

# CUPE 4875 BYLAWS

# NORTH EAST SCHOOL DIVISION

### November 30, 2016

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   letter
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### **PREAMBLE**

In order to improve the social and economic welfare of its members without regard to age, sex, colour, race or creed, to promote efficiency in public employment and to manifest its belief in the value of the unity of organized labour, this Local of the Canadian Union of Public Employees (hereinafter referred to as CUPE) has been formed.

The following Bylaws are adopted by the Local pursuant to, and to supplement, Appendix B of the CUPE Constitution, to safeguard the rights of all members, to provide for responsible administration of the Local, and to involve as many members as possible through the sharing of duties and responsibilities.

### **SECTION 1 – NAME**

The name of this Local shall be: Canadian Union of Public Employees, Local 4875 (North East School Division).

### **SECTION 2 – OBJECTIVES**

The objectives of the Local are to:

- a) secure adequate remuneration for work performed and generally advance the economic and social welfare of its members and of all workers;
- b) encourage the settlement by negotiation and mediation of all disputes between the members and their employers;
- c) provide an opportunity for its members to influence and shape their future through free democratic trade unionism:
- eliminate harassment and discrimination of any sort or on any basis; for the equality
  of treatment regardless of class, race, colour, nationality, age, sex/gender, language,
  sexual orientation, place of origin, ancestry, religious beliefs, or mental and physical
  disability; and the active opposition of discrimination of same wherever it occurs or
  appears;
- e) establish strong working relationships with the public we serve and the communities in which we work and live;
- = f) support CUPE in reaching the goals set out in Article II of the CUPE Constitution.

### **SECTION 3 – INTERPRETATION and DEFINITIONS**

- a) Masculine pronouns shall be understood to include the feminine gender. All pronouns to be gender neutral.
- b) Numbers of articles at the end of sections or sub-sections refer to relevant articles of the CUPE Constitution which should be read in conjunction with these Bylaws.

### **SECTION 4 – MEMBERSHIP**

### 1. Membership

The Local Union shall mean all employees of the North East School Division, except those excluded by order of the Labour Relations Board under Part VI of *The Saskatchewan Employment Act*.

- a) All eligible employees shall complete the necessary forms for membership in the Union;
  - b) Every new employee shall, as a condition of employment, apply for and maintain membership in the Union;
  - c) Every employee shall maintain membership in the Union as a condition of employment.

### 3-2. Approval of Membership

The names of applicants are read out to the first regular membership meeting after the applications have been submitted. The applicants will be automatically accepted as members unless there is an objection sustained by the majority vote of the members present.

### 3. Oath of Membership

"I promise to support and <del>obey</del> comply with the Constitution of this Union; to work to improve the economic and social conditions of other members and other workers, to defend and work to improve the democratic rights and liberties of workers and that I will not purposely or knowingly harm or assist others in harming another member of the Union."

### 4. Continuation of Membership

b) Once a member has been accepted, he remains they remain in good standing as long as

he remains they remain employed within the jurisdiction covered by the charter of the CUPE Local, provided he does they do not lose his their standing by virtue of the application of other relevant sections of this Constitution.

### 5. Member Obligations

Members are obligated to abide by the CUPE National Constitution and these Bylaws as amended from time to time.

Members will provide the Recording Secretary with their current address, home telephone contact number and, where available, an e-mail address. The member will advise the Recording Secretary of any changes to their contact information. This information will be protected and used to communicate with members. Such communication will take the form of mail, e-mail blasts or telephone town halls.

### SECTION 5 – MEMBERSHIP MEETINGS – REGULAR AND SPECIAL

- 1. **General** membership meetings shall be held a minimum of once per year in a location determined by the Executive Board. The Executive Board shall give a week's notice to time, place and date of the meeting. **Meetings may be held in person or virtually.**
- 2. Special membership meetings may be ordered by the Executive Board or requested in writing by no fewer than fifteen (15) members. The President shall immediately call a special meeting when so ordered or requested and shall see that all members receive at least twenty-four (24) hours 'notice of the special meeting and the subject(s) to be discussed. No business shall be transacted at the special meeting other than that for which the meeting is called and notice given.
- 3. A quorum for the transaction of business at any regular or special meeting shall be twenty (20) members, including at least four (4) members of the Executive Board.
- 4. The order of business at regular membership meetings is as follows:
  - 1. Acknowledgment of Indigenous territory
  - ₹ 2. Reading of the Equality Statement
  - 옼 3. Call to Order
  - 3 4. Roll call of Officers
  - 4.5. Swearing in of Voting on new members and swearing in
  - 5 ← 6. Reading of Minutes
  - € 7. Matters arising
  - ₹8. **Secretary-**Treasurer's report
  - ♣9. Communications and bills
  - 9 10. Executive Board Report

10. 11. Committee Reports

11. Nominations, Elections or Installations

12. 13. Unfinished business

<del>13.</del> **14.** New business

15. Good of the Union

**16.** Adjournment

### **SECTION 6 – OFFICERS**

The Officers of the Local shall be the President, Vice-President, **Secretary**-Treasurer, Recording Secretary, five (5) Regional Area Representatives, sixteen (16) Shop Stewards/Communicators and three (3) Trustees. The President, Vice-President, **Secretary**-Treasurer, Recording Secretary and Trustees shall be elected from the membership at large. The Regional Area Representatives will be elected from each represented area.

### **SECTION 7 – EXECUTIVE BOARD**

- a) The Executive Board shall be comprised of the President, Vice-President, **Secretary**-Treasurer, Recording Secretary and five (5) Area Representatives.
- b) A minimum of eight (8) Executive Board meetings shall be held per calendar year at a time and location decided upon by the Executive Board. The Executive Board meetings shall be open to any member who wishes to attend.
- c) A majority of the Executive Board constitutes a quorum.
- d) The Executive Officers shall hold title to any real estate of the Local as trustees for the Local. They shall have no right to sell, convey or encumber any real estate without first giving notice and then submitting the proposition to a membership meeting and having it approved.
- e) The Executive Board shall do the work delegated to it by the Local and shall be held responsible for the proper and effective functioning of all committees.
- f) All charges against members or Officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution.
- g) Should any Board member fail to answer the roll call for three (3) consecutive regular membership meetings or **three (3) consecutive** regular Board meetings without having submitted good reasons for those failures, his their office shall be declared vacant and shall be filled by an election at the following membership meeting.

