INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS ®

EDWARD A. KELLY
General President

FRANK V. LÍMA
General Secretary-Treasurer

November 28, 2022

VIA ELECTRONIC DELIVERY ONLY

Robert McCutcheon, Secretary-Treasurer
Ontario Professional Fire Fighters
Association, IAFF C-6
PO Box 127
Bowmanville, ON L1C 3A5 Canada

Dear Brother McCutcheon:

I have completed my review of your Constitution and By-Laws to determine its compliance with the IAFF Constitution and By-Laws. For the reasons explained below, your Constitution and By-Laws is **CONDITIONALLY APPROVED**.

Although I am ***conditionally approving*** your Constitution and By-Laws, I have noted certain required and recommended changes below. Within 180 days, please revise your Constitution and By-Laws, have your membership vote to adopt the changes, and submit your amended Constitution and By-Laws to my office for final approval by emailing it to constitution@iaff.org. Once resubmitted to conform to the required changes, your Constitution and By-Laws will receive priority review by the IAFF Legal Department, and they will work to give it final approval as expeditiously as possible.

REQUIRED CHANGES

Article 4, Sections 1 and 2, Article 6, Section 8, and Article 14, Section 1: These sections discuss virtual meetings or events. The following language must be added for virtual meetings or event:

> Meetings may be conducted through use of internet meeting platforms designated by the Executive Board that identify participants and those seeking recognition to speak, allow display of the text of pending motions, and show the result of votes. Alternative means for participation for members who cannot participate in the meeting virtually will be provided. Electronic meetings shall be subject to rules adopted by the Association, which shall supersede any conflicting rules in the parliamentary authority and not be in conflict with any provision of the International or Association Constitutions and By-laws.

For electronic voting for matters where a secret ballot is **not** required by law or the IAFF Constitution, the following language should be added:

> Except for voting on any matter which requires a secret ballot, electronic voting may be used and shall contain (1) sufficient encryption to ensure security and authenticity of the vote; (2) a mechanism to ensure each member votes only once on each vote;(3) maintaining the secrecy of a member's vote; (4) password protection; and (5) the ability to calculate total votes. Electronic voting shall only be accessible to members of the

Association, and an alternative way to vote shall be made available for members who chose not to use electronic voting.

Further, US Federal law applies to the election of delegates and alternates to the IAFF Convention. The US Department of Labor has not prohibited electronic voting for union elections or other matters requiring a secret ballot, but the agency has urged unions to be very cautious. Accordingly, if the Association provides for electronic voting on matters requiring a secret ballot, the following additional language must be added:

Electronic voting on any matter requiring a secret ballot vote taken by this Association must comply
with the following:

- Access code (and dial-in information) and voting instructions must be mailed out with sufficient time for members to request a replacement before the vote.
- The Association must have written policies on voter requests for a replacement access code and voting instructions and for challenging and resolving voter eligibility prior to the vote.
- The electronic voting system must not generate any hidden markers that would link a voter to their ballot.
- Any objections to eligibility must be lodged and resolved by the election committee (or committee overseeing the vote) prior to the vote.
- Once a ballot is submitted electronically, it cannot be changed or voided.
- Entry of the voter's name must not be required in the voting systems login credentialing process.
- The voter's login credentials must not be displayed on the same screen as the voter's ballot or ballot selections.
- Other than the voter, nobody - including the union and election vendor – can have access to components of the login credentials (e.g., email address, telephone number, PIN, member identification number) required by the voting system to access the voter's ballot voting credentials must be randomly assigned to each eligible voter.

The electronic voting system must:

- Use a secure platform with industry standard safeguards to prevent unauthorized access or malware attacks;
- Use encryption technology that obscures the ballot elections before they are sent to the Association union, the platform and/or the vendor's server;
- Use hash chains on the activity logs and the electronic ballot box;
- Be periodically audited by an independent party and the vendor has a written security policy for all systems that come into contact with the voter or vote information; and
- Provide for the ability for voters to vote by telephone as an alternative.

- The vendor shall provide the union with a digital and paper copy of the count and/or tabulation results at the conclusion of the election and must retain the voting system and all digital records (e.g., voting system, credentials, log files, time stamped software codes, tally results) related to the election for at least one year.

- Official observers designated by the candidates in any election conducted with electronic voting must be entitled to view the preparation and mailing of voter access code/dial-in information and instructions, any replacement access code/dial-in information and instructions, and the count and/or tabulation of electronic votes either in person or by video.

Article 10, Section 4: The IAFF Constitution and By-Laws, Article XIV, Section 8 provides that whenever increases in the rates of initiation fees, reinstatement fees, dues, or assessments of state or provincial associations or joint councils are proposed, they shall be adopted by the following procedure:

A. By majority vote of the delegates voting at a regular convention of such association or council, or at a special convention held upon not less than thirty (30) days written notice to each local union affiliated with said association or council; or
B. By majority vote of all members in good standing of such association or council voting in a membership referendum conducted by secret ballot; or
C. By majority vote of the members of the Executive Board (or similar governing body) of such association or council provided authority for such action exists in the constitution or by-laws of said association or council and provided that such increase by the Executive Board shall be effective only until the next regular convention of the said association or council.

***

Thank you for your attention to the foregoing matters. If you have any questions, please contact the IAFF Legal Department at (202) 824-1508.

Your **CONDITIONALLY APPROVED** Constitution and By-Laws is enclosed. We have retained a copy for our records.

Sincerely and fraternally,

Edward A. Kelly
General President

Enclosure

EAK/PJL:plh

Cc: Fred LeBlanc, Vice President, IAFF District 13
Sean McManus, IAFF Assistant to the General President, Canadian Office
Greg Horton, President, IAFF C-6 (greg.horton@bell.net)

OPFFA Constitution

Passed by Annual Convention on June 14, 2022

International Association of Fire Fighters
AFL-CIO, CLC
APPROVED



IAFF, General President
11/28/22

OPFFA Constitution
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CODE OF ETHICS

As a Fire Fighter and member of the Ontario Professional Fire Fighters Association, my duty is to serve humanity; to protect and preserve life and property; to maintain the highest levels of professional proficiency; to continually seek and facilitate innovation; and to share my expertise with all members who seek to improve their knowledge, skills and abilities.

I will never allow personal opinions, emotions, values, or ideals to deter me from my responsibilities as a Fire Fighter.

I also acknowledge that my duties as a Fire Fighter may place me in situations of personal risk, and, I will do everything in my power to minimize such risks.

I will at all times respect the property, rights, and chosen way of life of all people.
I will abide by all the laws of my: community, province, and country.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust, to be held so long as I am true to the ethics of the Fire and Emergency Service.

I will constantly strive to achieve the goals and objectives established by my service, dedicating myself to my chosen profession:

"THE PROTECTION AND PRESERVATION OF ALL LIFE AND PROPERTY"

As a member of the International Association of Fire Fighters and the Ontario Professional Fire Fighters Association, I accept this self-imposed and self-enforced obligation as my personal and professional responsibility.

ARTICLE 1. ASSOCIATION

Section 1. Name

This Association shall be known as the Ontario Professional Fire Fighters Association, and its business name shall be officially registered in the Province of Ontario.

