

MEMORANDUM

DATE February 3, 2025
 TO All TECT Members
 FROM Marshall Jarvis, TECT Nominations Chair
 RE TECT Unit Executive and Sub-Units Nomination Form and Candidate Information

NOTE: Candidates are responsible for reviewing the following election material and completing all specified tasks, as stipulated, within the mandatory timelines.

A	<ul style="list-style-type: none"> • A candidate must be employed by the Toronto Catholic District School Board and a member of TECT-OECTA. For a Sub-Unit executive position the candidate must also be a member of said Sub-Unit. Please refer to Appendix D for a list of the schools/worksites for each respective Sub-Unit. Note: Only TECT Occasional Teacher members may seek the office of Occasional Teacher Representative. Note: There is a new position on the Unit Executive – EQUITY REPRESENTATIVE (see the special Nomination Form for this position as specific eligibility criteria must be met.) • As per the TECT Bylaws: To qualify as a candidate for a TECT-elected Release Officer on the Unit Executive (*president, first vice-president, second vice-president, third vice-president), a nominee shall have served at least one full school year as a member of the Unit Executive. • Candidates are to complete Appendix A - Nomination Form. This includes: <ul style="list-style-type: none"> ➤ Nomination forms for the TECT Unit Executive and each respective Sub-Unit Executive. Ensure that you complete the correct nomination form. ➤ Two TECT-OECTA members must sign the Nomination Form. For Sub-Units these nominators must be members of said sub-unit. Note: Only TECT Occasional Teacher members may nominate a candidate seeking the office of Occasional Teacher Representative. ➤ All candidates are to complete the Attestation Form. Appendix A must be received by the Unit Nominations Chair via email at nominations@tect.org no later than 9:00 am on March 31, 2025. A confirmation of receipt will be forwarded.
B	<ul style="list-style-type: none"> • Candidates must submit a resume/curricula vitae (<u>400 words maximum in Word Format</u>) in accordance with the guidelines found in Appendix B. • The resume/curricula vitae must be received by the Unit Nominations Chair via email at nominations@tect.org no later than 9:00 am on March 31, 2025. A confirmation of receipt will be forwarded.
Varia	<ul style="list-style-type: none"> • All Candidates are to attend the Nominations Meeting on March 31st at 4:30 pm • Candidates may submit up to two pieces of candidate election material to be posted on the Unit website. These materials must be provided to the Unit Nominations Chair via email at nominations@tect.org no later than April 11, 2025, 5:00 pm. The format requirements are found under Procedures II - Election Materials found in Appendix C. • Note: Candidate election materials shall be approved by the Unit Nominations Chair.

POSITIONS FOR ELECTION ON THE TECT **UNIT EXECUTIVE**

NOTE: Candidates cannot be nominated from the floor for the TECT Unit Executive.

*PRESIDENT Term of Office	Full-Time Release, Secondment 2 years
*FIRST VICE-PRESIDENT Term of Office	Full-Time Release, Secondment 2 years
*SECOND VICE-PRESIDENT Term of Office	Full-Time Release, Secondment 2 years
*THIRD VICE-PRESIDENT Term of Office	Full-Time Release, Secondment 2 years
TREASURER Term of Office	2 Years
SECRETARY Term of Office	2 Years
EQUITY REPRESENTATIVE Term of Office	2 years
OCCASIONAL TEACHER REPRESENTATIVE Term of Office	2 Years

Duties and Responsibilities for all Unit executive positions, individually and collectively, are found under By-Laws Article I, Section 1-12, **except for the Equity Representative** whose duties are defined under the Provincial Handbook (page 35).

APPENDIX A

NOMINATION FORM FOR TECT UNIT EXECUTIVE (except Equity Representative)

NAME:

POSITION APPLYING FOR:

Nominated by:

Name: _____

Site: _____

Signature: _____

Name: _____

Site: _____

Signature: _____

ATTESTATION

I, _____ (please print name), as candidate for the above named office attest to having read the relevant TECT Unit By-Laws, Policies and Procedures and hereby agree to abide and be governed by said By-Laws, Policies and Procedures.

