



POINT OF ORDER

Preparation for the Annual General Meeting:
What Delegates Need to Know





TABLE OF CONTENTS

5	OVERVIEW – Vision and Mission
6	MESSAGE FROM THE PRESIDENT
8	MESSAGE FROM THE SECRETARY GENERAL
10	THE CTF/FCE AT THE NATIONAL AND INTERNATIONAL LEVELS
12	2022 AGM AT A GLANCE
16	CTF/FCE RESOLUTION PROCESS: Sample formulations used in making motions
20	VOTING AT THE AGM
22	CHEAT SHEET CHARTS TO HANDLE MOTIONS/RESOLUTIONS
26	COMMITTEE OF THE WHOLE
27	CLOSED SESSION
28	AGM ABBREVIATIONS
30	IN-BETWEEN AGMs
31	QUIZ
32	THINGS TO DO IN OTTAWA IN JULY
34	NOTES



OVERVIEW

Founded in 1920, the Canadian Teachers' Federation (CTF/FCE) is the national voice for the teaching profession. As the national alliance of provincial and territorial teacher organizations, the CTF/FCE represents over 365,000 elementary and secondary school teachers and education workers across Canada.

The CTF/FCE is a non-profit organization and a national alliance of provincial and territorial Member Organizations and Associate Organizations. With unity, we spark positive differences in the lives of teachers, education workers, and students, and make public education in Canada recognized among the best in the world.

Our vision

A Canada where every child has equitable access to quality publicly funded public education.

Our mission

As a federation of Member and Associate Organizations, the CTF/FCE promotes and supports quality inclusive publicly funded public education, in all its forms. We uphold teaching as a profession and advocate for adequate resourcing, labour rights, and social justice, across Canada and around the world.



MESSAGE FROM THE PRESIDENT



Friends, congratulations and welcome to the 2022 CTF/FCE Annual General Meeting as delegates. Not only do you have the opportunity and privilege to help set the national direction for teachers, education workers, and our organizations but you are also part of our first in-person AGM since 2019.



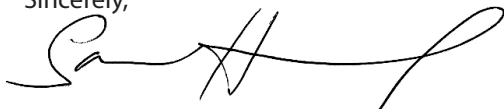
For the past two years, the COVID-19 pandemic moved our annual ritual online, and with it robbed us of the chance to celebrate our solidarity and address the challenges before us together. Now, we have the chance to convene once again, this time with you.

As someone who began his national involvement just as many of you are, wide-eyed with many questions, albeit many years ago, I know that the learning curve can be overwhelming. I want you to know that your experience in the classroom and in your unions is invaluable as you contribute to the deliberations. So, even though you may be new to this process, you have so much to offer the Federation. For the seasoned AGM delegates, your knowledge of the CTF/FCE is key to the decision making.

When it comes to the questions you likely have, or will have soon enough, I hope that this guide helps answer many of them. Included are the ins and outs of how the Federation conducts its AGM and more. For anything not included in *Point of Order* there is a team of colleagues at the CTF/FCE ready to assist you. Please do not hesitate to reach out. We are here to help make your involvement as delegates one that is rewarding, both professionally and personally.

In the meantime, take the time to immerse yourself in the contents, and congratulations once again on being delegates to the AGM. I, along with members of the staff team, look forward to meeting with you in Ottawa.

Sincerely,



Sam Hammond
CTF/FCE President



**MESSAGE FROM THE
SECRETARY GENERAL**

Colleagues, to echo President Hammond, congratulations and welcome to the CTF/FCE Annual General Meeting (AGM). The infusion of ideas and voices at the AGM is invaluable to the CTF/FCE. As the supreme decision-making body, the AGM sets forth the Federation's direction to fulfill its Vision and Mission. As delegates, you are integral in moving the organization and the profession forward.



In addition to being the first in-person AGM since 2019, this year also marks the first opportunity for delegates to engage with the CTF/FCE's new strategic vision and goals, adopted by the Board of Directors in November 2021, and the resolutions and actions that serve them.