Section 2. Vision

The Ontario Professional Fire Fighters Association shall be the unified voice and driving force for Ontario's fire service professionals.

Section 3. Mission

The Ontario Professional Fire Fighters Association's mission is to provide leadership and support that improves the work and lives of Ontario's fire service professionals.

Section 4. Values

In keeping with our vision and mission the OPFFA has formalized our values as follows;

RESPECT | We conduct ourselves in a manner that is considerate, positive and free from discrimination, treating one another with courtesy and compassion. We recognize the contributions of everyone.

INTEGRITY | We are consistent and uncompromising to our Vision and Mission. We are transparent and open in our words, our work and our efforts, holding ourselves and one another accountable for our actions.

DEDICATION | We follow through on our commitments with perseverance to do what is needed, taking ownership of our tasks, actions and outcomes.

DIALOGUE | We engage and actively listen to one another, working hard to understand different perspectives and to make decisions that are in keeping with our Vision, Mission and Strategic Objectives.

COLLABORATION | We work as a team, moving forward together. We address challenges as a collective, resolving those challenges in the interest and greater good of our members.

Section 5. Fiscal Year

The fiscal year of this Association shall begin on the First (1st) day of April and end on the Thirty-First (31st) day of March each year.

ARTICLE 2. OBJECTIVES

Section 1. Objectives

The objectives of this Association shall be to have all professional Fire Fighters in the Province of Ontario organized under the International Association of Fire Fighters; to place all members on a higher plane of skill and efficiency; to encourage the formation of sick and health benefit funds; to encourage the establishment of schools of instruction for fire and emergency services and fire prevention; to encourage seminars to impart knowledge of labour relations and related matters; to cultivate friendship and fellowship among its members; to sponsor legislation so that proper, efficient and humane working conditions may be obtained and retained; that the strategic objectives of the OPFFA are

- Advance legislation and policy
- Build and maintain membership knowledge, skills and competencies
- Facilitate safe, supportive and progressive work environments
- Strengthen community and stakeholder relationships
- Ensure a strong and agile provincial association.

Section 2. Prohibition of Strikes

Notwithstanding any applicable legislation, no Local and no member of this Association shall strike, in order that Professional Fire Fighters, can fulfil their obligation to preserve and protect all life and property.

Section 3. Obligation

The officers and members of this Association shall recognize, observe and be bound by the provisions of this Constitution, and the International Association of Fire Fighters' Constitution and resolutions adopted, and policies established by the delegates at conventions.

Section 4. Governance

This Constitution shall be considered as supplementary to the Constitution and By-Laws of the International Association of Fire Fighters (IAFF), which shall be the governing authority as particularly set forth in Article XIV of the IAFF Constitution.

ARTICLE 3. MEMBERSHIP

Section 1. Active

The membership of this Association shall be comprised of Locals who are, become and remain members in good standing of the International Association of Fire Fighters and are approved for membership by the Board of Directors of this Association.

Upon payment of dues, as herein provided, by such eligible Locals the Association shall issue to such Local a certificate of membership in this Association under the seal and the hands of its proper officers in that behalf; which said certificate shall confer and evidence membership of such Local and its members in the Association.

The Board of Directors shall have the authority to assign newly affiliating and re-affiliating Local(s) to a “Zone” based on the best organizational ‘fit’. Appendix “B” lists the Zone alignment. (2020). The Zones may be amended only by Convention action.

Section 2. Honorary Life

On the majority vote of the delegates at the Annual Convention, persons who have demonstrated meritorious service to the Ontario Professional Fire Fighters Association or distinguished public service may be elected to Honorary Life Membership in this Association. Such membership shall be subject to revocation for just cause.

Honorary Life Membership in this Association shall neither confer voting privileges on said Honorary Life Member nor authorize any voice or authority in the affairs of this Association.

Section 3. President Emeritus

On the majority vote of the delegates at the Annual Convention, individuals who have demonstrated meritorious service in the capacity of President to the Ontario Professional Fire Fighters Association and the Provincial Federation of Ontario Fire Fighters prior to their merger in October 1997, may be elected to the position of President Emeritus in this Association. Such membership shall be subject to revocation for just cause.

The President Emeritus position shall carry with it ex-officio lifetime membership in the Association and automatic Delegate-at-Large status to the Annual Convention.

The President Emeritus position will also carry with it the duty to advise or consult with the President or Board of Directors of the Association upon request when such service is required in the best interests of the Association.

Section 4. Affiliation of Retired Fire Fighters

Local Associations may amend their respective constitutions and/or bylaws to allow affiliation of retired fire fighters for the purpose of political education and political action.

Section 5. Disaffiliation

Member Locals wishing to disaffiliate from the Ontario Professional Fire Fighters Association shall conduct a secret ballot vote, which shall be scrutinized by both the Local, and the Provincial Organization. A majority vote of the Local's entire membership will be required to dis-affiliate. The Local must give each member Thirty (30) days written notice of its intention to hold a "Vote to Disaffiliate," and such notice shall also be communicated to the President of the Ontario Professional Fire Fighters Association, at least Thirty (30) days prior to the meeting in which the vote is taken.

A disaffiliating Local shall have no right, claim or interest in the property or assets of the Ontario Professional Fire Fighters Association or to any dues or other contributions which the disaffiliating Local may have made to the Association.

ARTICLE 4. CONVENTION, REPRESENTATION and VOTING ENTITLEMENT

Section 1. Time and Place

The Convention shall meet annually in the First (1st) full calendar week in the month of June, or as close thereto as possible to that date with the approval of the Board of Directors, provided that each Local be notified by December Thirty-First (31st) in the year prior to the Convention of the date and site of the Convention, in such place as may be selected by the Convention two (2) years in advance, but in the event of the Convention not making a selection, then such place as shall be selected by the Board of Directors. Approval for holding a virtual event and/or utilizing an alternative voting option verses in-person would be subject to the approval of the OPFFA Board of Directors.

The OPFFA will assist Locals with the planning of OPFFA Conventions and shall approve any contract that a host Local may engage in with the goal of raising funds to be used for the Convention. Once a venue has been selected by the host Local, the OPFFA approves and is the signing authority along with the host Local for any contract which may or may not have a financial impact on the OPFFA or its Locals.

In the event that an OPFFA convention does not identify a host Local for the next biennial convention, the format of that convention shall be that of a Business Session with a banquet.

In the event a Local volunteers to host a biennial convention after an OPFFA convention, the Board of Directors may delegate responsibility for the convention to that Local. (2014)

Section 2. Special Convention

A Special Convention (not being the Annual Convention) shall be called:

i. if directed by a majority vote of the duly appointed delegates, in Convention, or

ii. on the written request of a majority of member Locals delivered to the Secretary/Treasurer of the Association; or

iii. by order of the Board of Directors.

Any such direction, written request or order of the Board of Directors shall contain a statement of the business to be considered at such Special Convention, failing which

the Board of Directors shall not be required to cause such Special Convention to be called or held.

