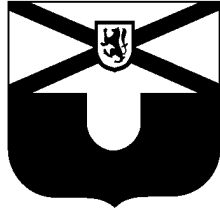


Nova Scotia Teachers Union



***_RRC
Operational Procedures
Model***

Note: These procedures are provided as a guide for RRCs to follow. An RRC should adopt these procedures as appropriate to complement the RRC's Constitution. Once adopted at an RRC Meeting they must be filed with NSTU Central Office. Should you have any questions or require any assistance in preparing your Operational Procedures please do not hesitate in contacting Executive Staff Officer responsible for Governance.

Date of approval

_RRC
Operational Procedures
Table of Contents

<u>Article</u>	<u>Title</u>	<u>Page #</u>
1.00	Duties of the _____ Regional Representative Council	
1.01	Duties of the _____ Regional Representative Council Chair	
1.02	Duties of the _____ Regional Representative Council Vice-Chair	
1.03	Duties of the _____ Regional Representative Council Secretary	
1.04	Duties of the _____ Regional Representative Council Treasurer	
1.05	Duties of the Local Presidents on the _____ Regional Representative Council	
1.06	Duties of the Local First Vice-Presidents on the _____ Regional Representative Council	
1.07	Duties of the Additional Members on the _____ Regional Representative Council	
1.08	Duties of the Provincial Executive Members on the _____ Regional Representative Council	
2.00	Committees of the _____ Regional Representative Council	
2.01	Regional Economic Welfare Committee	
2.02	Grievance Committee	
2.03	Management-Teacher Committee	
2.04	Professional Development Fund Committee	
2.05	Regional Negotiating Team	
3.00	Meeting Protocols and Agendas	
3.01	_____ Regional Representative Council Regular Meeting Agenda	
4.00	Honoraria	
5.00	Amendments	

_RRC Operational Procedures

1.00 DUTIES OF THE _____ REGIONAL REPRESENTATIVE COUNCIL

The duties of the _RRC shall include, but not necessarily be limited to:

1. ensuring adherence to terms and conditions of employment as incorporated into Regional and Provincial agreements;
2. determining an application and selection process for identifying committee members of the _RRC Committees;
3. administering the selection and appointment of committee members to _RRC Committees;
4. receiving reports from _RRC Committees appointed by the _RRC;
5. promoting Member rights and responsibilities;
6. addressing such other duties as assigned by the Provincial Executive;
7. appointing the Regional Negotiating Team from among the Members of the REWC and such other persons as determined by the _RRC; and,
8. appointing the Chair of the Regional Negotiating Team from the members of the Regional Economic Welfare Committee.

1.01 DUTIES OF THE _____ REGIONAL REPRESENTATIVE COUNCIL CHAIR

The duties of the _RRC Chair shall include, but not necessarily be limited to:

1. speaking as the official spokesperson for the _RRC on Regional bargaining unit issues;
2. presiding at all meetings of the _RRC;
3. preparing agendas for all _RRC meetings;
4. calling special meetings in the event of an emergency;
5. participating on the Classroom Climate Review Team pursuant to the Teachers' Provincial Agreement (this duty may be designated to another _RRC Member by the _RRC); and,

6. ensuring that the following is presented to the Annual General Meetings of participating Locals:
 - a. a _RRC financial statement,
 - b. a proposed _RRC budget for the upcoming year, and
 - c. a report of the _RRC activities for the year.

1.02 DUTIES OF THE ____ REGIONAL REPRESENTATIVE COUNCIL VICE-CHAIR

The duties of the _RRC Vice-Chair shall include, but not necessarily be limited to:

1. fulfilling the duties of the _RRC Chair in the Chair's absence.

Note: RRCs are allowed through NSTU By-Law to have a combined secretary-treasurer, if this is the duties from 1.03 and 1.04 should be combined into one section for a Secretary-Treasurer.

1.03 DUTIES OF THE ____ REGIONAL REPRESENTATIVE COUNCIL SECRETARY

The duties of the _RRC Secretary shall include, but not necessarily be limited to:

1. recording and maintaining minutes of all meetings of the _RRC;
2. preparing copies of the minutes for distribution at _RRC meetings;
3. maintaining a record of the attendance at all meetings of the _RRC;
4. maintaining all official records of the _RRC including the Constitution and Operational Procedures and ensuring that appropriate revisions are processed;
5. maintaining a current list of contact information for _RRC Members, _RRC Committee Members, NSTU Representatives, and Local Executives; and,
6. ensuring the NSTU Central Office has the names and contact information for _RRC Members.

