



## Planning your demand-set meeting

- Make sure that you provide at least two (2) weeks' notice of the meeting to your members.
- Send reminders to members at regular intervals prior to the meeting.
- Know how many delegates and alternates each Category group is entitled to elect according to convention formula set out in Article 13.4 of the OPSEU/SEFPO constitution. Delegate Entitlements will be provided to every local.
- Staff representatives will conduct Virtual elections.
- Your staff representative **must** attend to assist with the elections so check to ensure their availability. You must have permission from OPSEU/SEFPO President to hold Virtual Elections.
- Have enough copies for your members of:
  - Provincial Demand Survey Results shared digitally from local President
  - Information about the member portal for registering on-line

## Critical points to remember:

- All delegates and alternates elected at your meeting must go to the OPSEU/SEFPO member's portal to register.
- Local presidents are **not** automatic delegates.
- All registration forms **MUST** be submitted on-line no later than **Friday May 7, 2021**.
- All local Credential Attestation forms must be signed by two Local Executive Members.
- Local priorities, passed at your local demand-set meeting, **MUST** be submitted on-line no later than **Friday May 7, 2021**.

## After your local demand set meeting

- **Local Presidents will be sent a unique web link email for your local to submit your top ten local priorities. The email will come from STRATCOM and the email is: surveys@stratresearch.ca so please also look in your junk folder.**
- Category Delegates elected at your local meeting will attend the Virtual Regional Bargaining Conferences on **Saturday, May 15, 2021**. Alternates may attend but all expenses are to be paid by the Local.
- Delegates elected at the Regional Bargaining Conference will be entitled to go to the Central Bargaining Conference that is being held on **Saturday, May 29, 2021** via Virtual Zoom meeting. Alternates cannot attend unless permanently replacing a delegate.