Signature of Candidate _____ Date: _____

Personal Email: _____

Personal Phone Number: _____



APPENDIX A

NOMINATION FORM FOR TECT UNIT EXECUTIVE **Equity Representative**

To be eligible for the position of Equity Representative you must identify as a member of one or more of the following Equity Deserving Groups, as per the Provincial Handbook, page 83;

- Black members;
- Racialized members;
- Members with Disabilities;
- First Nations, Metis, Inuit members;
- 2SLGBTQIA+ members.

NAME: _____

POSITION APPLYING FOR: _____

Nominated by:

Name: _____

Site: _____

Signature: _____

Name: _____

Site: _____

Signature: _____

ATTESTATIONS

I, _____ (please print name), self-identify as a member of one or more of the above Equity Deserving Groups.

I, _____ (please print name), as candidate for the above named office attest to having read the relevant TECT Unit By-Laws, Policies and Procedures and hereby agree to abide and be governed by said By-Laws, Policies and Procedures.

Signature of Candidate _____ Date: _____

Personal Email: _____

Personal Phone Number: _____

POSITIONS FOR ELECTION ON THE **SUB-UNIT** EXECUTIVES

NOTE: Candidates cannot be nominated from the floor for the TECT Sub-Unit Executive.

PRESIDENT Term of Office DUTIES AND RESPONSIBILITIES	2 years As per below and sits on Unit Executive as a Councillor
FIRST VICE-PRESIDENT Term of Office	2 years
SECOND VICE-PRESIDENT Term of Office	2 years
THIRD VICE-PRESIDENT Term of Office	2 years
TREASURER Term of Office	2 Years
SECRETARY Term of Office	2 Years

Duties and Responsibilities for all Sub-Unit executive positions, individually and collectively, are found under By-Laws Article II, Section 1-12.

APPENDIX A

NOMINATION FORM FOR ETOBICOKE/YORK SUB-UNIT EXECUTIVE

NOTE: The Candidate and nominators must be members of the Etobicoke/York Sub-Unit.

NAME: _____

POSITION APPLYING FOR: _____

Nominated by:

Name: _____

Site: _____

Signature: _____

Name: _____

Site: _____

Signature: _____

ATTESTATION

I, _____ (please print name), as candidate for the above named office attest to having read the relevant TECT Unit By-Laws, Policies and Procedures and hereby agree to abide and be governed by said By-Laws, Policies and Procedures.

Signature of Candidate _____ Date: _____

Personal Email: _____

Personal Phone Number: _____

NOMINATION FORM FOR NORTH YORK SUB-UNIT EXECUTIVE

NOTE: The Candidate and nominators must be members of the North York Sub-Unit.

NAME: _____

POSITION APPLYING FOR: _____

Nominated by:

Name: _____

Site: _____

Signature: _____

Name: _____

Site: _____

Signature: _____

ATTESTATION

I, _____ (please print name), as candidate for the above named office attest to having read the relevant TECT Unit By-Laws, Policies and Procedures and hereby agree to abide and be governed by said By-Laws, Policies and Procedures.

Signature of Candidate _____ Date: _____

Personal Email: _____

Personal Phone Number: _____

NOMINATION FORM FOR SCARBOROUGH SUB-UNIT EXECUTIVE

NOTE: The Candidate and nominators must be members of the Scarborough Sub-Unit.

NAME: _____

POSITION APPLYING FOR: _____

Nominated by:

Name: _____

Site: _____

Signature: _____

Name: _____

Site: _____

Signature: _____

ATTESTATION

I, _____ (please print name), as candidate for the above named office attest to having read the relevant TECT Unit By-Laws, Policies and Procedures and hereby agree to abide and be governed by said By-Laws, Policies and Procedures.

Signature of Candidate _____ Date: _____

Personal Email: _____

Personal Phone Number: _____

NOMINATION FORM FOR TORONTO/EAST YORK SUB-UNIT EXECUTIVE

NOTE: The Candidate and nominators must be members of the Toronto/East York Sub-Unit.

NAME: _____

POSITION APPLYING FOR: _____

Nominated by:

Name: _____

Site: _____

Signature: _____

Name: _____

Site: _____

Signature: _____

ATTESTATION

I, _____ (please print name), as candidate for the above named office attest to having read the relevant TECT Unit By-Laws, Policies and Procedures and hereby agree to abide and be governed by said By-Laws, Policies and Procedures.