- h) The Executive Board may grant paid Union Leave to members as deemed necessary by the Executive Board.
- i) The terms of office for all Officers are two (2) years and will be elected as follows:

| President   | even years   |  |  |
|---|--|--|--|
| Recording Secretary   | even years   |  |  |
| Vice-President  | odd years  |  |  |
| Secretary-Treasurer   | odd years  |  |  |
|   |  |  |  |
| Five (5) <del>Regional</del> <b>Area</b><br>Representatives                                 | 3 even years<br>2 odd years  |  |  |
| Two (2) from Melfort and Area ( <del>Gronlid,</del> Star City, Star City Colony and Naicam) | 1 odd years<br>1 even years  |  |  |
| One (1) from Tisdale and Area<br>(Arborfield and Bjorkdale)                                 | even years   |  |  |
| One (1) from Hudson Bay and<br>Porcupine Plain  | odd years  |  |  |
| One (1) from Nipawin  | even years   |  |  |
|   |  |  |  |
| Three (3) Trustees  | <ul> <li>The terms of the office for Trustees shall be:</li> <li>three (3) years for one trustee,</li> <li>two (2) years for one trustee and</li> <li>one (1) year for the third trustee.</li> </ul> |  |  |

j) The Executive Board conducts all business of the Local Union deemed necessary between regular membership meetings.

### **SECTION 8 – DUTIES OF OFFICERS**

All Officers must give all properties, assets, funds and all records of the Local Union to their successors at the end of their term of office.

All signing Officers of CUPE 4875 shall be bonded through the master bond held by CUPE National. Any Officer who cannot qualify for the bond shall be disqualified from having signing authority.

### 1. The President shall:

- a) enforce the CUPE Constitution and these Bylaws
- b) preside at all membership and Executive Board meetings and preserve order
- c) decide all points of order and procedure (subject always to appeal to the membership)
- d) have a vote on all matters (except appeals against his rulings)
- e) ensure that all Officers perform their assigned duties
- f) fill committee vacancies where elections are not provided for
- g) introduce new members and conduct them through the initiation ceremony
- h) be bonded through the master bond held by National Office. A President who cannot qualify for the bond shall be disqualified from office
- i) attend all Labour/Management meetings as required
- j) represent the majority decision of the Executive Board or the membership at all times
- k) be an ex-officio member on all committee meetings with voice but no vote
- sign all cheques and ensure that the Local's funds are used only as authorized or directed by the Constitution, Bylaws, or vote of the membership
- m) sign all approved expense vouchers
- n) be willing as required to attend conferences, educationals, etc. deemed necessary to perform the duties of her the President's office
- o) have first preference as a delegate to the CUPE Saskatchewan **Convention**, CUPE National Convention and any other conference deemed necessary
- be a member of the Negotiating Committee and shall sit at the negotiating table
- q) on termination of office, immediately surrender all books, records and other properties of the Local to the duly elected successor
- r) email the Executive one (1) week prior to the Executive meeting to ask for

### agenda items then forward them (if any) to the **Recording** Secretary

### 2. The <u>Vice-President</u> shall:

- a) if the President is absent or incapacitated, perform all duties of the President
- b) if the office of President falls vacant, the Vice-President automatically assumes assume the role until a President is elected by the membership at the next regular general membership meeting
- c) with the assistance of the Regional Area Representatives and the Shop Stewards/Communicators coordinate a communication system for the Local
- d) generally know and police the Collective Agreement and provincial or federal legislation affecting labour and a particular job
- e) greet and ensure new employees are signed up, and encourage the participation of all members in Union activity
- f) maintain contact with members and provide ongoing Union awareness and education
- g) **is be** bonded through the master bond held by National Office. A Vice-President who cannot qualify for the bond shall be disqualified from office
- h) render assistance to any member of the Executive Board as directed by the Executive Board
- i) on termination of office, immediately surrender all books, records and other properties of the Local to the duly elected successor
- j) shall be a member of the Grievance Committee
- k) shall be a member of the Negotiation Committee

### 3. The <u>Recording Secretary</u> shall:

a) keep full, accurate and impartial account of the proceedings of all regular or special membership and Executive Board meetings including attendance. These records must also include a copy of the full financial report (Executive Board meetings) and the written financial report (membership meetings) presented by the Secretary-Treasurer. The record will also include Trustees ' reports. All motions moved and seconded are recorded.

- b) distribute notices for all Union activities and meetings endorsed by the Local at least seven (7) days prior, whenever possible
- c) submit and keep a written copy of all minutes to the next Executive Board or general membership meeting
- d) record all alterations in the Bylaws
- e) answer correspondence and fulfil other secretarial duties as directed by the Executive Board
- f) maintain an updated list of all Union members
- g) greets and notifies greet and notify all new members of their obligation to be sworn in at a membership meeting and encourage the participation of all members in Union activity
- h) file a copy of all letters sent out and keep on file all communications
- i) prepare and make available all circulars and notices to members
- j) have all applicable records ready on reasonable notice for auditors and Trustees
- k) preside over membership and Board meetings in the absence of both the President and the Vice-President
- on termination of office, surrender all books, seals and other properties of the Local to the duly elected successor
- m) is authorized as a signing Officer
- n) may shall receive one paid day off per month to perform the duties of the **Recording** Secretary
- o) shall be a member of the Negotiation Committee
- p) shall receive the Scholarship applications
- q) shall include a copy of the full financial report presented by the **Secretary**-Treasurer with the record of all membership meetings
- r) send the Executive a copy of the meeting minutes at least five (5) days prior to the next Executive meeting

### 4. The <u>Secretary-Treasurer</u> shall:

- a) receive all revenue, initiation fees, dues and assessments, keeping a record of each member 's payment and deposit promptly all money with a bank or credit union
- b) prepare all CUPE National per capita tax forms and remit payment no later than the last day of the following month
- sign all cheques and ensure that the Local 's funds are used only as authorized or directed by the Constitution, Bylaws or vote of the membership, and sign all expense vouchers
- d) record all financial transactions in a manner acceptable to the Executive Board and in accordance with good accounting practices
- make a full written financial report to meetings of the Local 's Executive Board and to each regular membership meeting, detailing all income and expenditures for the period
- f) be bonded through the master bond held by the National Office; any **Secretary**-Treasurer who cannot qualify for the bond shall be disqualified from office
- g) pay no money unless supported by an expense voucher, which must include the motion, if required, and/or receipts and be duly signed by at least two (2) of the **Table Officers** (President, Vice-President, Recording Secretary or the **Secretary**-Treasurer), except that no voucher shall be required for payment of per capita fees to any organization to which the Local is affiliated
- h) keep safe any and all financial papers, documents and books relating to the financial aspect of the Union
- i) ensure that any member attending a conference, school and/or convention provide a verbal report at the following membership meeting
- j) prepare an annual budget with full assistance of the Executive Board to be presented at the Annual membership meeting for approval by the members
- k) make all books available for inspection by the Trustees on reasonable notice and to ensure that the books are audited once per calendar year. The **Secretary**-Treasurer shall respond in writing to any recommendations and concerns raised by the trustees.
- provide the Trustees with any information they may need to complete the audit report forms supplied by CUPE

