAL AND REGIONAL LEVEL**

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NSTU By-Law Article III – The Provincial Executive, Section 1 – Composition, Sub-Section (d) states: “A Provincial Executive Member shall not concurrently hold office at the Local, Regional, or Professional Association Level.”

### **Local Executive Meeting**

Provincial Executive Members should attend Local Executive Meetings within their region where they should report on provincial activities. Provincial Executive Members have an obligation to be “a positive liaison and link between the Provincial Executive and the Local, providing effective two-way communication” (OP 15, C, IV). Provincial Executive Members should not vote nor make/second motions at a Local Executive Meeting as they are not members of the Local Executive.

### **Local General Meeting**

Provincial Executive Members should attend Local General Meetings within their region where they should report on provincial activities. A Provincial Executive Member has all the rights of membership at a Local General Meeting including the right to vote and make/second motions if they are a Member of that Local.

### **Regional Representative Council (RRC)**

NSTU By-Law V – Regional Governance, Section 2 (b) (ii) and Section 3 (b), Provincial Executive Members are Regional Members of their RRC with all the rights and responsibilities of the other members of the RRC except the right to hold office. Provincial Executive Members have the right to vote and make/second motions at RRC meetings. Provincial Executive Members shall not hold office at the regional level (meaning they are not permitted to be RRC Chair, RRC Vice-Chair, REWC Chair, Grievance Chair, Article 60 Chair, Secretary, or Treasurer).

## **XXIV. FINANCIAL MATTERS**

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### **Expense Form**

The expense form for Provincial Executive Members was revised to reference Article 31.07 (a) of the Teachers' Provincial Agreement.

### **Insurance Coverage**

All Provincial Executive Members have travel accident coverage of \$266,270 and ADD (accidental death and dismemberment) of \$300,000

## **XXV. CRA TAXABLE BENEFITS**

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Provincial Executive Members should be aware that the following items are taxable benefits:

- Child Care (only for claims under 40 km distance)
- Other Family Care
- Pet Care
- Honoraria
- Spousal Travel
- Communications Allowance (if choose option 2)

Once the aggregate total from all NSTU sources reaches \$500 or more T4s will be issued at year end.

## **XXVI. GUIDELINES FOR USE OF NSTU ISSUED DEVICES**

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1. iPads are provided solely for the purpose of conducting NSTU business; to facilitate the distribution of NSTU documents electronically; and to conduct NSTU business as a Provincial Executive Member.
2. Users may install upgrades to existing software as advised by the manufacturer.
3. Upon completion of their term, the outgoing Provincial Executive Member will return the iPad to the NSTU.
4. In the event the iPad is more than four (4) years old it will be replaced with new comparable technology.
5. The NSTU will take every precaution to delete information once the iPad has been returned. However, users must be aware that information stored can be retrieved even after it has been deleted. This includes, but is not limited to, documents, pictures, folders, browsing history, cookies, and temporary internet files.
6. If a Member encounters hardware or software issues on any installed component, they can return the iPad to the NSTU for repair/replacement.
7. An inventory listing of iPads and users will be maintained by the NSTU.
8. The NSTU reserves the right to request the iPad be returned in the event it is being used in a way that compromises the integrity of the NSTU.
9. The NSTU is not responsible for any repairs required as a result of negligent use of the iPad. This shall include installation of software or damage as a result of using the device for non-NSTU business.
10. The iPads are the property of the NSTU and Members are asked to ensure their safe keeping.









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