Signature of Candidate _____ Date: _____

Personal Email: _____

Personal Phone Number: _____

UNIT AND SUB-UNIT RESUME/CURRICULA VITAE COMPLETION GUIDELINES

PLEASE COMPLETE YOUR RESUME/CURRICULA VITAE ACCORDING TO THE FOLLOWING:

1. Maximum 400 words in Word format. If a candidate exceeds this amount the document will be printed to the 400th word.
Note: The use of the headers listed below (underlined for clarity) will not be included as part of the 400 word count.
2. All data to be listed in reverse chronological order for :
 - i. Present Participation, to include length of participation, and
 - ii. Past Participation, to include length of participation
3. To include participation as:
 - i. Executive(s) Membership
 - ii. Committee(s), Chair or Member
 - iii. Delegate
4. OECTA Experience in order of:
 - i. TECT Unit
 - ii. Sub-Unit
 - iii. Provincial
5. Education
6. Teaching Experience
7. Other

APPENDIX C

Note: There are no references to the Equity Representative under the Unit By-Laws and is therefore governed by the Provincial Handbook.

(1) Nominations - Unit

- (i) to receive in writing nominees for the appropriate executive offices by the last working day in March;
- (ii) to prepare a slate of nominees for the offices of president, first vice-president, second vice-president, third vice-president, treasurer, secretary and occasional teacher representative;
- (iii) to ensure that the slate of nominees shall be in all schools/workplaces in the unit at least seven(7)days prior to the annual general meeting;
- (iv) to send to each Association Representative, a resume of the background and qualifications of each nominee, if provided;
- (v) to place the slate of nominees early on the agenda of the annual general meeting;
- (vi) to ensure that candidates, or their representatives, may speak for two (2) minutes at the annual general meeting;
- (vii) to conduct elections by electronic ballot/telephonic voting; a plurality vote shall elect.

(2) Nominations – Sub-Units

- (i) to receive in writing nominees for the appropriate executive offices by the last working day in March;
- (ii) to prepare a slate of nominees for the offices of president, first vice-president, second vice-president, third vice-president, treasurer, and secretary;
- (iii) to ensure that the slate of nominees shall be in all sub-unit schools/workplaces at least seven (7)days prior to the appropriate annual general meeting;
- (iv) to send to each Association Representative, a resume of the background and qualifications of each nominee, if provided;
- (v) to place the slate of nominees early on the agenda of the annual general meeting;
- (vi) to ensure that candidates, or their representatives may speak for two (2) minutes at the annual general meeting;
- (vii) to conduct elections by ballot at said meeting; a plurality vote shall elect;
- (viii) to select at least three (3) members to act as scrutineers to distribute, collect and tally the ballots;
- (ix) the Chairperson shall announce the count of the votes for each candidate and shall introduce the new Executive before the adjournment of the General Meeting.

UNIT AND SUB-UNIT ELECTIONS

PROCEDURES I NOMINATIONS

- (i) The Unit Nominations Chair shall make all decisions with regard to the conduct of elections. The Unit Nominations Chair may consult with the TECT Executive or the General Secretary.
- (ii) The Unit Nominations Chair shall arrange for materials inviting nominations to be in schools/work sites at least four (4) weeks before the last working day of March.
- (iii) The nomination form shall include all relevant information from the TECT Unit Bylaws, Policies and Procedures and each candidate shall attest to having read and understood said policies and procedures. Furthermore, by said attestation the candidate also agrees to abide by said policies and procedures.
- (iv) It is the responsibility of the candidate to ensure that any individual acting on their behalf during the election abide by said policies and procedures.
- (v) Nomination forms and *curricula vitae* of 400 words maximum shall be sent to the TECT Office c/o the Unit Nominations Chair no later than the last working day of March, as per the deadline delineated on the Nominations forms.
- (vi) The Unit Nominations Chair shall maintain the confidentiality of any nominations received until the close of nominations.

