

16th ONTARIO FEDERATION OF LABOUR
**BIENNIAL
CONVENTION**

**OUR
FUTURE
OUR FIGHT**

NEW DELEGATE

Orientation Session

Sunday, October 31, 2021, 4:00 PM

**ONTARIO
FEDERATION OF
LABOUR**



**FÉDÉRATION
DU TRAVAIL DE
L'ONTARIO**

CONNECTING TO THE OFL VIRTUAL CONVENTION ON ZOOM

The Ontario Federation of Labour is hosting its first ever online Convention and there are many features you need to know about if you want to fully participate in Convention.

The OFL Virtual Convention will offer transcription services, simultaneous translation in French and English, support to speak at Convention, tech support and more. All these features are accessible right on the Virtual Convention floor.



ACCESSIBILITY

- Closed Captioning
- Captioning and Chat Font Size
- Language Interpretation
- Screen View Options

CLOSED CAPTIONING

› How to access Closed Captioning

Step 1.

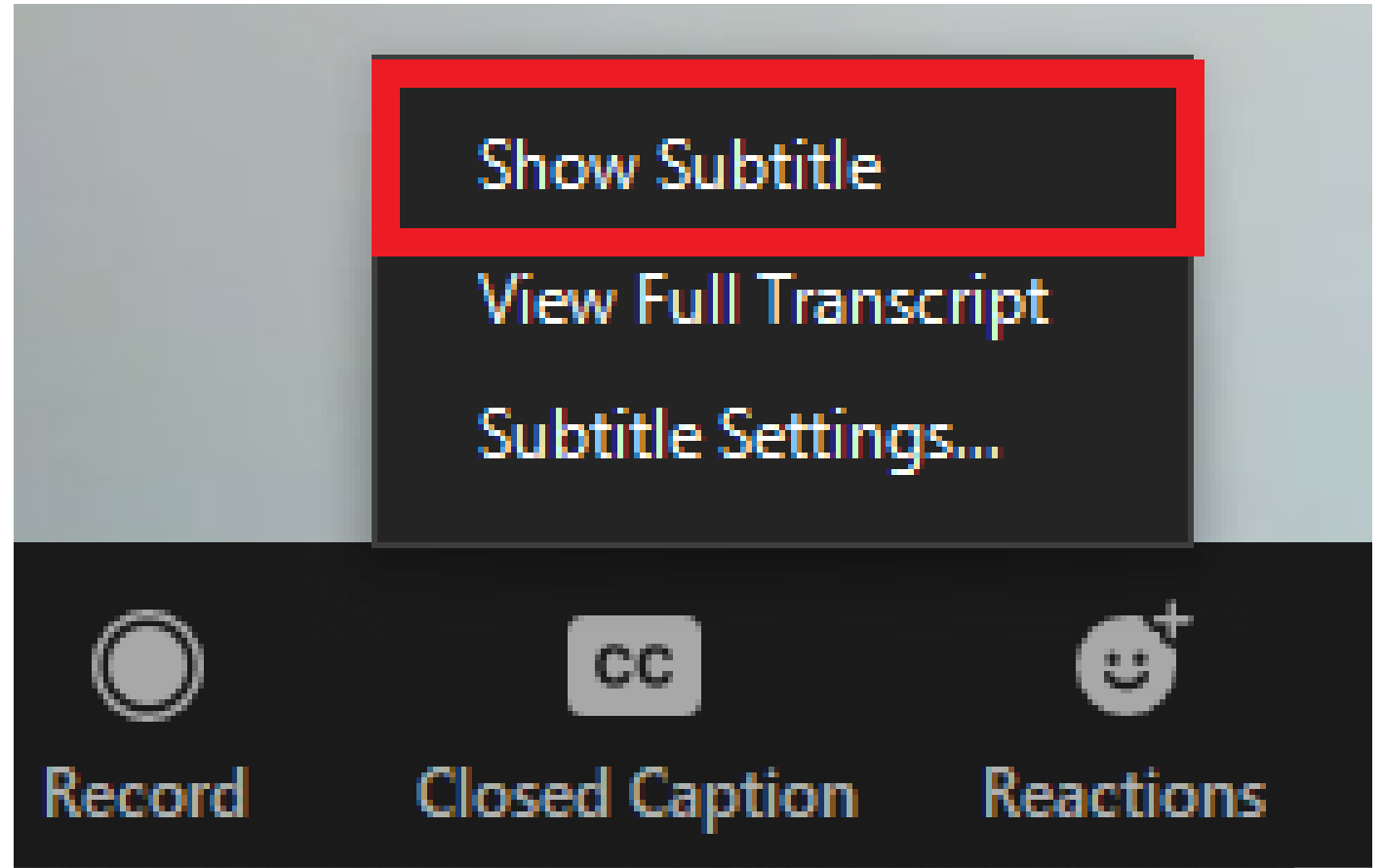
Click on the 'Closed Caption' button at the bottom of the zoom window.



› Closed Captioning – *continued...*

Step 2.

Click 'Show Subtitle'
to display the
closed captioning.

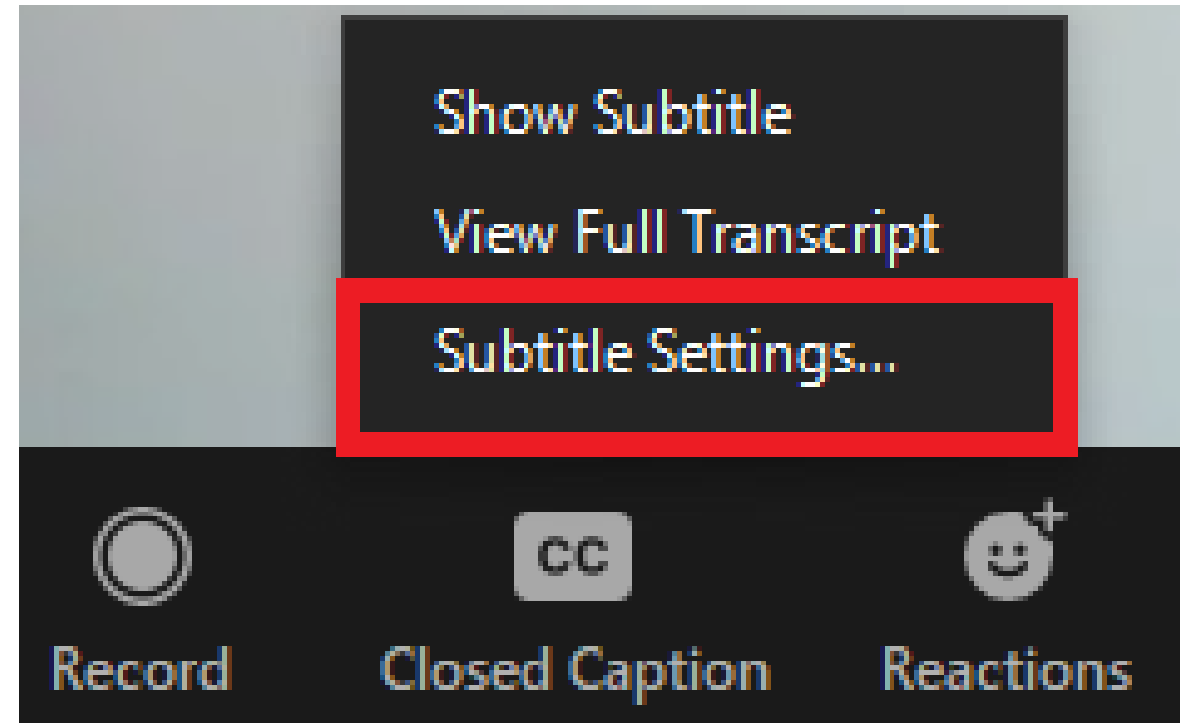


FONT SIZE

› How to increase Zoom's font size

Step 1.