- m) on termination of office, surrender all books, records and other properties of the Local to the Trustees, who will have a complete outside audit conducted prior to turning over the books to the incoming **Secretary**-Treasurer
- n) may shall receive up to two (2) paid days off per month to perform the duties of the Secretary-Treasurer
- o) shall be a member of the Social Committee;
- p) o) shall be included at the audit process for the purpose of answering any questions that the trustees have but not interfere with the process
- #p) be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or expense claims for every disbursement made, receipts for all money sent to CUPE National, as well as records and supporting documents for all income received by the Local Union
- r) shall be a member of the Good & Welfare Committee;
- ⇔ q) shall be a member of the Negotiation Committee

### 5. The Trustees shall:

- a) act as an auditing committee on behalf of the members in accordance with the policies of the National Constitution, and conduct an independent audit of the books and accounts of the Secretary-Treasurer and committees once per calendar year
- b) make a written report of their findings to the first membership meeting following the completion of each audit
- c) submit in writing to the President and **Secretary**-Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local Union 's funds, records and accounts are being maintained by the **Secretary**-Treasurer in an organized, correct and proper manner;
- d) be responsible for ensuring that monies are not paid out without proper constitutional or membership authorization
- e) ensure that proper financial reports are made to the membership
- f) inspect at least once a year any stocks, bonds, securities, office furniture and equipment and titles or deeds to property that may at any time be owned by the Local, and report their findings to the membership

- g) send copies of:
  - the completed audit report (on the prescribed form provided by the National Secretary-Treasurer),
  - ii) their report to the Local Union membership,
  - iii) their recommendations and/or concerns to the President and **Secretary**-Treasurer,
  - iv) and the **Secretary-**Treasurer 's response

to the National Secretary-Treasurer of the Canadian Union of Public Employees, with a copy to the assigned servicing representative.

- 6. The Regional Area Representatives shall:
  - a) act as the main liaison between the Executive Board and Shop Stewards/Communicators
  - b) greet and ensure new employees are signed up and notify new members of their obligation to be sworn in at a membership meeting
  - c) maintain contact with members and provide on going Union awareness and education
  - d) inform and report back to the Executive Board all concerns, conflicts and issues from the members
  - e) attend all Executive Board meetings
  - f) may shall be a member of the Negotiating Committee
  - g) shall be a member of the bargaining proposal committee for the purposes of developing bargaining proposals to take forward with to the Employer

### SECTION 9 – SHOP STEWARDS/COMMUNICATORS

The Shop Stewards/Communicators will be appointed from each classification and/or area that they represent.

The **Shop Stewards/Communicators** shall:

a) act as Shop Steward for the classification and/or area that they represent

- b) detect, define, prepare and present grievances at the initial level
- c) attend all grievance meetings between Union and Management when dealing with grievances from their appointed area
- d) act as representatives for their area and bring the opinions and concerns of their members to the Regional Area Representatives of the Local
- e) generally know and police the Collective Agreement and provincial or federal legislation affecting labour and particular jobs
- f) greet and ensure new employees are signed up, and encourage the participation of all members in Union activity
- g) maintain contact with the members to provide ongoing Union awareness and education
- h) upon appointment **ef to** office, the Shop Steward shall take the appropriate course or courses required to perform their role as determined by the Executive Board
- i) on termination of office, immediately surrender all books, records and other properties of the Local to the**# duly elected** successor

### **SECTION 10 – COMMITTEES**

- 1. Committees elected by the Executive Board are subject to approval by membership.
  - a) Negotiating Committee

This shall be a special ad hoc committee established at least six (6) months prior to the expiry of the Local 's Collective Agreement and automatically disbanded when a new collective agreement has been signed. The function of the Committee is to prepare collective bargaining proposals and to negotiate a collective agreement. The Committee shall consist of the President, Vice-President, Recording Secretary, Secretary-Treasurer and up to a maximum of three (3) Regional Area Representatives but not less than one (1) Regional Area Representative. There shall be an alternate bargaining Negotiating Committee member elected from within the Regional Area Representatives. The Alternate Bargaining Negotiating Committee member shall become a part of the bargaining Negotiating Committee in the event a bargaining Negotiating Committee member cannot fulfill their duties. The CUPE representative assigned to the Local shall be a non-voting member of the Committee and shall be consulted at all stages from formulating proposals, through negotiations, to contract ratification by the membership.

### b) Special Committees

A special ad hoc committee may be established for a specified purpose and period by the membership at a meeting. The members shall be elected at the same or another membership meeting or may, by specific authorization of the membership, be appointed by the President or the Executive Board. Two (2) members of the Executive Board may sit on any special committee as ex-officio members.

### c) <u>Grievance Committee</u>

The Grievance Committee is comprised of the President or designate, the Vice-President; and the Regional Area Representative and the Shop Steward involved from the area the grievance is from. Grievance reports are to be presented in writing to the Executive Board and to the membership with a copy to the National Representative. The Grievance Committee shall meet as deemed necessary.

The Grievance Committee shall make recommendations to the Executive Board regarding the submission of grievances to arbitration for their consideration. Should the Executive Board recommend a grievance not proceed to arbitration, the grievor(s) shall be notified by Registered Mail and provided an opportunity to appeal to the Executive Board prior to the decision being made. After due process and consideration, the decision of the Executive Board shall be final and not subject to further appeal; and

In all circumstances, the Local, not the grievor, has authority regarding the handling of the grievance.

### d) Professional Development

The purpose of the committee is to advance staff development of CUPE Local 4875 members with the North East School Board and its Administration (OHS training, First Aid CPR, WHIMIS, Staff workshops). The committee is comprised of the Table Executive.

### e) Social Committee

The committee is comprised of the Treasurer and volunteer members. The committee arranges and conducts all social and recreational activities of the Local. The Treasurer on behalf of the committee submits reports and proposals to the Executive Board or to the membership as required.

### # d) Labour/Management Committee

The purpose of the Labour/Management Committee is to advance communication between CUPE 4875 members with the North East School Division Board and Administration. This Committee will be comprised of the Local President and or Vice-President and the CUPE representative assigned to the Local.

### g) Good & Welfare Committee

The purpose of the committee is to promote the good and welfare of the Local.

The committee is comprised of the Treasurer and volunteers.

### **SECTION 11 – GRIEVANCE APPEAL PROCEDURE**

For any Union Member who believes he/she has a Grievance and submits same in writing and such Grievance is not processed by the Grievance Committee

OR

For any Grievance which is terminated at any stage of the Grievance Procedure without the consent of the Grievan:

The Grievor shall have the right to appeal such decision within ten (10) calendar days, in writing, to the Local Executive Board from the time that he/she the Grievor was notified of said decision.

