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# Bylaws

## Local Union 3799

University of Northern British Columbia  
Support Staff

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REFERENDUM BALLOT October 17, 1995

AND BY

CUPE NATIONAL

(Confirmed in correspondence)

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**CUPE** / *Canadian Union  
of Public Employees*

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## **INTRODUCTION**

Local 3799 of the Canadian Union of Public Employees has been formed to:

- Improve the social and economic well-being of all of its members;
- Promote equality for all members and to oppose all types of harassment and discrimination;
- Promote the efficiency of public services; and
- Express its belief in the unity of organized labour.

The following bylaws are adopted by Local 3799 in accordance with the CUPE National Constitution (Articles 13.3 and B.5.1), to protect the rights of all members, to provide for responsible governance of the Local Union, and to involve as many members of the Local Union as possible through the sharing of duties and responsibilities.

CUPE chartered organizations shall respect and apply the CUPE National Equality Statement to all of the chartered organizations' activities. The CUPE National Equality Statement can be found in Appendix "A" to these bylaws.

CUPE chartered organizations may also wish to adopt a Local Union Code of Conduct that would apply to membership meetings and other functions organized by the chartered organization. The Local Union Code of Conduct can be found in Appendix "B" to these bylaws.

## **SECTION 1 – NAME**

The name of this Local Union shall be Canadian Union of Public Employees, Local 3799; University of Northern British Columbia Support Staff.

## **SECTION 2 – OBJECTIVES**

The objectives of Local 3799 are to:

- (a) Secure the best possible pay, benefits, working conditions, job security, pensions and retiree benefits for its members;
- (b) Provide an opportunity for its members to influence and shape their future through free democratic trade unionism;
- (c) Encourage the settlement by negotiation and mediation of all the disputes between the members and their employers;

- (d) 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) Duties and responsibilities of elected Officers and members of committees should be as widely dispersed as possible. It should not be left to the willing few to have to serve in multiple capacities; in other words, duties should be shared by many rather than the few;
- (f) The following Bylaws are adopted by the Local pursuant to 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;
- (g) Establish strong working relationships with the public we serve and the communities in which we work and live; and
- (h) Support CUPE in reaching all of the objectives set out in Article II of the CUPE National Constitution.

### **SECTION 3 – REFERENCES**

Numbers of articles at the end of sections or sub-sections in this document refer to relevant articles of the CUPE National Constitution which should be read together with these bylaws.

### **SECTION 4 – MEMBERSHIP**

#### **(a) Membership**

An individual employed within the jurisdiction of Local 3799 will become a member in good standing of Local 3799 when they are awarded a position at the University of Northern British Columbia.

(Article B.8.1)

#### **(b) Notice of Membership**

At the first general membership meeting after becoming a member of Local 3799, the name(s) of the applicant(s) will be added to the agenda and welcomed to the membership.

(Article B.8.2)

#### **(c) Oath of Membership**

New members will take this oath:

“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 in harming another member of the Union.”

(Article B.8.4)

**(d) Continuation of Membership**

Once accepted, a member continues as a member in good standing while employed within the jurisdiction of the Local Union unless the member loses good standing under the provisions of the CUPE National Constitution.

(Article B.8.3)

**(e) 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 Membership Officer with their current address, home telephone contact number and where available, an email address. The member will advise the Membership Officer 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, email blasts or telephone town halls.

In the case of a telephone town hall, the telephone number may be shared with a service provider under contract to the Local Union to provide the technical equipment to support such a virtual meeting.

Upon request, the Local Union may share the telephone contact information with CUPE National or CUPE British Columbia. The purpose of sharing this telephone contact information with CUPE National or CUPE BC is so that the National Union or Provincial Division can conduct a telephone town hall with members on important matters.

Any member of this local who crosses the Local Union’s picket line or works for the employer during a strike or a labour dispute, or engages in any strike- breaking activities shall have their name submitted to CUPE National. CUPE National may proceed with the Trial Process in accordance with Appendix F of the CUPE National Constitution.

## **SECTION 5 – AFFILIATIONS**

In order to strengthen the labour movement and work toward common goals and objectives, Local 3799 may be affiliated to and pay per capita tax to the following organization(s):

- The CUPE British Columbia Provincial Division
- The Northern Area District Council (NADC)
- The British Columbia Federation of Labour
- The Northern Area Labour Council (NCLC)

## **SECTION 6 – MEMBERSHIP MEETINGS**

### **(a) Regular Membership Meetings**

Regular membership meetings of Local 3799 shall be held monthly: January through June and September through December and held on the last Wednesday of each month at 12:00 p.m. Members will be advised of the location of each meeting. Notice of each regular membership meeting outlining the date, time and location shall be given to members at least seven days in advance of the meeting.

When a statutory holiday or a situation beyond the control of the Local Union arises which causes the cancellation of a regular membership meeting, the Executive Board shall reschedule the regular membership meeting, and will give members seven days' notice of the date of the rescheduled regular membership meeting.

The annual general membership meeting shall be held the last Wednesday in February. The election of officers will take place at this meeting.

