

Memorandum

Date: 2026 May 28
To: General Membership
From: Council of School Representatives



Proposed Constitutional Amendment

Context

The Women in Leadership Committee has now existed for several years within the Local. The committee feels that the work and status of the committee justify entrenching it as a foundational committee to the work of the Local.

Proposal

It is proposed that the Constitution of Calgary Public Teachers, Local 38 of the Alberta Teachers' Association, be amended in such a way that the Chair of the Women in Leadership Committee be an elected member of the Local 38 Executive Committee.

This would cause the Chair to be elected by the general membership, similar to the process used to elect the PD Committee Chair, Member Engagement Committee Chair, Political Action Committee Chair, Teacher Welfare Committee Chair, and Diversity, Equity & Human Rights Committee Chair.

Changes to clause wording is contained in the attached pages.

These changes have been **recommended** by the Council of School Representatives.

Required Motion

"BE IT RESOLVED THAT the proposed constitutional changes be adopted as printed by the general membership of Calgary Public Teachers, Alberta Teachers' Association Local 38."

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6. Executive Committee

The executive committee consists of ~~23~~ members of which ~~18~~ are voting and 5 are nonvoting.

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6.1 Voting members

- (a) Four officers elected by the membership at large include the
 - i. president,
 - ii. vice-presidents (two), and
 - iii. treasurer.
- (b) The immediate past president (as a right of office).
- (c) Seven member representatives elected by their constituent groups;
 - i. elementary school-based representatives (two),
 - ii. junior high school-based representative,
 - iii. senior high school-based representative,
 - iv. professional system support representative,
 - v. substitute teacher representative, and
 - vi. principal representative.
- (d) ~~Six~~ committee chairs elected by the membership at large:
 - i. chair of the teacher welfare committee
 - ii. chair of the political action committee
 - iii. chair of the professional development committee
 - iv. chair of the ~~member engagement~~ committee, and
 - v. chair of the ~~diversity, equity and human rights~~ committee.
 - vi. chair of the women in leadership committee

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6.2 Nonvoting members include the

- (a) district representatives (three), and
- (b) executive staff officers (two).

6.3 Terms of office and succession:

- (a) Voting members of the executive committee shall be elected for a two-year term beginning the first day of July following their election and may stand for re-election to their incumbent position provided that they have not served two consecutive two-year terms in the same office.
- (b) District representatives sitting on the executive committee shall serve for their respective terms of office,
- (c) the executive staff officers shall serve for the duration of their employment.

6.4 The executive committee shall

- (a) exercise general supervision of the affairs of Local No 38;
- (b) exercise general supervision of the conduct of committees of Local No 38 and issue administrative directives where deemed necessary;

- (c) be responsible for emergency action if it is not possible to call a meeting of the CSR;
 - (d) have authority to employ clerical staff for the efficient management of Local No 38, under administrative directives adopted by the CSR and within the annual budget; and
 - (e) perform all duties listed under the executive committee frame of reference as approved by CSR.
- 6.5 Meetings shall be held at least once in each school month from September to June or when called by the president.
- 6.6 A quorum shall be a majority of the total voting membership of the executive committee.
- 6.7 When by a majority vote, the executive committee determines that a voting executive committee member is unable to perform duties outlined in articles 4.2 and 5.2 or has been grossly negligent in the conduct of those duties, it shall have the authority to suspend that member. The matter shall then be placed before the CSR within 30 days of the suspension.
- (a) The CSR shall, after considering the matter, decide by a two-thirds majority vote, whether to uphold the executive committee's action.
 - (b) In the event that the CSR upholds the action of the executive committee it may
 - i. reinstate the executive committee member with a reprimand,
 - ii. suspend the executive committee member for a specific period of time, or
 - iii. declare the position vacant in which case a by-election will be held in accordance with article 11.6.
 - (c) In the event that the CSR rejects the action of the executive committee, it shall reinstate the executive member to the position in question.