- A Special Meeting shall be convened of the Executive of the Local Branch, where the Grievor or designate may present his/her their Grievance. The Grievor or his/her the Grievor 's designate must be a member in good standing of the Local Branch.
- 2. To ensure that a grievance is not lost due to time limits, the Chairperson or Designate of the Grievance Committee or the President or Designate of the Local Branch shall either initiate a grievance or secure an extension of the time limits until the appeal process has been settled.

In the Appeal Procedure, the Grievance Committee or Local Branch President will clarify its position as to why the grievance was denied or terminated.

All grievances, whether processed or terminated, shall be reported to the general membership by the Grievance Committee.

In all circumstances, the Local, not the Grievor, has authority regarding the handling of the grievance.

### **SECTION 12 – EXPENSES**

### Paid Leave of Absence

- a) Members are paid an amount equal to any loss of salary and receipted expenses incurred while attending to the Local 's business. The Union reimburses the Employer for all authorized Union leaves.
- b) President 's leave shall be granted to the <del>president</del> **President** to attend to Union business during regular working hours. The <del>president</del> **President** shall be granted up to four (4) days per month to conduct Union business to be used at their discretion. The Union reimburses the Employer for <del>loss</del> **lost** salary.

### SECTION 13 – FEES, DUES AND ASSESSMENTS

### 1. <u>Initiation Fee</u>

Each application for membership in the Local shall be directed to the Secretary-Treasurer and shall be accompanied by an initiation fee of one dollar (\$1.00), which shall be in addition to monthly dues. If the application is rejected, the fee shall be returned.

### 2. Re-admittance-Fee

The re-admittance fee shall be one dollar (\$1.00).

### Retirement Gifts

Receive a gift valuing \$10.00 per year of employment to a maximum of \$100.00.

### 4-2. Monthly Dues

- a) The monthly dues are **two percent** (2.00%) of regular earnings. Changes in the levels of the monthly dues can be effected only by following the procedure for amendment of this Bylaw.
- b) Notwithstanding the above provisions, if the CUPE Convention raises minimum fees and/or dues above the level herein established, these Bylaws will be deemed to have been automatically amended to conform to the new CUPE minima.
- **⇒ 3.** Special assessments may be levied in accordance with Article B.4.2 of the CUPE Constitution.

### € 4. Non-Payment of Dues and Assessments

A member who fails to pay dues and assessments for three (3) months is automatically suspended from membership. The suspension will be reported to the Executive Board by the Secretary-Treasurer. The Executive Board will report all suspensions to the next membership meeting. The member may return to membership in good standing by paying a readmission fee and any other penalty set by the Local Union. The readmission fee cannot be less than the initiation fee of the Local Union.

A member who has been unemployed or unable to work because of sickness shall pay the readmission fee but may not be required to pay arrears.

### **SECTION 14 - INDEMNITY CLAUSE**

CUPE Local 4875 shall pay the cost of:

- a) Defending an action or proceeding against an Executive officer claiming liability on the part of that Executive officer for acts or omissions done or made by the Executive officer in the course of his/her duties or paying any sum required to settle the action or proceeding.
- b) Damages and costs awarded against an Executive officer as a result of the finding of liability on the part of that Officer for acts or omissions done or made by the Union officer in the course of his/her actions.

This Bylaw shall cover Executive members of Local 4875 only.

# SECTION 15 OUT-OF-POCKET EXPENSES SECTION 14 – OUT-OF-POCKET EXPENSES

The expense allowance shall be provided according to Appendix A "B" of these Bylaws.

### SECTION 16 — AFFILIATIONS SECTION 15 — AFFILIATIONS

The Local affiliates to the following labour organizations:

- CUPE Saskatchewan
- CUPE Saskatchewan Education Workers' Steering Committee
- Saskatchewan Federation of Labour

### SECTION 17 VOTING OF FUNDS SECTION 16 – VOTING OF FUNDS

- a) Expenditures are made only for the purposes of the Local, and in all cases, are paid by cheque signed by the Secretary-Treasurer and one of either of the following: the President or the Recording Secretary.
  - b) All expenditures are approved by the membership at a membership meeting or as deemed necessary by the Executive Board.
  - In the case of regular monthly per capita taxes or affiliation fees, the **Secretary**Treasurer pays such per capita taxes or affiliation fees without obtaining prior approval by of the membership, providing such approval by the membership for such affiliation or per capita taxes was give at time of affiliation to the particular organization.
- 2. The Local may, from time to time, establish policies pertaining to monetary or non-monetary items. These policies shall not be amended, added to, or suspended except upon a simple majority vote of those present and voting at a membership meeting following written notice given at a previous membership meeting.
- 3. At all times when meetings are cancelled for lack of a quorum or unavoidable cause, the Executive Board is empowered to conduct the normal business and to make payments of the normal and necessary bills and report to the following membership meeting.
- 4. Any equipment purchased over \$300.00 one thousand dollars (\$1,000.00) in value must have the membership 's prior approval.

Except for ordinary expenses and bills as approved at membership meetings, no sum over five-hundred dollars (\$500.00) shall be voted for the purpose of a grant or contribution to a member or any cause outside CUPE, except by a notice of motion given in writing and dealt with at the following membership meeting.

### <u>SECTION 18 NOMINATION, ELECTION AND INSTALLATION OF OFFICERS</u> SECTION 17 – NOMINATION, ELECTION AND INSTALLATION OF OFFICERS

### 1. Nomination

Nominations shall be received at the first membership meeting of each year. No nomination shall be accepted unless the member is in attendance at the meeting or has allowed to be filed at the meeting his their consent in writing, duly witnessed by another member. To be eligible for nomination, the nominee must have been accepted into membership and continue to be a member in good standing.

### 2. Elections

- a) Subject to the approval of the Membership, The the President shall appoint an Elections Committee consisting of a Returning Officer and assistant(s). The Committee consists of members of the Local who are neither Officers nor candidates for office. It has full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential.
- b) The Executive Board determines the form of the ballot and ensures that sufficient quantities are made available in good time to the Returning Officer.
- c) The Returning Officer shall be responsible for issuing, collecting and counting ballots. The Elections Committee must act in a fair and impartial manner, and ensure that all arrangements are unquestionably democratic.
- d) The voting takes place by secret ballot.
- e) Voting to fill one office shall be conducted and completed, and recounts dealt with, before balloting may begin to fill another office.
- f) A majority (50% + 1 more than 50%) of votes cast shall be required before any candidate can be declared elected, and second and subsequent ballots shall be taken, if necessary, to obtain a majority. On the second and subsequent ballots, the candidate receiving the lowest number of votes in the previous ballot shall be dropped.
- g) In the event of a tie vote, a second and subsequent ballot(s) will be taken if necessary until a candidate receives a majority of votes cast and can be declared elected. In the event the tie vote persists, subsequent ballots may be deferred to the next membership meeting.
- h) When two or more nominees are to be elected to any office by ballot, each member voting shall be required to vote for the full number of candidates to be elected or the member 's ballot will be declared spoiled.
- i) Any member may request a recount of the votes for any election and a recount is conducted if the request is supported, in a vote, by at least the number of members equal to the quorum for a membership meeting as laid down in Section 5, entitled Membership Meetings Regular and Special.
- j) Each candidate may appoint a scrutineer for the purpose of vote counting.

