



# 2023 ANNUAL MEETING PACKAGE

*This package will also be available at the Annual Meeting  
Please share it with your members*

Dear Delegates:

One of the benefits of belonging to OFHSA is the advocacy work done by the Federation on behalf of the membership. Our strength as an advocate for the needs of children, youth and families lies in our unique ability to present the opinions of our members. Those opinions are reflected in our Policy Document. OFHSA policies are derived from resolutions presented and adopted by association members at the Annual Meeting.

As an incorporated Federation, OFHSA is also bound by its Constitution and Bylaws. The OFHSA Annual Meeting is the only time that proposals may be brought forth to the membership to approve any changes to policy or bylaws. Proposals may include: new policy resolutions, amendments to existing policy statements, the rescission of existing policy statements; or new bylaws, amendments to existing bylaws, and the rescission of existing bylaws.

The attached package is divided into three sections for ease of use:

- A Bylaws**
- B Expiring Action Recommendations – 2020**
- C Policy Resolutions and Action Recommendations**

Before the Annual Meeting: As voting delegates you are representing your Association. Please take time to carefully review the issues with the members of your Association. If you have any questions or concerns about the Bylaws or Policy sections, please contact the appropriate submitting unit. Their contact information is provided in the appropriate section.

Amendments Prior to the Annual Meeting: Submitting units may amend their Bylaw or Policy motions before they come to the floor at the Annual Meeting, but once a motion has been moved and seconded at the Annual Meeting, it can only be amended by a motion of the voting delegates. Only amendments that do not change the intent of the main motion will be allowed.

At the Annual Meeting: During discussions of motions on the floor, the President or Policy Workgroup Leader will recognize speakers “for” and “against” in alternating order. The business procedures for the Annual Meeting outline these and other pertinent points of order. Please refer to them for further clarification.

Emergency Policy Resolutions: These are defined as ones that, because of circumstances and/or content of the resolution, were not available for submission by the deadline date. Emergency Resolutions must be approved by the members of the submitting unit. The submitting unit must notify the Policy Workgroup no less than 48 hours before the portion of the Annual Meeting dealing with policy resolutions and provide copies of the proposed Emergency Resolution.

# A

## BYLAWS

New bylaws, amendments or rescissions of existing bylaws of the Federation may be proposed for consideration at the Annual Meeting by any member, upon approval by an Association, Home and School Council, the Federation Executive Committee or the Federation Board of Directors, and by the Policy Workgroup of the Ontario Federation.

### AMENDMENTS TO BYLAWS (*Federation Bylaws, Article XVI, Annual Meeting, 4*)

1. Bylaws of the Federation shall be amended only at the Annual Meeting of the Federation by a two-thirds (2/3) vote of the members present and entitled to vote, a quorum being present.
2. Amendments to the bylaws of the Federation may be proposed by any member, upon approval by an Association, Home and School Council, Federation Executive Committee, or the Federation Board of Directors, and by the Policy Workgroup of the Ontario Federation.
3. The notice of motion to amend the bylaws shall be received by the federation office no later than February 1<sup>st</sup> of each year and shall be sent out not later than 45 days prior to the Annual Meeting.

Any motions regarding the bylaws will be moved and seconded by accredited voting delegates at the Annual Meeting.

Each motion is open for discussion and amendment by delegates.

Each motion is usually dealt with separately.

***\*\* Any questions you have regarding the Bylaws should be posed to the submitting unit BEFORE coming to the Annual Meeting. The names and contact information for the submitting unit are given in the appropriate sections. Your questions will help the presenters prepare their comments for both the Resolutions Workshop (which includes Bylaws as well) and the Annual Meeting. It should also ensure that the time given at the Annual Meeting for debating the merits of a bylaw motion is not spent clearing up questions or misunderstandings.***

## **9. BYLAWS**

Contact [info@ofhsa.on.ca](mailto:info@ofhsa.on.ca) with questions

### **9.1 BYLAW ADOPTION #1**

***Therefore be it resolved that the Ontario Federation of Home and School Associations Inc., adopt the revised Association Bylaws.***

#### **Rationale:**

As a registered charity, OFHSA follows Ontario non-profit and charity laws. The Ontario Not-for-Profit Corporations Act (ONCA) replaced the Ontario Corporations Act in 2021 and all non-profits have until 2024 to update their current bylaws to align with the new Act.