### **(b) Special Membership Meetings**

Special membership meetings of Local 3799 may be required, and shall be called by the Executive Board or may be requested in writing by no fewer than 5% of the membership. The President shall immediately advise members when a special meeting is called, and ensure that all members receive at least twenty-four (24) hours' notice of the special meeting, the subject(s) to be discussed, the date, time and location. No business shall be transacted at the special meeting other than that for which the meeting is called, and notice given.

**(c) Quorum**

The minimum number of members required to be in attendance for the transaction of business at any regular or special meeting shall be 5% of the members, plus at least three members of the Executive Board.

If quorum is not achieved and 51% of the Executive Board is present then the meeting will be conducted as if there was a quorum to deal with only the issues that are on the agenda. Under this situation there shall be no new items added to the agenda.

If quorum is not achieved, decisions made by the Executive Board on matters related to conducting the business of the Union will be reported back for ratification at the next general membership meeting.

**(d) Membership Meeting Agenda**

The order of business at regular membership meetings is as follows:

1. Call to order
2. Acknowledgement of territory
3. Reading of the Equality Statement
4. Roll call of officers
5. Approval of Agenda
6. Approval of the minutes
7. Matters arising from the minutes
8. Welcome to new members and initiation
9. Executive Board Report
10. Chief Shop Steward's Report
11. Secretary-Treasurer's Report
12. Nominations, elections, or installations
13. Old business
14. New business
15. Reports of committees and delegates
16. Recognition of Members/Good of the Union
17. Adjournment

## **SECTION 7 – OFFICERS**

The Officers of Local 3799 shall be the President, Vice-President, Secretary-Treasurer, Recording-Secretary, Chief Shop Steward, Membership Officer, and three (3) Trustees.

(Articles B.2.1 and B.2.2)

All Officers shall be elected by the membership at the annual general membership meeting in February.

## **SECTION 8 – EXECUTIVE BOARD**

- (a) The Executive Board shall include all Officers, except Trustees. (Article B.2.2)
- (b) The Executive Board shall meet a minimum of eight (8) times per year. (Article B.3.14)
- (c) A majority of the Executive Board constitutes a quorum.
- (d) The Executive Board shall attend all general membership meetings and Executive Board meetings.
- (e) The Executive Board may invite guests to the Executive Board meetings; such guests shall have a voice but no vote.
- (f) The Executive Board shall work in consultation with the Local's CUPE National Representative.
- (g) The Executive Board shall preserve the confidentiality of the business of the Executive Board.
- (h) The Executive Board shall hold title to any real estate of the Local Union as trustees for the Local Union. They shall have no right to sell, convey, or encumber any real estate without first giving notice and then submitting the proposal to a membership meeting and having it approved.
- (i) The Executive Board shall do the work delegated to it by the Local Union and shall be held responsible for the proper and effective functioning of all committees.
- (j) Should any Executive Board Member fail to answer the roll call for three consecutive regular meetings or three consecutive regular Executive Board meetings without having submitted good reasons, their office shall be declared vacant and shall be filled by an election at the following membership meeting. (Article B.2.5)
- (k) An Executive Officer wishing to be excused from a general membership meeting or Executive Board meeting should inform the President or any other Executive member



as far as possible in advance of a meeting. The Executive Board will excuse a member for a valid reason and for illness.

Any charges against members or Officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution.

The Executive Board may have at least two (2) full day meetings per year on a regular scheduled work day. Should additional meetings be required, they will be held with the approval of the membership at a general membership meeting.

## **SECTION 9 – DUTIES OF OFFICERS**

Each Officer of Local 3799 is encouraged to participate in CUPE educational courses to enhance their leadership skills and expand their knowledge and expertise.

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.

(Article B.3.9)

All signing Officers of Local 3799 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.

(Article B.3.5)

To maintain the integrity of the signing process, the primary signing Officers shall be the Secretary-Treasurer, President and Vice-President. All bonded Officers comprising the Executive Board shall be alternate signing Officers.

### **(a) President**

The President shall:

- Enforce the CUPE National Constitution, these Local Union Bylaws and the Equality Statement.
- Interpret these Bylaws as required.
- Preside at all membership and Executive Board meetings, preserve order and decide all point of order and procedure (subject always to the appeal of the membership).
- Have the same right to vote as other members. In the case of a tie vote, the President may cast another vote or the President may refrain from casting an additional vote, in which case the motion is defeated.

- Ensure that all Officers perform their assigned duties.
- In the event the President is temporarily unable to perform their duties, the President may delegate their responsibilities for a defined period of time to another member of the Executive Board. The President must provide notification in writing to the Executive Board and the Employer.
- Appoint committee vacancies where elections are not provided for.
- Be empowered to appoint a member to any vacant Executive Office if the position becomes vacant during an incumbent's term or after the Election of Officers, where no eligible member has filled the vacancy. Such appointments shall be ratified by the membership at the next general membership meeting following the appointment.
- Introduce and welcome new members at a general membership meeting.
- Provide direction to the CUPE 3799 Office Administrator (if applicable).
- Sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the CUPE Constitution, Local Union Bylaws, or vote of the membership. The President shall be bonded under the master bond held by the Canadian Union of Public Employees.
- Be allowed necessary and reasonable funds to reimburse any Officers for expenses incurred on behalf of the Local Union. Expense claims must be listed on a proper form outlining the expense, the reason for the expense, and with supporting receipt(s) attached.
- Have first preference as a delegate to the CUPE National Convention, CUPE BC Convention, and all other conventions/conferences of agencies with whom the Union is affiliated.
- Be a member of, and attend all meetings of the University's Labour Management Committee.
- Can remain as a non-voting consultant to the Executive Board for one month following the election of a new President.