In the event of any such direction, request or order being given or received in accordance with the first Two (2) paragraphs of this section, the Board of Directors shall cause notice of such Convention to be forwarded to each member Local by prepaid post within Thirty (30) days of such direction, written request or order being made or received as aforesaid: such notice shall specify the date and site selected by the Board of Directors for such Special Convention and shall be forwarded as aforesaid, not less than Thirty (30) days prior to the date specified for such Convention and shall contain a statement of the business to be considered at such Convention. Approval for holding a virtual Special Convention and/or utilizing an alternative voting option verses in-person would be subject to the approval of the OPFFA Board of Directors.

Procedures and representation at any such Convention shall be in accordance with this Constitution and shall follow the procedure and representation as herein provided for an Annual Convention. The only business to be considered or dealt with at such Special Convention shall be specified in or accompanying the notice calling such Special Convention.

Section 3. Representation of Locals at Annual or Special Conventions

Locals with a membership of One Hundred (100) and less shall be entitled to Three (3) delegates. Locals with a membership exceeding One Hundred (100) shall be entitled to delegates as follows:

Number of Members	Number of Delegates
101 to 250	4
251 to 500	5

and One (1) additional delegate for each additional Five Hundred (500) members or fraction thereof. Alternate delegates shall be appointed by member Locals as necessary, and shall be issued credentials, to be utilized only when substitution for regular delegates occurs.

For purposes of calculating delegate representation, the entitlement of each member Local shall be calculated based upon the average monthly number of members for which it paid per capita for the twelve-month period from May to April inclusive prior to the Convention. In the case of a Special Convention, the delegate entitlement shall be calculated based upon the per capita tax paid for the month, three (3) months prior to the month of the Special Convention.

Section 4. Voting Entitlement

Each accredited delegate shall be entitled to One (1) vote.

In all cases where this Constitution provides for or directs per capita voting, each member Local shall have the voting entitlement as specified hereunder: the voting entitlement of any member Local may be used by any or all of the delegates of the said member Local casting an equal number of votes and the Chair of the said delegates casting the remaining number of votes of said Local's entitlement, or, the Chair of said delegates, with the unanimous approval of said delegates casting votes for the total entitlement of the said Local. It is understood that said delegates shall cast the entire number of assigned votes either 'for' or 'against' or 'abstain'.

Each Board of Director of the Association and the President(s) Emeritus shall be entitled to One (1) vote.

Per Capita Voting shall be used for:

i. Constitutional changes pertaining to Per Capita Tax.
ii. All Resolutions and Board of Director's Recommendations that have a per capita increase or decrease or a material (i.e. 1% on the total budget) financial effect.
iii. Election of the President and the Secretary/Treasurer of this Association.

For purposes of per capita voting, the voting entitlement of each member Local shall be calculated based upon the average monthly number of members for which it paid per capita for the twelve-month period from May to April inclusive prior to the Convention. In the case of per capita voting at a Special Convention, the voting entitlement shall be calculated based upon the per capita tax paid for the month, Three (3) months prior to the month of the Special Convention.

Proportionate voting shall be used for elections of Zone Directors of this Association. (2006)

When proportionate voting takes place, the Locals shall be entitled to the following votes:

Number of Members	Number of Votes
1 to 50	3
51 to 100	5

Locals with more than One Hundred (100) members will be entitled to Three (3) additional votes for each additional One hundred (100) members or part thereof.

In all cases where this Constitution provides for or directs proportionate voting, each member Local shall have the voting entitlement as specified hereunder: the voting entitlement of any member Local may be used by any or all of the delegates of the said member Local casting an equal number of votes and the Chair of the said delegates casting the remaining number of votes of said Local's entitlement, or, the Chair of said delegates, with the unanimous approval of said delegates casting votes for the total entitlement of the said Local. It is understood that said delegates shall cast the entire number of assigned votes either 'for' or 'against' or 'abstain'.

Each Board of Directors of the Association and the President(s) Emeritus shall be entitled to One (1) vote.

For purposes of proportionate voting, the voting entitlement of each member Local shall be calculated based upon the average monthly number of members for which it paid per capita for the twelve-month period from May to April inclusive prior to the Convention. In the case of proportionate voting at a Special Convention, the delegate entitlement shall be calculated based upon the per capita tax paid for the month, three (3) months prior to the month of the Special Convention**.**

Section 5. Proxy Voting

Any Local of Twenty (20) members or less may give their proxy votes with written instructions to any One (1) other Local in good standing with the Association plus a copy of said written instructions to be given to the Secretary/Treasurer Fifteen (15) days prior to the Convention. The President, or his/her designate, of the Local carrying the proxy votes shall cast the proxy votes. (It being understood that candidates' names shall not be used in the written instructions.)

No affiliated Local shall carry more than One (1) Local's proxy vote. Proxy votes shall only cover elections for:

i. President
ii. Secretary/Treasurer
iii. The Zone Directors in said Local's zone.

And shall not be used for any other purposes.

Section 6. Eligibility for Representation

In order to be entitled to representation in any Convention, any Local shall have its Per Capita Tax paid on its full membership up to, and including, the month prior to the Convention, except as otherwise recommended by the Board of Directors of the Association where a Local may be excused.

A delegate or an alternate delegate must be elected by, and be an active member in good standing of the Local they are representing.

Active members are defined in the I.A.F.F. Constitution in Article II, and Article III Section 1.

Section 7. Solicitations from Other Locals

Any Local requesting to be Host City for the Annual Convention of the Ontario Professional Fire Fighters Association shall not be allowed to solicit assistance from other Locals in the Association or solicit funds through raffles, draws, etc., for their own Local without first securing the approval of the Board of Directors of the Ontario Professional Fire Fighters Association.

Notwithstanding the foregoing, a Host Local of the Ontario Professional Fire Fighters Association Annual Convention may solicit paid advertisement from other Locals to assist in covering the cost of hosting the Convention.

ARTICLE 5. ELIGIBILITY FOR OFFICE

Section 1. Eligibility

A member in good standing of this Association, who is an accredited delegate to the convention, or an incumbent officer, shall be eligible for nomination and election as an officer, unless ineligible by virtue of provisions of this Constitution and By-Laws, or provisions of applicable law. The eligible member must be present at the nomination meeting or submit notification to the Secretary-Treasurer stating his intention to stand for a specific office, if nominated.

OPFFA Officers (as identified in Article 6, Section 1) who retire from their OPFFA-affiliated fire department during their term may retain their Officer status during the remainder of their term. However, they will not be eligible to stand for Office as an Incumbent or a member in good standing due to their retired status at the completion of their term and the transfer of Office to a new Officer.

ARTICLE 6. OFFICERS AND ELECTIONS

Section 1. Officers

The Officers of this Association shall consist of a President, Secretary/Treasurer and five zone Directors.

Elections for the offices of President and Secretary/Treasurer shall be by per capita vote. Election of Zone Directors for the Convention site shall be conducted using proportionate voting.

Effective at the 2002 Niagara Regional Convention, the Officers of the Association shall be elected for a term of two (2) years.

Section 2. Privileges and Powers of Officers in Convention

Association Officers shall be accredited delegates at large in Convention. Said Officers shall not be permitted to vote by proxy.