Given my responsibilities leading the Federation staff team, I sincerely hope that *Point of Order* is both useful and practical in providing you with much of the information you need as CTF/FCE AGM delegates, and I am grateful to the colleagues who have prepared this guide. Of course, there are bound to be questions that cannot be answered within these pages. For any questions or comments you may have, big or small, please know that the CTF/FCE staff team is here to help.

We all look forward to meeting you soon.

Warm regards,

A handwritten signature in blue ink, appearing to read 'Cassandra Hallett', written in a cursive style.

Cassandra Hallett
CTF/FCE Secretary General

THE CTF/FCE AT THE NATIONAL AND INTERNATIONAL LEVELS

The CTF/FCE – your national voice



As an AGM delegate, you are part of a national story that began 102 years ago. Founded in 1920, the CTF/FCE has grown throughout the decades to solidify itself as Canada's national voice for teachers, education workers, and publicly funded public education. By setting the agenda at the annual meeting through your experience and your vote, you have the opportunity to influence the quality of your more than 365,000 colleagues' careers in the classroom and, through them, enhance the quality of Canada's education systems.

The CTF/FCE is not only the glue that holds together 18 provincial and territorial Member and Associate Organizations, it also provides Members across the country with research, advocacy, programs networks, resources, and national insights to help them make change happen locally. From public campaigns to one-on-one support behind the scenes, the CTF/FCE is the go-to for anything and everything publicly funded public education in Canada.

On Parliament Hill, we work with many federal ministries and agencies that have a hand in publicly funded public education. In fact, at no time has this been more evident than since the pandemic began. Although publicly funded public education in Canada is governed provincially and territorially, the crisis of COVID showed how education is a national priority. From addressing privatization, poverty, and gender equity, to anti-racism and truth and reconciliation, the answers to some of society's biggest challenges travel through the classroom.

The CTF/FCE's global voice

Not only are you shaping the CTF/FCE's work nationally, as a delegate you are helping establish its global voice. As an affiliate of Education International (EI) – the federation of nearly 400 education organizations and 32.5 million individual members – the CTF/FCE is a respected board member, offering a unique Canadian perspective that influences its decision making. From responding to Urgent Action Appeals aimed at helping educators in places as diverse as Afghanistan, Haiti, and Ukraine, to addressing the privatization of publicly funded public education and upholding public education as a pillar of democracy, the CTF/FCE is a global player at EI.



2022 AGM AT A GLANCE

Speaking order	Chair will recognize the mover/seconder to open debate. No delegate may speak to a motion a second time before the Chair has recognized other delegates who have not yet had an opportunity to speak to the matter.
Time limit on speakers	The maximum length of time for each speaker shall be three minutes (per intervention).
Quorum – Bylaw 7.9	<p>7.9.1 At any General Meeting, delegates representing a majority of delegates shall be necessary to constitute a quorum for the transaction of business of the CTF/FCE.</p> <p>7.9.2 If within one hour from the time appointed for a General Meeting a quorum is not present, the Meeting shall stand adjourned to a time and place to be determined by the delegates present. Note: this has never happened at a CTF/FCE AGM.</p> <p>7.9.3 In the event of an adjournment, as provided in Item 7.9.2, the Secretary General or the President shall notify the Member Organizations by the most expeditious method of the date and place to which the said meeting stands adjourned.</p>
Vote	<p>Takes place by show of voting cards or by an electronic device, as determined prior to the meeting.</p> <p>If a poll is requested, the Chair will direct the poll. A simple majority carries a resolution (unless otherwise specified).</p> <p>A tie vote is deemed defeated.</p>

<p>Annual General Meeting Resolutions</p> <p>– Bylaw 7.7</p>	<p>7.7.1 Resolutions duly submitted by the Board of Directors or Member Organizations to the Secretary General on or before April 30 shall be considered by the Annual General Meeting as part of the kit of resolutions.</p> <p>7.7.2 All resolutions duly submitted to the Secretary General on or before April 30 for consideration by the Annual General Meeting shall be made available to the Member Organizations and Associate Organizations as part of the kit of resolutions on or before May 31.</p> <p>7.7.3 Any resolution that amend the Constitution or Bylaws shall be submitted in compliance with Item 7.7.1.</p> <p>7.7.4 Resolutions submitted after April 30 shall be considered as new business resolutions and shall be considered by the Annual General Meeting if:</p> <ul style="list-style-type: none"> • 7.7.4.1 such new business resolutions do not amend the Constitution and Bylaws; and, • 7.7.4.2 the Annual General Meeting agrees to consider such new business resolution by special resolution. <p>7.7.5 At any General Meeting, every question shall be decided in the first instance by a show of voting cards.</p>
--	--

