

Elk Island Local No. 28

Teacher Board Advisory Committee Frame of Reference

The Teacher Board Advisory Committee (TBAC) exists as a committee of the Elk Island Local No. 28 to review recommendations and concerns associated with the Elk Island Board of Education policies.

1. Membership

- 1.1 Members will be elected at the Election General Meeting of the Bargaining Unit.
- 1.2 There shall be twelve voting members who shall be elected at large for a one year term.
- 1.3 A vacancy on TBAC shall result in a new members being elected at the next regular meeting of TBAC Committee.
- 1.4 Members must be employed by the Elk Island Public School Board and be members of Elk Island Local No. 28, A.T.A.
- 1.5 The President of Elk Island Local No. 28 of the A.T.A. is a member of TBAC.

2. Executive

- 2.1 The executive of TBAC shall consist of:
 - a) the chairperson
 - b) the vice-chairperson
 - c) the secretary
- 2.2 Each of the executive positions shall be elected by TBAC at the organizational meeting.
- 2.3 The chairperson of TBAC is also a voting member of the Teacher Welfare Committee (TWC).

The chairperson of TBAC is also a voting member of the ARA Committee.

The chairperson of TBAC is a voting member of the Executive of Elk Island Local No. 28.

The chairperson or alternate shall report to Local Council at its regular monthly meetings. attend Executive, Local Council, and Strategic Planning meetings

3. Meetings

- 3.1 All members are expected to attend meetings called by the chairperson.
- 3.2 A majority of the members shall constitute a quorum.
- 3.3 Absence from 3 meetings in a school year without reasonable cause or consent will result in that position being declared vacant by a motion of TBAC. The member shall be informed of the decision by the chairperson.
- 3.4 Meetings will be held prior to each meeting of the Consultation Committee. Agenda items are forwarded to the Consultation Committee at least 10 days prior to scheduled meetings.
- 3.5 Minutes of each TBAC meeting shall be recorded and forwarded to the president and Executive Assistant.
- 3.6 Minutes of each TBCC minutes shall be forwarded to the president and Administrative Assistant.

4. Rules of Procedure

- 4.1 The proceedings of all meeting shall be regulated by the official rules of procedure as published in the ATA Members' Handbook.
- 4.2 The proceedings will deal with the policies of the Elk Island Public School Board and their impact on the working conditions of the members of Elk Island Local No. 28.
- 4.3 The proceedings shall be held in confidence.

5. Finances

- 5.1 TBAC shall be financially supported by Elk Island Local No. 28.

- 5.2 The chairperson of TBAC shall prepare and submit an annual budget to the Local Executive for approval and inclusion in the Local's budget.
- 5.3 The chairperson of TBAC shall submit financial statements upon request.

6. Consultation Committee

- 6.1 This committee is comprised of members representing both the Elk Island Public School Board and Elk Island Local No. 28.
- 6.2 Four members of the Bargaining Unit are voting members of the Consultation Committee:
 - a) Chairperson of TBAC
 - b) the President of Elk Island Local No. 28
 - c) two members of TBAC
- 6.3 The chairperson of TBAC shall co-chair the Consultation Committee.

Amended 2003.

Amended and approved Executive [Meeting April 2018