



MEMORANDUM

Date: Friday, May 30, 2025
To: All PETL Members
From: Nadia Goode, PETL President
Re: Steward Responsibilities and Election Guidelines

In accordance with the PETL Bylaws, Article 6.2.1 – Stewards' Meetings, it is an expectation that "Each workplace shall elect a Steward and an alternate Steward". This election should take place on a day and at a time when all staff members (including members who are new to the worksite) are present (virtually or in-person) at the worksite (i.e. in the first week of school in September). The local recognizes that in some locations there might be only one member who comes forward with an interest in taking on the role of Steward or Alternate. Notwithstanding this, our Bylaws state that there **must be** an election, so it is imperative that a process be put in place at the worksite to identify interested candidates, to give those candidates an opportunity to address the worksite membership, and to elect both a Steward and an Alternate.

NOTE: It must be noted that a school's administration **does not** play **any** role in the selection of a Steward or Alternate. The administration does not decide on, choose, or offer the position of Steward or Alternate to a staff member, nor should the position be offered as a 'sign-up' position like that of an extracurricular activity.

RESPONSIBILITIES OF PETL STEWARDS

PETL Stewards represent the union in the workplace. As representatives of the union, Stewards must uphold the positions and policies of the ETFO and the PETL, take direction in their duties from the ETFO and the PETL, and lead by example.

As a local of ETFO, PETL is a social justice union. PETL Stewards will, therefore, work with others to create schools, communities, and a society free from all forms of individual and systemic discrimination including, but not limited to, anti-Indigeneity, anti-Black racism, anti-Asian racism, anti-Palestinian racism, Islamophobia, antisemitism, ableism, homophobia, transphobia, and other forms of racism and discrimination. More on ETFO's commitment to social justice and anti-oppression can be found [here](#) (via ETFO.ca, under 'Social Justice').

The Steward ensures that our Collective Agreement is enforced, is an advocate for members' rights, and is an organizer in their workplace.

1. Stewards shall strive to understand the Collective Agreement, the [PETL Strategic Plan](#), the laws and regulations that govern teachers, relevant board policies, and their relationship to the obligations of teachers and members.
2. The duties of a PETL Steward include:
 - To monitor the implementation of the Collective Agreement at the worksite.
 - To report any potential violation of the Collective Agreement to the local office by connecting with the On-Call local representative (by phone at 905-564-7233, or by email at petlrep@etfopeel.com).
 - To distribute any ETFO and PETL materials to all PETL members at the worksite in a timely manner.
 - To communicate regularly with PETL members at the worksite regarding local events and initiatives (e.g. ETFO/PETL Bulletin Board, all-member emails, etc.).
 - To arrange worksite visits with local liaisons throughout the school year.
 - To attend **all** PETL Steward meetings (including Area Organizer meetings) and training sessions (or to make arrangements for a Designate to attend in their place).
 - To attend PETL General Membership Meetings **and** the PETL Annual General Meeting (or to make arrangements for a Designate to attend in their place).
 - To establish and maintain an accurate PETL member worksite contact information list (including non-board emails and phone numbers).
 - To **meet regularly** with PETL members at their worksite about union business.
 - To provide timely feedback to the local on issues that occur at the worksite and to report any school-wide issues to their local Vice-President liaison.
 - To represent the PETL on their worksite's In-School Staffing Advisory Committee (ISSAC). In addition, the Steward's membership on their worksite's School Improvement Advisory Committee (SIAC) is very strongly encouraged.
 - To complete Steward surveys as requested.
 - To perform union duties at the worksite as directed by the PETL.
3. When necessary, PETL Stewards shall perform the function of Strike and Picket Captain.
4. PETL Stewards will facilitate contact between members and the local office in cases where members' concerns or questions go beyond the duties outlined above (e.g., where members are experiencing racism, discrimination, or harassment in the worksite, interpersonal conflicts between members, questions regarding medical workplace accommodations, etc.) or where those concerns/questions fall outside a Steward's expertise or capacity to support. In those cases, Stewards will refer individual members to the On-Call local representative (by phone at 905-564-7233, or by email at petlrep@etfopeel.com).
5. PETL Stewards **shall not** represent individual members in meetings involving discipline or investigations that may lead to discipline. In these cases, Stewards shall facilitate contact between members and the local office.
6. PETL Stewards **shall not** act as Teacher-in-Charge (TIC) or fill the role of 'Lead Teacher'.

