

CALGARY PUBLIC TEACHERS
THE ALBERTA TEACHERS' ASSOCIATION

**FRAME OF REFERENCE
ECONOMIC POLICY COMMITTEE**

1. General Directive

The Economic Policy Committee shall be charged with formulating an initial negotiating position, which the Negotiating Sub-Committee will take to negotiations, after presentation, clarification and consideration by the Council of School Representatives, and subsequent debate, amendment and ratification by the members of the bargaining unit.

2. Duties and Responsibilities

The Economic Policy Committee shall exist for the following reasons:

- 2.1 To identify and interpret the economic needs and working conditions of teachers.
- 2.2 To effect changes to the Collective Agreement as recommended by the Council of School Representatives, individuals and groups and ratified by the members of the bargaining unit.
- 2.3 To select the Negotiating Sub-Committee and establish operational guidelines for its effective performance.
- 2.4 To keep the members of the bargaining unit informed on matters pertaining to the Collective Agreement and progress of negotiations.
- 2.5 To consult with Provincial Teacher Welfare Representatives, Local Association Executive, Council of School Representatives and members of the bargaining unit before and during negotiations.
- 2.6 To act in an advisory capacity to the Executive Committee on matters pertaining to the Collective Agreement and teacher welfare.
- 2.7 To recommend to the Executive Committee appointments on the Interpretation Committee.

3. Membership

The Economic Policy Committee shall consist of :

- 3.1 Eleven voting members:
 - 3.1.1 Two elementary representatives,
 - 3.1.2 One junior high representative,
 - 3.1.3 One senior high representative,
 - 3.1.4 One principal representative,
 - 3.1.5 One substitute representative,
 - 3.1.6 Four members at large,
 - 3.1.7 The Chair elected by the membership at large.
- 3.2 The Executive Assistant shall serve as a non-voting member.

4. Tenure

- 4.1 Each member shall be expected to serve a term of two years.
- 4.2 The term of office for members shall commence July 01.
- 4.3 The term of office for any members of the Economic Policy Committee serving on the Negotiating Sub-Committee shall be extended until such time as the Collective Agreement currently being negotiated has been signed.
- 4.4 Should a member of the Economic Policy Committee cease to be a member of the bargaining unit the position shall be declared vacant.
- 4.5 Should a vacancy occur more than three months prior to the expiration of the term of office a by-election shall be held at the discretion of the Executive Committee. The successful candidate shall complete the remainder of the unfilled term.
- 4.6 If a secondary representative should receive an elementary school position, or vice versa, that person shall retain the originally-designated position on the committee until that term expires.
- 4.7 Absence from three meetings without reasonable cause or consent will result in that position being declared vacant by a motion of the Economic Policy Committee. The member shall be informed of the committee's decision by the Chair. A by-election shall be called in order to fill the vacancy.

5. Elections

In order that continuity on the committee be maintained, the election of members shall be conducted in the following manner:

- 5.1 The Chair to be elected by the membership at large (as per the Constitution).
- 5.2 Five members to be elected by the Council of School Representatives in the first alternating year for a two-year term:
 - 5.2.1 One elementary representative elected by elementary members,
 - 5.2.2 One junior high representative elected by junior high members,
 - 5.2.3 Three representatives from the membership at large.
- 5.3 Five members to be elected by the Council of School Representatives in the second alternating year for a two-year term:
 - 5.3.1 One elementary representative elected by elementary members,
 - 5.3.2 One senior high representative elected by senior high members,
 - 5.3.3 One principal representative elected by administration,
 - 5.3.4 One substitute representative elected by substitute teachers,
 - 5.3.5 One representative from the membership at large.

- 5.4 Election of members shall be held in conjunction with other committee elections.
- 5.5 Candidates seeking a position on the committee shall be members of the bargaining unit.
- 5.6 Only members of the bargaining unit may nominate or elect candidates to a position on the committee.
- 5.7 A Vice-Chair shall be elected annually from within the committee by the members of the Economic Policy Committee at the first meeting subsequent to committee elections.
- 5.8 The term of office for the Chair and Vice-Chair shall be from July 01 to June 30.
- 5.9 The maximum term of office for the Economic Policy Committee Chair shall be four consecutive years.

6. Quorum

The quorum for this committee shall be six members.

7. Negotiating Sub-Committee

7.1 Duties

To carry out negotiations on behalf of the membership under guidelines established by the Economic Policy Committee.

7.2 Membership

- 7.2.1 The Chair of the Economic Policy Committee shall be the Chair of the Negotiating Sub-Committee.
- 7.2.2 The Vice-Chair of the Economic Policy Committee shall be the Vice-Chair of the Negotiating Sub-Committee.
- 7.2.3 Two members elected annually from the Economic Policy Committee.
- 7.2.4 The Executive Assistant shall serve as a non-voting member.
- 7.2.5 The election of the members of the Negotiating Sub-Committee will be held annually at the first Economic Policy Committee meeting subsequent to committee elections by the Council of School Representatives, except when bargaining is in progress. Elections would then be held after the Collective Agreement has been signed.

8. Grievance Advisory Committee

8.1 Duties

- 8.1.1 To support members of the Local Association in preparation for the grievance process as outlined in the Collective Agreement.

- 8.1.2 To meet prior to each Grievance Advisory Committee meeting in order to receive and discuss pertinent information involving each interpretation case.

8.2 Membership

- 8.2.1 The Chair of the Economic Policy Committee,
- 8.2.2 The Vice-Chair of the Economic Policy Committee.
- 8.2.3 Two former members of the Economic Policy Committee (two year term) elected by Executive Committee,
- 8.2.4 The Chair of the Economic Policy Committee shall be Chair of the Grievance Advisory Committee.
- 8.2.5 The Executive Assistant shall be a non-voting member of the Interpretation Committee.

9. Per Diem

The per diem for Negotiating Sub-Committee members and the Chair shall be set by the Council of School Representatives.

10. Meetings

Meetings shall be called at the discretion of the Chair or Executive Committee.

Ratified with Amendments by CSR 1986 March 14.
Ratified with Amendments by CSR 1987 February 11.
Ratified with Amendments by CSR 1987 April 22.
Ratified with Amendments by CSR 1993 June 02.
Ratified with Amendments by CSR 1996 November 13.
Ratified with Amendments by CSR 2002 February 06.
Ratified with Amendments by CSR 2005 June 01.