### 3. Installation

- a) All duly elected Officers shall be installed at the meeting which elections are held and shall continue in office as stated in Section 7 Executive Board Article i) or until a successor has been elected and installed. The term of office of Executive Board members and Officers, except Trustees, shall not be less than one (1) year nor more than three (3) years.
- b) At the first membership meeting, the Trustees shall be elected so that one shall serve a period of three (3) years, one for two (2) years and one for one (1) year. Each year thereafter, the Local shall elect one Trustee for a three-year period, or in the case of vacancies occurring, elect Trustees to fill only the unexpired terms in order to preserve the overlapping terms of office.

| c) | The Oath of Office to be read | by th | e newly-elected | Officers is: |
|----|-------------------------------|-------|-----------------|--------------|
|    |                               |       |                 |              |

"I, \_\_\_\_\_\_\_, promise to perform the duties of my office, as set out in the Constitution and laws of the Canadian Union of Public Employees, faithfully and to the best of my ability for my term of office. As an Officer of the Union, I will always promote the harmony and dignity of its sessions by counsel and example. I also promise to turn over all property of the Union to my successor at the end of my term."

### 4. <u>By-Election</u>

- a) Should an office fall vacant pursuant to Section 7(g) of these Bylaws or for any other reason, the resulting by-election should be conducted as closely as possible in conformity with this Section.
- b) When vacancies occur between the annual elections or when there are insufficient nominees for the various elected positions, the following procedure takes place:
  - i) The Vice-President, as appointed by the Executive Board, is Acting President until the next meeting where elections for a new President takes place.
  - ii) If a vacancy occurs on the Executive Board, the **Executive** Board is empowered to appoint members a member to fill the vacancy for no longer than three (3) months, or until the next meeting where elections take place.
  - iii) All appointed positions or offices are subject to adoption by the members at the following membership meeting.

iv) The term of office for any position filled through a by-election will be the term that the vacated position was initially elected to fulfill.

### 5. Returning Officer

The Returning Officer is present at the meetings where election of Officers is held and the months immediately following, and ensures the proper procedures of the nominations for election. He The Returning Officer also oversees all proceedings of the election to ensure compliance with procedure and protocol. It also is the Returning Officer 's duty to report to the general membership the results of the election under Section 18 (2) or any other election where a Returning Officer is required.

### <u>SECTION 19 — DELEGATES TO CONVENTIONS, SCHOOLS, CONFERENCES</u> SECTION 18 — DELEGATES TO CONVENTIONS, SCHOOLS, CONFERENCES

- a) Except for the President's option [Section 8(1.)(o)], delegates to conventions, schools educationals and conferences are on the recommendation of the Executive. The Executive shall not exceed the approved budget allotment without the approval of the membership.
- b) All delegates approved to attend conventions, schools, educationals and conferences shall be paid all applicable and receipted expenses, including but not limited to, registration, airfare, mileage, accommodations, meal allowance and childcare.
- c) General membership **members** can, in writing, submit a request to participate in various events as long as <del>he remains</del> **they remain** in good standing.

# SECTION 20 RULES OF ORDER SECTION 19 - RULES OF ORDER

All meetings of the Local shall be conducted in accordance with the basic principles of Canadian Parliamentary Procedure. Some of the more important rules to ensure free and fair debate are appended to these Bylaws as Appendix **D** "A". These rules shall be considered as an integral part of the Bylaws and may be amended only by the same procedure used to amend the Bylaws.

In situations not covered by Appendix **D** "A", the CUPE National Constitution may provide guidance, but, if the situation is not dealt with there, <u>Bourinot</u> 's <u>Rules of Order</u> shall be consulted and applied.

# SECTION 21 — AMENDMENT SECTION 20 — AMENDMENT

- a) These Bylaws are always subordinate to the CUPE National Constitution (including Appendix A "B") as it now exists or may be amended from time to time, and in the event of any conflict between these Bylaws and the CUPE National Constitution, the latter shall govern. Constitutional interpretation, including determination of conflict, is the prerogative of the National President.
- b) The resolutions can be amended or altered only at regular membership meetings and to do so shall require two-thirds (2/3) of the votes of the members present and voting.

  Notice of the intention to propose the amended or additional Bylaws must be given at least seven (7) days before at a previous membership meeting or sixty (60) days before in writing. (CUPE National Constitution Article B.5.1)
- c) No change in these Bylaws shall be valid and take effect until approved by the National President of CUPE. The validity shall date from the letter of approval of the National President.

### SECTION 22 — SCHOLARSHIPS SECTION 21 — SCHOLARSHIPS

- 1. A \$50.00 seventy-five dollar (\$75.00) scholarship for each child as per Point #2 who is entering post-secondary education.
- 2. Applicants must have a parent or legal guardian with a minimum of two (2) years continuous membership who is also a member in good standing with CUPE 4875 to be eligible.
  - Applicants are to be enrolled in the first year of any course at a recognized college, university or technical school in Canada.
- 3. Applicants are to include the name of their parent/guardian and letter of acceptance from the school in which enrolment has been obtained.
- 4. All applications are to be submitted to the Recording Secretary.

# APPENDIX A \*\*B\*\* OUT-OF-POCKET EXPENSES

| President                        | \$100.00/month plus expenses (meals, mileage, etc.)         |
|----------------------------------|---|
| Vice-President                   | \$75.00 \$100.00/month plus expenses (meals, mileage, etc.) |
| Recording Secretary              | \$75.00 \$100.00/month plus expenses (meals, mileage, etc.) |
| Secretary-Treasurer              | \$100.00/month plus expenses (meals, mileage, etc.)         |
| Regional Area Representatives    | \$50.00 \$100.00/month plus expenses (meals, mileage, etc.) |
| Trustees                         | \$50.00/audit plus expenses (meals, mileage, etc.)          |
| Negotiation Committee<br>Members | Hourly wage plus expenses (meals, mileage, etc.)            |
| Shop Stewards                    | Meals, mileage, etc.  |
| Executive Meetings (monthly)     | \$50.00/meeting plus expenses (meals, mileage, etc.)        |

<u>Meals</u> (with the exception of meals provided for): Meal Allowance will be paid prior to functions when the meals are not covered in the registration fee. The **Secretary**-Treasurer will issue a cheque for the amounts stated.

| Breakfast       | \$ <del>15.00/day</del> <b>\$20.00/day</b> |
|-----------------|--|
| Lunch           | \$ <del>20.00/day</del> <b>\$25.00/day</b> |
| Dinner          | \$ <del>25.00/day</del> \$30.00/day        |
| Out of Province | \$100.00/day                               |

### Mileage:

Mileage of forty cents (\$0.40)/km fifty cents (\$0.50)/km. (to be adjusted based on Consumer Price Index) (as per CUPE SK rates) shall be paid for vehicle use for all Union Executives to attend required meetings except general membership meetings.