7. To stand for election as Steward or Alternate, the following criteria must be met:
- The member is in good standing with the provincial federation; and
 - The member is willing to accept, work within, and commit to the above responsibilities.
8. An honorarium, valued at up to \$300, will be paid to Stewards over the course of the school year in recognition of fulfilling the above responsibilities.



STEWARD ELECTION GUIDELINES FOR AN IN-PERSON ELECTION

Based on effective practices which occur in many locations, the Local recommends that there will be two consecutive elections – one for the position of Steward, and then another for the position of Alternate. If you have any questions or concerns about the process for electing the Steward and the Alternate, please contact your Vice President liaison at the local, who can support the process as necessary.

The Local expects that the following procedure be followed:

1. All PETL members should be invited to attend the election meeting. If there are new members coming to your worksite, the earliest that the election could take place would be during the first week back to school in September.
2. The election needs to be held as a separate PETL membership meeting, and not as part of a staff meeting being held by the school administration. Members need to be given sufficient notice of the meeting date and time.
3. The election meeting should be conducted by an Election Facilitator – a PETL member who is not running for the position of Steward or Alternate. The current Steward should ask for a volunteer from the worksite membership (via an all-member email), who is not running for a position, to act as Election Facilitator and to facilitate the meeting.
4. The Election Facilitator would inform PETL members of the date and time of the election meeting, and put out a call for nominations*. This should be done via all-member email, using only the Bcc: field to enter members' email addresses. The current Steward would facilitate this process by providing the Election Facilitator with an up-to-date copy of the membership email distribution list. Members can nominate a colleague, or they can self-nominate. Nominations can be made by reply email to the Election Facilitator directly, copying only the member being nominated. Nominations can also be accepted at the election meeting itself. At a minimum, there should be 24 hours between the date/time the call for nominations email is sent to members and the date/time of the election meeting.
5. If there is only one nominee, that member would be acclaimed as the Steward for the remainder of the school year.
6. In the event of two or more nominees, an election by secret ballot must be held.
7. The names of all candidates shall be announced to all PETL members present.
8. Each candidate shall be given the opportunity to give a brief, one- to two-minute speech. The Election Facilitator would act as time-keeper, if necessary.
9. A ballot will be distributed to each PETL member present (including candidates and the Election Facilitator).
10. Members vote by clearly writing the name of their preferred candidate on their ballot.
11. Candidates should be informed that they may appoint a scrutineer to observe the counting of the ballots by the Election Facilitator. Scrutineers must not be candidates standing for election to the position of Steward or Alternate.
12. The Election Facilitator collects ballots and tallies all ballots cast.
13. The candidate who receives the greatest number of votes shall be declared the Steward. In the event that election results are unclear (e.g., if there is a tie), the Election Facilitator should contact the PETL Vice-President liaison for support at the earliest opportunity.

* See below for a sample email text that can be used by the Election Facilitator as a call for nominations.

14. The Election Facilitator destroys the ballots.
15. An unsuccessful candidate for the position of Steward can be nominated for the position of Alternate.
16. If there is only one nominee for the position of Alternate, that member would be acclaimed for the remainder of the school year. If there is more than one nominee, an election for the position of Alternate will be held by following steps 6 through 14.
17. The Steward should inform the school administration and the local of who was elected to the positions of Steward and Alternate for the remainder of the school year.