Rights of Delegates – Bylaw 7.5	<p>7.5.1 Delegates shall exercise their voting rights as per their organization's vote allotment pursuant to Item 7.4.1.</p> <p>7.5.2 A Director who is also a delegate of a Member Organization shall be entitled to vote on behalf of the Member Organization at a General Meeting except where the Special General Meeting was requisitioned by the Member Organizations. In that case, the delegation shall, through a duly authorized representative, be entitled to cast its votes as per its organization's vote allotment pursuant to Item 7.4.1.</p>
Observers at the AGM	<p>May receive all information other than information for closed or confidential sessions and speak during the meeting (on recognition by the Chair). Do not vote at the AGM.</p>
Alternate – Bylaw 7.4.3	<p>A Member Organization may, in its discretion, appoint other persons to attend the General Meeting, at the expense of the Member Organization. Such person, known as an "alternate", shall have the right to participate in the discussion of any matter but shall not have the right to vote, except as specified in Item 7.4.4.</p>

CTF/FCE RESOLUTION PROCESS:

**Sample formulations used in
making motions**



Main motion¹ or question (original)	
Adjourn , ordinary case in societies	I move to adjourn.
Adjourn at or to a future time, or in advance of a time already set, or when the assembly will thereby be dissolved	I move to adjourn at 4 p.m. I move that the meeting adjourn to meet at 8 p.m. Thursday.
Adopt, accept, or agree to report	I move that the report be adopted.
Adopt special rules of order	In accordance with notice given at the last meeting, I move that the following resolution be adopted as a special rule of order: "BE IT RESOLVED THAT..."
Amend a pending motion	I move to amend by adding... I move to amend by inserting the word... before the word... I move to amend by striking out the second paragraph.
Amend an amendment of a pending motion	I move to insert in the pending amendment the word... before the word... I move to amend the pending amendment by...
Amend something previously adopted, general case, including ordinary standing rules	I move to amend the resolution relating to..., adopted at the September meeting, by...
Amend adopted agenda or order paper with reference to items not yet reached	I move to amend the order paper by...
Appeal	I appeal from the decision of the Chair.
Ballot vote	I move that the vote on the pending question be taken by ballot.
Change adopted agenda immediately to take up a matter out of its proper order	I move to suspend the rules and take up...
Commit, refer , or recommit a pending question	I move to refer the motion to the Executive Committee. I move that the motion be referred to a committee of three to be appointed by the Chair.

¹ Terms and motions in bold are the most important and commonly used.

Refer a matter that is not pending to a committee	I move that a committee (stating number and manner of selection) be appointed to (insert mandate, i.e., conduct a survey relating to... study and report to..., etc).
Consider informally	I move that the question be considered informally.
Consider by paragraph or seriatim	I move that the resolution be considered by paragraph.
Limit or extend debate on a pending question	I move that debate be limited to one speech of three minutes for each member.
Division of the assembly (call for verification of a voting)	Division! I call for a division.
Count of vote	I move that the vote be counted. I move for (or demand) tellers.
Division of a question	I move to divide the resolution so as to consider separately...
Fix time for a resolution to take effect	I move that the amendment to the... take effect as of...
Extend time for consideration of pending question, or time until scheduled adjournment or recess	I move that the time for consideration of the pending resolution be extended for 20 minutes. I move to suspend the rules which interfere with continuing the consideration of the motion. I move that the time until the recess be extended 10 minutes.
Fix the time to which to adjourn, if moved while a question is pending	I move that when this (or "the") meeting adjourns, it adjourns to meet next Thursday at 6 p.m.
Request for information	I have a request for information. A point of information, please.
Lay on the table	I move that the motion be laid on the table.
Approve minutes	Normally done by unanimous consent. When proposed by a motion: I move that the minutes be approved as presented (or "as amended").