Section 3. Nominations

Nominations shall take place during the First Session of the Convention which shall occur prior to the Opening Ceremonies. A period of Three (3) minutes of introduction and acceptance will be allowed. No officer or accredited delegate of this Association shall accept nomination for more than one office.

Members intending to stand for nomination for any elected positions within the OPFFA Board of Directors must submit their intention in writing no less than 28 days prior to the start of the OPFFA Convention where the election of Board of Directors occurs. The names of all members received shall be circulated to all OPFFA Locals 27 days prior to the Convention. No member shall submit their intention for more than one (1) elected officer's position. (2010)

Any member seeking election to a position within the OPFFA Board of Directors that missed the deadline must request their nomination be accepted by the membership and such request must receive at least two-thirds (2/3) of the votes from the members present during the verbal nomination process.

Any member wishing to withdraw from the election process and have his or her name removed from the ballot may do so either during the verbal nomination portion or in writing provided such written documentation is received by the Secretary/Treasurer or in the OPFFA office by the end of business on the Friday prior to the Convention. (2010).

Section 4. Voting at Large

The President and the Secretary/Treasurer shall be elected by the duly accredited delegates present and voting in Convention. The President, Secretary/Treasurer, and the President(s) Emeritus shall only vote for the offices of President, and Secretary/Treasurer.

Section 5. Voting by Zone

Each Zone Director shall be nominated and elected by the duly accredited delegates present and voting in that Zone Director's own zone in Convention. The incumbent Zone Director in their respective zone shall be duly accredited delegates voting in their own zone, and will also be entitled to vote for the position of President, and Secretary/Treasurer.

Section 5a. Zone 5 Director: Appointment Process

The OPFFA's Zone 5 Director appointed by Local 3888 - Toronto, shall be appointed for the same 2-year term as the other OPFFA Zone Directors who are elected as per Article 6 of the OPFFA Constitution.

In the event of a vacancy, where an OPFFA Zone 5 Director is appointed part way through a term to fill that seat, they shall only complete the remaining portion of that 2-year term of office.

Local 3888 – Toronto's appointment to the OPFFA's Zone 5 Director

a) The Director must be a member in good standing and an active member at the time of appointment.

b) The Director shall be appointed by the date the ballots are counted or within 10 days from the removal of a Local 3888 - Toronto appointment if made mid-term. The primary responsibility of a Director on any issue of a fiduciary nature coming before the OPFFA is to approve only such actions which the Director believes are in the best interests of the OPFFA.

c) Therefore, the appointed Director must not only possess sufficient capacity to critically evaluate and decide on the business and governance matters which may come before the Board, but also have the independence to take such action regardless of the interests of Local 3888 - Toronto that made the appointment or any personal interests.

d) Should Local 3888 - Toronto fail to appoint a representative by the date of term of office or 10 days from the removal of the Local 3888 - Toronto representative, the OPFFA shall have the ability to appoint someone on their behalf.

Removal of the OPFFA's Zone 5 Director

Toronto L-3888 shall have the ability to remove their appointed Board Director with 60 days advance notice to the OPFFA Board of Directors. If the OPFFA Board disagrees with the decision to remove, then Local 3888 - Toronto shall be responsible for all costs and expenses associated with the replacement of the Director.

Section 6. Majority Vote

In the event a candidate does not receive a majority of the votes cast, the candidate receiving the lowest number of votes shall be dropped from the ballot. Further balloting will take place until a candidate receives a majority.

Section 7. Tie Vote Within a Zone

In the event of a tie vote in any zone and after a second ballot to break said tie has been taken, the incumbent President and incumbent Secretary Treasurer, together with the delegates of the district concerned, shall each cast a ballot, until a candidate receives a majority of the votes cast.

Section 8. Polling Place, Time, and Ballot Retention

The elections shall take place on the 2nd last scheduled day of the Convention, with the polling place to remain open until 10:00 a.m. or until all the eligible votes have been cast, whichever occurs first. Approval for holding a virtual or alternative to in-person voting would be subject to the approval of the OPFFA Board of Directors.

If subsequent ballots are required as per the Constitution, the times designated for the delegates to cast their ballots shall be at the discretion of the Election Committee Chair.

All elections shall be completed by the end of the 2nd last scheduled day of the Convention.

Following the counting of the ballots, the ballots shall be sealed and left in the hands of the Secretary-Treasurer (or alternate Board of Director). The ballots and all other

records of an election of Directors shall be preserved by the Secretary-Treasurer's Office for one year. (2013)

Section 9. Obligation of Officers

Each member elected to an office in the Ontario Professional Fire Fighters Association shall be required to pledge as follows:

> "I (give name) do hereby pledge my word and honour before these witnesses that I will discharge the duties devolving on me as a Director of the Ontario Professional Fire Fighters Association, as prescribed by the applicable Constitutions. I pledge my word that I shall at all times do all in my power to enforce and uphold the trust that has been placed in me, and to strengthen the unity of the membership of this Association; to have delivered all books and papers and other property of this Association that may be in my possession at the close of my term, to my successor in office, and, at all times conduct myself as becomes a member of this Association. To this I humbly pledge my word of honour."

ARTICLE 7. VACANCIES

Section 1. Office of President

Should a vacancy occur in the office of President, the Secretary Treasurer shall fill the office for the balance of the term.

Section 2. Secretary Treasurer

In the event of a permanent vacancy in the office of Secretary Treasurer that extends beyond four (4) months, shall strike a by-election using the current by-election governing language located in Article 7, Section 3, paragraph 3. Any duties and responsibilities that are required as a result of a vacancy of less than four (4) months shall be designated to another Board of Director or absorbed by the remaining Board of Directors with the exception of the President's responsibilities which shall remain within the scope and duties of the Secretary Treasurer.

Nominations will be open for Thirty (30) days. Following nominations ballots will be forwarded, by courier, to the Presidents of all Locals within Three (3) business days. All ballots must be returned to the office, by courier, within Fifteen (15) days from the day ballots were forwarded from the office.

Voting shall take place by per capita voting based on a Local's per capita Three (3) months prior to the month the vacancy occurred. The Board of Directors, including President Emeritus, will participate with each member receiving one (1) vote.

There shall be no proxy or block voting forms used for this process.

An elections committee shall be appointed by the President to oversee the tabulation of ballots. Ballots will be counted as soon as possible after the timeframe for returning of ballots is exhausted or all ballots have been returned.

A majority vote is required as per Article 6, Section 6.

Should the Board not fill the vacancy occurring after March 1st in any year that an election will be conducted at convention, the Board of Directors will continue to provide service in the capacity of Secretary Treasurer until Convention.

Section 3. Office of Zone Director

Should a vacancy occur in the office of a Zone Director, at the discretion of the Board of Directors, nominations shall be called for from the Locals within the Zone affected, to fill the vacant position.

Nominations will be open for fifteen (15) days. Following nominations ballots will be forwarded, by courier, to the Presidents of all Locals within Three (3) business days. All ballots must be returned to the office, by courier, within Fifteen (15) days from the day ballots were forwarded from the office.

Proportionate voting shall be used.

There shall be no proxy or block voting forms used for this process.