### **Childcare**:

Receipted Childcare costs will be reimbursed to a maximum of fifty dollars (\$50.00) per day. Claims will not be paid for a spouse, partner or a family member who normally provides care without charges, or for periods of time where a member would normally have paid for care such as during normal hours of work at their job.

# APPENDIX B CUPE EQUALITY STATEMENT



## **EQUALITY STATEMENT**

Union solidarity is based on the principle that union members are equal and deserve mutual respect at all levels. Any behaviour that creates conflict prevents us from working together to strengthen our union.

As unionists, mutual respect, cooperation and understanding are our goals. We should neither condone nor tolerate behaviour that undermines the dignity or self-esteem of any individual or creates an intimidating, hostile or offensive environment.

Discriminatory speech or conduct which is racist, sexist, transphobic or homophobic hurts and thereby divides us. So too, does discrimination on the basis of ability, age, class, religion, language and ethnic origin.

Sometimes discrimination takes the form of harassment. Harassment means using real or perceived power to abuse, devalue or humiliate. Harassment should not be treated as a joke. The uneasiness and resentment that it creates are not feelings that help us grow as a union.

Discrimination and harassment focus on characteristics that make us different; and they reduce our capacity to work together on shared concerns such as decent wages, safe working conditions, and justice in the workplace, society and in our union.

CUPE's policies and practices must reflect our commitment to equality. Members, staff and elected officers must be mindful that all persons deserve dignity, equality and respect.

MARK HANCOCK National President

Max 116

CANDACE RÉNNICK National Secretary-Treasurer

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### APPENDIX "C"

### OATH OF OFFICE / OATH OF MEMBERSHIP

### Oath of Office

"I, \_\_\_\_\_\_, promise to perform the duties of my office, as set out in the Constitution and laws of the Canadian Union of Public Employees, faithfully and to the best of my ability for my term of office. As an Officer of the Union, I will always promote the harmony and dignity of its sessions by counsel and example. I also promise to turn over all property of the Union to my successor at the end of my term."

### Oath of Membership

"I promise to support and obey the Constitution of this Union; to work to improve the economic and social conditions of other members and other workers, to defend and work to improve the democratic rights and liberties of workers and that I will not purposely or knowingly harm or assist others in harming another member of the Union."

# APPENDIX C \*D\*\* CODE OF CONDUCT

The mandate of our union, the Canadian Union of Public Employees (CUPE), is to organize and defend workers and to promote economic and social justice for our members and for all workers. In carrying out our work, we in CUPE strive to promote our core values which include the principles of solidarity, equality, democracy, integrity, and respect. We are committed to mobilizing our energy and skills to work together to promote these values and to attain these goals in our union, our communities, and globally.

CUPE is committed to creating a union which is inclusive, welcoming, and free from harassment, discrimination and all types of bullying and intimidation. CUPE needs to ensure that we provide a safe environment for members, staff and elected officers to carry out our work. CUPE 's expectation is that mutual respect, understanding and co-operation will be the basis of all our interaction.

The Code of Conduct sets out standards of behavior for participants at national convention, national conferences, schools, meetings, and all other events organized by CUPE National. It is consistent with the expectations outlined in the Equality Statement and the CUPE National Constitution.

This Code of Conduct is intended to deal with complaints of inappropriate behavior at events organized by CUPE National. It does not apply to complaints arising in the workplace, as those are dealt with through the grievance procedure and/or the applicable workplace harassment policy.

As CUPE members, staff, and elected officers, we commit to one another and to the union to be governed by the principles of the Code of Conduct and agree to:

- Abide by the provisions of the Equality Statement.
- Respect the views of others, even when we disagree.
- Recognize and value individual differences.
- Communicate openly.
- Support and encourage each other.
- Make sure that we do not harass or discriminate against each other.
- Commit to not engaging in offensive comment or conduct.
- Make sure that we do not act in ways that are aggressive, bullying, or intimidating.
- Take responsibility for not engaging in inappropriate behavior due to abuse of alcohol or other drugs while participating in union activities, including social events.

Harassment is objectionable behavior which may include actions, language, gestures, and/or written material, and which the harasser knows or ought reasonably to know is abusive and unwelcome. Bullying is a form of harassment which is serious ongoing behavior which targets an individual or group and which threatens that person or persons 'mental and/or physical well-being.

A complaint regarding the Code of Conduct will be handled as follows:

- 1. If possible, a member may attempt to deal directly with the person alleged to have engaged in behavior contrary to the Code, by asking him/her to stop such behavior. If that is not possible, or if it does not resolve the problem, a member may bring forward a complaint.
- At national convention, national conferences, schools, meetings, and all other events
  organized by CUPE National, a complaint shall be brought to the attention of an
  ombudsperson.
- If the complaint involves a staff member, it shall be referred to the appropriate directorfor investigation and the complaint shall be dealt with in accordance with the applicable staff collective agreement.
- 4. Once a complaint is received, the ombudsperson will work to seek a resolution.
- 5. If this fails to resolve the matter, the ombudsperson shall report the matter to the person in charge, who shall determine whether there is need to remove the member.

  The person in charge has the authority to expel members from the event for serious or persistent offenses.
- 6. At CUPE National events where an ombudsperson is not available, a person properly appointed and designated to be in charge shall receive the complaint. Depending on the nature of the problem, the person in charge may attempt to resolve it through conflict resolution. If this fails to resolve the matter, the person in charge shall determine whether there is a need to remove the member. The person in charge has the authority to expel members from the event for serious or persistent offenses.
- 7. If the person in charge is a party to the complaint, the director or designate shall assume that role.
- 8. In a case where a member has been expelled from an event, the National President shall receive a report on the matter.

This Code of Conduct is designed to create a safe, respectful and supportive environment within CUPE. It is meant to enhance the rights and obligations outlined in the CUPE National Constitution, the Equality Statement, and applicable human rights legislation, not replace them.

CUPE National encourages all chartered organizations to develop and adopt a Code of Conduct based on this model, to apply to conventions, conferences, schools and meetings which they

The above Code of Conduct arises from the National Women 's Task Force (NWTF) report, and Resolution 209 adopted at the 2007 National Convention.