1.04 DUTIES OF THE ____ REGIONAL REPRESENTATIVE COUNCIL TREASURER

The duties of the _RRC Treasurer shall include, but not necessarily be limited to:

1. administering all financial matters associated with the _RRC;
2. reporting to the _RRC by means of a financial statement;

3. preparing a proposed budget for the ensuing school year; and,
4. preparing for an annual audit review as outlined by the NSTU Finance and Property Committee.

1.05 DUTIES OF THE LOCAL PRESIDENTS ON THE _____ REGIONAL REPRESENTATIVE COUNCIL

The duties of the Local Presidents on the _RRC shall include, but not necessarily be limited to:

1. actively participate in activities of the _RRC;
2. expressing the views of Members of their Local at _RRC meetings; and,
3. reporting _RRC activities at Local meetings.

1.06 DUTIES OF THE LOCAL FIRST VICE-PRESIDENTS ON THE _____ REGIONAL REPRESENTATIVE COUNCIL

The duties of the Local First Vice-Presidents on the _RRC shall include, but not necessarily be limited to:

1. actively participate in activities of the _RRC;
2. participating on the Regional Economic Welfare Committee;
3. communicating Local bargaining unit concerns to the _RRC;
4. directing Member requests and enquiries to the appropriate body (_RRC, REWC, PE, or Staff).

1.07 DUTIES OF THE ADDITIONAL MEMBERS ON THE _____ REGIONAL REPRESENTATIVE COUNCIL

The duties of the Additional Members on the _RRC shall include, but not necessarily be limited to:

1. communicating bargaining unit concerns to the _RRC.

1.08 DUTIES OF THE PROVINCIAL EXECUTIVE MEMBERS ON THE _____ REGIONAL REPRESENTATIVE COUNCIL

The duties of the Provincial Executive Members on the _RRC shall include, but not necessarily be limited to:

1. informing the _RRC regarding Provincial Executive activities; and,
2. conducting the election for the _RRC Chair and such other elections as required.

2.00 COMMITTEES OF THE _____ REGIONAL REPRESENTATIVE COUNCIL

1. All Committees of the _RRC are subcommittees of the _RRC and as such, decisions of Committees are subject to the approval of the _RRC;
2. All _RRC Committees shall be chaired by an _RRC Member; and,
3. The _RRC shall appoint Members to _RRC Committees on an annual basis at their first regular Meeting of the school year.

2.01 REGIONAL ECONOMIC WELFARE COMMITTEE

1. Pursuant to NSTU By-Laws, the Regional Economic Welfare Committee shall include the First Vice-Presidents from the participating Locals and other Members as determined by the _RRC to a maximum of ten (10) Members.
2. The duties of the Regional Economic Welfare Committee shall include, but not necessarily be limited to:
 - a. seeking input from the bargaining unit for the creation of the regional asking packages;
 - b. preparing a regional asking package for presentation to the _RRC;
 - c. disseminating information regarding regional negotiations and ratification votes for regional tentative agreements; and,
 - d. promoting improved working conditions for Members.
3. The duties of the Chair of the Regional Economic Welfare Committee shall include, but not necessarily be limited to:
 - a. presiding at Committee meetings;
 - b. chairing the Regional Negotiating Team;
 - c. reporting the Committee's activities at regular Meetings of the _RRC;
 - d. presenting the Regional Asking Package to the _RRC for approval prior to the start of negotiations; and,
 - e. coordinating Regional economic welfare training.

2.02 GRIEVANCE COMMITTEE

1. Pursuant to the Regional Agreement between the _RCE and the NSTU, the _RRC shall establish a Grievance Committee.

2. The duties of the Grievance Committee shall include, but not necessarily be limited to:
 - a. regularly attending meetings as called by the Committee Chair; and,
 - b. assisting in the review of grievances.
3. The duties of the Chair of the Grievance Committee shall include, but not necessarily be limited to:
 - a. assisting Regional NSTU Members in the grievance process, where appropriate;
 - b. scheduling and attending meetings with grieving Members, where appropriate;
 - c. presiding at Committee meetings; and,
 - d. reporting the Committee's activities at regular Meetings of the _RRC.

