



**Running an OPS  
Local Demand Setting Meeting  
2014**

1. **Call meeting to order and welcome people**
2. **Read the Statement of Respect**
3. **Review the agenda and adopt**
4. **Assign a minute-taker**  
(Meeting minutes need to accompany your demands and other forms to be sent in after the meeting.)
5. **Make sure you have quorum** for the meeting as a whole (see OPSEU Constitution, Article 29.8.2, at <http://www.opseu.org/constitution/index.htm>).

<i>Size of group</i>	<i>Quorum</i>
1 – 20 members	50 per cent of members
21 – 200	10 members
201 or more members	5 per cent of members

Demand setting cannot proceed if quorum has not been achieved. However, please note that quorum is not necessary to hold the category elections (item #10 below).

6. **Present any letters from members** wishing to stand for election who are unable to attend the demand-setting meeting. A copy of such a letter must be included in the local minutes.
7. **Discuss the bargaining environment and suggested demands.**

For more detail on the bargaining climate, refer members to the OPSEU website at <http://www.opseu.org/ops/bargaining2014/resource-docs-for-local-demand-setting.htm>.

8. **Present the summary report of your local's Bargaining Survey Results**, which may be discussed and considered when choosing demands from the local. This summary report of bargaining survey results was emailed to all OPS local presidents in early April and includes:

- The number of surveys that were filled out.
- Your local's top central and bargaining unit issues.
- The provincial top central and bargaining unit issues.
- Use the "*Guide to Central or Bargaining Unit Issue Status*" document to determine whether an issue is Central or Bargaining Unit
- What the general buzz about bargaining is in the local.
- The importance of keeping all members plugged into bargaining and the necessity for members to provide the local with their up-to-date contact information.
- A pitch for more information stewards.
- Thank stewards who helped out with demand-setting.
- The next steps:
  - ☞ The local will submit the priority demands as voted upon at the meeting to the regional office;
  - ☞ They will be forwarded to Head Office, where, over the summer, demands from OPS locals will be tabulated and compiled in the final demand setting book for the bargaining teams;
  - ☞ The Regional Bargaining Conferences will be on Saturday June 7
  - ☞ The Central Bargaining Conference will be on Saturday June 21
  - ☞ Notice to bargain will be issued Oct. 1;
  - ☞ The power of the teams at the bargaining table to win our demands is directly linked to the support that members show in the workplace. Members should be aware that in the fall they will be called upon to participate in mobilizing events such as wearing a button or lobbying their MPPs. Have copies of the OPS Bargaining Timeline available at the meeting.

**9. Break into Unified and Corrections bargaining units to adopt priority demands.** Assign an LEC member to chair each group. In each of the two groups:

- Have copies of "*Guide to Central or Bargaining Unit Issue Status*" available for each group.
- Discuss Unified or Correctional issues and any special cases for each group. Have copies of "*What is a special case*" available for both groups.
- Debate and then vote on your bargaining unit's Top 5 priority demands as well as other demands. Post on flipcharts the Top 5 demands as per the email sent in early April.
- Debate and discuss.
- Adopt the Top 5 priorities and other demands as a whole, for your bargaining unit.

**10. The Unified bargaining unit separates into four (4) category/classification groups of:**

- o Administration (ADM)
- o Institutional and Health Care (IHC)
- o Office Administration (OAD)
- o Operational and Maintenance/Technical (OPM/TEC)

**These four groups and the Corrections bargaining unit then separately elect delegates and alternates to represent their Category/Classification Group at the Regional Bargaining Conference.** (To be elected to an OPS bargaining team at the conference, a member must have been an OPSEU steward or a member of a MERC/LERC/RERC/H&S committee for at least six months at some point prior to his or her election.) No quorum is required for classification group meetings.

Assign an LEC member to run the elections in each group. Come to the meeting with ballots and tally sheets, picked up from your regional office. Come to the meeting knowing the number of delegates your local is entitled to for each classification group, based on the Convention formula (*see inset box*), except that the local president is not an automatic delegate.

Open the floor to nominations. All delegates must be elected by a majority (more than 50 per cent of those voting) with runoff ballots as necessary. Your local is entitled to one alternate for each delegate. Alternates must be elected separately from delegates. Alternates may be elected by plurality in a single ballot. Where a classification group is entitled to more than one alternate, they shall be ranked according to the number of votes received.

**Delegates and alternates for each Classification Group are elected as per Convention formula:**

Up to 150 Members - 1 delegate  
 151 to 300 Members - 2 delegates  
 301 to 500 Members - 3 delegates  
 501 to 800 Members - 4 delegates  
 801 to 1100 Members - 5 delegates  
 1101 to 1500 Members - 6 delegates  
 1501 to 1900 Members - 7 delegates  
 1901 to 2300 Members - 8 delegates  
 2301 or more Members - 9 delegates

Numbers are based on the number of members in the Classification Group, not the total number of members in the Local.

*\*NOTE: The Local President is **not** an automatic delegate to the Regional Bargaining Conference*

Alternates attend the Regional Bargaining Conference at the Local's expense.

- 11. Convene all the Fixed Term members in the local** (regardless of Bargaining Unit) to elect a delegate and an alternate to the Regional Bargaining Conference.

*Please Note: Flexible Part-time (FPT) members are NOT Fixed Term. Flexible Part-time is part of the Regular Service and all FPT's are in the Office Administration (OAD) category.*

**Following the Category/Classification Group and Fixed Term meetings, reconvene as a whole.**

12. **Present the Top 5 prioritized Unified and Corrections demands**, other demands, special cases and election results.
13. **Review the Central bargaining issues for debate and discussion.** Post on flipcharts the demands as tabulated from your local's bargaining surveys. Debate and discuss.
14. **Vote on the Top 5 priority Central demands and other Central demands.** One way to do this is to give members five coloured dots to place next to their five priorities.
15. **Move, second and vote on a motion** to adopt all Bargaining Unit and Central Top 5 priority demands and other demands for your local.

***Thank everyone for participating. Adjourn the meeting.***

After your demand-set meeting:

- **Inform your Regional Office ASAP the names and contact information of your delegates to the Regional Bargaining Conference.** Delegates and alternates must fill out credential and advance forms. You will need to make copies of the blank forms to have enough. The Regional Bargaining Conferences are on June 7, 2014; the listing of locations is found on the OPSEU website.
- **Forward your local's demands, special cases and any other related forms with all supporting documentation, including meeting minutes, to your OPSEU regional office no later than May 30, 2014.** Forms to go to the regional offices include:
  - CEN, UN and COR demands forms
  - Special Cases forms
  - Meeting minutes
  - Delegate and Alternate credentials for Regional Bargaining Conferences
  - Child care form
  - Human Rights Accommodation Request form

Please be sure to include all pages of the local demand-setting forms, **including the first page with your local number and officer names.**

All of the above-mentioned forms are on the OPSEU website at <http://www.opseu.org/ops/bargaining2014/resource-docs-for-local-demand-setting.htm>.