/cope491 June 11, 2010

The mandate of our union, the Canadian Union of Public Employees (CUPE), is to organize and defend workers and to promote economic and social justice for our members and for all workers. In carrying out our work, we in CUPE strive to promote our core values which include the principles of solidarity, equality, democracy, integrity, and respect. We are committed to mobilizing our energy and skills to work together to promote these values and to attain these goals in our union, our communities, and globally.

CUPE is committed at all levels to creating a union which is inclusive, welcoming, and free from harassment, discrimination, and all types of bullying and intimidation. CUPE needs to ensure that we provide a safe environment for members, staff, and elected Officers to carry out our work. CUPE's expectation is that mutual respect, understanding, and co-operation will be the basis of all our interaction.

This Code of Conduct sets out standards of behaviour for participants at national convention, conferences, schools, meetings, and any other union events organized by CUPE National, CUPE 4875, or any other CUPE chartered body. It is consistent with the expectations outlined in the Equality Statement and the CUPE National Constitution.

This Code of Conduct is intended to deal with complaints of inappropriate behaviour at events organized by CUPE National and at events, meetings, and activities by other CUPE bodies. It does not apply to complaints arising in the workplace, as those are dealt with through the grievance procedure and/or the applicable workplace harassment policy.

As CUPE members, staff, and elected Officers, we commit to one another and to the union to be governed by the principles of the Code of Conduct and agree to:

- Abide by the provisions of the Equality Statement.
- Respect the views of others, even when we disagree.
- Recognize and value individual differences.
- Communicate openly.
- Support and encourage each other.
- Make sure that we do not harass or discriminate against each other.
- Commit to not engaging in offensive comment or conduct.
- Make sure that we do not act in ways that are aggressive, bullying, or intimidating.
- Take responsibility for not engaging in inappropriate behaviour due to use of alcohol or other drugs while participating in union activities, including social events.

Harassment is objectionable behaviour which may include actions, language, gestures, and/or written material, and which the harasser knows or ought reasonably to know is abusive and unwelcome. Bullying is a form of harassment which is serious ongoing behaviour which targets an individual or group and which threatens that person or persons ' mental and/or physical well-being.

A complaint regarding the Code of Conduct will be handled as follows:

- 1. If possible, a member may attempt to deal directly with the person alleged to have engaged in behaviour contrary to the Code by asking them to stop such behaviour. If that is not possible, or if it does not resolve the problem, a member may bring forward a complaint.
- 2. A complaint shall be brought to the attention of an ombudsperson when there is one available. Should an ombudsperson not be available, a person properly appointed and designated to be in charge shall receive the complaint.
- 3. The ombudsperson or the person in charge will work to seek a resolution. If this fails to resolve the matter, the ombudsperson shall report the matter to the person in charge. The person in charge has the authority to expel members from the event for serious or persistent offenses.
- 4. If the complaint involves a national staff member, it shall be referred to the appropriate director for investigation and the complaint shall be dealt with in accordance with the applicable staff collective agreement. If the complaint involves a staff member employed by another CUPE chartered organization, the complaint shall be referred to the person responsible for their employment.
- 5. If the person in charge is a party to the complaint, an alternate will be designated to assume the role.
- 6. In a case where a member has been expelled from a National event, the National President shall receive a report on the matter. For other events, the presiding Officer shall receive a report on the matter.
- 7. For events organized by CUPE National, the National President shall determine if further remedial action is appropriate, including restricting a member 's participation in future events organized by CUPE National. For other events, the presiding Officer shall consult the National President.

This Code of Conduct is designed to create a safe, respectful, and supportive environment within CUPE. It is meant to enhance the rights and obligations outlined in the CUPE National Constitution, the Equality Statement, and applicable human rights legislation, not replace them.

This Code of Conduct does not replace a member's right to access the trial provisions under Appendix F of the CUPE National Constitution.



# APPENDIX D "A" TO THE BYLAWS OF CUPE 4875 - RULES OF ORDER

- The President or, in his absence, the Vice President, shall take the chair at all Membership meetings. In the absence of both the President and the Vice President, the Recording Secretary shall act as President, and in his absence, a President pro tem shall be chosen by the Local.
- No member, except the Chairperson of a committee making a report or the mover of a resolution, shall speak more than five (5) minutes, or more than once on the same question without the consent of the meeting or until all who wish to speak have had an opportunity. Chairpersons and movers of a resolution shall be limited to fifteen (15) minutes, except with the consent of the meeting.
- 3. The President shall state every question coming before the Local, and before allowing debate thereon, and again immediately before putting it to a vote, shall ask: "Is the Local ready for the question?" Should no member rise to speak, the question shall then be put.
- 4. A motion to be entertained by the presiding Officer must be moved and seconded; both mover and seconder must rise and be recognized by the Chair.
- 5. A motion to amend or to amend an amendment shall be in order, but no motion to amend an amendment to an amendment shall be permitted. No amendment or amendment to an amendment, which is a direct negative of the resolution shall be in order.
- 6. On motion, the regular order of business may be suspended by a two-thirds (2/3) vote of those present, to deal with any urgent business.
- 7. All resolutions and motions other than those named in Rule 17, or those to accept or adopt the report of a committee, shall, if requested by the presiding Officer, be presented in writing before being put to the Local.
- 8. At the request of any member, and upon a majority vote of those present, a question may be divided when the sense will admit of it.
- Any member having made a motion can withdraw it with the consent of the seconder,
  except that any motion, once debated, cannot be withdrawn except by a majority vote of
  those present.
- When a member wishes to speak on a question or to make a motion, he shall rise in his place and respectfully address the presiding Officer, but, except to state that he rises to a point of order or on a question of privilege, he shall not proceed further until recognized by the chair.
- 11. When two or more members rise to speak at the same time, the presiding Officer shall