Minutes , to correct before adoption	Usually suggested informally and one by unanimous consent except in cases of disagreement. When done by a motion: I move to amend the minutes by...
Objection to consideration of a question	I object to the consideration of the question.
Call for orders of the day	I call for the orders of the day.
Point of order	Point of order! I rise to a point of order. I call the member to order.
Postpone indefinitely	I move that the resolution be postponed indefinitely.
Postpone to a certain time, or definitely, applied to a pending question	I move to postpone the question to the next meeting.
Previous question (immediately to close the debate and making of subsidiary motions except the motion to lay on the table)	I move the previous question. I demand the previous question. I move the previous question on the motion to commit.
Question of privilege	I rise to a question of privilege.
Recess	I move to recess for five minutes.
Reconsider	I move to reconsider the vote on the motion relating to... I move to reconsider the vote on the amendment striking out... and inserting...
Rescind and expunge from the minutes	I move that the entry relating to... be rescinded and expunged from the minutes.
Substitute	I move to substitute for the pending resolution the following resolution: "BE IT RESOLVED THAT..."
Take from the table	I move to take from the table the motion relating to...
Withdraw or modify a motion, after a motion has been stated by the Chair	Usually done by unanimous consent. When done by a motion, for the case of withdrawal. I move that the member (or "I") be permitted (or "allowed") to withdraw the motion.

VOTING AT THE AGM

Motions – a few examples

Adoption of the Order Paper	THAT the 2022 CTF/FCE AGM order paper be adopted.
Adoption of the 2021 AGM Minutes	THAT the minutes of the 2021 Annual General Meeting be adopted.
Secretary General's Report (Annual Report)	THAT the 2021-2022 Annual Report be received.
President's Report	THAT the President's report be received.

Resolutions

- The mover and seconder may speak on the resolution and give the rationale for such a resolution.
- The resolution is then read and placed on the table for discussion/ debate.
- Vote on each amendment separately, then vote on the main motion.
- Only delegates at the AGM can vote on the motions.

Examples from the 2021 AGM

RESOLUTION II-E 2021 AGM	<u>Mover – Secunder</u> THAT the Canadian Teachers' Federation advocate with the Government of Canada to allow occasional/supply teachers, working on a casual daily basis, to be able to deduct the cost of travel from their annual taxes.
---	---

<p>AMENDMENT TO RESOLUTION II-E</p>	<p><u>Mover – Seconder</u></p> <p>THAT Resolution II-E be amended as follows:</p> <p>THAT the Canadian Teachers’ Federation advocate with the Government of Canada to allow occasional/supply teachers, working on a casual daily basis and who do not receive a travel allowance, to be able to deduct the cost of travel from their annual taxes.</p> <p>Vote: AMENDMENT CARRIED</p>
<p>AMENDMENT TO AMENDMENT TO RESOLUTION II-E</p>	<p><u>Mover – Seconder</u></p> <p>THAT the amendment be amended as follows:</p> <p>THAT the Canadian Teachers’ Federation advocate with the Government of Canada to allow occasional/supply teachers and education workers, working on a casual daily basis and who do not receive a travel allowance, to be able to deduct the cost of travel from their annual taxes.</p> <p>Vote: AMENDMENT TO AMENDMENT CARRIED</p>
<p>CALL THE QUESTION ON THE MAIN MOTION AS AMENDED</p>	<p><u>Mover – Seconder</u></p> <p>THAT the Canadian Teachers’ Federation advocate with the Government of Canada to allow occasional/supply teachers and education workers, working on a casual daily basis and who do not receive a travel allowance, to be able to deduct the cost of travel from their annual taxes.</p> <p>Vote: MAIN MOTION AS AMENDED CARRIED</p>