(Article B.3.1)

**(b) Vice-President**

The Vice-President shall:

- If the President is absent or not eligible, perform all duties of the President.
- If the office of the President becomes vacant, be Acting President until a new President is elected through a by-election.

- Render assistance to any member of the Executive as directed by the Executive Board.
- Be an alternate signing Officer of the Local and be bonded under the master bond held by the Canadian Union of Public Employees.
- Have first preference, along with the President, as a delegate to the CUPE National Convention, the CUPE BC Convention, and all other conventions/conferences of agencies with whom the Union is affiliated.
- Be a member of, and attend all meetings of the University Labour Management Committee.
- Be an ex-officio member of all committees of the Local.
- In the event the Vice-President is temporarily unable to perform their duties, the Vice-President may delegate their responsibilities for a defined period of time to another member of the Executive Board. The Vice-President must provide notification in writing to the Executive Board.

(Article B.3.2)

**(c) Recording-Secretary**

The Recording-Secretary shall:

- Keep full, accurate, and impartial account of the proceedings of all regular or special membership and Executive Board meetings including all motions with (mover's and seconder's names recorded in the meeting notes), committee reports, results of election and votes. These records must also include a copy of the full financial report (Executive Board meetings) and the financial report (membership meetings) presented by the Secretary-Treasurer.
- Record all amendments and/or additions in the Bylaws, and make certain that these are sent to the National President for approval prior to implementing.
- Prepare draft copies of the minutes of the previous general membership meeting for distribution to the Executive Board with sufficient time to allow for development of the agenda prior to the next general membership meeting.
- Ensure that the general membership meeting minutes are updated and approved by the membership. A copy shall be designated the "archive copy" and shall be kept on file at all times for deciding questions of the record.
- Accept the sign-in sheets (hereafter referred to as "the roll") of each general or special general membership meeting from the Membership Officer and include the roll in the archive minutes.

- Answer correspondence and fulfil other administrative duties as directed by the Executive Board.
- Keep a record of all correspondence received and sent out.
- Prepare and distribute all meeting related notices to members.
- Have all relevant records ready on reasonable notice for Trustees.
- Preside over membership and Executive Board meetings in the absence of both the President and Vice-President.
- Not sign any correspondence without the knowledge of the President.
- Have custody of original documents pertaining to contract negotiations.
- Book meeting rooms, as requested.
- On termination of office, surrender all books, seals and other properties of the Local to their successor.
- Performs other duties required by the Local Union, its bylaws or the National Constitution.
- Be empowered, with the approval of the membership, to employ administrative assistance, in conjunction with the Secretary-Treasurer, to be paid for out of the Local Union's funds. Some duties of the Recording Secretary may be delegated to the local's Administrative Assistant, as needed.

(Article B.3.3)

**(d) Secretary-Treasurer**

The Secretary-Treasurer shall:

- Receive all revenue, dues, and assessments, keeping a record of each member's payments, and deposit promptly all money with a bank or credit union.
- Sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the CUPE Constitution, Local Union Bylaws, or vote of the membership. In consultation with the Executive Board, designate a signing officer during prolonged absences. The Secretary-Treasurer shall be bonded under the master bond held by the Canadian Union of Public Employees. Any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from running for or holding office.
- Verify the accuracy of the per capita tax is paid by direct remittance, or where per capita is not paid by direct remittance, prepare all CUPE National per capita

tax forms and remit payment, no later than the last day of the following month.

- 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.
- Record all financial transactions in a manner acceptable to the Executive Board and in accordance with good accounting practices.
- Make a full financial report to meetings of the Local Union's Executive Board.
- Make a written financial report to each regular membership meeting, detailing all income and expenditures for the period.
- Pay no money unless supported by a cheque requisition or expense form or request for payment duly signed by the President and one other member of the Executive Board as determined by the Executive Board. No request shall be required for payment of per capita fees to any organization to which the Local Union is affiliated.
- Make all books available for inspection by the Trustees and/or auditors on reasonable notice. Ensure that the books are audited at least once each calendar year and within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees.
- Provide the Trustees with any information the Trustees require to complete the audit, including forms provided by CUPE National.
- Where required, not later than February 28<sup>th</sup> each year, furnish each member, on the forms supplied by CUPE National, with a statement showing the net amount of tax-deductible dues paid by him during the preceding calendar year.
- Prepare the Local's annual budget, along with the Executive Board, for presentation at a general membership meeting in the fall.
- On termination of office, surrender all books, records, and other properties of the Local to their successor.
- Notify all members who are one month in arrears and report to the Executive Board all members two or more months in arrears in the payment of union dues.
- Be empowered, with the approval of the membership, to employ necessary administrative assistance to be paid for out of the Local Union's funds (shared responsibility with the Recording-Secretary). Some duties of the Secretary

Treasurer may be delegated to the local's Administrative Assistant, as needed.