### decide which one is entitled to the floor.

- 12. Every member, while speaking, shall adhere to the question under debate and avoid all personal, indecorous or offensive language, as well as any poor reflection on the Local or member thereof.
- 13. If a member, while speaking, is called to order, he shall cease speaking until the point is determined; if it is decided he is in order, he may again proceed.
- 14. No religious discussion shall be permitted.
- 15. The President shall take no part in debate while presiding but may yield the chair to the Vice-President in order to speak on any question before the Local or to introduce a new question.
- 16. The presiding Officer shall have the same rights as other members to vote on any question. In case of a tie, he may, in addition, give a casting vote, or, if he chooses, refrain from breaking the tie, in which case the motion is lost.
- When a motion is before the members, no other motion is in order except a motion to 1) adjourn; 2) put the previous question; 3) lay on the table; 4) postpone for a definite time; 5) refer; or 6) divide or amend. These six motions shall have precedence in the order indicated. Motions 1 through 3 shall be decided without debate.
- 18. A motion for the previous question, when regularly moved and seconded, shall be put in this form: "Shall the main question be now put?" If it is adopted, the President shall proceed to take the vote on the resolution and amendments thereto (if any) according to their priority. If an amendment or an amendment to an amendment is adopted, the original resolution, as amended, shall be put to the Local.
- 19. A motion to adjourn is in order except 1) when a member has the floor, and 2) when members are voting.
- 20. A motion to adjourn, having been put and lost, shall not be in order again, if there is further business before the Local, until fifteen (15) minutes have elapsed.
- 21. After the presiding Officer declares the vote on a question, and before the Local proceeds to another order of business, any member may ask for a division. A standing vote shall then be taken and the Secretary shall count same.
- 22. If any member wishes to challenge (appeal) a decision of the chair, he must do so at the time the decision is made. If the challenge is seconded, the member shall be asked to state briefly the basis for his challenge. The Chairperson may then state briefly the basis for his decision, following which the Chairperson shall immediately and without debate put the question: "Shall the decision of the Chair be sustained?" A majority vote shall decide except that in the event of a tie, the Chair is sustained.
- 23. After a question has been decided, any two (2) members who have voted in the majority may, at the same or next meeting, move reconsideration thereof.

- 24. No member shall enter or leave a meeting during the reading of the minutes, the initiation of new members, the installation of Officers or the taking of a vote; and no member shall be allowed to leave without the permission of the Vice-President.
- 25. The Local 's business and proceedings of meetings are not to be divulged to any persons outside the Local or the Canadian Union of Public Employees.
- 1. The President will be the Chairperson at all membership meetings. In the absence of the President, the Vice-President will be the Chairperson at the membership meeting. In the absence of the President and Vice-President, the Recording Secretary will be the Chairperson at the membership meeting. In the absence of the President, Vice-President and Recording Secretary, members at the membership meeting will select a Chairperson by majority vote. Quorum rules must be met.
- 2. Members are not allowed to speak about an issue for more than five minutes.

  Members can only speak to an issue once unless there is agreement by the members at a meeting, or where all those wishing to speak have had the opportunity to speak. Debate shall alternate between pro and con speakers, where appropriate.
- 3. The Chairperson of a committee who is making a report or the mover of a motion may speak for up to fifteen minutes. With the agreement of the members present, the fifteen minutes may be expanded.
- 4. The Chairperson will state every motion presented at a membership meeting before allowing debate on the motion. Before putting a motion to a vote, the Chairperson will ask: "Is the Local ready for the motion?" If no member rises to speak, the motion will be voted upon.
- 5. A motion must be moved and seconded. The mover and seconder must rise and be recognized by the Chairperson.
- 6. A motion to amend a motion, or a motion to amend an amendment are allowed, however a motion to amend an amendment to an amendment is not allowed.
- 7. An amendment to a motion or an amendment to an amendment to a motion that is a direct negative to the main motion is never permitted.
- On motion, the regular order of business at a membership meeting may be suspended where two-thirds of those present vote to do so. The regular order of business should only be suspended to deal with urgent business.
- 9. Motions other than those named in Rule 19, or motions to accept or adopt the report of a committee, will, if requested by the Chairperson, be put in writing prior to beginning debate and vote.

- 10. At the request of a member, and upon a majority vote, a motion which contains more than one action or issue can be divided.
- 11. The mover of a motion can withdraw the motion upon the consent of the seconder prior to the end of debate. Once debate has ended on a motion, the motion can only be withdrawn upon unanimous vote of the members present.
- 12. A member who wishes to speak on a motion, or a member who wishes to move a motion, shall rise and respectfully address the Chairperson. The member shall not proceed until the member is recognized by the Chairperson except where the member rises to a point of order or on a question of privilege.
- 13. The Chairperson will keep a speakers list and in all cases will determine the order of speakers including those circumstances where two or more members rise to speak at the same time.
- 14. A member, while speaking, will speak only to the issue under debate. Members shall not personally attack other members. Members will refrain from using language that is offensive or in poor taste. Members will generally not speak in a manner that reflects poorly on the Local Union or other members.
- 15. A member that is called to order will stop speaking until the point of order is determined. If it is decided that the member is in order, then the member may continue speaking.
- 16. Religious discussion of any kind is not permitted.
- 17. The Chairperson will not take part in any debate. Where the Chairperson wishes to speak on a resolution or motion, or where the Chairperson wishes to move a motion, the Chairperson must rise from the chair and hand the chair over as outlined in Rule #1.
- 18. The Chairperson will have the same right to vote as other members. In the case of a tie vote, the Chairperson may cast another vote or the Chairperson may refrain from casting an additional vote, in which case the motion is defeated.
- 19. When a motion is before the members, no other motion is in order except a motion to 1) adjourn; 2) put the previous question; 3) lay on the table; 4) postpone for a definite time; 5) refer; or 6) divide or amend. These six motions shall have precedence in the order indicated. Motions 1 through 3 shall be decided without debate.
- 20. The Chairperson will ask "Will the main question be now put? "where a motion for the previous question is moved and seconded. If approved, the Chairperson will then take votes on the motion and amendments to the motion (if any) in order of priority. If an

amendment or an amendment to an amendment is approved, then members will be asked to vote on the motion as amended.

- 21. A motion to adjourn is in order except when a member is speaking or when members are voting.
- 22. A motion to adjourn, if lost, is not in order if there is further business before the Local Union, until fifteen minutes have elapsed.
- 23. After the Chairperson declares the vote results on a question, and before the Local Union proceeds to another order of business, any member can ask for a division. A standing vote on the division will be taken and the Recording Secretary will count the standing vote.
- 24. If a member wishes to appeal a decision of the Chairperson, the member must appeal at the time the decision is made. If the appeal is seconded, the member will be asked to state briefly the basis for the appeal. The Chairperson will then state briefly the reasons for the decision. Following immediately and without debate, the Chairperson will ask, "Will the decision of the chair be upheld?" A majority vote shall decide. In the event of a tie vote, the decision of the chair is upheld.
- 25. At a membership meeting where a question has been decided any two members who voted with the majority can give notice of a motion to reconsider a decision of the membership at the next membership meeting. The motion to reconsider requires the support of a two-thirds majority of members who vote. If two-thirds majority of members support reconsideration, the question will be placed in front of the membership for debate and a subsequent vote.
- 26. Members are allowed to leave a meeting with the permission of the Vice-President; however, in no case will a member leave during the reading of minutes, the initiation of new members, the installation of Officers, or the taking of a vote.
- 27. The Local Union 's business and the proceedings of meetings are not to be divulged to any persons outside the Local Union, or the Canadian Union of Public Employees.