SAMPLE 'CALL FOR NOMINATIONS' EMAIL TEXT FOR ELECTION FACILITATORS

SUBJECT: Call for Nominations – Steward and Alternate

Colleagues,

As we begin a new school year, it is time for all of us to elect a Steward and Alternate for our work site. As per the local's Steward Election Guidelines, I have volunteered to act as Election Facilitator. This email will serve as a call for nominations for the positions of Steward and Alternate for the 20__-20__ school year.

Our election membership meeting will be held on [Date] at [Time] in [Location]. All PETL members in our work site are invited and strongly encouraged to attend.

If you wish to nominate yourself for either position, please Reply to this email (do not 'Reply All'), to me directly, and indicate your desire to self-nominate for either the position of Steward or Alternate.

If you wish to nominate a co-worker for either position, please Reply to this email (do not 'Reply All'), to me directly, cc'ing the co-worker you wish to nominate, and indicate your desire to nominate that co-worker for either the position of Steward or Alternate.

Nominations will also be accepted at the beginning of the election membership meeting itself. At the close of nominations, if there is only one nominee for the position of Steward (or Alternate), that member (or those members) will be acclaimed. If there is more than one nominee for either position, an election will be held according to the process outlined in the Steward Election Guidelines.

Please feel free to let me know if you have any questions.

In solidarity,

Election Facilitator's Name

STEWARD ELECTION GUIDELINES FOR A VIRTUAL ELECTION

Based on effective practices which occur in many locations, the Local recommends that there will be two consecutive elections – one for the position of Steward, and then another for the position of Alternate. If you have any questions or concerns about the process for electing the Steward and the Alternate, please contact your Vice President liaison at the local, who can support the process as necessary.

The Local expects that the following procedure be followed:

1. All PETL members should be invited to attend the election meeting. If there are new members coming to your worksite, the earliest that the election could take place would be during the first week back to school in September. The Election Facilitator (see point #3 below) would need to be provided with a complete listing of the PETL members in the work site, along with their non-board email addresses. They would need to ensure that the list is up-to-date and reflects changes that may have taken place from June to September (i.e. that it no longer includes members who have moved to another work site, and that it does include members who are new to the worksite). The election meeting invite should be sent via non-board email.
2. The election needs to be held as a separate PETL membership meeting, and not as part of a staff meeting being held by the school administration. Members need to be given sufficient notice of the election meeting date and time. This union meeting should not be conducted over a board-supplied platform like MS Teams. It could be conducted over a member's Google Meet (or similar) account or could be facilitated by the worksite's Vice-President liaison over Zoom.
3. The election meeting should be conducted by an Election Facilitator – a PETL member who is not running for the position of Steward or Alternate. The current Steward should ask for a volunteer from the worksite membership (via an all-member email), who is not running for a position, to act as Election Facilitator and to facilitate the meeting.
4. This Election Facilitator would inform PETL members of the date and time of the election meeting, and put out a call for nominations[†]. This should be done via all-member email, using only the Bcc: field to enter members' email addresses. Members can nominate a colleague, or they can self-nominate. Nominations can also be made at the commencement of the virtual meeting itself. Nominations in advance of the election meeting can be made by reply email to the Election Facilitator directly, copying only the member being nominated. At a minimum, there should be 24 hours between the date/time the call for nominations email is sent to members and the date/time of the election meeting.
5. If there is only one nominee, that member would be acclaimed as the Steward for the remainder of the school year.
6. In the event of two or more nominees, an election by secret ballot must be held. A Google Form (or other similar web-based platform) would be used in place of a paper ballot. The digital ballot would be put together by the Election Facilitator or by another co-worker (but not by one of the candidates). Local Vice-President liaisons would also be happy to help facilitate the creation of a digital ballot. It is imperative that the ballot only be emailed to,

[†] See below for a sample email text that can be used by the Election Facilitator as a call for nominations.

and shared with, current PETL members in the worksite, via non-board email. This highlights the importance of point #1 above.