- Can remain as a non-voting consultant to the Executive Board for one month following the election of a new Secretary-Treasurer.

(Articles B.3.4 to B.3.8)

**(e) Membership Officer**

The Membership Officer shall:

- Guard the inner door at membership meetings and admit no one but members in good standing or Officers and officials of CUPE, except on the order of the President and with consent of the members present.
- Make known to the President or Presiding Officer, the number present at a meeting at any time.
- Apply their signature to the roll and present the roll to the Recording-Secretary at the close of any meeting to attach to the archive minutes.
- Maintain the record of membership attendance at meetings.
- Maintain an accurate and up to date list on all voting members.
- Inform the Chief Shop Steward and Recording Secretary of new members.
- Issue membership cards to new members and replace lost cards upon request.
- Perform such other duties as may be assigned by the Executive Board from time to time.

**(f) Chief Shop Steward**

The Chief Shop Steward shall:

- Chair the Grievance Committee (or if absent, appoint an acting chair from the current shop stewards) and as part of the Grievance Committee meet at least once a month to discuss and solve problems that deal with contract violations and process grievances, and initiate changes when necessary.
- Act as liaison between the Executive Board and the shop stewards.
- Be a member of and attend all meetings of the University Labour Management Committee.

- Supervise the shop stewards and ensure Union policies are adhered to.
- Initiate letters pertaining to shop steward's duties as approved by the Grievance Committee.
- Remain a member of the Grievance Committee for one month following the election of a new Chief Shop Steward providing their term has expired.
- In the event the Chief Shop Steward is temporarily unable to perform their duties, the Chief Shop Steward may delegate their responsibilities for a defined period of time to another member of the Executive Board or a Shop Steward of the Chief Shop Steward's choice. The Chief Shop Steward must provide notification in writing to the Executive Board and the Employer.
- Police the Collective Agreement.
- Assign duties to shop stewards to meet with new members for an orientation meeting.
- Perform such other duties as may be assigned by the Executive Board.

**(g) Trustees**

The Trustees shall:

- Act as an auditing committee on behalf of the members and audit the books and accounts of the Secretary-Treasurer, the Recording Secretary, and the committees at least once every calendar year.
- Make a written report of their findings to the first membership meeting following the completion of each audit.
- 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.
- Be responsible to ensure that monies have not been paid out without proper constitutional or membership authorization.
- Ensure that proper financial reports have been given to the membership.
- Audit the record of attendance.
- 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 Union, and report their findings to the membership.

- Attend all Executive Board and general membership meetings.
- Have a voice but no vote at Executive Board meetings.
- Request approval of the membership for an independent auditor whenever such an audit is deemed advisable by the Trustees.
- Send to the National Secretary-Treasurer, with a copy to the CUPE National Representative, the following documents:
  - i. Completed Trustee Audit Program
  - ii. Completed Trustees' Report
  - iii. Secretary-Treasurer Report to the Trustees
  - iv. Recommendations made to the President and Secretary-Treasurer of the Local Union
  - v. Secretary-Treasurer's response to recommendations
  - vi. Concerns that have not been addressed by the Local Union Executive Board.

(Article B.3.12)



## SECTION 10 – NOMINATION, ELECTION AND INSTALLATION OF OFFICERS

### **(a) Nominations**

1. Nominations will be received starting at the regular membership meeting held in the month of January and will close at midnight on February 15<sup>th</sup> of each year. Elections will be held at the annual general membership meeting the last Wednesday of February of each year, with terms beginning March 1<sup>st</sup>.
2. Nominations will be accepted from members in attendance at the nomination meeting or from those members who have allowed their name to be filed in writing, witnessed by another member.
3. To be eligible for nomination, the nominee must have been accepted into membership and continue to be a member in good standing (including no outstanding dues or assessments).

(Articles B.8.1, B.8.2 and B.8.3)

4. A member may accept nomination for a position while holding office in any position. If successful in the election, their resignation from their current position will take effect immediately.

### **(b) Elections**

1. The President, Recording-Secretary, and Chief Shop Steward are elected in odd years. The Vice-President, Secretary-Treasurer and Membership Officer are elected in even years. One Trustee position is elected each year. The term of Office for Trustees is noted in Article B.2.4 of the CUPE Constitution.
2. At the January general membership meeting, the President will, subject to the approval of the members present, appoint an Elections Committee consisting of a Chief Returning Officer and assistant(s). The committee will include members of the Local Union who are neither Officers nor candidates for office. The Elections Committee shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential. The National Representative assigned to the Local Union shall serve as an advisor to the committee when requested by the Local Union.
3. The Chief Returning Officer and their Committee will determine the form of the ballot (whether electronic or paper) and ensure that the membership has voted to approve the method used.
4. The Chief Returning Officer will be responsible for communicating the voting procedures, issuing, collecting, and counting ballots. The Chief Returning Officer must be fair and impartial and see that all arrangements are unquestionably democratic. Please refer to the Elections Procedures document for additional information.