An elections committee shall be appointed by the President to oversee the tabulation of ballots. Ballots will be counted as soon as possible after the timeframe for returning of ballots is exhausted or all ballots have been returned.

A majority vote is required as per Article 6, Section 6. Article 6 Section 7 shall apply in the event of a tie vote.

Should a vacancy occur after March 1st in any year that an election will be conducted at convention, the Board of Directors will continue to provide service to any Zone by assigning another member of the Board of Directors until Convention.

Section 4. Restrictions

No elected officer shall hold more than one office in this Association at any time.

No elected officer shall stand for election for office after having left the employment of a Fire Department.

ARTICLE 8. DUTIES OF OFFICERS

Section 1. President

It shall be the duty of the President to abide by and enforce the Constitution and preside at all Conventions of the Ontario Professional Fire Fighters Association. The President shall be a member ex-officio of all committees. The President shall appoint all committees at each Convention, unless otherwise ordered.

The President shall have the necessary authority to appoint any Special Committee to deal with a specific problem confronting the Association and shall also have the authority to name any person or persons to the said committee.

The President shall be One (1) of the persons authorized to sign cheques on behalf of the Association.

The President shall be responsible for the efficient operation of the office.

The President shall perform such duties as required by the Association and by virtue of the position of President.

The President shall have the power to call a meeting of the Board of Directors, giving members of the Committee at least ten (10) days' notice, or such lesser notice as in the President's opinion is reasonable in the circumstances.

By virtue of the position, the President shall be the First (1st) delegate to all Conventions.

By virtue of the position, the President shall also be President of the Ontario Professional Fire Fighters Non-Profit Realty Corporation.

Section 2. Secretary Treasurer

The Secretary Treasurer shall be One (1) of the persons authorized to sign cheques on behalf of the Association.

The Secretary Treasurer shall be Chair of the Board of Directors.

The Secretary Treasurer shall perform such duties as required by the President of the Association and as required by virtue of the position.

The Secretary Treasurer shall be responsible for the necessary arrangements for the Annual Convention of the Association.

The Secretary Treasurer shall be the Chair of the OPFFA Legislative Committee.

By virtue of the position, the Secretary Treasurer shall be the Second (2nd) delegate to all Conventions unless otherwise specified.

By virtue of the position, the Secretary Treasurer shall also be Secretary Treasurer of the Ontario Professional Fire Fighters Non-Profit Realty Corporation.

The Secretary/Treasurer shall be responsible for the Secretarial duties of the OPFFA and all essential records assigned to the office.

The Secretary/Treasurer shall ensure receipt of all monies payable to the Association and issue duplicate receipt vouchers for same.

The Secretary/Treasurer shall disburse monies using any means authorized by the Board of Directors.

The Secretary/Treasurer shall supply the Board of Directors with a compilation of all financial reports upon request.

The Secretary/Treasurer shall submit to the Membership, the necessary Financial Reports and be responsible to the Membership for the Treasury of the Association. All financial reports resulting from the year-end audit must be sent to all Locals no later than 45 days after the year end. (2010)

The Secretary/Treasurer shall prepare the interim and annual budgets as required.

The Secretary/Treasurer shall ensure that all directors and employees of the Association who handle funds or property of the Association shall be bonded in such amounts as may be required by the Board of Trustees and the International General Secretary/Treasurer, in compliance with applicable law. The expense of the first $5,000 of Bond shall be borne by the International. If additional Bond is necessary, the Association shall pay the additional premium. The Association shall have sufficient Bond to carry at least ten (10%) percent of its current liquid assets.

The Secretary/Treasurer shall perform such duties as required by the President of the Association and as required by virtue of the position.

The Secretary/Treasurer shall issue a mid-year report to all Locals detailing the disposition and status of each resolution and Board of Director's Recommendation passed at the previous Convention.

Section 3. Zone Directors

Duties of Directors:

Shall be a voting member of the OPFFA Board of Directors on all matters that may come before the Board and as required by the Constitution.

Shall provide guidance regarding the following services; labour relations issues, political action, public relation campaigns, etc.

Shall assist locals with the formal request process of an OPFFA Bargaining Field Service Representative (BFSR).

Shall represent their respective zone locals and ensure ongoing communication. Relevant information shall be shared with the Board of Directors.

Where the Director may be unavailable (vacation, illness, etc.) the President shall delegate the duties temporarily to another Board member(s).

Directors are expected to attend and participate in OPFFA Board meetings, virtual meetings, OPFFA events, (seminars, conferences, conventions, memorial, meetings, etc.)

Directors shall host and schedule Zone meetings of their locals at least once per year to be held at an OPFFA event (seminar, convention, conference etc.)

Directors shall provide updates to the OPFFA as required or at all Board of Directors meetings.

Directors shall support OPFFA staff in arranging and conducting an annual “bargaining session” if one is to be held at an OPFFA Convention.

Directors may be delegated various other duties as assigned by the President and to represent the OPFFA Principal Officers as required.

Section 4. Standing Committees

There shall be Standing Committees of the Association, with membership and Terms of Reference as defined by the Board of Directors.

Each Committee shall have a term starting July 1st in each year and ending June 30th.

The Standing Committees shall be:

i. Education Committee
ii. Emergency Medical Services Committee
iii. Legislative Committee
iv. Occupational Disease Committee
v. Occupational Health and Safety Committee
vi. Workplace Safety Insurance Board Committee
vii. Grievance Committee

The President shall appoint a member of the Board of Directors to act as liaison to each Committee.

Each Committee shall have a Chair or co-Chairs. The President, with the approval of the Board of Directors, shall appoint and terminate each Chair, co-Chair and Member.

Section 5. Board of Directors

The Board of Directors shall be composed of the President, the Secretary/Treasurer and the elected Zone Directors. At their First (1st) meeting following a Convention the President shall appoint members of the Legislative Committee and the Board of Director member responsible for the Educational Seminars.

The Board of Directors shall:

i. Conduct all business referred to them;
ii. In the interval between Conventions, have full and complete charge of all business of the Association not otherwise provided for;
iii. Administer all the personal property of the Association for the sole use and benefit of the Ontario Professional Fire Fighters Association only;
iv. Instruct the Secretary/Treasurer to forward a copy to all member Locals at least Thirty (30) days prior to the Annual Convention of any Board of Directors proposed Per Capita Tax increase advising as to the amount and reasons for the increase;
v. Instruct the Secretary/Treasurer to make available minutes of each Board of Directors meeting as soon as reasonably practical.
vi. Appoint an Auditor who will be a Chartered Accountant independent of this Association;
vii. Meet at the call of the President, or on a call signed by a majority of the Directors. Six (6) members shall constitute a quorum.

Section 6. OPFFA Board Representatives

The President, with the approval of the Board of Directors, shall appoint OPFFA representatives to external boards such as the OMERS Sponsors Corporation or the OMERS Administration Corporation.

Any honorarium or compensation that is determined for the Directors of the OMERS Sponsors Corporation and/or the OMERS Administration Corporation shall be maintained personally by the OPFFA representative of each Corporation. Any income and related income tax requirements will be the responsibility of OMERS and the individual representative. Expenses incurred by the OPFFA representative related to carrying out their functions respecting the OMERS Sponsors Corporation or the OMERS Administration Corporation shall be recovered through OMERS Expense policies.

