



Vancouver Elementary School Teachers' Association

PLEASE DOWNLOAD THE FORM BEFORE ONLINE COMPLETION

Date: _____ **School/Worksite:** _____

Total number of teaching staff who are VEAES members:

Count full-time and part-time VEAES members who work at your site.
Do not include itinerant staff such as: speech language pathologists,
area counsellors and teacher-psychologists.

Number of itinerant staff who wish to receive mail at your school:

Number of Staff Representatives Allowed: (VEAES By-law Article V.4.b)

Count only the total number of full-time and part-time school-based staff
who are VEAES members. Use the chart below to calculate the number
of staff representatives allowed.

VEAES Members	Number of SR's permitted i.e. # of voting cards issued	Minimum number of SRs (1 SR may hold up to 3 voting cards)
1 - 7	1	1
8 - 12	2	1
13 - 17	3	1
18 - 22	4	2
23 - 27	5	2
28 - 32	6	2
33 - 37	7	3
38 - 42	8	3
43 - 47	9	3

**Please designate your School's Staff Representative along with
Co Staff Representatives and include personal email addresses only.
(do not use VSB email addresses)**

Senior Staff Representative

1. _____ @ _____

Co Staff Representatives

2. _____ @ _____

3. _____ @ _____

4. _____ @ _____

5. _____ @ _____

6. _____ @ _____

**Please BLUE BAG to VEAES or E-mail to andrea@veaes.ca by Friday, September 16th
or bring to the Staff Rep Assembly on Tuesday, September 20th, 2022.**

Conflict of Interest Policy

1. A conflict of interest includes a situation where personal considerations may compromise, or have the appearance of compromising, a person's professional judgment. A personal interest includes business, commercial and financial interests, as well as personal matters and career interests.
2. A conflict of interest can also occur when the proper administration of a members' duties clashes, or appears to clash, with their political or professional interests outside of VESTA
3. VESTA will take all reasonable steps to ensure that conflicts of interest are avoided.
4. It is the responsibility of the VESTA elected officers, (VESTA Table Officers, Executive Committee, Staff Reps, VESTA reps to VSB Committees or school-based committees, or any representative elected or appointed by the Executive Committee or school-based VESTA members) to bring to the attention of the local any potential, apparent or real, conflicts of interest. Conflicts of interest include, but are not limited to, situations where:
 - a. A VESTA officer may in some way benefit materially or financially from exercising union duties; or
 - b. A VESTA officer applies for a position outside the bargaining unit in a school district, a position with BCPSEA, or a similar management position.
5. A conflict of interest does not exist when the benefit to the member is only part of the advancement of the interests of the organization as a whole.
6. Where a conflict of interest arises, the VESTA Executive Committee shall determine what steps are necessary in the circumstances. Examples of steps that may be taken include:
 - a. the officer absents herself/himself from the discussion and vote on any matter that gives rise to the conflict;
 - b. the officer no longer represents members vis-à-vis the school board (i.e., delegates the function of representing members to another officer);
 - c. the officer removes herself/himself from the decision-making of the local executive;
 - d. the officer takes a leave of absence until such time as the conflict no longer exists;
 - e. the officer resigns her or his position with VESTA.
7. One or more steps may be appropriate, depending on the circumstances of the individual case. Steps (d) and (e) should only be exercised in compelling cases.

Conflict of Interest Policy for Executive Committee Members

1. This policy is intended to be read and interpreted as additional to the Conflict of Interest Policy.
2. EC members must act honestly, in good faith, and with a view to the best interests of VESTA and its purposes.
3. EC members should not, for private or political gain, make use of information to which they have access by reason of their position as EC members
4. EC members should not participate in decisions if they have a direct or indirect material interest in the outcome that conflicts with their duty to the organization as a whole.
5. If there is a potential conflict of interest, the EC member must:
 - a. Fully disclose the nature and extent of the material / career interest, friendship or relationship
 - b. Leave the EC meeting when the matter is discussed, unless specifically asked to provide information and abstain from voting on any recommendations or resolutions pertaining to the matter.
 - c. Not take any action or engage in any discussions intended to influence the discussion of the vote, including discussions outside the EC meeting
 - d. The disclosure of any conflict of interest must be recorded in the minutes of the relevant EC meeting.