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## February 2020 paid union meetings

## A guide for branch chairs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Read this through well before the meeting. It explains how to prepare for the meeting, and what you will be doing in the meeting.***

***During the meeting itself, use the checklist, not this document.***

This meeting is to give information of the proposed Teaching Council Fees increase, gauge member reaction and gain feedback for PPTA, and the Teaching Council. There will also be an opportunity to develop a branch based response to the survey and authorise the PPTA executive to direct the membership response in the case that the proposed fees increase goes ahead.

## A. Before the meeting

**Roles**

 Sharing responsibilities is vital for a smoothly run meeting. Key people you talk to before the meeting day should be clear about how the processes will be managed. Each of you may have a different role. The roles that are needed are:

* **Branch chair**: to run the meeting effectively, fairly and according to standing orders. To ensure that any voting results are tallied, kept confidential and communicated accurately to National Office.
* **Branch secretary**: to take minutes.
* **Other roles**: to assist at the meeting as required (e.g. running the slideshow, setting up and putting away chairs and equipment at the venue, etc.).
* **Reo-a-rohe, school kaumatua or Te Huarahi representative**: for mihi whakatau at the start and end of the meeting.

**Branch lists and roll-taking**

 Ensure that you have a complete list of the branch members that should be attending the meeting. Your branch list can be downloaded from the members-only area of the website.

 To log in to the PPTA website, use your MoE number (without any leading zeros) as your username and as your password (unless you have previously changed your password).

 Members must sign in on branch lists when they arrive at the venue, to indicate attendance. Branch chairs are asked to verify the sign-in. The original is then to be given to the principal and a copy kept for the branch records.

 It is a legal requirement to provide a list of attendees to the paid union meeting and the board is within its right to dock the pay of members not attending without an exemption.

**Membership queries and recruitment**

If someone believes they are a member but they do not appear on your branch list, let them stay and take part in the meeting. You can check their membership status by calling the PPTA on 0800 778 243 or emailing TCPUMS@ppta.org.nz.

At this time of year, you may well have teachers who are not yet PPTA members and wish to join. A person is officially a member from the time they sign a membership form so they can sign up on paper or online at the start of the meeting, attend and vote.

Have copies of the recruitment letter and a laptop at the meeting for on-the-spot recruitment. The online membership forms can be completed here: <https://www.ppta.org.nz/membership/join-ppta-online-membership-form/>

**Exemptions**

Sometimes there will be members who will not be able to attend a paid union meeting. They should apply for an exemption from the meeting. Regional chairs grant the exemptions but should accept the recommendation of the branch chair in this instance.

The correct process for this is that the member who cannot attend should email the branch chairperson with a request and a brief explanation. The branch chair submits this to the regional chair for approval.

Regional committees should consider exemptions on a case by case basis and inform the member who has applied in writing. Some regions have a sub-committee of two or three members to consider exemption requests. This may be done by email.

Please remember when considering exemption requests that members may simply chose not to show up to a paid union meeting, and generally someone applying for an exemption is trying to do the right thing. There would need to be a good reason for denying an exemption to a member who has applied. Members granted an exemption should be noted on the attendance register provided to the principal.

**Rules for running meetings and voting procedures**

 The chair follows formal meeting procedures as outlined in the [Standing Orders.](https://www.ppta.org.nz/about-ppta/ppta-constitution/showall/) You can also get advice about running a meeting from the PPTA [Meeting Guide.](https://www.ppta.org.nz/dmsdocument/698) A wise move for new chairs is to have someone who knows about meeting procedure sitting next to the chair at the meeting to advise if things get tricky. It is much more sensible for the chair to tell the meeting that they need to take a minute to consult the constitution and/or get some advice rather than flounder around.

 Scrutineers will need to be identified before the meeting to distribute and then collect in and count the ballots. It is best to use members from a range of branches to do this and two minimum is usually adequate.

**Materials for the meeting**

Practical details like organising a data projector and screen, having an efficient sound system, providing water and glasses, etc. need to be attended to prior to the meeting. It is wise to be at the venue early to check that all necessary equipment is there and that it is working properly.

 There will be a slide-show for use at the meeting provided beforehand by national office. Check that you have all of these saved securely and in a format that will work at the meeting.

**Resources required for a successful paid union meeting**

* Permission for the venue
* Data projector and screen
* Laptop
* Sound system (if venue is too large for members to be heard without amplification). Include several roving mikes in a large venue.
* Lectern for the person delivering speech
* Tables and chairs at the front
* Water and glasses for speakers
* Branch lists for branch chairs to check off
* Voting papers
* Ballot box(es)
* Returns template and instructions

**Expenses and reimbursement**

Branch-based paid union meetings do not usually incur large expenses, however as this is a nationally mandated meeting, you are entitled to request any costs be covered by National Office. If you would like to discuss reimbursement please call or email us on 0800 778 243 or TCPUMS@ppta.org.nz

## B. At the meeting (refer to the provided checklist when at the meeting)

During the meeting use the checklist and script rather than this document.