Any substitutions required for the performance of the OPFFA's representative on the OMERS Sponsors Corporation and/or the OMERS Administration Corporation will be covered by the OPFFA.

Section 7. Removal of Committee Members

Any member of the Board of Directors, Standing Committee, Special Committee, or OPFFA representative on an external board who applies to a management position (i.e. Chief, Deputy, or any excluded managerial position) must immediately resign the position they are holding with the OPFFA.

Section 8. President Emeritus

The President(s) Emeritus shall be ex-officio member(s) of the Ontario Professional Fire Fighters Association and shall automatically be a delegate-at-large to each Convention of the Association. This position shall carry with it the duty of the President Emeritus to advise and consult with the President and/or the Board of Directors upon request when such service is desired in the best interests of the Ontario Professional Fire Fighters Association. President(s) Emeritus appointed prior to June 2014 will be permitted to continue to attend the Board of Directors Meetings as non-voting members. (2014)

Section 9. Officers' Reports to Convention

Each Officer of the Association and Chair of the committees shall submit a written report of their work and official actions during the past term of office to the Secretary/Treasurer, at least Forty Two (42) days prior to convention, which will then be forward to all Locals Thirty Five (35) days prior to convention. The same to be made part of the general Convention Report. (2010)

ARTICLE 9 ATTENDANCE AT NON-OPFFA EVENTS

Section 1. I.A.F.F. Convention

The delegates to the International Association of Fire Fighters Convention shall be:

i. The President, and
ii. The Secretary Treasurer.

Section 2. Canadian Policy Conference

The delegates to the Canadian Policy Conference of Fire Fighters shall be:

i. The President, and
ii. The Secretary Treasurer.

Section 3. Federation of State and Provincial Professional Fire Fighters Conferences and the Joint Task Force

The representative to the F.S.P.P.F.F. and Joint Task Force shall be:

i. The President.
ii. The Secretary Treasurer or a designate(s) from the Board of Directors (2021)

If the President is unable to attend, the First (1st) alternate shall be the Secretary Treasurer.

Section 4. Canadian Labour Congress

The representative to the C.L.C. Convention shall be:

i. The President.

If the President is unable to attend, the First (1st) alternate shall be the Secretary Treasurer.

Section 5. I.A.F.F. Legislative Conference

The representatives to the I.A.F.F. Legislative Conference shall be:

i. The President, and
ii. Secretary Treasurer.

In the event that either or both of these representatives cannot attend, the President shall appoint alternate(s) representatives from the Board of Directors to attend.

Section 6. Redmond Symposium

Delegates to the IAFF Redmond Symposium shall be:

i. The President, and
ii. The Chair of the OPFFA Health & Safety Committee.

In the event that the Chair of the OPFFA Health and Safety Committee is unable to attend the IAFF Redmond Symposium, the President may appoint an alternate.

In the event any or all of the delegates identified in this Section do not attend the IAFF Redmond Symposium, the Chair may recommend members of the Health and Safety Committee attend other educational events utilizing the funds within the budget line that would have been applied to the cost of attending the IAFF Redmond Symposium. Any use of these funds for this purpose requires the approval of the President. A report of such activity will be provided to the delegates gathered at convention.

Section 7. Human Relations Conference

Delegates to the IAFF Human Relations Conference shall be:

i. The President or Designate, and
ii. The Chair of the OPFFA Human Relations Committee.

In the event that the Chair of the OPFFA Human Relations Committee is unable to attend the IAFF Human Relations Conference, the President may appoint an alternate.

In the event any or all of the delegates identified in this Section do not attend the IAFF Human Relations Conference, the Chair may recommend members of the Human Relations Committee attend other educational events utilizing the funds within the budget line that would have been applied to the cost of attending the IAFF Human Relations Conference. Any use of these funds for this purpose requires the approval of the President. A report of such activity will be provided to the delegates gathered at convention.

Section 8. IAFF's Dominic F. Barbera Emergency Medical Services Conference

The representative to the Dominic F. Barbera Emergency Medical Services Conference shall be:

i. The President or Designate, and
ii. The Chair of the OPFFA EMS Committee.

In the event that the Chair of the OPFFA EMS Committee is unable to attend the IAFF EMS Conference, the President may appoint an alternate. (2013)

Section 9: IAFF Memorial

The representative shall be:

i. The President.
ii. The Secretary Treasurer or a designate(s) from the Board of Directors (2021)

Section 10. IAFF Affiliate Leadership Training Summit (ALTS)

Delegates to the IAFF ALTS conference shall be:

i. The President

If the President is unable to attend, the First (1st) alternate shall be the Secretary Treasurer.

Section 11. Replacements

In the event the President or any other delegates as stipulated in Sections 1, 2, 3, 4, 5, 6, and 8 cannot attend the Conventions/Conferences as outlined, the President, with the approval of the Board of Directors, shall appoint delegates from the Board of Directors to represent the Ontario Professional Fire Fighters Association at the conventions in the order set out immediately below, (except that in Section 1 of Article 9, Delegates to the International Convention, if the President or the Secretary Treasurer cannot attend, the alternate delegate shall be elected as per Article 4, Section 4 of the International Constitution and By-Laws):

i. Zone 1 Director
ii. Zone 2 Director
iii. Zone 3 Director
iv. Zone 4 Director
v. Zone 5 Director

In the event that all the stipulated delegates cannot attend, the President, with the approval of the Board of Directors, may appoint a delegate to represent the Association providing said delegate is a member in good standing of the Ontario Professional Fire Fighters Association.

ARTICLE 10. FINANCES

Section 1. Per Capita Tax

The Per Capita Tax, as determined by the Annual Convention, shall be effective June First (1st) of that year. Honorary Life Members are not required to pay Per Capita Tax.

In addition to the Per Capita Tax as recommended by the Board of Directors the Per Capita Tax shall be increased or decreased by the estimated costs rounded to the next highest cent of all Resolutions or Board of Director's Recommendations adopted by the delegates at the Annual Convention.

Per Capita tax is due on the First (1st) day of each month and shall be submitted to the Secretary/Treasurer by cheque or money order made payable to the Ontario Professional Fire Fighters Association or by other electronic means as the Board of Directors may approve.

Any Association belonging to the OPFFA shall submit each month the dues for any and all members who pay dues to that Association regardless of their standing within that Association.

Section 2. Initiation Fee

Each Local applying for membership in the Ontario Professional Fire Fighters Association shall be required to pay an Initiation Fee equivalent to One (1) month's Per Capita for each member of the Local's membership.

A new IAFF Local applying to affiliate with the Ontario Professional Fire Fighters Association shall be required to pay any past or future assessments which have been determined by Convention action or on the authority of the Board of Directors. Past assessments shall include all those passed since the Local affiliated with the IAFF.

Further, any IAFF Local applying to re-affiliate with the Ontario Professional Fire Fighters Association shall be required to pay any past or future assessments which have been determined by Convention action or on the authority of the Board of Directors during the period of disaffiliation.