Click on the 'Closed Caption' button then **click 'Subtitle'**



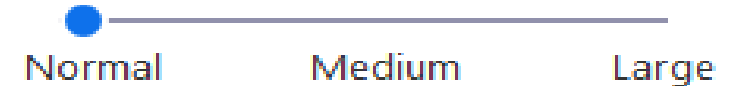
› How to increase Zoom's font size – *continued...*

Step 2.

Now you can change the **font size** of the **closed captioning**

Closed Caption

Closed Caption Font Size:



These are default (small) sized subtitles.

Meeting Controls

☐ Always Show Meeting Controls

You can also use the Alt key to show/hide meeting controls

Chat Display Size (Ctrl+/-)

100%

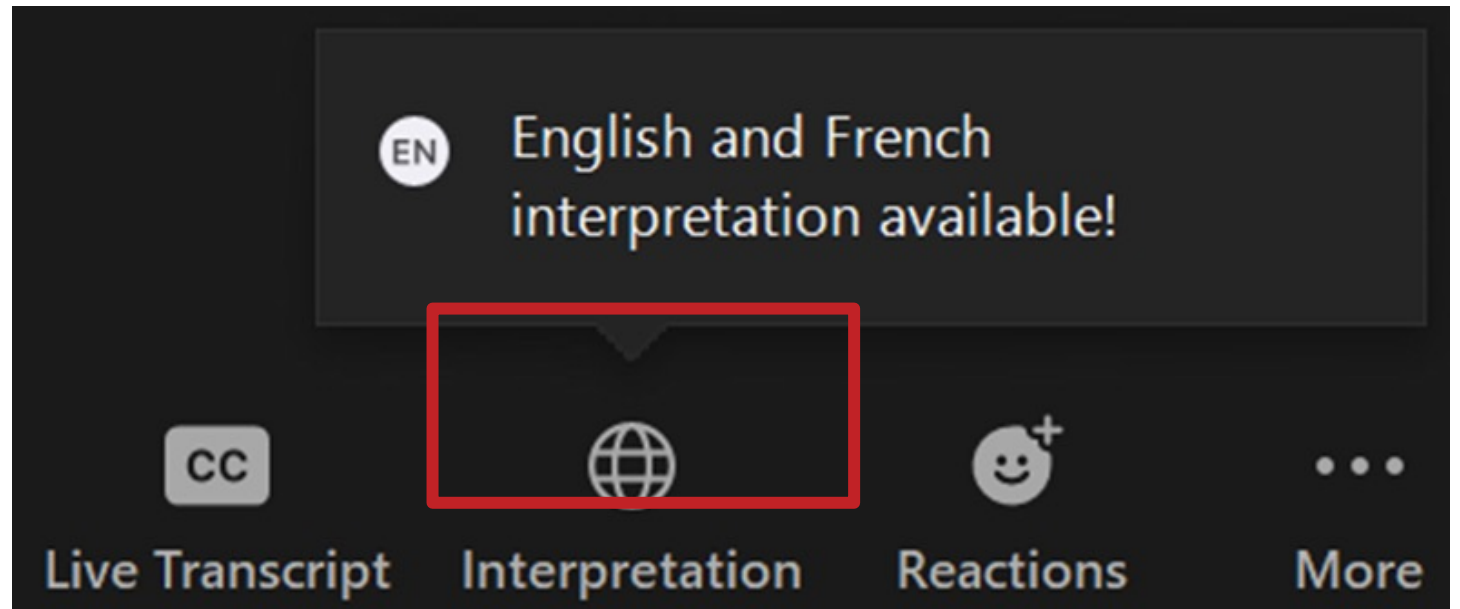


INTERPRETATION

› How to access simultaneous French and English interpretation

Step 1.

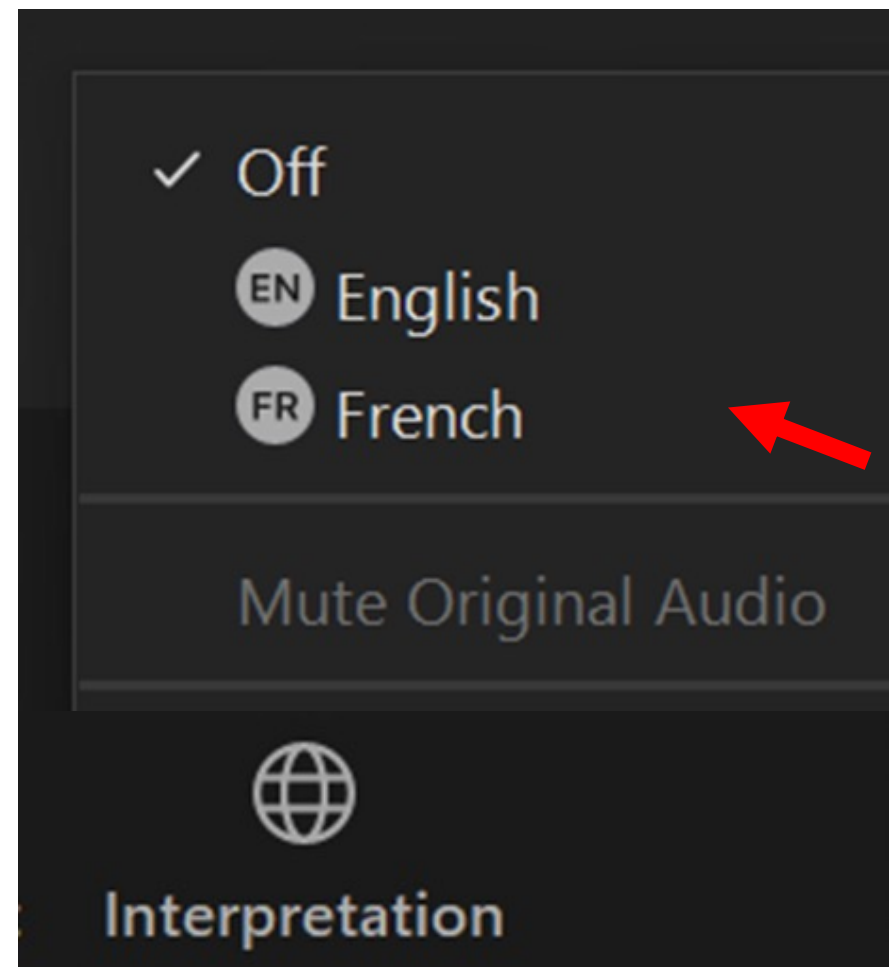
Click on the globe
'Interpretation'
button
at the bottom of the



› How to access French and English interpretation – *continued...*

Step 2.

Select 'French' or 'English'.



