

UPDATED
March 27
2008



Demand-setting checklist for Locals

March 3- April 4: Plan for local demand-set

- Attend presidents' meeting, March 1.
- Assess communication gaps in local, worksite by worksite.
- Recruit information stewards for worksites with no stewards. Every worksite must have an information steward. **This is key.**
- Update quarterly membership list mailed out by head office.
 - Any newer employees not on the list?
 - Are there unclassified members who haven't signed a membership card?
- Create a buzz in workplace.
 - Stewards to do walkabouts of worksites and hand out "Plug Yourself In" stickers and flyers.
 - Tell members they will soon participate through the bargaining survey and demand-set meeting.
 - Download flyers, if necessary, from www.opseu.org.
- Arrange with Regional Office (RO) how local will get the bargaining surveys, *Table Talk* and local demand-set handbook. **Complete and submit to the regional office** the Bargaining Information Distribution Form, as to whether you want the materials shipped directly to stewards/information stewards.
- Identify what your local will do to maximize participation in demand-set. Consider holding organized events, e.g. pizza lunches, where members will complete the surveys.
- Set a deadline for members to **complete** the bargaining survey.
- Book the date, time and location of demand-set meeting in consultation with Local Service Representative (LSR). Select the best time and place to maximize participation. Make sure the location is accessible to all members. Plan to offer food. Arrange for child care, if requested. Please provide members **reasonable advance notice** of the meeting.

April 7- 18: Pick up of materials for demand-set

- Arrange for pick up/shipping of bargaining surveys, *Table Talk* and local demand-set handbook from ROs.
- Produce posters/flyers with instructions: 1) return survey to steward, 2) the deadline **and** 3) date, time and location of demand-set meeting.

April 21- May 30: Local demand-set

(Forms and instructions found in local demand-set handbook)

Distribute & Collect Bargaining Surveys

- Distribute surveys, **Table Talk** and demand-set meeting posters/flyers (with the survey return deadline) to stewards/information stewards.
- Create a buzz in the workplace.
 - Stewards distribute surveys, **Table Talk** and posters/flyers.
 - Stewards to do regular walk-about of worksites, lounges and coffee break areas to talk with members about the importance of completing survey and attending the demand-set meeting.
- Hold worksite events, e.g. pizza lunches, where members will complete the survey. Stress the importance of attending local demand-set meetings to vote on the local's priority demands.
- Stewards track who has completed the survey. Check off the returns on your membership list.
- Assess the rate of participation among different worksites/classification groups.
 - Identify ways the local can improve participation.
 - Follow up on members' questions.
 - Stewards keep talking up the survey and demand-set meeting with members.
- Stewards collect survey by the deadline and give to LEC to tabulate.
- Tabulate results of survey. Follow instructions and use tally sheets found in local demand-set handbook.

Planning the Demand-set meeting

- Send out reminders to members at regular intervals in the two weeks prior to the meeting.
- Know your quorum number as per Art. 29.8.2 of the OPSEU constitution. Because this is a General Membership meeting, it can only proceed if there is quorum. Go to www.opseu.org.
- Know how many delegates each classification group is entitled to elect according to the convention formula set out in Art. 13.4 of the OPSEU constitution, except that the President is not an automatic delegate from his or her classification group. Go to www.opseu.org.
- Make copies of the Central, Unified and Corrections results for your local.
- Make copies of special case forms.
- Get ballots for the elections.
- Make copies of the Central, Unified and Corrections survey results.
- Have copies of the collective agreement for reference.
- Have the delegate and alternate forms for the regional bargaining conference elections.
- Confirm the attendance of your staff rep.
- Order food to encourage greater participation. Arrange for childcare (if requested).

Hold the Demand-Set Meeting

- Refer to *Suggested Agenda for Demand Setting Meeting* found in the local demand-set handbook.
- Call the meeting to order, review agenda and adopt, assign a minute-taker and check that you have quorum. Refer to Article 29.9.2 of the OPSEU Constitution.
- Present any letters from members wishing to stand for election who are unable to attend the meeting.
- Discuss the bargaining climate (found in *Table Talk*), the report from Provincial Committees and Staff (found in the local demand-set handbook) and present a summary report of local bargaining survey results.
- Break into Unified and Corrections bargaining units. In the two groups, discuss Unified or Corrections issues and any special cases. Debate and then vote on your group's Top 5 priority demands, as well as other demands.
- For Unified:** Break into four separate classification groups: Administrative, Institutional and Health Care, Office Administration and Operational and Maintenance/Technical to elect delegates and alternates to represent these groups at the regional bargaining conference, using the convention formula. Refer to Art. 13.4 of the OPSEU constitution, except that the local president is not an automatic delegate from his/her category.
- For Corrections:** Elect delegates and alternates to represent Corrections at the regional bargaining conference, using the convention formula. See above.
- Convene **all unclassified members** in the local to elect one delegate and one alternate to the regional bargaining conference.
- Reconvene the meeting as a whole. Unified and Corrections to present their prioritized demands, other demands, special cases and election results.
- Review the Central issues for discussion and debate and vote on Top 5 Central priority demands, as well as other demands for your local.
- Move and vote on a motion to adopt all Bargaining Unit and Central demands as the demands for the local. Thank people for their participation and adjourn.
- 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).**

By June 9: Locals deliver Reports to Regional Offices:

Your package to the Regional Office should include the following:

- A copy of the demand-setting meeting minutes, hand-written are fine, signed by two officers of the local.
- All forms: local demand-setting forms signed by two local officers, membership data form, evaluation form.
- All special case forms, and Central bargaining unit split forms, if any.