**Set up**

Do not distribute voting papers at the start of the meeting.

Put up the presentation provided by National Office for when members are coming in and the meeting is beginning.

**Beginning the meeting**

The chair calls the meeting to order, welcomes members. A mihi whakatau is an appropriate part of this.

The chair will need to get approval from the meeting for the members who are to count/scrutinise the votes.

 The chair outlines the process for the rest of the meeting:

* There will be a presentation.
* There will be a discussion about the presentation and chance to ask questions.
* There will be a vote on the recommendations.
* Any other items or motions from members will be dealt with after that.

During the speech a staff member will want to have a copy of the speech to be able to advance the slide-show.

**Discussion and debate**

At the end of the presentation there is a chance for discussion and debate about it. It’s a no-holds-barred open discussion of the issues and any or all of the national recommendations that will be voted on by the meeting, but under the formal arrangements set out in the PPTA standing orders. It is also a chance to foreshadow any extra recommendations to be moved later under the heading of general business.

**NB**: Any recommendations relating to the business of the meeting should be dealt with after the vote on the national recommendations. General business motions will be dealt with after the main business is completed.

The chair’s role, at this point, is to try to keep the discussion focused on the main point of the meeting.

It is possible that there will be recommendations from the floor. In this case, follow the procedures as described in the standing orders.

It may be necessary for the chair to indicate to the meeting the rules about length of speeches so that everyone has a fair chance to speak and a diversity of views is heard. Standing Order 15(iv) gives the mover ten minutes and all others five minutes. If a motion ‘to proceed with urgency’ is passed (Standing Order 26), all speaking times are halved, i.e. ordinary speaking time is three minutes.

**Voting**

Put on the screen the motions/recommendations which are being voted on at the meeting.

 The chair then oversees the distribution, completion and collection of voting papers. Usually the scrutineers confirmed at the start of the meeting distribute and collect back the voting papers. Collect the papers in ballot boxes prepared beforehand. Counting the votes should take place on conclusion of the meeting

All members of the PPTA including Principals, RTLBs and relievers may vote.

You do not need to count ‘abstains’ or ‘don’t knows’ – that number can be worked out within each question from the total number at the meeting provided on the summary sheet and the recorded number of responses given to the options.

**Voting in smaller meetings:**

If you are in a small to medium sized branch you can simply ask for a show of hands for the number of people who support each option in turn. Count the number of hands up for each option and keep a record for your summary of the meeting.

**Completing submissions to the Teaching Council**

At the conclusion of voting, give the members time to complete the feedback survey on the Teaching Council website, and/or write an email to a Member of Parliament.

**General business / recommendations from the branch**

Ideally, other recommendations should have been signaled earlier in the meeting, so that people will have had time to consider them. If members want to move other motions, get them in writing and display them on the screen.

These motions cannot, of course, be contrary to decisions taken earlier in the meeting, and the chair can rule any that fall into this category out of order.

The chair keeps people focused on speaking to the motion under discussion and rules out of order any irrelevant material.

Note that there is no need for the chair to accept or to put any particular extra motion from the floor if it is plain from the tenor of the meeting that there is no likelihood of support for it, or if the meeting has run out of time.

**Concluding the meeting**

The chair thanks the other people who contributed to the running of the meeting, and members for their attendance and participation, and closes the meeting. If the meeting opened with a mihi whakatau, then the appropriate closing should also be made.

## C. After the meeting

**Returning voting results**

Ask the scrutineers to stay and count the results. When the results have been checked and confirmed as accurate, the chair should complete the return form, and sign it. This is important since it is the official record. It is the regional chair’s responsibility to send in the results for the meeting, and keep the official return form for at least two weeks after each meeting.

The results for each meeting should be scanned and emailed to Wendy Daniell at National Office wdaniell@ppta.org.nz along with your summary feedback form.

NB. It is the chair’s responsibility to ensure the results are kept confidential. All members have a right to vote without their response being influenced by what happens in branches that have held their PUMs earlier than theirs.

Following the close of the meeting and the vote counting, the chair is to keep the ballot papers secure until two weeks **after** the national vote has been announced. This gives time for any challenge to the results (regional or national) and any subsequent recount arising.

**Completing the summary of the meeting**

There is a summary form, including the results of voting, for the branch chair to complete after the meeting and provide to PPTA national office. Please print and complete the attached form and email it to Wendy Daniell at National Office wdaniell@ppta.org.nz.

**Please note this form must be signed by the branch chair.**

The summary should include:

* + The full name of the branch (school name)
	+ The number attending the meeting.
	+ The number of people who had made submissions before the meeting.
	+ A one or two sentence summary of the overall feeling of those present about the Teaching Council fee options and consultation process.
	+ How many people voted for each option in each of the four straw poll questions
	+ Short summaries of any other ideas/feedback raised at the meeting