SCREEN VIEW OPTIONS

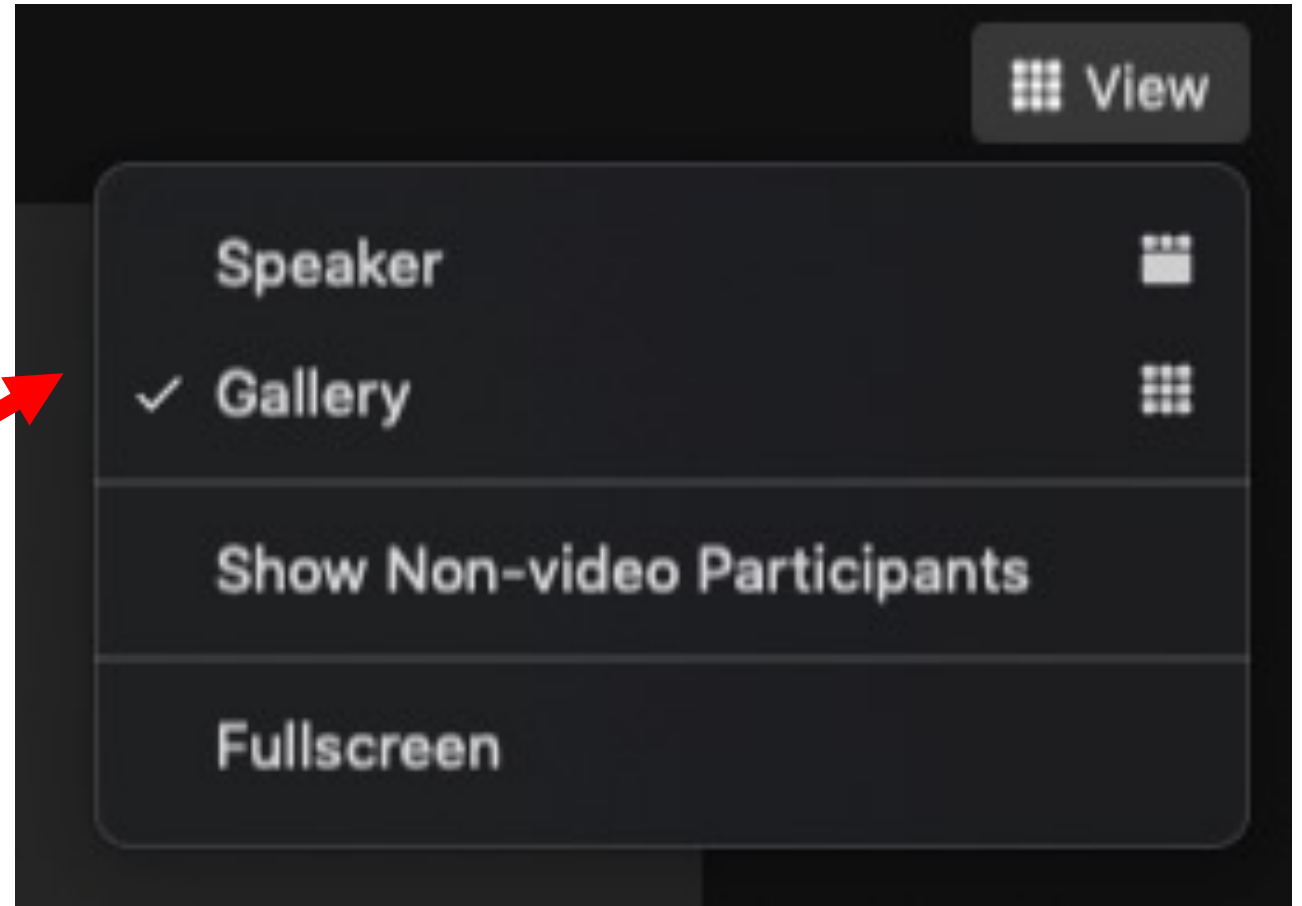
› How to switch between speaker view and gallery view

Step 1.

Click on the **'View'** icon at the top right corner of the zoom window.

Step 2.

Click on the **'Speaker'** view or **'Gallery'** view in the drop-down list.

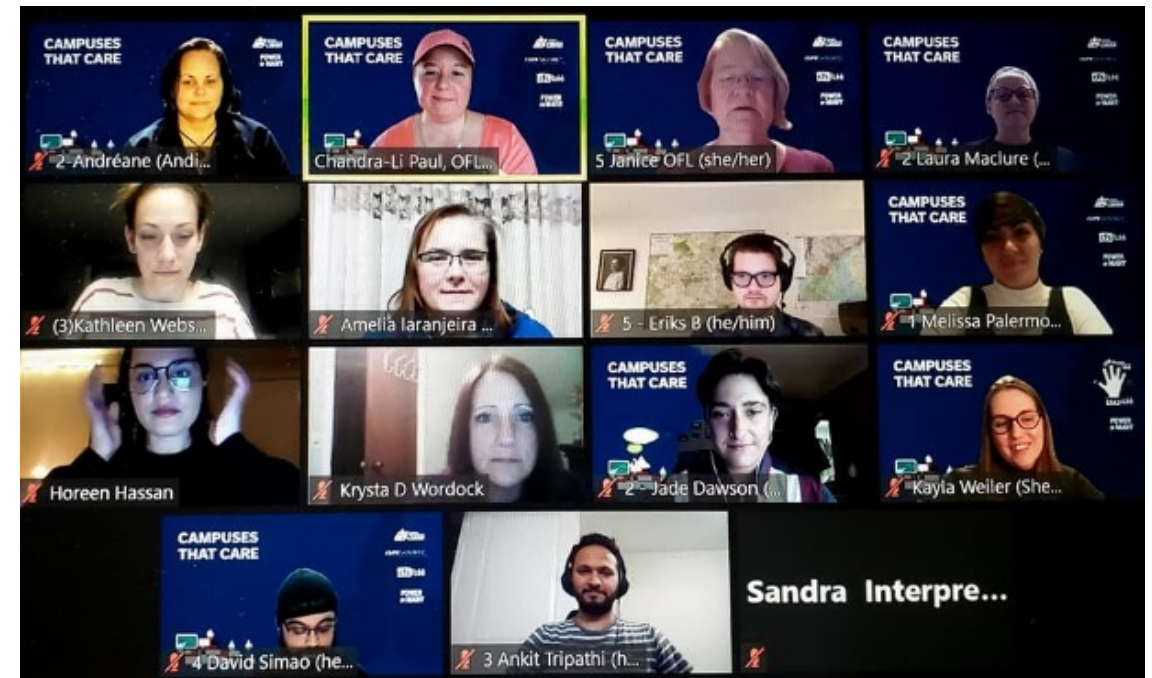


› How to switch between speaker view and gallery view - *continued*

1) Speaker View



2) Gallery View



Note: You can switch between views any time you want by repeating the process and selecting a different view option.

SUPPORT

- Tech Support
- Voting Credentials
- General Questions / Registration / Harassment
- Zoom Background

TECH SUPPORT

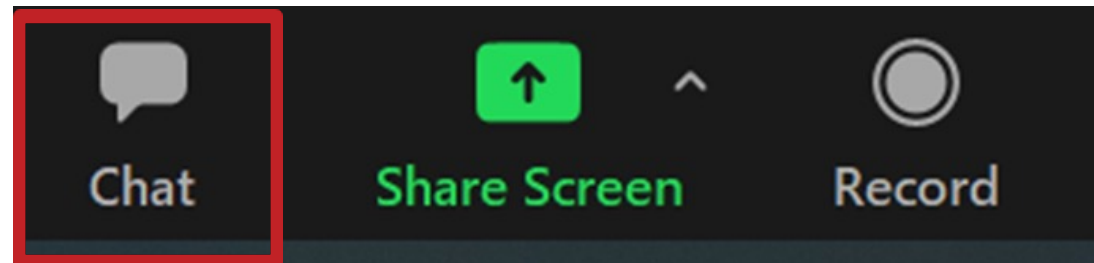
Need immediate tech support during Convention?

If Convention has started and you still can't get in or you are connected to the Virtual Convention but have a problem you can't figure out, contact our **Convention Tech Support line at 1-833-DOTS-123** (1-833-368-7123) for technical support assistance. DOTS (Data On The Spot) can also be reached by email at techsupport@dataonthespot.com.

Phone lines are open:

October 30 – November 4 from 8:00 AM - 8:00 PM.

If you are connected to the Virtual Convention floor on Zoom and have a technical question, please **send a chat message to "Voting Support"** using the Chat feature in Zoom. Someone will assist you.




Don't have your voting credentials or having trouble voting?

For the Virtual Convention, secured elections voting will be performed by Data On The Spot (DOTS) Voting using the Simply Voting platform.

Voting credentials for Delegates were sent out by DOTS Voting to the email address provided to us during registration by your Local. If Convention has not yet started, you are a Convention Delegate, and you still have not received your voting credentials, please email credentials@dataonthespot.com or call **1-833-DOTS-123** (1-833-368-7123) for assistance.

If it is November 2nd , please connect to the Convention Zoom and send a chat message to **“Voting Support”** on Zoom for immediate assistance.



Need to ask Convention Staff a question?

If you need to register a “walk-in Delegate” or have a general question, you can ask Ontario Federation of Labour Staff at the Virtual Convention Office.