7. The names of all candidates shall be announced to all PETL members present. This would be done by the Election Facilitator at the commencement of the meeting.
8. Each candidate shall be given the opportunity to give a brief, one- to two-minute speech. The Election Facilitator would act as time-keeper, if necessary.
9. Once candidates have finished addressing their co-workers, the Election Facilitator would send an email to all PETL members in the work site (including candidates and the Election Facilitator) that includes a link to the Google Form ballot. The Election Facilitator will ensure that voting/polling is open for long enough that all members who wish to vote have the chance to cast their ballot. The local would suggest a period of five minutes.
10. Members would indicate their preferred candidate by selecting their name on the Google Form ballot and hitting 'Submit'.
11. Candidates should be informed that they may appoint a scrutineer to review the Google Form results following the election. The Election Facilitator would send a copy of the Google Form results to candidates' scrutineers via email after the election has concluded. Scrutineers must not be candidates standing for election to the position of Steward or Alternate.
12. At the end of the voting/polling window, the Election Facilitator would check the results of the Google Form submissions/responses. The first thing they would need to ensure is that the number of responses to the Form is equal to, or less than, the number of members in the worksite. A number of responses that exceeds the number of PETL members in the worksite could mean that someone who should not have received the link to the Form did receive it, and the result of the election would need to be invalidated. A number of responses that is fewer than the number of members in the worksite would be fine, since that would mean that a member (or members) chose to abstain from voting, as is their right. A number of responses that is equal to the number of members in the worksite would also, of course, be fine.
13. The candidate who receives the greatest number of votes shall be declared the Steward. In the event that election results are unclear (e.g., if there is a tie), the Election Facilitator should contact the PETL Vice-President liaison for support at the earliest opportunity.
14. The Election Facilitator destroys the ballots. This would be done by the creator/author of the Google Form. They would make sure they delete the Google Form from their Docs/Drive.
15. An unsuccessful candidate for the position of Steward can be nominated for the position of Alternate.
16. If there is only one nominee for the position of Alternate, that member would be acclaimed for the remainder of the school year. If there is more than one nominee, then an election for the position of Alternate will be held by following steps 6 through 14.
17. The Steward should inform the school administration and the local of who was elected to the positions of Steward and Alternate for the remainder of the school year.

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Our election membership meeting will be held virtually on [Date] at [Time] via [Platform]. Please see the link below. All PETL members in our work site are invited and strongly encouraged to attend.

If you wish to nominate yourself for either position, please Reply to this email (do not 'Reply All'), to me directly, and indicate your desire to self-nominate for either the position of Steward or Alternate.

If you wish to nominate a co-worker for either position, please Reply to this email (do not 'Reply All'), to me directly, cc'ing the co-worker you wish to nominate, and indicate your desire to nominate that co-worker for either the position of Steward or Alternate.

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Please feel free to let me know if you have any questions.

In solidarity,

Election Facilitator's Name



PETL STEWARD STATEMENT OF COMMITMENT

PETL Stewards represent the union in the workplace. As representatives of the union, Stewards must uphold the positions and policies of the ETFO and the PETL, take direction in their duties from the ETFO and the PETL, and lead by example.

As a local of ETFO, PETL is a social justice union. PETL Stewards will, therefore, work with others to create schools, communities, and a society free from all forms of individual and systemic discrimination including, but not limited to, anti-Indigeneity, anti-Black racism, anti-Asian racism, anti-Palestinian racism, Islamophobia, antisemitism, ableism, homophobia, transphobia, and other forms of racism and discrimination. More on ETFO's commitment to social justice and anti-oppression can be found [here](#) (via ETFO.ca, under 'Social Justice').