### **9.2 BYLAW ADOPTION #2**

***Therefore be it resolved that the Ontario Federation of Home and School Associations Inc., adopt the revised Council Bylaws.***

#### **Rationale:**

As a registered charity, OFHSA follows Ontario non-profit and charity laws. The Ontario Not-for-Profit Corporations Act (ONCA) replaced the Ontario Corporations Act in 2021 and all non-profits have until 2024 to update their current bylaws to align with the new Act.

### **9.3 BYLAW ADOPTION #3**

***Therefore be it resolved that the Ontario Federation of Home and School Associations Inc., adopt the revised Federation Bylaws.***

#### **Rationale:**

As a registered charity, OFHSA follows Ontario non-profit and charity laws. The Ontario Not-for-Profit Corporations Act (ONCA) replaced the Ontario Corporations Act in 2021 and all non-profits have until 2024 to update their current bylaws to align with the new Act.

# B

## **EXPIRING ACTION RECOMMENDATIONS**

Action Recommendations related to policy resolutions are acted upon by the Federation for a period of three years. At the end of that period, the action recommendations must be resubmitted to the voting delegates at the OFHSA Annual Meeting. If they are again passed by the members, the action recommendations remain in effect for one additional year.

The Expiring Action Recommendations will be moved and seconded at the OFHSA Annual Meeting by the OFHSA Policy Workgroup.

There is usually no discussion of the recommendations as they were previously approved by the members.

Category B is voted on as a total unit.

**NO EXPIRING ACTION RECOMMENDATIONS – 2020**

# C

## POLICY

New policy resolutions, amendments or rescissions of existing policy statements may be submitted for consideration at the Annual Meeting by Associations, Home and School Councils or Federation Workgroups.

Each policy motion is dealt with separately. The Policy Workgroup Leader will call the submitting unit to the microphone. The submitting unit will then identify themselves, stating their names and associations. They will then move and second each policy statement and each action recommendation individually. The same process applies for any policy amendments or rescissions (action recommendations are usually not required in these cases).

For each motion presented, the mover from the submitting unit may speak for five minutes. The seconder may speak for two minutes. The motion is then open for discussion from the floor, at which time there is 30 minutes maximum to discuss and complete the voting process. If the time expires, so does the motion.

Each motion is open for discussion and amendment by delegates. Upon ratification by the membership, the policies become the mandate of the Federation. Policy statements are added or amended in the OFHSA Policy Document. Likewise, a rescinded policy statement will be removed from the OFHSA Policy Document. These are not common. Action recommendations will be actively pursued for three years and then resubmitted for action for one additional year.

***\*\*Any questions you have regarding the policy resolutions, amendments or rescissions should be posed to the submitting unit BEFORE coming to the Annual Meeting. The names and contact information for the submitting unit are given in the appropriate sections. Your questions will help the presenters prepare their comments for both the Resolutions Workshop (which includes any Bylaws as well) and the Annual Meeting. It should also ensure that the time given at the Annual Meeting for debating the merits of a policy resolution, amendment or rescission is not spent clearing up questions or misunderstandings.***

## **NEW POLICY STATEMENTS**

**Currently OFHSA Policy states:**

**II.A.6.0 Personnel: Volunteers**

6.1 Volunteers

- 6.1.1 that district school boards use volunteers in schools and provide the required training for volunteers and teachers to work together. (1972)

**OFHSA Directors feel it would be important to add a policy that states;**

**POLICY STATEMENT:**

Therefore be it resolved that the Ontario Federation of Home and School Associations, Inc. adopt the policy that volunteers are essential roles in school communities.

Rationale: that volunteers have been used and needed in schools for over 100 years