11. Elections

11.1 Authority

- (a) The election and resource committee shall carry out Local No 38 nominating and election procedures for all executive committee, school representatives and standing committee elections in accordance with the guidelines stated within this constitution and committee frames of reference.
- (b) Notwithstanding article 11.1(a), the substitute teachers' group shall hold their elections according to the substitute teachers' group constitution.
- (c) If a member of the election and resource committee is a candidate for office, the executive committee shall appoint another member of Local No 38 to serve as a replacement.
- (d) The chair of the election and resource committee shall be the chief returning officer of Local No 38 for all elections. The decisions of the chief returning officer shall be final in all matters related to local elections except where limited by the provisions within this constitution.
- (e) Election or appointment of committee members and agents other than those listed in article 11.1(a) shall be conducted in the manner prescribed by the executive committee.

11.2 All active and associate members of Local No 38 as at November 30 each year shall be entitled to vote or stand for office in Local No 38 elections in that school year.

11.3 Election dates

- (a) Election dates shall be set by the election and resource committee and approved by the executive committee.
- (b) A notice calling for nominations for all voting executive committee positions shall be sent out to the members of Local No 38 by the chief returning officer not less than 10 school days before the date set for the close of nominations.
- (c) The date set for the close of nominations for executive committee elections shall be at least 20 school days before the date set for the elections.

11.4 Nominations for executive committee elections

- (a) Any 10 members of Local No 38 may nominate a candidate for the office of president, two vice-presidents, treasurer, teacher welfare committee chair, professional development committee chair, political action committee chair, ~~diversity, equity and human rights~~ committee chair, ~~member engagement~~ committee chair, ~~or women in leadership committee chair~~ provided that in each case a nomination form prescribed by the election and resource committee is completed accompanied by the nominee's signature of acceptance.
- (b) Any 10 members of a Local No 38 elementary, junior high or senior high constituent group may nominate, from its membership, a candidate for the

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- position of the member representative, provided that in each case a nomination form prescribed by the election and resource committee is completed accompanied by the nominee's signature of acceptance.
- (c) Any five principals who are members of Local No 38 may nominate a principal who is a member of Local No 38 as a candidate for the position of principal representative, provided that in each case a nomination form prescribed by the election and resource committee is completed accompanied by the nominee's signature of acceptance.
 - (d) Any five substitute teachers who are listed on the Calgary School Division substitute teachers' roster for the current school year may nominate a substitute who is a member of Local No 38 as a candidate for the position of substitute teacher representative provided that in each case a nomination form prescribed by the election and resource committee is completed accompanied by the nominee's signature of acceptance.
 - (e) Any five members of the Local No 38 professional system support constituent group may nominate, from its membership, a candidate for the position of professional system support representative provided that in each case a nomination form prescribed by the election and resource committee is completed accompanied by the nominee's signature of acceptance.

11.5 Voting procedures

- (a) Balloting shall be secret and the conducting of the election in each school or worksite shall be under the supervision of the school representative acting as the school returning officer.
- (b) The chief returning officer shall endeavour to guarantee
 - i. that each member of Local No 38 receives only one ballot for each of the offices of president, vice-presidents, treasurer, teacher welfare committee chair, professional development committee chair, political action committee chair, ~~diversity, equity and human rights committee chair, member engagement committee chair, or women in leadership committee chair~~;
 - ii. that each member of the respective constituent group receives only one ballot for each of the member representative positions of that group;
 - iii. that each substitute teacher assigned to a school on voting day receives only one ballot for the substitute teacher representative position;
 - iv. that a polling station be available at the Local No 38 office where members not assigned to a school on voting day can cast their ballots; and
 - v. that each returned ballot shall be one originally mailed by the chief returning officer, provided that there shall be no marking or other evidence on the ballot which may in any way impair the secrecy of the ballot.