Section 3. Treasury

All monies of the General Fund shall be deposited in a current account, with the exception that the Board of Directors, by a majority, may permit part of the General Fund monies

to be deposited in a savings account or invested in guaranteed securities, and an employee's benefit account.

All cheques or approval for electronic or other payment transmissions disbursing funds under the control of the Association shall be authorized by any Two (2) out of the Three (3) persons authorized to sign cheques on behalf of the Association.

A financial report and a statement of the Association's projected expenses shall be submitted to all Locals prior to the Annual Convention.

At the Annual Conventions of the Association, a copy of the Chartered Accountants' Audit of all receipts and disbursements of all monies will be submitted to the Membership.

All books of the Association shall be open to inspection by members of the Board of Directors.

Section 4. Special Assessments

Special Assessments shall be permitted to be collected by the Secretary/Treasurer on the authority of the Board of Directors. Special Assessments shall not exceed Fifty dollars ($50.00) per member per fiscal year.

These Special Assessments are to be used only under the recommendation of the President to the Board of Directors in respect of a matter that is affecting or may affect substantially all of the members of the Ontario Professional Fire Fighters Association.

ARTICLE 11. SUSPENSIONS AND REINSTATEMENTS

Section 1: Arrears - Per Capita Tax

Member Locals who fail to pay Per Capita Tax and Special Assessments on all active members on or before the Fifteenth (15th) day of the following month shall be notified by the Secretary/Treasurer by registered mail and if at the end of Three (3) months the Local is still in arrears it shall be suspended by the President with the consent of the Board of Directors.

Section 2. Reinstatement on Payment of Arrears

A Local and its membership suspended for non-payment of Per Capita or Special Assessments shall be reinstated in this Association upon payment of all arrears.

Section 3. Suspension for Disloyalty

The Board of Directors of the Ontario Professional Fire Fighters Association shall have the authority to suspend any Local, or Board of Director, whenever, upon evidence satisfactory to a majority of the Trial Board (see Appendix A), it is shown that a Local or Board of Director is guilty of disloyalty or, whenever their actions have been adverse or detrimental to the welfare of the rank and file of the Association.

The Trial Board shall report in detail all evidence upon which the suspension is based and the Local or Board of Director suspended shall have the right to appeal to the Convention of the Association.

Section 4. Misconduct Trials and Appeals

This Association will follow and be guided by the provision of Articles 15, 16, 17 and 18 of the International Association of Fire Fighters' Constitution and By-Laws pertaining to Misconduct, Trials and Appeals, which appear in Appendix “A” appended hereto.

ARTICLE 12. CONVENTIONS AND COMMITTEES

Section 1. Resolutions

All Resolutions for the consideration of the Convention must be submitted by the Local in sufficient time so that they are in the hands of the Secretary/Treasurer no later than Forty-Five (45) days prior to the Convention.

A copy of such Resolutions, Board of Director's Recommendations and other financial costs that may occur shall be submitted by the Secretary/Treasurer in such time so that they are in the hands of each Local Ten (10) business days prior to the start of the Convention.

Board of Director's recommendations may be submitted at the Convention and these Recommendations may have the effect of amending the Constitution.

This Constitution may be amended at any Annual Convention of this Association by a properly submitted Resolution or Board of Director's Recommendation. Any Resolution or Board of Director's Recommendation which has the effect of amending the Constitution, shall require a Two-Thirds (2/3) majority vote of those delegates voting.

All Resolutions submitted contrary to this section shall not be considered or dealt with by the Convention except on a Two-Thirds (2/3) majority vote of the delegates voting.

Section 2. Committees

There shall be a minimum of Two (2) Convention Committees, namely:

i. Credentials
ii. Election

The President may appoint additional committees as the Board of Directors deems necessary. Members will be selected by the OPFFA Board of Directors, on recommendation of the Zone Directors from delegates who have registered 30 days prior to convention. Each Zone Director will recommend members from their respective zones.

Each committee shall be announced following the committee selection which shall occur no later than 21 days prior to Convention.

Section 3. Committees Meet

The Committees shall meet in advance of the official opening of the convention and throughout the convention as required. The Chair of each Convention Committee will announce the time and location of committee meetings. The Chair of each committee shall be an OPFFA Board of Directors member as appointed by the President in consultation with the Board of Directors.

Committees shall deal with the business referred to them by the Board of Directors either prior to, and or during convention timelines as required. Each committee shall make a full report to the Convention by recommending either adoption, rejection or amending the Resolution.

Section 4. Registration

The registration fee for OPFFA Events (i.e. Seminars, Conferences and Conventions) shall be determined by the Board of Directors and said registration fee shall accompany the notice for the event.

All registration forms must be received by the OPFFA Office no later than Twenty-One (21) days prior to the event. All registration fees must be received by the OPFFA Office prior to the start of the event regardless if the Local attends or not. (2006)

Registration(s) received less than Twenty-One (21) days prior to the event will require an additional Fifty dollars ($50.00) per delegate to be paid by the Local, including those Locals subsidized as per Article 16, Section 3, prior to attending the event.

The OPFFA shall refund registration fees for delegates who do not attend an OPFFA event, minus any costs associated with such absence. (2007)

Section 5. Credentials

Delegates, upon arriving at Convention Headquarters, shall immediately seek out the Credentials Committee and place their duplicate Credentials before them.

Upon registering, the delegate or alternate delegate shall be given his official badge and tickets for all forms of Convention entertainment. Where a delegate or alternate delegate's spouse attends, the spouse must be registered, but no registration fee will be charged.

Members attending the Convention who are not delegates or alternate delegates, shall register as guests and, if attending the Convention Banquet, pay the cost for a Banquet ticket.

Section 6: Rules of Debate

The Convention shall meet as follows unless otherwise ordered: 9:30 a.m. to 12:30 p.m.; 2:00 p.m. to 5:30 p.m.

Delegates shall be allowed Ten (10) minutes when introducing a motion; other delegates Five (5) minutes to speak on same. No delegate shall be allowed to speak more than once on any subject until all other delegates who so desire have spoken.

A roll call vote will be taken if demanded by One-Quarter (1/4) of the delegates assembled, unless ordered by the Chair. All roll call votes shall be recorded in the minutes in accordance with the vote.

Per capita voting by roll call shall be for:

i. Constitutional changes pertaining to per capita tax
ii. All Resolutions and Board of Director's Recommendations that have a per capita increase or decrease or a material (i.e. 1% on the total budget) financial effect

Delegates desiring to speak shall conform to the following procedure: They shall rise to their feet and when acknowledged by the Chair shall state their name and the Local they represent.

All questions affecting decisions rendered and not otherwise provided for shall be decided by the Chair, using the most recent version of Robert's Rules of Order.

ORDER OF BUSINESS
Report of Credentials Committee
Order and Roll Call of Delegates
Nominations
Board of Directors Report
Auditor's Reports
Elections
Convention Committees Report
Good and Welfare Suggestions
Adjournment

The delegates from seven individual Locals shall constitute a quorum at any regular Convention of the Ontario Professional Fire Fighters Association. If there are less than that number, the Convention shall adjourn to meet at a future specified time.

Alternate delegates are permitted to sit at the same table(s) with the voting delegates(s) from their own Local.

