



Minimum Requirements for ONA Education Workshops

- Use language that promotes dignity and respect for everyone.
- Be prepared.
- Be hard on problems, soft on people.
- Ensure cell phones are turned off or on silent mode. Exit the room when taking calls.
- One speaker at a time.
- Value time lines.
- Limit distractions/stay focused (i.e., don't check email).
- Maintain confidentiality.
- Model the behaviour you would like to see.
- No Scents Makes Sense.

Minimum Requirements Process

The vision of the Ontario Nurses' Association (ONA) speaks to a Union that is respected, strong and united. Respect is a value held deeply by the members and staff of the Union. One of ONA's seven objectives listed in the Statement of Beliefs speaks to the environment in which individuals interact and express diverse opinions. It says:

“To promote an environment where individuals have an opportunity to safely express their differing views and opinions. Conflict does occur and it should be managed constructively, encouraging positive relationships, mutual respect and personal satisfaction. Ultimately, conflict management should advance the ability of leadership to represent the membership.”

Therefore, the practice of adopting minimum requirements was established as a reminder to all participants that the way we conduct ourselves may have an effect on others. They also serve as a reminder to us that we all bring different perspectives and opinions to the discussion/ dialogue to be heard and acknowledged.

Meetings of the Association

All meetings of the Association will have minimum requirements to establish clearly for all participants the environment in which they can expect to participate. Membership research, on which the vision was established, clearly identifies that membership values the practice of

openness, honesty and trust. The practice of setting minimum requirements was established to honour the values identified by membership.

The ONA Constitution and Bourinot's *Rules of Order* address the structure and rules of procedure for meetings of the Association. The minimum requirements address how participants will interact with one another throughout the meeting.

Who Establishes the Minimum Requirements?

The people who are in attendance at meetings of the Association establish the minimum requirements for the meeting, which identify how the participants will interact and conduct themselves within the meeting.

Once the minimum requirements are established for ongoing meetings of the Association, i.e. Provincial Coordinators Meetings, Area Coordinator Conferences, Biennial Conventions, Education Sessions, Board and Staff Meetings, they are reviewed at every meeting and will remain constant unless the participants recommend a change.

Calling Minimum Requirements

Any participant in an ONA meeting can call Minimum Requirements. At provincial meetings Local Coordinators will use the Tent Card provided for the purpose of calling Minimum Requirements.

To call Minimum Requirements, the participant will indicate this to the Chair.

The Chair will acknowledge a raised Card as soon as it is seen or a call of Minimum Requirements identified to the Chair in some other way.

The participant who raised the Minimum Requirement objection will state the reason. A call of the Minimum Requirement is not debated or justified and the meeting carries on.