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11.6 Ballot counting procedures

- (a) All Local No 38 elections shall be decided on the basis that the candidate receiving the greatest number of votes shall be elected, except for elections for the positions of vice-president and elementary member representative which shall be decided on the basis that the two candidates receiving the greatest number of votes shall be elected.
- (b) Each candidate may act as a scrutineer or may select another individual within Local No 38 to act as an authorized agent.
- (c) The election and resource committee shall count the ballots at a time and place set by the chief returning officer and shall have the count completed within five school days after the election day.
- (d) The chief returning officer shall decide whether a ballot is valid or not subject to appeal by any candidate or candidate's agent to the election and resource committee at the time of the ballot count. The election and resource committee shall determine by a majority vote the validity of any ballot. Any subsequent appeal of the validity of a ballot must be made to the executive committee within five school days of the declaration of the results of the election. The decision of the executive committee shall be final and binding.
- (e) The chief returning officer shall accept as valid any ballot on which the intention of the voter is clear or evident.
- (f) In the case of a tie vote, an immediate recount shall be automatic. In the event the recount is also a tie vote and all appeals have been decided, a second election shall be held.
- (g) The chief returning officer shall render to the executive committee a statement signed by members of the election and resources committee showing the number of votes cast for each candidate.
- (h) The results of the voting shall be announced to the candidates by the chief returning officer immediately following the conclusion of the ballot count.
- (i) After the count, all ballots shall be placed by the election and resource committee in a container which shall be sealed. They shall be retained for a period of not fewer than 10 days following the declaration of the election results whereupon they shall be destroyed unless required by the executive committee for an appeal. At the conclusion of an appeal, they shall be destroyed.

11.7 Appeal and recount

- (a) Any defeated candidate may appeal for a recount of the vote if the number of ballots cast for them is within 25 votes of the total number cast for the successful candidate. Any appeal must be made in writing to the executive committee within five school days after the ballot count. Within five school days of receipt of the appeal for the recount, the executive committee shall appoint a committee of three members of Local No 38 to conduct the recount at a time and place within the next five school days after its appointment. The

- results of this recount shall be final and binding. Candidates or their agents shall be entitled to be present when the recount takes place.
- (b) In the event that any candidate chooses to appeal the conduct of the election, that appeal must be made in writing to the executive committee within five school days after the ballot count.
 - (c) In the event that the candidate requesting the recount is successful, the candidate who had been improperly declared elected shall no longer hold office and the successful candidate shall assume office.
- 11.8 The newly elected members shall assume office the first day of July following the date of election, except in the case of a by-election in which case the newly elected member shall assume office on conclusion of the previous committee member's term.
- 11.9 By-elections
- (a) Should a vacancy occur in an elected executive committee position in the first 19 months of the term, a by-election shall be held to fill such vacancy for the unexpired term, and the person elected shall take office on the effective date of the resignation or when declared elected, whichever is later.
 - (b) Should a vacancy occur in an elected executive committee position after the first 19 months of the term, this position shall remain vacant until the subsequent election.
 - (c) Should a vacancy of an elective nature occur on a standing committee more than three months prior to the expiration of the term of office, a by-election shall be held.
 - (d) The following conditions shall apply to a by-election:
 - i. Nominations shall be called within one week of the position being declared vacant by the executive committee.
 - ii. The date set for the close of nominations shall be not less than 10 school days after the call for nominations has been sent to the schools.
 - iii. The date set for the close of nominations shall be at least 10 school days before the date set by the election and resource committee and approved by the executive committee for the specific by-election.
 - iv. The conducting of the by-election shall be held in accordance with the applicable sections of article 11.
- 11.10 Vacancies
- (a) Notwithstanding articles 11.9(a) and 11.9(b), in the event that the office of the president becomes vacant, one of the vice-presidents shall be chosen by the executive committee to fill that office until such time as a by-election is held.
 - (b) In the event that the immediate past president is not available to fill his/her office, the executive committee shall assign those duties to other members of the committee.