5. The voting will take place at the annual general membership meeting in February. The vote will be by secret ballot.
  6. Voting to fill one office will be conducted and completed, and recounts dealt with before balloting may begin to fill another office. The Officers shall be elected in the following order: President, Vice-President, Recording-Secretary, Secretary-Treasurer, Chief Shop Steward, Membership Officer, Trustees.
  7. A majority of votes cast will be required before any candidate can be declared elected, and second and subsequent ballots will 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 will be dropped.
  8. 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.
  9. When two or more nominees are to be elected to any office by ballot, each member voting will be required to vote for the full number of candidates to be elected or the member's ballot will be declared spoiled.
- (Article 11.4)
10. Any member may request a recount of the votes for any election. A recount will be 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 defined in Section 6(c) - Quorum).
  11. All election complaints by members will be submitted in writing to the Chief Returning Officer as soon as possible but in no circumstances will a complaint be valid if it is filed later than seven days after the election. The Chief Returning Officer, in conjunction with the Elections Committee, will investigate the complaint and issue a ruling as soon as practical and report the ruling at the next regular membership meeting.

**(c) Bargaining Committee**

1. 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 ratified by the Local and signed. The function of the Committee is to prepare collective bargaining proposals and to negotiate a collective agreement.
2. The Committee shall consist of at least the President and three (3) elected members. To be elected members must be in good standing and have attended at least four (4) general membership meetings during the past year.

3. The CUPE National 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.
4. The Bargaining Committee shall:
  - Study the current Collective Agreement and its practical application.
  - Examine suggestions for improvements, be aware of any inequities, examine other similar agreements and encourage the membership to make their views known to the committee.
  - Working with the priorities and directives provided by the membership, formulate proposals which shall be approved by the membership prior to negotiations.
  - Bargain in good faith acting upon directives from the membership and shall tender progress reports to the Local's general membership meetings and call for special meetings should the need arise.
  - Call a special meeting when it has reached a tentative agreement or impasse.
  - Arrange for a ratification vote on the proposed contract.

**(d) Installation of Officers**

1. All duly elected Officers shall be installed at the meeting at which elections are held. Regular terms of office will begin on March 1<sup>st</sup>. By-election terms will begin immediately following the by-election.

The term of office for all Officers must be not less than one year and not more than three years. (Article B.2.4)

2. The Oath of Office to be read by the 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."*

(Article 11.7(b))

**(e) Vacancy of Elected Positions**

The calling of the by-election shall be held within three months of the position becoming vacant. Should an office fall vacant for any reason, the resulting by-election should be conducted as closely as possible in conformity with this section. 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.

If a position becomes vacant for any reason, it will be elected as soon as possible (within three months), following as closely as possible to the standard election process (Section 10). The term of office for any position filled through a vacancy will be the term that the vacated position was initially elected to fulfill.

## **SECTION 11 – FEES, DUES AND ASSESSMENTS**

### **(a) Initiation Fee**

Payment of initiation fees is a tangible confirmation of the desire to become a member of our Local Union and the Canadian Union of Public Employees. Each application for membership in the Local Union will be directed to the Secretary-Treasurer. As a part of their first union dues payment, an initiation fee of \$1.00 dollar will be deducted from their monthly dues. If the application is rejected, the fee shall be returned.

(Articles B.4.1 and B.8.2)

### **(b) Readmission Fee**

The readmission fee shall be \$1.00.

(Article B.4.1)

### **(c) Monthly Dues**

The monthly dues shall be 1.65% of regular wages.

The Local's Defence Fund will be maintained at a minimum level. If the Defence Fund drops below this asset level, this policy will be deemed to have been automatically amended to temporarily increase the Local's dues accordingly until such time as the Defence Fund has been replenished, then the temporary dues increase will be automatically rescinded. When the Fund drops below the threshold, the dues of Local 3799 will be adjusted automatically by +0.50% until such time as the fund is replenished. The +0.50% will be added to current dues rate effective for the local at the time.

(Article B.4.3)

### **(d) Amending Monthly Dues**

The regular monthly dues may be amended at a regular or special membership meeting. The vote must be by secret ballot. Notice of at least seven days at a previous meeting or 60 days in writing must be given.

**(e) Assessments**

Assessments may be levied in accordance with the CUPE Constitution. Assessments do not mean or include regular monthly dues and are applied for a specific purpose or specific length of time. Membership approval is required and the assessment will only be applied after the National President approves the assessment.

(Article B.4.2)

An assessment can be levied only for a specific purpose and for a specific period, and a continuing assessment, unless adopted by referendum, must be reviewed at a general meeting at least every six months. Any assessment voted by the membership must be approved by the National President in advance of being levied.

Changes in the level of the monthly dues or levies against any special assessment, can be approved by majority vote of the membership but can only be affected by the procedure for amendment of these By-Laws (see Section 20), with the additional provision that the vote must be by secret ballot.