To do so, join the Virtual Convention Office Zoom at this link: <https://ofl.ca/ConventionOffice>

Office hours are:

November 1: 9:30 AM – 10:30 AM

November 2: 9:30 AM – 10:30 AM

November 3: 9:30 AM – 10:30 AM


November 4: 9:30 AM – 10:30 AM

Need to ask a Registration question?

You can call us at **1-800-668-9138** or email at registration@ofl.ca.

Need to Report a Harassment Complaint?

To report a harassment complaint, please email convention@ofl.ca and indicate “harassment complaint” in the subject line of your email. Alternatively, you can contact an OFL Harassment Officer by calling **1-800-668-9138** during Convention hours.



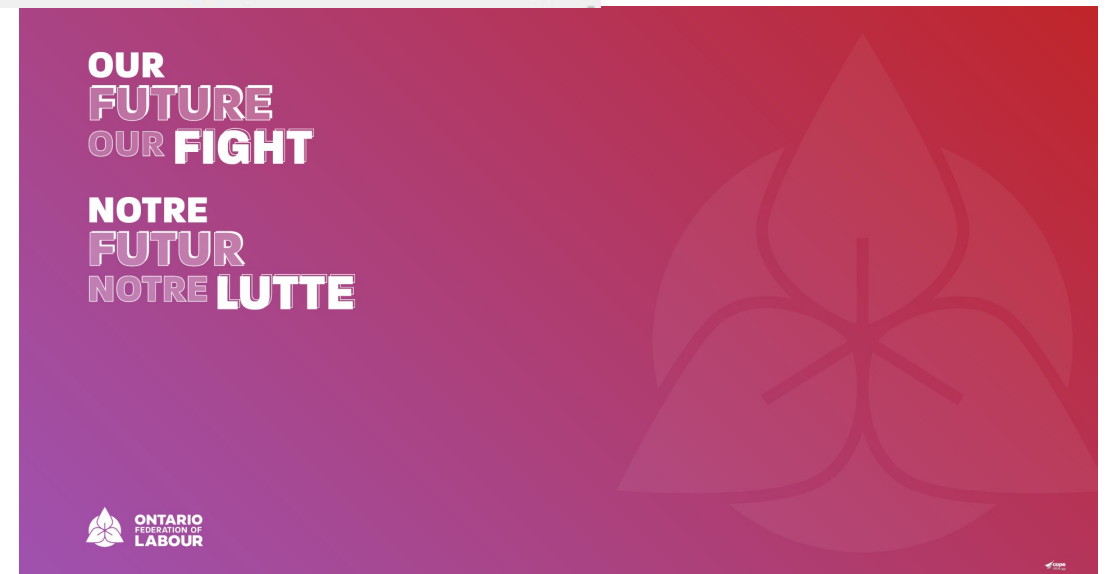
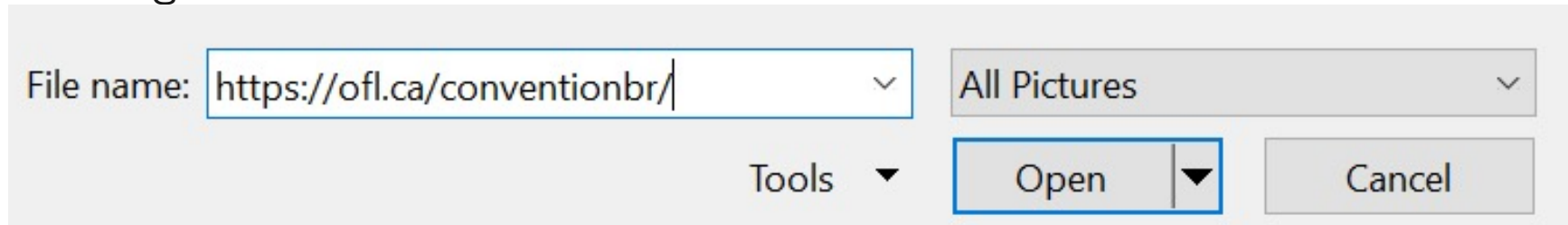
How to Change your Zoom Background

1. Type or paste in this link into your internet browser:
<https://ofl.ca/conventionbr/>. Click the “Our Future, Our Fight” image. Right click and choose “Save Image As.” Save the image.
2. Once you’ve joined Convention, look to the bottom left corner and see an option to “Stop Video.” Don’t click it! To the right is an upward arrow “^” - click the arrow.
3. When clicking the arrow, you will see an option to “Choose virtual background” - click that option.
4. That will take you to a new window in “Settings” where you can choose from a default background or upload your own.



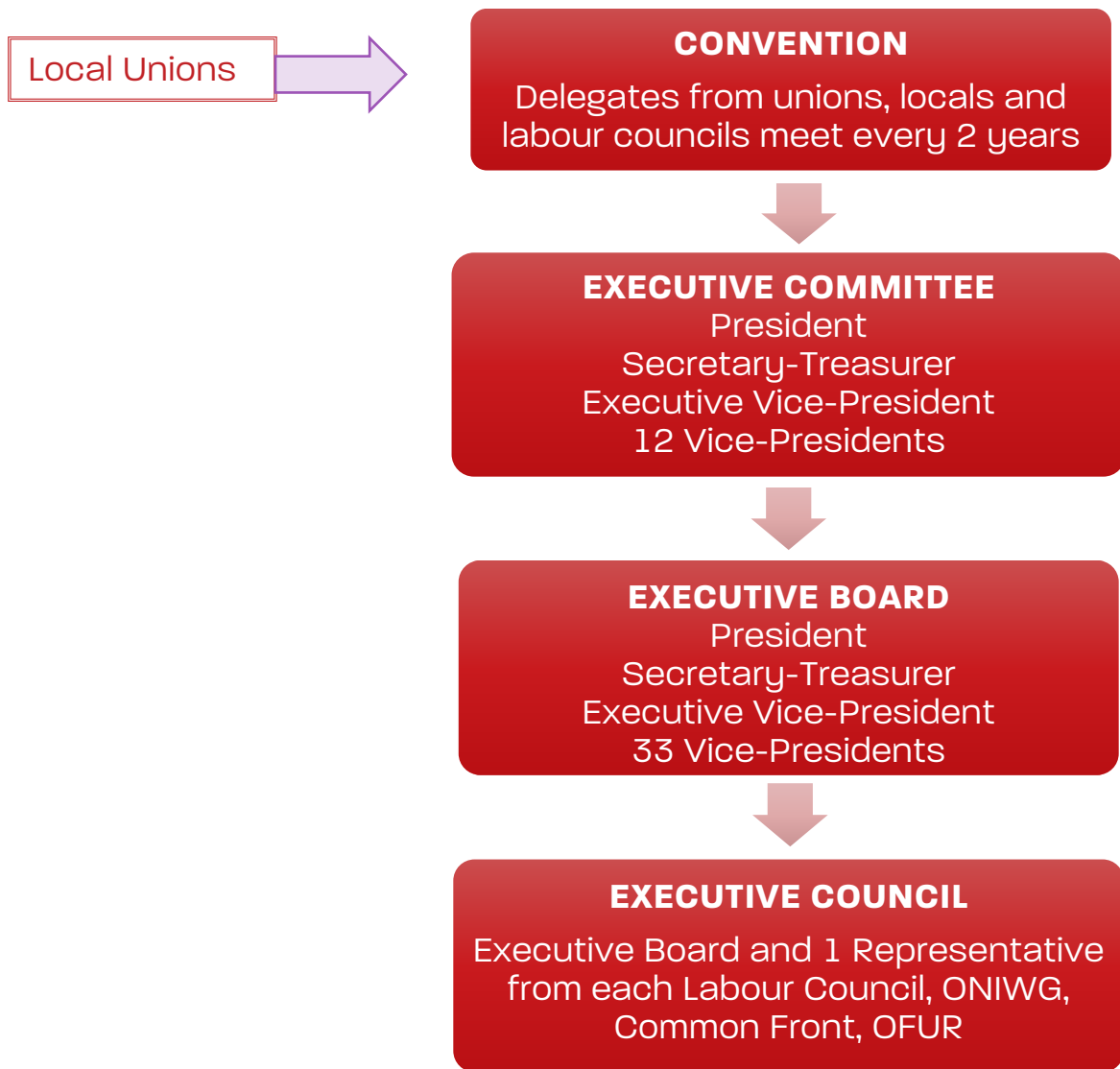
How to Change your Zoom Background - *continued...*

5. To upload your own, click the “+” on the right of the video screen in the “Settings” window. This will give you the option to upload your own background into Zoom.
6. Find the background you downloaded then click Open. You will now have the Convention Zoom background.



