WRITTEN REPORT for CONFERENCES and EDUCATION COURSES
CUPE Local 973

The CUPE Education policy states that members funded to participate in conferences or education courses are to provide a written report of the program they attended and must do so before being reimbursed for their expenses. Please complete this form and forward to Liz McGee, Recording Secretary. Also include it with your Expense Reimbursement and Mileage forms (if applicable) and forward to Kelly Patzer, Treasurer-Secretary, for processing.

Conference/Course Name: Fall School 2026 - Parliamentary Procedure

Course Date: October 30, 2026 - November 1, 2026

Location: Sheraton Hotel, 123 Queen Street West, Toronto, ON, M5H 2M9

Member Name: Spencer Stroszka-Li ☑ City ☐ County

Phone Number: 519-998-9518

Email Address: vpcity@cupe973.ca

Summary Report:

I attended the one and a half day Parliamentary Procedure course that was part of CUPE's Fall School. This course focused on how to conduct proper membership meetings, while following parliamentary procedure, which is how all CUPE meetings should be conducted.

The course focused on:
- How to be a good Chair
- How to deal with motions and amendments
- How to maintain order
- How to deal with membership discussions
- How to deal with membership voting on motions
- What happens when someone challenges the Chair
- How to ensure all voices are heard

This will be important for my role as VP as there may be instances where I'll have to take over as Chair, but also help maintain order, and ensure that all members have an opportunity to speak and have their voices heard.

Member Signature: Digitally signed by Spencer Stroszka-Li Date: 2026.11.02 09:45:59 -05'00' Date: Nov 2, 2026