

OPSEU Local 2100

Committee Requirements & Guidelines 2025/2026



All members are encouraged to join committees to gain leadership experience. Where feasible, committee members are encouraged to try different roles within committees as well (i.e. rotate chairperson among committee members).

According to *Robert's Rules of Order*, a committee is an extension of the union and operates collaboratively with the Executive. Within its area of assigned responsibilities, a committee has less authority to act independently for the members than the Executive Officers. Each committee's adherence to the guidelines outlined below.

Committee Responsibilities

- Each committee develops and maintains a binder/file of contacts and procedures that would assist the committee in times of transition. Procedures should be updated as required and approved by the Executive Officers. Once approved, procedures cannot be changed without Executive Officers' approval.
- Each committee will elect a Chair and other elected positions at the first meeting when quorum is met.
- Members will have the opportunity to join a committee throughout the school year.
- Committee Chairs will contact new members to acknowledge their participation.
- Committee Chairs will notify the Executive Officer of liaison of any changes in committee members.
- Committees Chairs establish meeting dates for operational purposes. Meeting dates are documented in the committee minutes either at the last meeting of the school year or at the first meeting in the new school year. The Committee Chair will notify the Executive Officer Liaison of meeting dates.
- Committees must hold a minimum of 3 meetings per school year.
- Committees will meet virtually unless extenuating circumstances require meeting in person, as approved by Executive Officer Liaison. If committees meet in person, mileage will be paid. Requests for zoom scheduling can be made by contacting the Executive Officer liaison on each committee.

Communication

- Meeting agendas are to be prepared and submitted to the remaining committee members and Executive Officer Liaison at least one week in advance to meetings.
- Meeting minutes must be emailed to all members of the committee and Executive Officer liaison within 1 week of the meeting to be approved by the committee at the following meeting and shall include:
 - member attendees and regrets
 - an accurate reflection of the meeting content
 - a list of meeting dates and locations
- Committee Chairs are invited to provide an update of the committee's activities at a general membership meeting (GMM) determined by the Executive Officers or as requested.
- Material/communication to the membership must have Executive Officer approval prior to distribution. Approved communication will be sent to the general membership through official union communication via Local Secretary/Treasurer.
- Committees are invited to provide information to be included on the website/newsletter. Submission should be in final draft PDF form and submitted to the Local Secretary/Treasurer.

Eligible Expenses

- An individual engaged in conducting authorized/approved union business for the committee will be eligible for reimbursement of expenses arising from that activity upon approval.
- Expenses which are the responsibility of another group or agency (i.e. Peel Board), will not be approved.
- All expenses must be signed and completed using the template available. The template can be accessed by emailing the Local Secretary/Treasurer.
- Individual and original itemized receipts must accompany all the expenses. Expense claims that are not supported by proper documentation and receipts will not be approved. Please note that credit card statements alone are not considered adequate as they do not provide sufficient information and/or detail.
- Members who are on more than one committee are requested to submit expense/mileage claims individually by committee.
- Expenses/mileage claims will not be reimbursed for non minuted meetings.

Mileage

- Mileage claims are submitted bi-annually to the Local Secretary/Treasurer no later than December 15th and May 15th. Claims not submitted within the required time frames may not be eligible for reimbursement.
- Calculating the kilometers for meetings is based on the distance from the member's place of work to the meeting location and the equal return distance at a location in Peel approved by the Executive liaison. Casual members not in an LTO will use CBO as their work location.
- Mileage expenses are reimbursed at the rate reflected by OPSEU.
- Mileage is determined using the 'shortest route' on Google Maps (excluding toll roads).