Notwithstanding the above provisions, if the CUPE Convention raises the minimum fees and/or dues above the level herein established, these By-Laws will be deemed to have been automatically amended to conform to the new CUPE minima.

## **SECTION 12 – NON-PAYMENT OF DUES AND ASSESSMENTS**

A member who fails to pay dues and assessments for three 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.

(Article B.8.6)

## **SECTION 13 – EXPENDITURES**

### **(a) Payment of Local Union Funds**

Funds can only be spent for valid purposes of the Local Union under the following circumstances:

- When the expenditure is authorized by a budget approved by a majority of members present and voting at a regular or special membership meeting;
- When these bylaws approve the expenditure; or
- Through a vote of the majority of members present and voting at a regular or special membership meeting.

(Article B.4.4)

### **(b) Payment of Per Capita Tax and Affiliation Fees**

Authorization to pay per capita tax to CUPE National, to CUPE BC Provincial Division, or any labour organization the Local Union is affiliated with, is not required.

### **(c) Payment of Local Union Funds to Members or Causes Outside of CUPE**

In the case of a grant or a contribution to a member(s) or a cause(s) outside of CUPE greater than \$500, a notice of motion must be made at a regular membership meeting and then approved at the following regular or special membership meeting before the grant or contribution can be paid out. The approval meeting must be no earlier than seven days after the meeting where notice of motion has been given.

### **(d) Spending Authorization**

No Officer or member of Local 3799 will be allowed to spend any Local Union funds without first having received authorization under Section 13(a) of these bylaws.

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

Local Union Officers and committee members shall be provided an out-of-pocket expense allowance as follows:

**(a) Executive Board Member Expenses**

Executive Board Members shall have a reimbursement limit of \$100.00 per month. In order to obtain reimbursement, pre-approval from the Secretary-Treasurer must be obtained. Once approved, expenses shall be submitted to the Secretary-Treasurer on an official CUPE Expense Form (available from the Secretary-Treasurer) with receipts attached.

**(b) Union Paid Time Off**

Executive Board Members, chairpersons of committees, and committee members who are off work to attend to union business, shall have their wages and benefit costs paid to the employer by the Local in accordance with the Collective Agreement.

**(c) Vehicle Travel Allowance**

The Executive Board Members, Trustees and shop stewards when using their vehicle to attend to Union business shall receive a travel allowance equal the amount noted in the CUPE 3799 Travel Policy.

Wherever possible, Local 3799 members are encouraged to carpool to attend meetings. Only those people who actually drive a vehicle shall be reimbursed for the travel allowance. Please refer to the CUPE 3799 Travel Policy for further information.

**(d) Conventions, Seminars and Educational Schools**

All members selected to attend these events shall be paid accommodation and reasonable transportation expenses. The Local will reimburse the employer for loss of salary by attendance at the convention.

Members who require dependent care, shall indicate so on their request to attend. Upon approval, the CUPE BC rate shall be reimbursed by the Secretary-Treasurer upon presentation of paid receipts. Requests for advances will be considered. Please refer to the CUPE 3799 Travel Policy for further information.

**(e) Per Diem**

Members selected by the Local to attend conventions, educational schools, seminars, or meetings, shall receive a per diem to cover the cost of meals equal to the amount noted in the CUPE 3799 Travel Policy.

It is expected that members will not charge the Local for per diems if meals are included with the cost of the registration fee(s), or if meals are prepared at home. Please refer to the CUPE 3799 Travel Policy for further information.

## **SECTION 15 – DEPENDENT CARE FOR UNION MEETINGS**

Caring for dependents can be barriers to actively participating in the union or to attending membership meetings. Local 3799 is committed to removing barriers within its control so that all members have equal access to participation.

- (a)** Any member who is on authorized Local 3799 business or are attending Local Union membership meetings, shall be eligible for dependent care expenses where required. If required, dependent care will be paid outside of regular working hours at the rate that is equal to the rate specified in the CUPE BC's expense policy. This can be claimed on your expense form with documentation included.
- (b)** Claims will not be paid for a spouse, partner, or a family member who normally provides care without charges. Claims will not be paid for periods of time where a member would normally have paid for care such as during normal hours of work at their job.

## **SECTION 16 – MEMBERS ATTENDING CONFERENCES AND CONVENTIONS**

- (a)** Except for the President's and Vice-President's option which states that the President and Vice President will have first preference to act as a delegate [Section 9(a)], if necessary, an election at a membership meeting will be held to determine which members will be approved to attend conventions and conferences.
- (b)** Members selected to the regional councils that CUPE 3799 is affiliated with shall be elected. A member responsible for reporting back to the Local Union membership shall be appointed by the President from among these delegates, and the member appointed shall make a written report at each Local Union membership meeting on proceedings at recent meetings of the Council. The Local will reimburse the employer for loss of salary by attendance at the convention.
- (c)** Local 3799 encourages the participation of all equity-seeking groups in their delegation to conventions, conferences, and educational schools.