CHEAT SHEET CHARTS TO HANDLE MOTIONS/RESOLUTIONS

Action	You say
To adjourn	"I move to adjourn ..."
To recess	"I move that we recess until ..."
To obtain privilege	"Point of privilege"
To call for the orders of the day	"I call for the orders of the day."
To lay on the table	"I move that we table this ..."
To end debate (call previous question)	"I move the previous question."
To limit or extend debate	"I move to limit (extend) debate to ..."
To postpone definitely	"I move to postpone the question until ..."
To commit or refer	"I move that the question be referred to a committee ..."
To amend	"I move to amend the motion as follows ..."
To postpone indefinitely	"I move to postpone the question indefinitely."
To move a main motion	"I move that ..."

The above motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above.

	Interrupt speaker	Second needed	Debatable	Amendable	Vote needed
	NO	YES	NO	NO	Majority
	NO	YES	NO	YES	Majority
	YES	NO	NO	NO	Chair's decision
	YES	NO	NO	NO	On demand unless defeated by 2/3
	NO	YES	NO	NO	Majority
	NO	YES	NO	NO	2/3
	NO	YES	NO	YES	Majority
	NO	YES	YES	YES	Majority
	NO	YES	YES	YES	Majority
	NO	YES	YES	YES	Majority
	NO	YES	YES	NO	Majority
	NO	YES	YES	YES	Majority

Action	You say
Point of order	"Point of order"
Point of information	"Point of information"
Division of the vote	"I call for a division of the vote."
Object to consider an improper matter	"I object to consideration of this question."
Take from the table	"I move to take from the table the motion related to ..."
Reconsider	"I move to reconsider our action relative to ..."
Consider something out of its scheduled order	"I move to suspend the rules and consider ..."
Appeal the Chair's decision	"I appeal the Chair's decision."

The motions, points, and proposals listed above have no established order of precedence; any of them may be introduced at any time except when the assembly is considering one of the top three matters listed in the first chart (motion to adjourn, recess, or point of privilege).

	Interrupt speaker	Seconder needed	Debatable	Amendable	Vote needed
	YES	NO	NO	NO	Chair decides
	YES	NO	NO	NO	None
	Before a new motion	NO	NO	NO	None unless someone objects (majority)
	YES	NO	NO	NO	2/3
	YES	YES	NO	NO	Majority
	YES	YES	If main motion is	NO	Majority
	NO	YES	NO	NO	2/3
	YES	YES	YES	NO	Majority

COMMITTEE OF THE WHOLE

If the assembly wishes to discuss informally and take a vote on a matter without the vote constituting final action by the assembly, it may vote to go into a committee of the whole. Under these procedures, a vote serves only as a recommendation to the assembly, which the assembly is free to adopt or reject. If the committee of the whole wishes action to be taken which requires the adoption of any motion, it must vote to rise and report a recommendation that the assembly take the desired action. The motion to rise is undebatable and cannot be amended, and it is always in order in committee of the whole, except during voting or verifying a vote and when another member has the floor.

Must be moved	YES	DEBATABLE	NO
Must be seconded	YES	AMENDABLE	NO
Vote required	MAJORITY	TYPE OF MOTION	MAIN
EXAMPLE OF FORMULATION	THAT the committee of the whole rise and report.		

CLOSED SESSION

A closed session is a part of a meeting at which the proceedings are confidential. A meeting enters into a closed session only when required by rule or established custom, or upon the adoption of a motion to do so. A motion to go into a closed session is a question of privilege, and therefore is adopted by a majority vote.

Whenever a meeting is being held in closed session, only members of the body that is meeting, special invitees, and such staff members as the body or its rules may determine to be necessary are allowed to remain in the hall.

A member can be subject to disciplinary action if they violate the confidentiality of a closed session. Anyone else permitted to be present is honour-bound to not divulge anything that occurred. The minutes, or record of proceedings, of a closed session must be read and acted upon only in closed session, unless that which would be reported in the minutes was not confidential, or confidentiality has been lifted by the assembly. When the minutes of a closed session must be considered for approval at a closed session held solely for that purpose, the brief minutes of the latter meeting are or are assumed to be, approved by that meeting.