The use of audible cell phones and pagers is prohibited. The Sergeant-at-Arms shall notify members entering the Convention floor that audible devices are to be turned off or silenced.

ARTICLE 13. PARLIAMENTARY RULES

Section 1. Parliamentary Rules

All questions not herein provided for shall be decided on by the principles laid down in the most recent version of Robert's Rules of Order and when the ruling of the President or Chair is so based on these rules it cannot be appealed against to un-seat the President or the Chair.

ARTICLE 14. REFERENDUM VOTE

Section 1. Referendum Vote

Questions can be decided by a Referendum Vote only if passed upon in regular Convention or endorsed by the Board of Directors before such vote may be taken. Approval for utilizing an alternative voting option would be subject to the approval of the OPFFA Board of Directors.

Should a referendum be coordinated using postal services, the Secretary/Treasurer shall prepare, and send by Courier, a ballot stating the issue requiring a vote.

Three (3) weeks from the mailing of the ballots, each Local is required to return the results, by Courier to the Secretary/Treasurer as follows:

Name of Association
Total Ballots Cast
In Favour of Proposition Opposed to Proposition Ballots Spoiled
Ballots Blank

Voting entitlement shall be as described for Conventions in this Constitution. The majority vote cast by each Local shall be deemed to have been cast as a unit by the Local membership. Within Seven (7) days, the Secretary/Treasurer shall compile the results and notify each Local.

ARTICLE 15. DOCUMENTS AND CIRCULARS

Section 1. Documents and Circulars

No Local or individual member shall send out or cause to be sent out or circulated any petition or communication relating to any Resolution, Referendum, proposal under consideration or policy that deals with this Association without first having been authorized to do so by the Board of Directors of this Association.

ARTICLE 16. FINANCIAL AID TO AFFILIATED LOCALS

Section 1. Subsidization

~~Locals of Twenty (20) members or less are entitled to be subsidized to allow for One (1) free registration and accommodation to the Annual Convention, the Spring, Fall and Occupational Health and Safety Seminars of the Ontario Professional Fire Fighters Association, sponsored I.A.F.F. Seminars in the Province of Ontario and the OPFFA Legislative Conference.~~

~~Such Locals are also entitled to a mileage allowance as outlined in the OPFFA Expense Policy.~~

Locals of Twenty (20) members or less are entitled to be subsidized to allow for One (1) free registration and accommodation to the following: Annual Convention (1 delegate), OPFFA Legislative Conference (1 delegate), Eric G. Taylor Labour Seminar (1 delegate), and the DeFazio Taylor Health & Safety Labour Seminar (1 delegate for Labour, 1 for Health & Safety). Locals may choose to combine their Labour Education Seminar registrations into one Labour Education Seminar per calendar year. Such Locals are also entitled to a mileage allowance as outlined in the OPFFA Expense.

Locals of Twenty-One (21) members up to and including Locals of Forty (40) members are entitled to be subsidized to allow for a third member to attend either the Spring or Fall Dr. Eric Taylor Labour Education Seminar provided the Local's total annual dues assessment is at minimum 1.3% of a first-class firefighter's salary. Subsidization shall be limited to a free registration and limited to once per year per qualifying Local. (2009)

Section 2. Labour College

A successful Local member provided with an I.A.F.F. scholarship to the Labour College of Canada or the Harvard Union School may apply to the OPFFA to receive an amount equal to Two Thousand dollars ($2,000) to offset expenses incurred while attending these schools subject to the continued support of their Local at the time of application to the OPFFA. (2010)

ARTICLE 17. DISSOLUTION OF THE ASSOCIATION

Section 1. Dissolution

The Ontario Professional Fire Fighters Association shall not be dissolved except in accordance with Article XII, Section 2, of the International Constitution.

All real and personal property belonging to the Association shall thereupon be liquidated into cash by public or private sale conducted under supervision of the Board of Directors; and the cash remaining after the sales are completed and all debts have been paid shall be remitted proportionately to the member Locals of the Ontario Professional Fire Fighters Association who were in good standing at the time dissolution was ordered.

ARTICLE 18. GENERAL RECOMMENDATIONS FOR GOVERNMENT OF LOCALS

Section 1. Guidelines

Each Local should hold a regular monthly meeting, except for summer recess, and Local Executives shall run the affairs of the said Local. A Local is only as strong as its treasury, therefore it will achieve greater success in its administration with a reasonable monthly dues assessment. The Ontario Professional Fire Fighters Association strongly recommends and urges that all Locals adopt as a Local dues structure, the minimum of One-Tenth (1/10) of One percent (1%) of the annual wage of a First (1st) Class Fire Fighter to the nearest Thousand (1000) per month.

Each Local is urged to affiliate with the Labour Council as it is to its advantage to do so.

Each Local should be represented at every Convention so that the membership of the Local is active in the Association.

Members of each Local are reminded that they should carry on their meetings in a spirit of friendliness and cooperation. They should refrain from being offensive and should be slow to bring about ill feeling. It is proven that the best results for all the members are obtained by working in harmony and constructively in the interest, not only of the Local, but in its broader aspects, of the Association and the whole Trade Union Movement.

The OPFFA believes in Local autonomy as long as it does not infringe upon the general policies of the OPFFA or the IAFF or have detrimental consequences to other member Locals.

APPENDIX "A"

By Convention action (1983) the following Articles taken from the Constitution of the International Association of Fire Fighters forms a part of the Constitution of the Ontario Professional Fire Fighters Association.

Article 15:	Misconduct and Penalties
Article 16:	Charges
Article 17:	Trials
Article 18:	Appeals

For proper procedure under the terms of Article 15, 16, 17 and 18, reference will be made to the Constitution of the International Association of Fire Fighters.

APPENDIX "B"

ZONE 1	ZONE 2	ZONE 3	ZONE 4	ZONE 5
Ajax	Brockville	Blue Mountains	Brampton	Toronto
Central York	Chalk River	Bradford	Caledon	
Clarington	Clarence Rockland	Brantford	Halton Hills	
Cobourg	Cornwall	Cambridge	Milton	
East Gwillimbury	Deep River	Collingwood	Mississauga	
Georgina	Hawkesbury	Guelph	Orillia	
Kawartha Lakes	Kingston	Kitchener	Elliot Lake	
Markham	Napanee	Midland	Kapuskasing	
Oshawa	Ottawa	Orangeville	Kirkland Lake	
St. Catharines	Pembroke	Stratford	Sault Ste. Marie	
Pickering	Renfrew	Waterloo	Timmins	
Richmond Hill	Smith Falls	Sarnia	Fort Frances	
Scugog	~~Gananoque~~	Windsor	Kenora	
Vaughan	Ottawa Airport	London	Thunder Bay	
Whitby	West Nipissing	Amherstburg	Owen Sound	
Whitchurch Stouffville	Niagara Falls	Chatham/Kent	Pearson Airport	
Barrie	Oakville	LaSalle	St. Thomas	
Innisfil	Sudbury	Woodstock	Thorold	
Prince Edward County	North Bay	Burlington	Welland	
Quinte West	Belleville	Port Colborne	Wasaga Beach	
	Peterborough			

(2022)