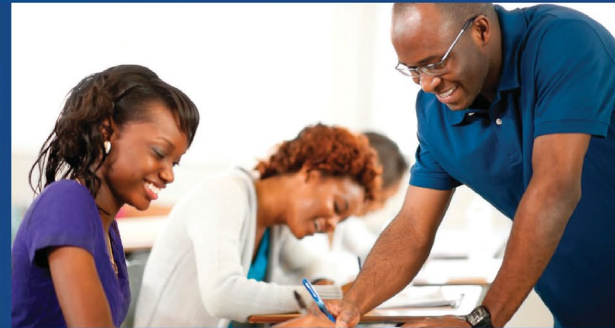


LOCAL PRESIDENTS ORIENTATION

Local Meetings



Local Meetings

This micro orientation should take no more than 15 minutes

Download the full Local Presidents Orientation series at <https://opseu.org/member-education/>



Local Meetings

Visit the OPSEU Member Education webpage at <https://opseu.org/member-education/> and download the Local Presidents' Toolkit.

It includes all the information you need to hit the ground running as a Local President!



Steps for holding an effective General Membership Meeting



Local Meetings

Have you ever attended a union meeting where:

- Only a few people knew each other and it stayed that way?
- One person did all the talking?
- There was no clear agenda?
- There was no interaction with the people attending the meeting?
- People left not knowing why they came?



Local Meetings

This orientation will provide the tools you need to make sure your union meetings:

- Energise your members
- Create a sense of community
- Make important decisions
- Build the local



Local Meetings

Before the meeting

- Check local bylaws for meeting requirements
- Engage your LEC: assign roles for running the meeting and find out who wants to speak to each item
- Ensure proposed location is accessible and has equipment required
- Invite your OPSEU staff rep (if needed)
- Pull together documents (minutes, reports, resolutions etc.) required by the agenda, and make copies
- Set up the room ahead of time
- Arrange for refreshments



Local Meetings



Check the numbers for quorum

According to the OPSEU Constitution:

29.8.1 This article defines the quorum for meetings of Units, Unit Committees, Local Executive Committees and the general membership of a Local.

29.8.2 The quorum for meetings of the above groups shall be:

Size of Group

Quorum

1-20 members

50 percent of the members

21-200 members

10 members

201 or more members

5 percent of the members

NOTE: If your meeting does not have quorum, you can still proceed with all business other than items requiring a vote.



Local Meetings

Be welcoming

- Greet everyone as they arrive
- Start the meeting by welcoming people
- Present the Land Acknowledgment
- Read or show the video of the OPSEU Statement of Respect



Local Meetings

Step by step meeting process

1. The Chair calls the meeting to order
2. Review and amend the agenda with everyone's input
3. Move to adopt the agenda
4. Review the minutes of the previous meeting
5. Move to adopt the minutes
6. Present the Treasurer, Local President, and committee reports
7. Hold any necessary elections
8. New business including education highlight of the meeting
9. Adjournment
10. Build social solidarity in the local!





Watch this four minute video for an introduction to how to hold a successful union meeting: <https://bit.ly/3c5yKKb>

Local Meetings

Some questions to think about:

- 1) How many participants do you need to have at your Local's GMM to reach quorum?
- 2) What can you do to make your GMM welcoming?
- 3) What would be a good focus topic for your next GMM?





MEMBER EDUCATION FORMATION DES MEMBRES



opseu.org/education sefpo.org/formation