OFL STRUCTURE

- Executive Committee
- Executive Board
- Executive Council
- Staff Departments
- Standing Committees



OFL STRUCTURE

• Staff Departments:

- Administration
- Communications
- Education/Research
- Health and Safety
- Human Rights/Women
- Legislative and Political Action
- Programs Coordinator
- Workers' Compensation

• Standing Committee:

- First Nations, Métis, Inuit
- Education
- Environment
- Solidarity & Pride
- Health & Safety
- Health Care
- Human Rights
- Labour Relations
- Persons with Disabilities
- Workers of Colour
- Women's
- Workers' Compensation
- Young Workers

OFL ELECTIONS

Elected by all - delegate vote on Convention floor:

President

Secretary-Treasurer

Executive Vice-President

Appointed by the Affiliates:

Vice-Presidents (23)

15 from Largest Affiliated Unions

8 Women from Largest Affiliated Unions (4 public & 4 private sector)

**Elected within caucus by delegates
self-identified as members of those caucuses:**

Vice-Presidents (10)

3 representing Labour Councils

2 representing Workers of Colour

1 representing First Nations, Métis, Inuit Persons

1 representing Persons with Disabilities

1 representing Gay, Lesbian, Bisexual & Trans-identified Persons

1 representing Smaller Affiliated Unions

1 representing Workers Under 30



VOTING PROCESS

**OUR
FUTURE
OUR FIGHT**

For Election of:

- OFL President
- OFL Secretary-Treasurer
- OFL Executive Vice President
- OFL Labour Council VP's
- OFL Smaller Affiliates VP
- OFL Equity Vice Presidents

**ONTARIO
FEDERATION OF
LABOUR**



**FÉDÉRATION
DU TRAVAIL DE
L'ONTARIO**

Voting Registration

Please locate your OFL Convention voting credential email for a link to the DOTS Voting Platform.

Your voting credential email came from Data On The Spot via credentials@dataonthespot.com.

If you have not received your credentials, contact DOTS:

- By email: credentials@dataonthespot.com
- By Phone: 1-833-DOTS-123 (1-833-368-7123)



How to Test Your Credentials

The screenshot shows a Gmail interface with the following elements:

- Left Sidebar:**
 - Mail:** Inbox (9), Sent, All Mail, Trash, Deleted Messages, Sent Messages.
 - Chat:** No conversations, [Start a chat](#).
 - Rooms:** No rooms, [Create or find a room](#).
- Toolbar:** Back, Forward, Refresh, Archive, Info, Delete, Reply, Reply All, Forward, Print, More.
- Email Content:**
 - Convention Agenda**
 - Tuesday, October 19
Virtual All-Candidates Forum - 7:00pm - 8:00pm
 - Wednesday, October 20
Virtual Convention Proceedings - Call to order 9:00am
 - Thursday, October 21
Virtual Convention Proceedings - Call to order 9:00am
 - Your Voter ID and Password**
 - Voter ID – Sample ID**
 - Password – 1234**
 - You will need to test your credentials ahead of time** to join Convention events and proceedings. We **strongly** recommend that all delegates attend the Virtual Delegate Orientation session on October 7 to get more familiar with the virtual platform and make it easier to join and vote at Convention. Find out more below on how to test your credentials and join.
 - For the best experience, we recommend using a laptop or desktop or Android**


Annotation: A yellow box with the text "Make note of your Voter ID and Password." has a red arrow pointing to the "Voter ID – Sample ID" and "Password – 1234" fields, which are highlighted with a red box.

Enter your Voter ID and Password.

Ontario Federation of Labour :: ✕ +

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Ontario Federation of Labour
Online Voting



**ONTARIO
FEDERATION OF
LABOUR**

Next Vote

To vote, please submit your Elector ID and Password.

Elector ID

Password

Login

To open a ballot, click on the blue Vote Now text.


Ontario Federation of Labour :: ✕ +

ofl.dotsconnect.live/vote.php

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Ontario Federation of Labour

Online Voting



ONTARIO FEDERATION OF LABOUR

Next Vote Logout JP Copeland

Current ballots

You are registered to vote in the following ballots:

[Vote Now - Election](#)

This is the online voting system of [Ontario Federation of Labour](#). Powered by [Simply Voting](#).

Make your selection, then press the “Continue” button.

Ontario Federation of Labour :: X +

ofl.dotsconnect.live/vote.php?mode=getBallot&election=158047

Next Vote Logout JP Copeland

Election

Vote

Please choose a candidate.

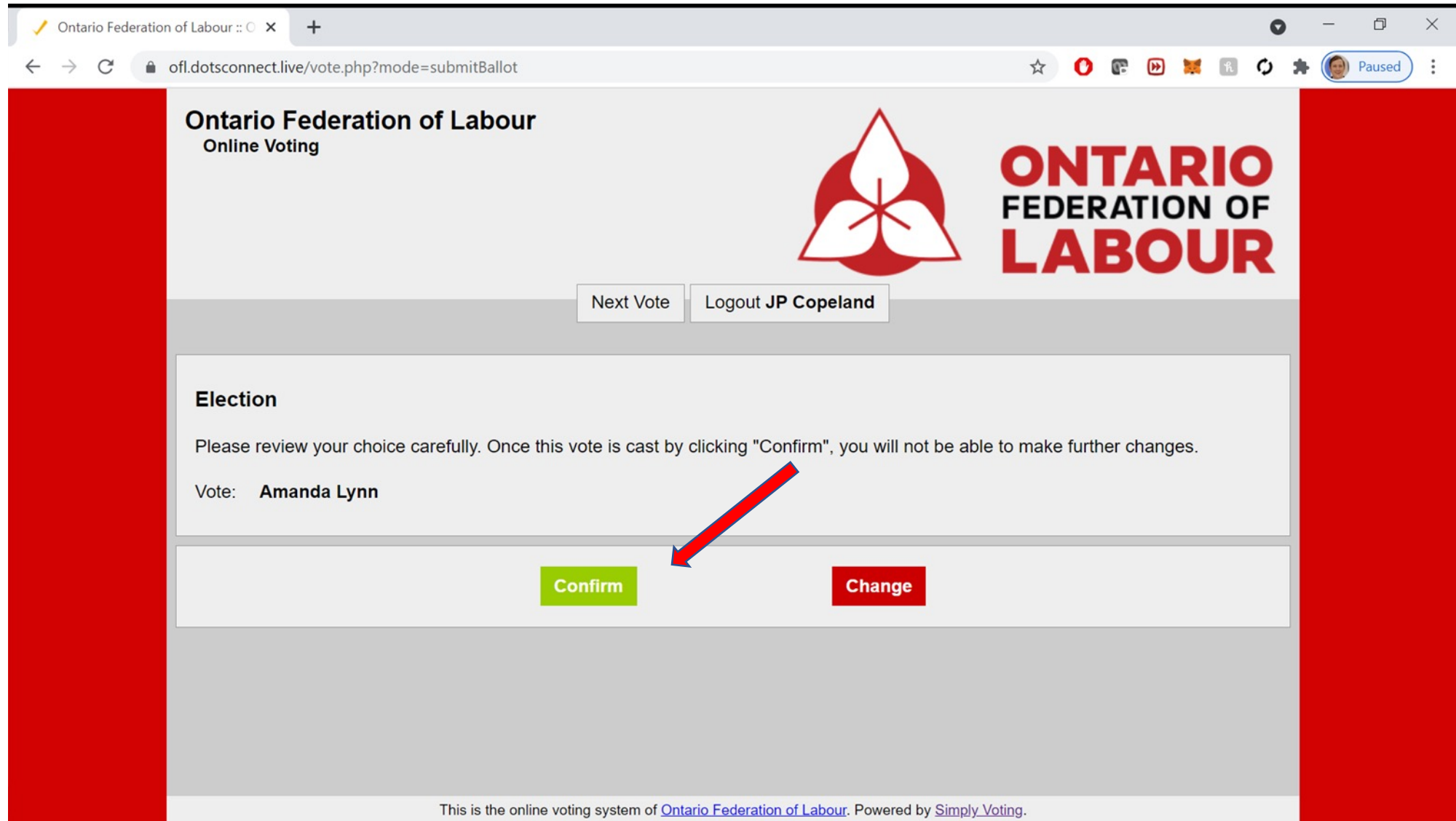
This question is **optional**. You may select **one** of the following.