## SECTION 17 – COMMITTEES

(a) **Special Committees**

A special committee may be established for a specified purpose and a specified period of time by the membership at a meeting. The members will be elected at a membership meeting, or may, by specific authorization of the membership, be appointed by the President or the Executive Board. Two members of the Board may sit on any special committee as ex-officio members.

(b) **Permanent Committees**

The Chairperson of each permanent committee will be elected by the membership at a General Membership meeting (unless otherwise stipulated). Permanent committees will have a term of two years. The Chairperson and the Executive Board may, with the approval of the membership, jointly appoint other members to serve on a committee. Committees will provide written reports to each regular membership meeting. The Vice-President shall be a member, ex-officio, of each committee.

There shall be permanent committees as follows:

1. **Education Committee**

This committee will:

- Gather information about appropriate courses, the availability of courses, and make recommendations to the Local Union on whether or not members should be attending.
- Assist delegates in the preparation of reports to the membership on seminars and conferences and maintain a reference file of these reports.
- Cooperate with the National Union Development Department and Communications Branch of CUPE, and with the regional Education Representative, in implementing both the Local Union's and CUPE's policies in these fields.

The committee members will elect a chairperson and members of the committee will come forward from the Local. The committee shall appoint its secretary from among its members.

2. **Equity Committee (formerly Aboriginal Advocacy Committee)**

This committee will:

- Advise and give guidance to Officers, committee members, and the general membership on issues impacting all equity-seeking groups,

including people of colour, Indigenous peoples, and LGBTQ2S+ workers in the workplace and the union movement.

- Promote leadership of equity-seeking workers at the Local Union level and in the broader labour movement.
- Increase and support the active participation of equity-seeking workers in the Local Union and the broader labour movement.
- Strive to eliminate racism and discrimination in the workplace, Local Union, broader labour movement, and society through education and participation in human rights and anti-racism activities both in and outside of the labour movement.

The committee members will be the elected chairperson and members coming forward from the membership. The committee shall appoint its secretary from among its members.

### 3. Grievance Committee

This committee will:

- Oversee the handling of all local grievances.
- Receive copies of all grievances.
- Prepare a report on the status of all grievances to be submitted to the Executive Board, the National Representative, and to the membership meeting.
- When a grievance is not settled in the initial steps provided for in the collective agreement, this committee will decide whether or not the grievance should proceed to arbitration.
- If the decision is to not proceed, the grievor(s) may appeal the decision to the Executive Board.

The committee shall be comprised of the President (ex-officio), the Chief Shop Steward as the Chairperson and the shop stewards. The committee shall appoint its secretary from among its members. The National Representative assigned to the Local Union shall be a non-voting member of the committee and shall be consulted at all stages.

#### 4. Hardship Fund Committee

This committee will:

- Review all applications submitted to the Hardship Fund and render a decision on the disbursement of funds.
- Review the Hardship Fund terms of reference annually.
- Ensure the long-term sustainability of the Fund. If the Hardship Fund requires additional dollars, the Committee shall request funding from the Executive Committee as part of the budgeting process. Any additional funds must be approved by the general membership.

The committee members will be the elected chairperson and members coming forward from the membership. The CUPE Executive shall appoint a member of the Executive to sit as an ex-officio member of the committee. The ex-officio member will not be involved in Hardship Fund deliberations, except for the purposes of breaking a tie.

#### 5. Occupational Health and Safety Committee

This committee will:

- Consist of four (4) members that shall be elected every two years in January, two in even-number years and two in odd-numbered years. Vacancies shall be filled as they occur in accordance with election procedures.
- The Committee shall meet regularly and shall consider all suggestions received from the membership for the prevention of accidents and improvement of the working environment.
- The Committee shall investigate and/or discuss the nature and cause of each accident or injury involving a member of the Union.
- The Committee shall investigate and/or discuss the nature and cause of any situation presented by any member as possibly detrimental to the physical, mental or emotional welfare of the worker.

- By way of regular meetings, the Committee shall endeavour to make known to management through the Local's Representatives on the University Health & Safety Committee or through the Executive Board the memberships' suggestions concerning the prevention of future accidents or injuries, the improvement of present working conditions and the planning of future working environments.

The Committee shall consult as necessary, the University's Occupational Health and Safety Office, WorkSafe BC, provincial and federal labour agencies, and community organizations in order to obtain necessary information and effect changes.

## 6. Post-Retirement Benefits Committee

This committee will:

- PRB Chair shall be elected every two years (on even years normally in January).
- Committee members can volunteer at any time.
- The PRB Committee consists of: (1) the PRB Committee (Chair, volunteers, and may include the Elected Member of the PRB Claims Committee), and (2) the PRB Benefits Claim Committee (CUPE Secretary-Treasurer and an Elected Member)

The PRB Chair will:

- set-up meetings.
- liaise with the HR Department for the retired CUPE Members list and evaluating who falls within the 10–15-year consecutive eligibility criteria (and retired members vs. resignations).
- coordinate with retired members to advise them about submitting applications for PRB Claims each year.
- answer member inquiries about the PRB Committee and Claims process.
- coordinating with the PRB Claims Committee Members (Treasurer and 1 other elected CUPE Member).