Must be moved	YES	DEBATABLE	NO
Must be seconded	YES	AMENDABLE	NO
Vote required	MAJORITY	TYPE OF MOTION	MAIN
EXAMPLE OF FORMULATION	THAT the assembly move into closed session with (list the persons other than members who are permitted to stay).		

** Report: While in closed session, the (insert body – i.e., Assembly) has discussed (insert matters considered).*



AGM ABBREVIATIONS

Member Organizations	
AEFO	Association des enseignantes et des enseignants franco-ontariens
ATA	The Alberta Teachers' Association
BCTF	British Columbia Teachers' Federation
ETFO	Elementary Teachers' Federation of Ontario
MTS	Manitoba Teachers' Society
NBTA	New Brunswick Teachers' Association
NLTA	Newfoundland and Labrador Teachers' Association
NSTU	Nova Scotia Teachers Union
NTA	Nunavut Teachers' Association
NWTTA	Northwest Territories Teachers' Association
OECTA	Ontario English Catholic Teachers' Association
OSSTF/ FEESO	Ontario Secondary School Teachers' Federation
PEITF	Prince Edward Island Teachers' Federation
QPAT	Quebec Provincial Association of Teachers
STF	Saskatchewan Teachers' Federation
YAEP	Yukon Association of Education Professionals
Associate Organizations	
NBTF	New Brunswick Teachers' Federation
OTF	Ontario Teachers' Federation
Other Abbreviations	
AGM	Annual General Meeting
EI	Education International
NCTR	National Centre for Truth and Reconciliation
NR	New Resolution
PO	Project Overseas



IN-BETWEEN AGMs

During the rest of the year, delegates are encouraged to stay informed and involved with CTF/FCE news and events. Here are some ways to stay current:

- Check the CTF/FCE's main webpage and Facebook page often - news and updates are posted regularly.
- Tune into Source, the CTF/FCE's podcasts.
- Attend CTF/FCE events, such as the annual Women's Symposium, the biennial Canadian Forum on Public Education, webinars, and more.

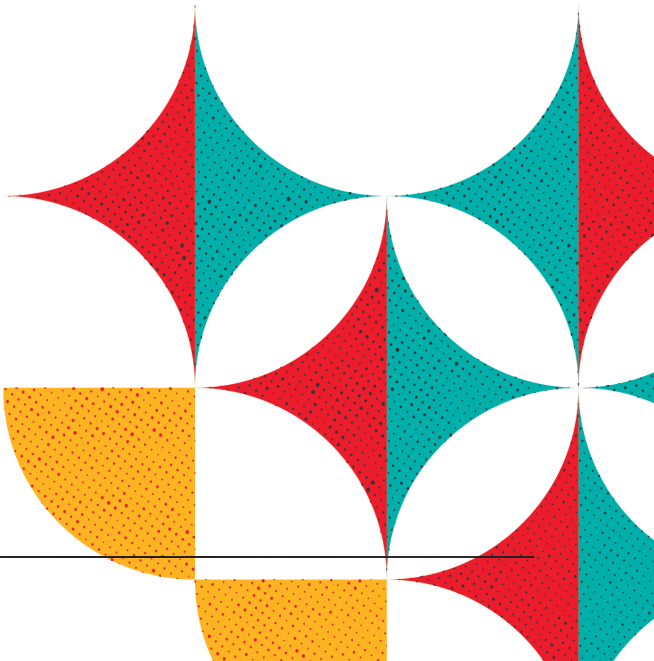
Colleagues, once again, congratulations on being a delegate to the CTF/FCE Annual General Meeting. Please know that we are ready and available to help, so do not hesitate to reach out with questions. We look forward to meeting you and to hearing your voice as you set the table for teachers, education workers, and for publicly funded public education in Canada.