- ☐ Claire Anette
- ☒ Amanda Lynn
- ☐ Moe Rocca

Continue Cancel

This is the online voting system of [Ontario Federation of Labour](#). Powered by [Simply Voting](#).

Make sure to “Confirm” your selection.



Ontario Federation of Labour
Online Voting

Next Vote Logout JP Copeland

Election

Please review your choice carefully. Once this vote is cast by clicking "Confirm", you will not be able to make further changes.

Vote: **Amanda Lynn**

Confirm **Change**


This is the online voting system of [Ontario Federation of Labour](#). Powered by [Simply Voting](#).

That's it! You've cast your vote successfully.

Ontario Federation of Labour :: x +


ofl.dotsconnect.live/vote.php?mode=confirmBallot

Ontario Federation of Labour
Online Voting



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Next Vote Logout JP Copeland

 **Success**
Your vote has been recorded. You may view your voting receipt below.

Current ballots
You are registered to vote in the following ballots:

Already voted - Election

Voting receipts
You have voted in the following ballots:

[View Receipt - Election](#)

ABOUT RESOLUTIONS

- How resolutions get to Convention
- Constitution and Resolutions Committees
- How to speak on a resolution
- How to vote on resolutions

HOW RESOLUTIONS GET TO CONVENTION

Three Types:

- **Policy Resolution**

A formal statement of opinion, or a statement to direct an action. This does not include changes to the Constitution.

- **Constitutional Resolution**

A means to change, alter, improve or correct the Constitution of the OFL.


- **Emergency Resolution**

Deals with issues or events that happened AFTER the deadline for resolutions or constitutional amendments to be submitted has passed.



› How resolutions get to Convention – *continued...*

All resolutions:

- Must be received by the OFL Secretary-Treasurer not later than thirty (30) calendar days immediately preceding the opening of the Convention.
 - 150 words or less (exclusive of the words “whereas”, “therefore be it resolved” and “therefore be it further resolved.”)
 - Deal with only one subject.
 - Submitted by a Local, Labour Council, OFL Executive Board or OFL Standing Committee.
- 

› How resolutions get to Convention – *continued...*

The purpose of the Resolutions and Constitution Committees is to speed up the business of Convention.

Members of the committees do this in some or all of the following ways:

- They review the length of the resolutions submitted.
- They correct spelling mistakes and grammatical errors in the resolutions if required.
- They combine similar resolutions.



› Constitution and Resolutions Committees – *continued...*

- They separate the resolutions into categories: i.e., human rights, education, social issues, resolves not addressed in 5 years – new policy or new actions, etc.
- They determine the order in which the resolutions are to be considered.
- They recommend the concurrence (support) or non-concurrence (no support) on each of the resolution's resolves.

One of the main functions of these committees is to recommend concurrence or non-concurrence on resolutions.


When delegates vote, they vote on the committee's recommendation, not on the resolution itself. This sometimes leads to confusion.

The following table simplifies the problem by showing how a delegate will vote under each of the four possible situations.



COMMITTEES' RECOMMENDATION	DELEGATE'S ATTITUDE TOWARDS RESOLUTION	DELEGATE WILL VOTE
Concurrence	Agrees with Resolution	In favour of Recommendation
	Disagrees with Resolution	Against Recommendation
Non-concurrence	Agrees with Resolution	Against Recommendation
	Disagrees with Resolution	In favour of Recommendation

AT CONVENTION

- Each day the Resolution Committee reports on the resolutions and order in which they will come to the floor.
 - Policy papers are also brought forward.
 - Delegates debate resolutions and vote on committee recommendation for concurrence or non-concurrence. A simple majority is required.
 - Constitutional resolutions are introduced to the delegates by the Constitution committee. Similar process – vote requires 2/3 majority.
- 


› At Convention – *continued...*

- Emergency resolutions can be submitted; however, they must deal with a subject that has arisen after deadline for submitting resolutions. They will follow the same process for debate and vote as policy resolutions and constitutional resolutions (whichever is applicable).
- If any policy resolution is not debated at convention, it will be referred to the OFL Executive Board and dealt with at their next meeting.
- Constitutional resolutions can only be debated at Convention.



RULES OF ORDER

THE BASICS

- People wishing to speak must be recognized by the Chair.
All debate is addressed to the Chair.
 - Delegates must identify themselves by name and local
before speaking to motion.
 - Speakers in support of the Committee's recommendation will
speak at a PRO mic;
those against will speak at a CON mic.
- 

› Rules of Order – the basics – *continued...*

- Amendments are dealt with first. If the amendment passes, then the main motion as amended is voted on.
- A motion to “call the question” which then stops debate and moves to an immediate vote requires a two-thirds majority to pass.
- Comments will be limited to 5 minutes per speaker. Watch countdown clock on the screen.




TIPS FOR SPEAKING AT CONVENTION

- Have a purpose clearly identified.
- Organize what you want to say.
- Write main points on a small piece of paper.
- Choose the correct mic:
 - PRO if you can agree with the committee recommendation
 - CON if you don't agree



› Tips for speaking at Convention – *continued...*

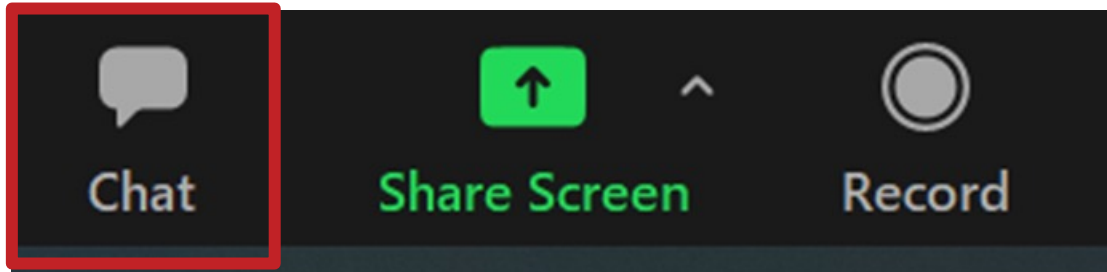
- Wait to be recognized by the Chair.
 - Take a deep breath.
 - Identify yourself, your pronouns and your union local number.
 - Speak clearly and in a normal pitch.
 - Make your points.
 - Be aware of time.
- 
- A decorative graphic at the bottom of the slide consisting of multiple thin, wavy horizontal lines. The lines are colored in a gradient, transitioning from yellow and orange on the left to red and purple on the right.

HOW TO SPEAK TO A RESOLUTION

We will be using the Zoom Chat function to get on the speakers list during Convention and to get immediate technical support.

Step 1.

