

OSSTF District 26: Meeting Protocol



PASSED: December 13, 2023
AMENDED: Not yet amended
REVIEW PERIOD: 2 years [September 2025]

Meeting Protocol – OSSTF District 26

To facilitate successful meetings in District 26, please follow the guidelines below.

1. President and/or Committee Chair (or designate) will submit their meeting date request to office@d26.osstf.ca to confirm availability and confirm final choice of date. This applies to virtual meetings, conference calls or face-to-face meetings.

Once confirmed, Office Manager will send the updated budget to the appropriate person.

2. President or Committee Chair or designate is responsible for sending out meeting invitations to the group members and cc ex-officio (District President, District Officer, Provincial liaison, Members on relevant provincial committee).
3. It is the President and/or Committee Chair (or designate) who compiles a list of attendees/regrets.
4. It is the responsibility of the President and/or Committee Chair (or designate) to organize/order food for their meeting being mindful of the number, type of meal and dietary accommodations. Be aware that some meals require advance notice with the restaurant (see next page for meal options). As well, the President and/or Committee Chair (or designate) need to plan for personal accommodations for attending meetings (ie. Enlarged print for low vision, service animal, interpreter)
5. President and/or Committee Chair will send the meeting package (agenda, reports, budget and other supporting documentation) via email to executive or committee members prior to the meeting. If photocopying is required, send the meeting package (agenda, reports, budget and other supporting documentation) to office@d26.osstf.ca two days prior to the meeting date. An environmentally friendly choice of paperless meetings is encouraged.

Any motions that were completed via email must be included in the agenda to be read into the minutes.

6. President and/or Committee Chair (or designate) will email the unapproved minutes of the meeting to office@d26.osstf.ca within one week of the meeting.

MEAL OPPORTUNITIES

1. **Mr. Mozzarella** –good for 8 or fewer attendees; will deliver <http://mrmozzarella.com/main/index>
2. **Salamanders** – good for 10 or more attendees; does catering, will deliver <http://www.salamanders.ca/>
3. **Brewed Awakenings** – soup, sandwiches, baked goods – (613) 258-0096
4. **Nakhon Thai** – good for 5 or fewer attendees; must pick up at restaurant – 613-258-0096
<http://nakhonthai.ca/>
5. **Capilano's** – Good for large or small groups; must pick up at restaurant www.capilanopizzeria.ca
613-258-0888
6. **Five Star** – Good for large or small groups; must pick up at restaurant www.fivestarrestaurant.ca
613-258-6026

If none of these options are available or work, please speak to the District Officer.