QUIZ

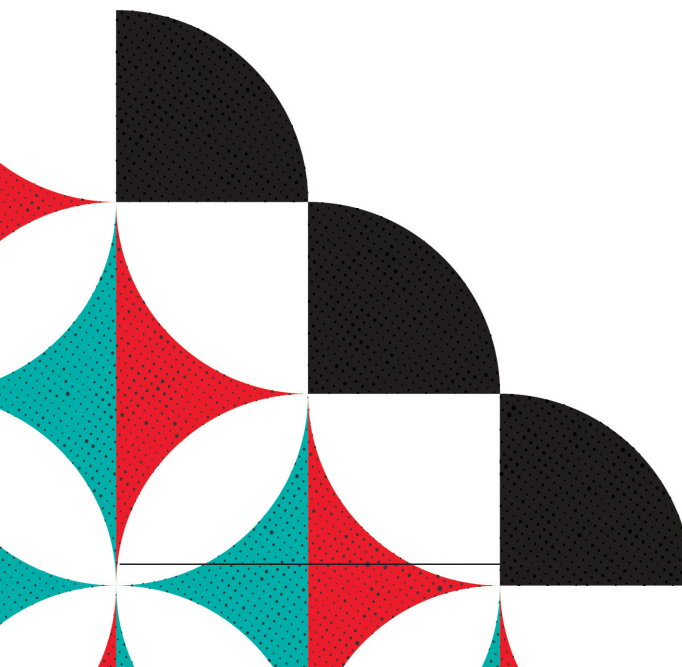
	QUESTIONS	TRUE or FALSE
1.	The legislative body of the CTF/FCE is the Board of Directors.	
2.	A President-Designate elected at an Annual General Meeting will assume office immediately following the AGM.	
3.	No person can speak until recognized by the Independent Chair.	
4.	The Annual General Meeting is a regular meeting of the membership of the CTF/FCE held once a year as per the CTF/FCE's Constitution.	
5.	The AGM will be held in both official languages and delegates may only address the Assembly in English.	
6.	If within one hour from the time appointed for a General Meeting a quorum is not present, the Meeting shall stand adjourned to a time and place to be determined by the delegates present.	
7.	The time limit on speakers at the Annual General Meeting is five minutes.	
8.	Any resolution put forth on the AGM floor will be considered by the Assembly.	
9.	Changes to the Bylaws that regulate the activities or affairs of the CTF/FCE can be made by the Member Organizations by ordinary resolution in an Annual General Meeting or Special General Meeting.	
10.	Nominations for CTF/FCE office are permitted until the delivery of candidate speeches.	

THINGS TO DO IN OTTAWA IN JULY

Eats and Drinks	
Tavern on the Hill/ Tavern on the Falls	Two patios with the nicest views of Ottawa, one situated in Major Hill's Park and a view of Parliament Hill, the other just next to Rideau Falls. tavernonthehillottawa.com
El Camino	Great Mexican food and good vibe on Elgin Street. eatelcamino.com
Petit Bill's Bistro	A French bistro with a Newfoundland accent. Excellent food and friendly service. Located on 1293 Wellington Street West. petitbillsbistro.com
Benny's Bistro	The best brunches in town. French style. Located in a small room behind "The French Baker / Le boulanger français", which is also an excellent boulangerie/patisserie. frenchbaker.ca/reservations



Places to experience	
Gatineau Park	Something for everyone. Picnicking, hiking, road cycling, mountain biking. Good history, gorgeous location. ncc-ccn.gc.ca/places/gatineau-park
Notre-Dame Cathedral	Facing the National Gallery of Canada, this cathedral is beautifully maintained and has played an important role in the region's history. Guided tours. notredameottawa.com
River and Canal Cruises	A guided boat tour along the Rideau Canal and/or the Ottawa River. Available in 1.5-hour or 3-hour tours. ottawaboatcruise.com/tour/rideau-canal-cruise
National Museums	Ottawa has many and one for every taste. ottawatourism.ca/en/ottawa-insider/ottawa-s-seven-national-museums



NOTES



Canadian Teachers' Federation

2490 Don Reid Drive
Ottawa, Ontario
K1H 1E1 Canada

Telephone: 613-232-1505
Toll-free line: 1-866-283-1505
Fax: 613-232-1886

www.ctf-fce.ca

The office of the Canadian Teachers' Federation is located on the traditional unceded territory of the Algonquin Anishinaabe People.