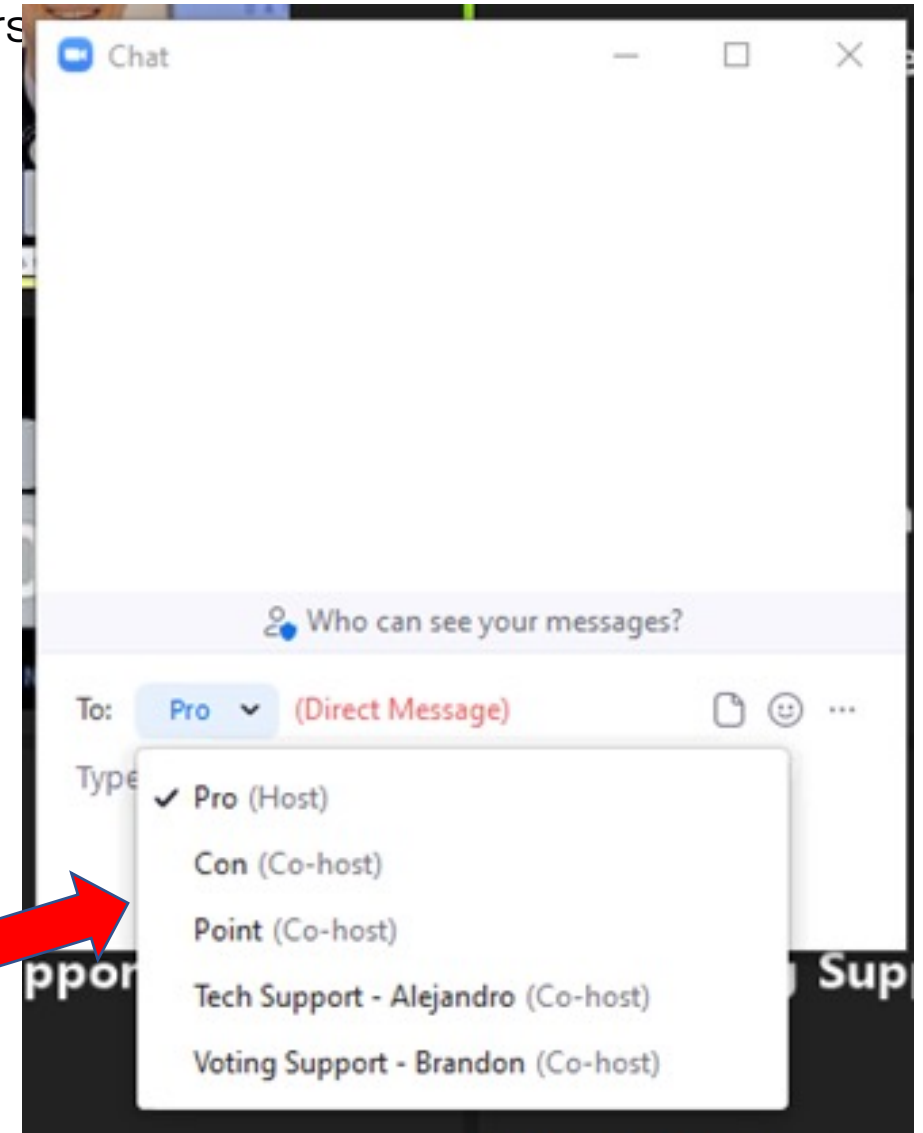
Click the 'Chat' button at the bottom of your screen to open the Chat window.



Step 2.

Locate one of the following Chat participants: Pro, Con, Point, Voting

Support, Tech Support

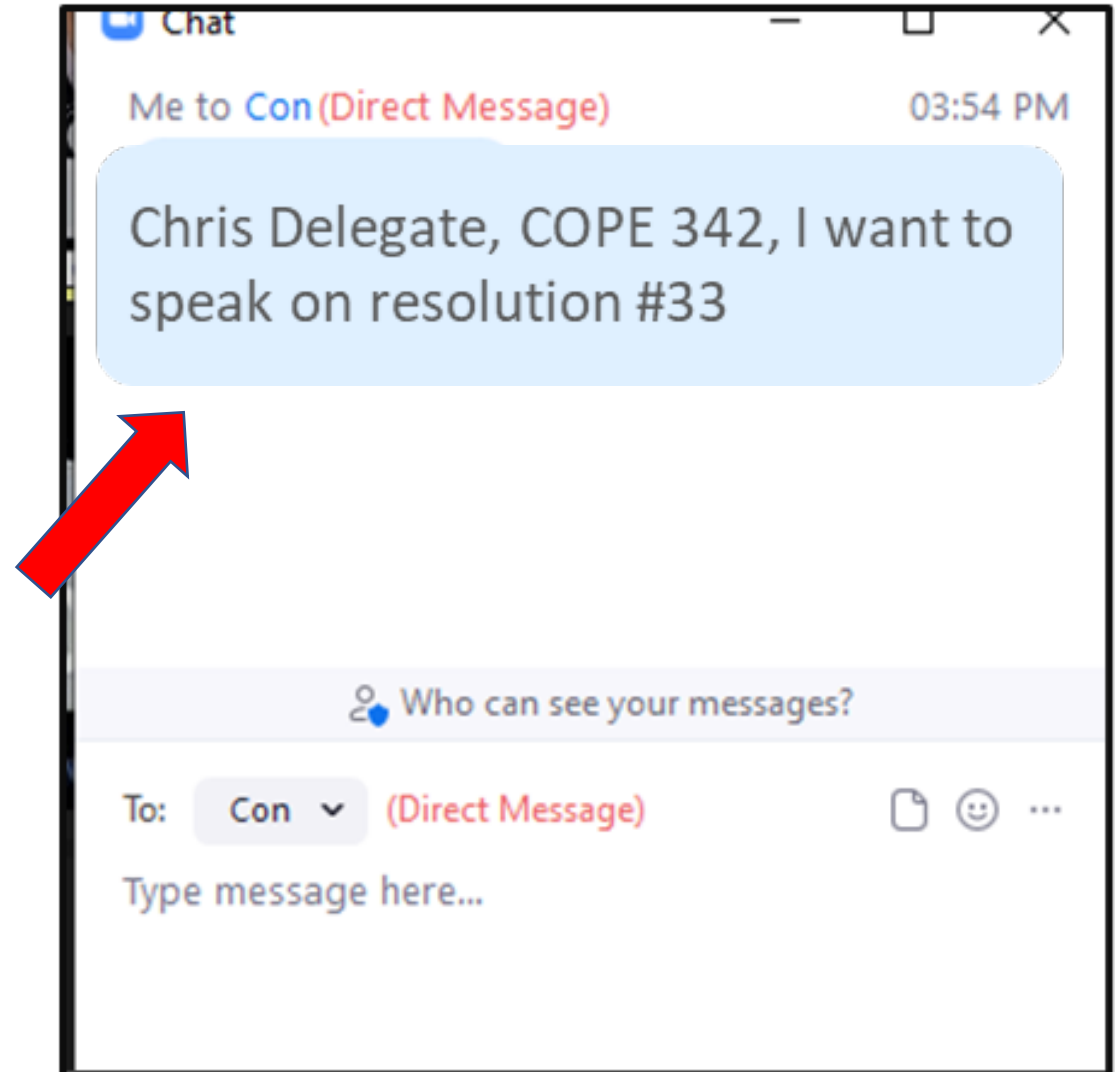


› How to speak to a resolution – *continued...*

Step 3.

If you wish to speak to a resolution you need to select the pro or con option in the chat and add the resolution number that you are wishing to speak to, in addition to your name and local number.

For example: Chris Delegate from COPE 342 is not in favour of a resolution that has been posted for debate and wants to speak to it, so Chris opens the chat, selects the con chat option and types “Chris Delegate, COPE 342, I want to speak to resolution #33.



› How to speak to a resolution – *continued...*

- This will allow our tech team to properly track speakers so that each delegate can be brought on to the screen in the proper order during the debate of resolutions.
- At the start of each resolution block, an order of resolutions will be posted.
- You may only indicate that you wish to speak to a resolution, once a resolution you want to speak to has been posted.