- (vii) The Executive and all Sub-Unit Nominations Chairs (where applicable) are encouraged to attend the Nominations Meeting on the last working day of March when the Unit Nominations Chair discloses the names of all candidates running for office.
- (viii) All candidate nominees are encouraged to attend the Nominations Meeting on the last working day of March when the Unit Nominations Chair discloses the names of all candidates running for office.
- (ix) The Unit Nominations Chair will inform the membership following the close of nominations as to the slate of nominees for the various offices, and post, where provided, the *curricula vitae* on the TECT website.
- (x) Notice of withdrawal of a candidate shall be submitted in writing, to the Unit Nominations Chair. The last date for withdrawal is 48 hours prior to the date of balloting.

II ELECTION MATERIALS

- (i) The Unit shall be responsible for posting up to two pieces of candidate election materials, upon submission by the candidate, on the Unit website. These materials must be provided to the Unit Nominations Chair no later than five (5) working days after the close of Nominations in the format specified in II (i). These election materials shall be approved by the Unit Nominations Chair, prior to posting. Each post shall be no larger than a standard 8.5" X 11" sheet of paper (one-sided).
- (ii) No election materials shall be distributed by any candidate, or on behalf of any candidate, using any TCDSB (Board) communication tool (such as, but not limited to, courier, e- mail, portal, voicemail, twitter, fax) in accordance with the TECT Bylaws Policies and Procedures and Board Policies.
- (iii) No election materials are to be distributed at any TCDSB worksite.
- (iv) Election materials shall not contain negative, defamatory, or baseless statements.
- (v) Election materials shall not include Provincial OECTA, OTF, TCDSB or Unit logos.
- (vi) Election materials shall not be distributed by any candidates or on behalf of any candidates, using any OECTA communication tool in accordance with TECT Bylaws Policies and procedures, except as noted in (i) above.
- (vii) Election materials shall not be distributed or posted within the election meeting room.

III ELECTRONIC/TELEPHONIC VOTING – UNIT ELECTIONS

- (i) Every effort will be made to ensure that members will receive information pertaining to electronic/telephonic voting at least two weeks prior to the voting date.
- (ii) The date and time of the voting shall be determined by the Unit Executive.
- (iii) All members are entitled to vote for all positions on the Unit Executive with the exception of the Occasional Teacher Representative for whom only Occasional Teacher members may cast a ballot.
- (iv) If two candidates for an office receive the same number of votes, to obtain a clear result for that office, notice shall be given, and electronic/telephonic voting will be repeated for that office within ten (10) working days of the original vote. If after the second vote for that office, the candidates receive the same number of votes, the winner shall be determined by the drawing of lots. The drawing of lots will be conducted by the Unit Nominations Chair in the presence of all affected candidates, in a manner determined by the Unit Nominations Chair.

IV ANNUAL GENERAL MEETING

1. UNIT

- (i) The names of all candidates running will be displayed before the assembly at the Unit Annual General Meeting.
- (ii) A question period of all candidates running for each position on the Unit Executive shall be included at the Unit Annual General Meeting. This provision will be waived for any position that is acclaimed.
- (iii) The question period for all contested positions shall be ten minutes, in total.
- (iv) A question posed to a candidate for a specific contested position must then be put to all other candidates for said position.

2. SUB-UNIT

- (i) The names of all candidates running will be displayed before the assembly at the Sub- Unit Annual General Meeting.
- (ii) A question period of all candidates running for each position on the Sub-Unit Executive shall be included at the Sub-Unit Annual General Meeting. This provision will be waived for any position that is acclaimed.
- (iii) The question period for all contested positions shall be ten minutes, in total.
- (iv) A question posed to a candidate for a specific contested position must then be put to all other candidates for said position.
- (v) The candidates may appoint a member to act as scrutineer during the ballot count.
- (vi) The recommended ratio of tellers to members is 50:1.
- (vii) If two candidates for an office receive the same number of votes, the balloting shall be repeated for that office. If after the second vote for that office, the candidates receive the same number of votes, the winner shall be determined by the drawing of lots. The drawing of lots will be conducted by the Unit Nominations Chair in the presence of all affected candidates in a manner determined by the Unit Nominations Chair.
- (viii) If quorum has been lost, a special meeting shall be called to complete the election.
- (ix) When repeated balloting for an office is necessary, the names of all candidates for that office shall remain on the ballot.