2.03 MANAGEMENT-TEACHER COMMITTEE

1. Pursuant to the Regional Agreement between the _RCE and the NSTU, the _RRC shall participate on the joint Management-Teacher Committee.
2. The duties of the Union Members on the Management-Teacher Committee shall include, but not necessarily be limited to:
 - a. regularly attending meetings of the Committee as called by the Co-Chairs;
 - b. keeping abreast of NSTU Members' concerns from within the Region; and,
 - c. representing the concerns of NSTU Members from within the Region fairly to the employer.
3. The duties of the Union's Co-Chair of the Management-Teacher Committee shall include, but not necessarily be limited to:
 - a. scheduling regular meetings of the Committee, in consultation with the employer's Co-Chair;
 - b. preparing an agenda for regular meetings of the Committee, in consultation with the employer's Co-chair;
 - c. presiding at Committee meetings, where appropriate; and,
 - d. reporting the Committee's activities at regular Meetings of the _RRC.

2.04 PROFESSIONAL DEVELOPMENT FUND COMMITTEE

1. Pursuant to the *Teachers' Provincial Agreement* the _RRC shall participate on the joint Professional Development Fund Committee.
2. The duties of the Union Members on the Professional Development Fund Committee shall include, but not necessarily be limited to:
 - a. regularly attending meetings of the Committee as called by the Co-Chairs;
 - b. reviewing and amending Article 60 grant guidelines as appropriate; and,
 - c. reviewing and vetting applications for Article 60 grants.

3. The duties of the Union's Co-Chair of the Professional Development Fund Committee shall include, but not necessarily be limited to:
 - a. scheduling regular meetings of the Committee, in consultation with the employer's Co-Chair;
 - b. preparing an agenda for regular meetings of the Committee, in consultation with the employer's Co-chair;
 - c. presiding at Committee meetings, where appropriate; and,
 - d. reporting the Committee's activities at regular Meetings of the _RRC.

2.05 REGIONAL NEGOTIATING TEAM

1. From the Membership of the REWC, the _RRC shall establish a Regional Negotiating Team on an as needed basis.
2. The duties of the Regional Negotiating Team shall include, but not necessarily be limited to:
 - a. regularly attending meetings of the Team as called by the Chair;
 - b. considering items negotiated between the _RCE and the NSTU; and,
 - c. disseminating information to NSTU Members regarding a regional tentative agreement.
3. The duties of the Chair of the Regional Negotiating Team shall include, but not necessarily be limited to:
 - a. presiding at meetings of the Team;
 - b. coordinating with NSTU Staff a negotiating schedule and agenda;
 - c. presenting the regional tentative agreement to the _RRC; and,
 - d. coordinating, in collaboration with NSTU Staff, the dissemination of information to NSTU Members regarding a regional tentative agreement.

3.00 MEETING PROTOCOLS AND AGENDAS

1. All _RRC Meetings shall be scheduled prior to the first day of classes and the date, time, and location shall be posted in every educational site within the participating Locals by the end of the first week of classes in September.
2. The _RRC shall be governed by Parliamentary Procedures as set forth by the Nova Scotia Teachers Union.
3. The _RRC will include a Restorative (Relational) Approach philosophy when conducting meetings.
4. Filing of the _RRC's Financial Statement for the previous school year must be approved at the last regular Meeting of the school year and should fall under the Treasurer's Report.

5. Adoption of a Budget for the following school year must be approved at the last regular Meeting of the school year and should fall under New Business.

3.01 REGULAR MEETING AGENDA

Regular Meetings of the _RRC shall normally follow an agenda including:

1. Call to Order
2. Adoption of Agenda
3. Disposition of the Minutes from previous meeting
4. Correspondence
5. Reports from Officers and others
 - a. _RRC Chair
 - b. Treasurer
 - c. Regional Economic Welfare Committee Chair
 - d. Grievance Committee Chair
 - e. Management-Teacher Committee Co-Chair
 - f. Professional Development Fund Committee Co-Chair
 - g. Provincial Executive Member(s)
 - h. Staff Liaison Officer
6. Unfinished Business from previous meeting(s)
7. New Business
8. Announcements
9. Adjournment

4.00 HONORARIA

Note: If the RRC pays out honoraria to RRC Members the officers receiving honorarium and the amount of the honorarium should be clearly indicated here. As stipulated in the RRC Constitution Model, Honoraria must be approved at a regular Meeting; however, the approval of the Budget with inclusion of an Honorarium line satisfies this requirement.

It would be appropriate to have a list of officers and the amount of their individual honorarium here. It would also be appropriate to state how the honorarium is to be paid out (one lump sum, multiple payments). Honoraria are a taxable benefit; payment must be handled through NSTU Central Office.

5.00 AMENDMENTS

1. Procedures for amending Operational Procedures are outlined in the RRC Model Constitution under Article X.
2. *Note: It may be appropriate to give a schedule of regular review here. For example: "The _RRC Operational Procedures shall be automatically reviewed every three (3) years with the last review occurring in 2019."*