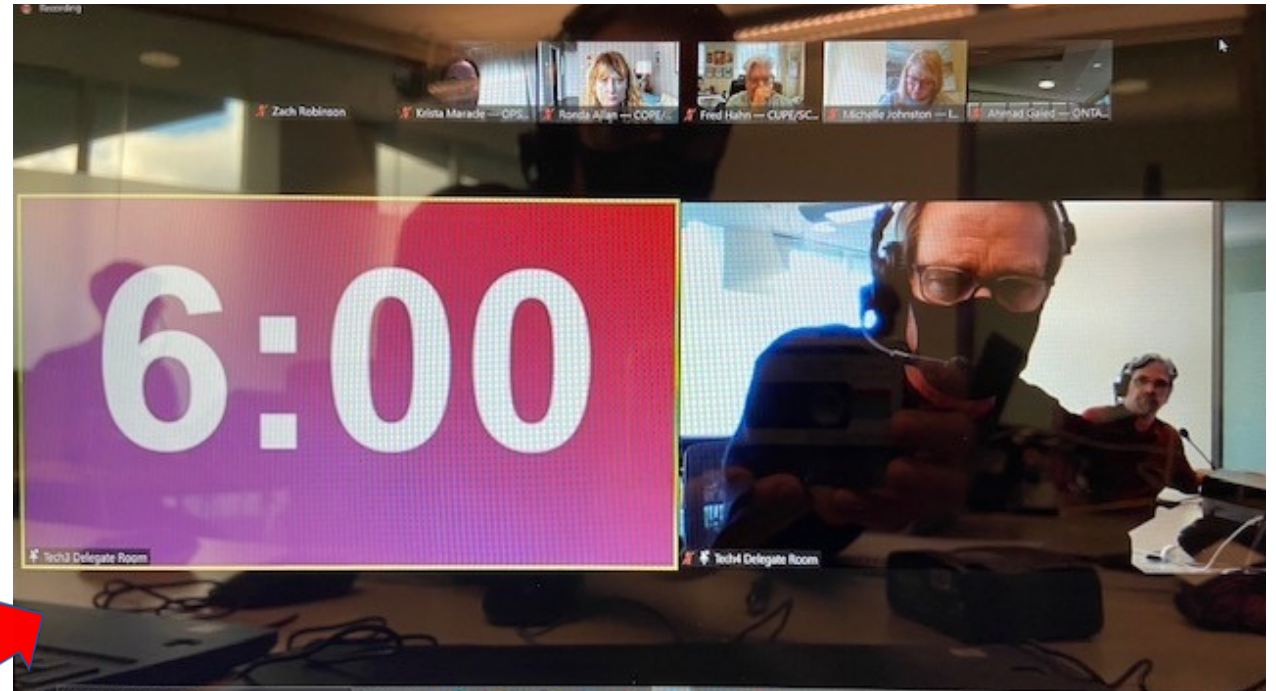
› How to speak to a resolution – *continued...*

When someone is speaking at a pro or con mic, a countdown timer will be displayed on screen, next to the speaker.

This will allow the speaker and chair to see how much time they have left to speak on the resolution.

When the timer reaches 00:00 (zero), the delegate's mic will be muted.

Delegates are allowed 5 minutes to speak to a resolution.



› How to speak to a resolution – *continued...*

- Please do not get on the list to speak before your resolution has been posted on the order.
- The order will be kept on the bottom of the screen during the resolution debate so that delegates know when specific resolutions are coming in any given block.
- Similarly, if you have a point of order, you will open the chat and put your name in the chat bar that says Point.
- If you require technical support, you open the chat function and put your name in the tech support chat bar. Someone from the tech team will be monitoring that and will contact you directly.



HOW TO VOTE ON A RESOLUTION

Voting on all motions and resolutions will be done by Zoom pop-up poll.

The poll will simply state for each question and resolution:

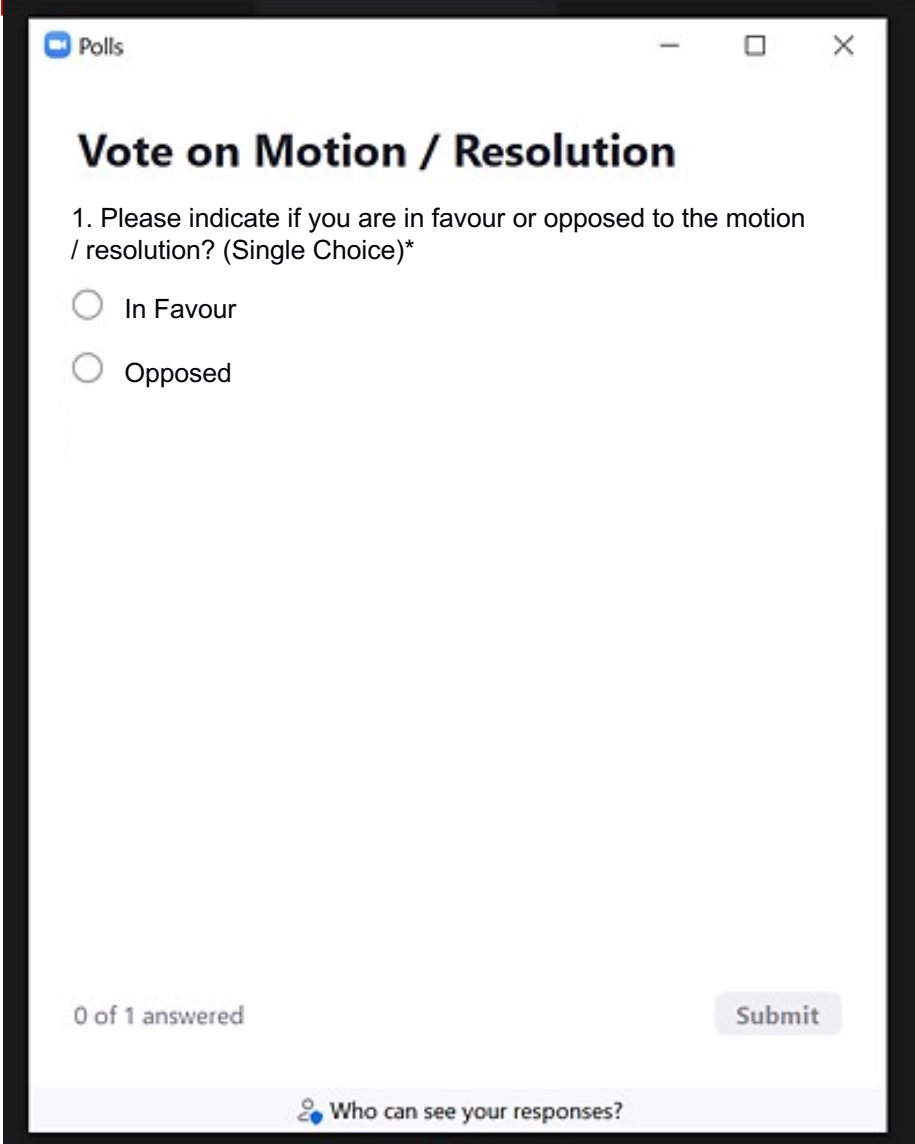
“Please indicate if you are in favour or opposed to the motion / resolution?”

The options for response will be:

“In Favour” or “Opposed”

Select one of the two options then click the submit button in the bottom right corner of the poll.

The Chair will announce the results of the vote once the votes have come in and the poll is closed.



The screenshot shows a Zoom poll window titled "Polls" in the top left corner. The main heading is "Vote on Motion / Resolution". Below this, the question is "1. Please indicate if you are in favour or opposed to the motion / resolution? (Single Choice)*". There are two radio button options: "In Favour" and "Opposed". At the bottom left, it says "0 of 1 answered". At the bottom right, there is a "Submit" button. Below the poll area, there is a link icon and the text "Who can see your responses?".

OUR FUTURE OUR FIGHT