APPENDIX D -Schools/Worksites by TECT Sub-Unit 2024-2025

ETOBICOKE/YORK	NORTH YORK	SCARBOROUGH	TORONTO/EAST YORK
All Saints	Annunciation	Blessed Pier Giorgio Frassati	Bishop Macdonell
D'Arcy McGee	Blessed Margherita	Cardinal Leger	Blessed Sacrament
Father Serra School	Blessed Trinity	Epiphany of Our Lord	Canadian Martyrs
Holy Angels School	Cardinal Carter Academy	Holy Spirit	Earlscourt Child/Family Ctr.
Holy Child	Catholic Education Centre	Immaculate Heart of Mary	Holy Cross
James Culnan	Divine Mercy	Our Lady of Fatima	Holy Family
Josyf Cardinal Slipyj	Immaculate Conception	Our Lady of Grace	Holy Name
Monsignor John Corrigan	Our Lady of the Assumption	Our Lady of Wisdom	Holy Rosary
Mother Cabrini	Regina Mundi	Precious Blood	Our Lady of Lourdes
Nativity of Our Lord	SBSSS(North)(OLM Carmel)	Prince of Peace	Our Lady of Perpetual Help
Our Lady of Peace	St. Agnes	Sacred Heart	Pope Francis
Our Lady of Sorrows	St. Andre	SBSSS(East)(St. Richard)	Safe Schools (55 Salisbury)
Our Lady of Victory	St. Antoine Daniel	St. Agatha	SBSSS (South) (St. Alphonsus)
Santa Maria	St. Augustine	St. Aidan	St. Alphonsus
SBSSS (West) (St. Dorothy)	St. Bernard	St. Albert	St. Anselm
St. Ambrose	St. Charles	St. Barbara	St. Anthony
St. Andrew	St. Charles Garnier	St. Barnabas	St. Bonaventure
St. Angela	St. Charles-Sec 23	St. Bartholomew	St. Brigid
St. Benedict	St. Conrad	St. Bede	St. Bruno/St. Raymond
St. Cecilia	St. Cyril	St. Boniface	St. Catherine
St. Clement	St. Edward	St. Brendan	St. Clare
St. Demetrius	St. Fidelis	St. Columba	St. Denis
St. Dorothy	St. Francis de Sales	St. Dominic Savio	St. Francis of Assisi
St. Elizabeth	St. Francis Xavier	St. Dunstan	St. Helen
St. Eugene	St. Gabriel	St. Edmund Campion	St. John
St. Gregory	St. Gerald	St. Elizabeth Seton	St. John XXIII
St. James	St. Isaac Jogues	St. Florence	St. Joseph
St. John Bosco	St. Jane Frances	St. Gabriel Lalemant	St. Luigi
St. John the Evangelist	St. Jerome	St. Henry	St. Mary
St. Josaphat	St. John Vianney	St. Ignatius of Loyola	St. Mary of the Angels
St. Leo	St. Jude	St. Jean de Brébeuf	St. Michael
St. Louis	St. Kateri Tekakwitha	St. Joachim	St. Michael Choir
St. Marcellus	St. Margaret at Dante Alighieri	St. Kevin	St. Monica
St. Mark	St. Martha	St. Lawrence	St. Paul
St. Matthew	St. Norbert	St. Malachy	St. Paul VI
St. Maurice	St. Paschal Baylon	St. Marguerite Bourgeoys	St. Rita
St. Nicholas of Bari	St. Raphael	St. Maria Goretti	St. Sebastian
St. Pius X	St. Robert	St. Martin de Porres	St. Vincent de Paul
St. Stephen	St. Roch	St. Nicholas	Stella Maris
St. Thomas Aquinas	St. Simon	St. René Goupil	
The Holy Trinity	St. Timothy	St. Richard	
Transfiguration of Our Lord	St. Wilfrid	St. Rose of Lima	
	Sts. Cosmas & Damian	St. Sylvester	
	Venerable John Merlini	St. Theresa Shrine	
		St. Thomas More	
		St. Ursula	
		St. Victor	
		The Divine Infant	