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2. The duties of a PETL Steward include:
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 - To report any potential violation of the Collective Agreement to the local office by connecting with the On-Call local representative (by phone at 905-564-7233, or by email at petlrep@etfopeel.com).
 - To distribute any ETFO and PETL materials to all PETL members at the worksite in a timely manner.
 - To communicate regularly with PETL members at the worksite regarding local events and initiatives (e.g. ETFO/PETL Bulletin Board, all-member emails, etc.).
 - To arrange worksite visits with local liaisons throughout the school year.
 - To attend **all** PETL Steward meetings (including Area Organizer meetings) and training sessions (or to make arrangements for a Designate to attend in their place).
 - To attend PETL General Membership Meetings **and** the PETL Annual General Meeting (or to make arrangements for a Designate to attend in their place).
 - To establish and maintain an accurate PETL member worksite contact information list (including non-board emails and phone numbers).
 - To **meet regularly** with PETL members at their worksite about union business.
 - To provide timely feedback to the local on issues that occur at the worksite and to report any school-wide issues to their local Vice-President liaison.
 - To represent the PETL on their worksite's In-School Staffing Advisory Committee (ISSAC). In addition, the Steward's membership on their worksite's School Improvement Advisory Committee (SIAC) is very strongly encouraged.

- To complete Steward surveys as requested.
 - To perform union duties at the worksite as directed by the PETL.
3. When necessary, PETL Stewards shall perform the function of Strike and Picket Captain.
 4. PETL Stewards will facilitate contact between members and the local office in cases where members' concerns or questions go beyond the duties outlined above (e.g., where members are experiencing racism, discrimination, or harassment in the worksite, interpersonal conflicts between members, questions regarding medical workplace accommodations, etc.) or where those concerns/questions fall outside a Steward's expertise or capacity to support. In those cases, Stewards will refer individual members to the On-Call local representative (by phone at 905-564-7233, or by email at petlrep@etfopeel.com).
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 8. An honorarium, valued at up to \$300, will be paid to Stewards over the course of the school year in recognition of fulfilling the above responsibilities.



*Signature page follows. When sending your completed/signed
PETL Steward Statement of Commitment to the local office,
please be sure to send all three pages.*

As the elected Steward for my work site for the current school year, I hereby commit to executing the duties and responsibilities of a PETL Steward outlined above to the best of my ability and capacity. I understand that failure to do so could result in my removal from this position by the local.

Steward Name (Please Print)

Steward Signature

Work Site/School

Date

PETL Member Witness (Print Name)

PETL Member Witness Signature

Work Site/School

Date



PETL STEWARD STATEMENT OF COMMITMENT FOR ALTERNATES

NOTE: Given that Alternates in each worksite are also elected by their co-workers, that Alternates work closely with Stewards to do the work of the union in the worksite, and that an Alternate may, on occasion, be called upon to take on the role of the worksite Steward (in the Steward's absence, for example), Alternates are also asked and expected to submit a signed (and witnessed) *Statement of Commitment* to the local office.

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 - To communicate regularly with PETL members at the worksite regarding local events and initiatives (e.g. ETFO/PETL Bulletin Board, all-member emails, etc.).
 - To arrange worksite visits with local liaisons throughout the school year.
 - To attend **all** PETL Steward meetings (including Area Organizer meetings) and training sessions (or to make arrangements for a Designate to attend in their place).
 - To attend PETL General Membership Meetings **and** the PETL Annual General Meeting (or to make arrangements for a Designate to attend in their place).

- To establish and maintain an accurate PETL member worksite contact information list (including non-board emails and phone numbers).
 - To **meet regularly** with PETL members at their worksite about union business.
 - To provide timely feedback to the local on issues that occur at the worksite and to report any school-wide issues to their local Vice-President liaison.
 - To represent the PETL on their worksite's In-School Staffing Advisory Committee (ISSAC). In addition, the Steward's membership on their worksite's School Improvement Advisory Committee (SIAC) is very strongly encouraged.
 - To complete Steward surveys as requested.
 - To perform union duties at the worksite as directed by the PETL.
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please be sure to send all three pages.*

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Alternate Name (Please Print)

Alternate Signature

Work Site/School

Date

PETL Member Witness (Print Name)

PETL Member Witness Signature

Work Site/School

Date