

1. Call meeting to order
2. Review the agenda and adopt.
3. Assign a minute-taker (Meeting minutes need to accompany your demands and other forms to be sent in after the meeting.)
4. Make sure you have quorum for the meeting as a whole. (See OPSEU constitution.)
5. Present any letters from members wishing to stand for election who are unable to attend the demand-setting meeting.
6. Discuss the bargaining environment as presented in *Table Talk*, the Report from Provincial Committees and Staff, and union issues for bargaining. Present a summary report of the Bargaining Survey Results, which may be discussed and considered when choosing demands from the local.
7. Break into Unified and Correction bargaining units. In the two groups:
 - Discuss Unified or Correctional issues and any special cases for each group.
 - Debate and then vote on your bargaining unit's Top 5 priority demands, as well as other demands.
 - Adopt the Top 5 priorities and other demands as a whole, for your bargaining unit.
8. The Unified bargaining unit separates into four (4) classification groups of: i) Administration, ii) Institutional and Health Care, iii) Office Administration and iv) Operational and Maintenance/Technical. These four groups and the Corrections bargaining unit then separately elect delegates and alternates to represent their Classification Group at the Regional Bargaining Conference. (Members must be a steward for the previous six months to run for the bargaining team at that meeting.)
9. Convene all the unclassified members in the local (regardless of Bargaining Unit) to elect a delegate and an alternate to the Regional Bargaining Conference.

Following the Classification Group and Unclassified meetings, reconvene as a whole.

10. Present the Top 5 prioritized Unified and Corrections demands, other demands, special cases and election results.
11. Review the Central bargaining issues for debate and discussion.
12. Vote on the Top 5 priority Central demands and other Central demands.
13. Move, and vote on, a motion to adopt all Bargaining Unit and Central Top 5 priority demands and other demands for your local.

Thank everyone for participating. Adjourn the meeting.

Once you hold your demand setting meetings, you must inform your Regional Office ASAP the names and contact information of your delegates to the Regional Bargaining Conference (Conference is on June 7, 2008 – delegate information should arrive at LEAST one week prior to that).

Forward your demands, special cases and any other related forms with all supporting documentation (including meeting minutes) to your OPSEU regional office no later than June 9, 2008.

Meeting map for Local Demand-Setting