The PRB Committee will:

- Review the annual PRB Claims Process & Form to determine if any changes need to be made.
- Monitor and review the PRB Fund to determine if any recommendations should be made to the Executive and General Membership with regards to increasing funding/ceasing the fund, etc.
- Determine and set-up events, create pamphlets regarding CUPE retiree information to educate our members about the PRB Fund and retirement processes.

#### 7. Post-Retirement Benefits Claims Committee

This committee will:

- Consist of the Secretary-Treasurer as Chair, and one (1) member that shall be elected every two years in January. Vacancies shall be filled as they occur in accordance with election procedures.
- Payment of PRB Funds to eligible retired members is subject to the availability of PRB funding.
- Review the annual PRB Claims that are submitted by indicated date, determine eligibility, determine amount to be reimbursement to eligible members.
- Both PRB Claims Committee members must sign off on all claim forms.
- Decision of the PRB Claims Committee are final.

#### 8. The Engagement Committee

This committee will:

- Consist of a Chair, elected every two years by the CUPE Membership, the Chief Shop Steward, President (ex-officio), and other members who volunteer to be on the Committee.

- The Committee will deal with two key areas: Welcoming New Members, and Engagement of Current Members.
- The Committee will create and revise documents for new member orientations, buy swag items, plan events for current and new members, and assist with other CUPE events where member engagement can be focused on.
- The Committee will have an annual budget assigned for orientation and current member events, and for swag items.
- The Committee will work closely with the Chief Shop Steward and the Membership Officer to ensure new members are invited to Orientations, CUPE Cards are provided.
- New member orientations will be 30 minutes in length in accordance with Article 7.02 of the Collective Agreement.
- A member of the Committee will be tasked with being Recording Secretary for the Committee.
- A member of the Committee will be responsible for updating a new member spreadsheet for the purposes of ensuring all new members are invited to an Orientation.
- The UNBC Human Resources (HR) Department will provide New Hire information to a member of the Committee designated to receive it for the purposes of completing the new member spreadsheet. This Committee Member's name will be provided to the Chief Shop Steward who will advise the HR Department of the member's name so they can be put on a confidential list to receive New Hire Information.
- The University has agreed to provide a room and AV equipment free of charge for Orientation/Event purposes.
- The Committee's goal is to increase activism in the union.

## **SECTION 18 – COMPLAINTS AND TRIALS**

All charges against members or Officers must be made in writing and dealt with in accordance with the Trial Procedure provisions of the CUPE National Constitution.

(Articles B.11.1)

## **SECTION 19 – RULES OF ORDER**

All meetings of the Local Union will 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 “C”. 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 “C” to these bylaws, the CUPE National Constitution may provide guidance, but, if the situation is not dealt with there, Bourinot’s Rules of Order shall be consulted and applied.

## **SECTION 20 – AMENDMENTS**

### **(a) CUPE Constitution**

These bylaws are always subordinate to the CUPE Constitution (including Appendix 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 Constitution, the latter shall govern. The National President has the sole authority to interpret the CUPE Constitution.

(Articles 9.2(c), 13.3 and B.5.1)

### **(b) Additional Bylaws**

A Local Union can amend or add to its bylaws only if:

- i. the amended or additional bylaws do not conflict with the CUPE Constitution;
- ii. the amended or additional bylaws are approved by majority vote at a regular membership meeting or at a special membership meeting called for that purpose; and
- iii. notice of the intention to propose the amended or additional bylaws was given at least seven days before at a previous membership meeting or 60 days before in writing.

(Articles 13.3 and B.5.1)

### **(c) Effective Date of Amended or Additional Bylaws**

The amended or additional bylaws do not come into effect until they have been approved in writing by the National President. The National President will decide whether to approve the amended or additional bylaws within 90 days of receiving them and will withhold approval only where they conflict with the CUPE Constitution.

(Articles 13.3 and B.5.1)

## **SECTION 21 – PRINTING AND DISTRIBUTION OF BYLAWS**

Members can access a copy of Local Bylaws via the Local Union website at [www.cupe3799.ca](http://www.cupe3799.ca). Members requesting a copy of these bylaws will be provided a copy. Members requiring accommodations shall contact the CUPE 3799 Executive with their request.



# Appendix A

## CUPE NATIONAL 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 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.

# Appendix B

## CODE OF CONDUCT

The mandate of our union, the Canadian Union of Public Employees (CUPE) local 3799, 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.

Local 3799 is committed to creating a union which is inclusive, welcoming, and free from harassment, discrimination and all types of bullying and intimidation. Local 3799 needs to ensure that we provide a safe environment for members, staff and elected officers to carry out our work. Local 3799'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 behaviour for participants at convention, conferences, schools, meetings, and all other events organized by CUPE Local 3799. 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 Local 3799. 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 abuse 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.

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

- (b) If possible, a member may attempt to deal directly with the person alleged to have engaged in behaviour contrary to the Code, by asking him/her to stop such behaviour. If that is not possible, or if it does not resolve the problem, a member may bring forward a complaint.
- (c) If the complaint involves a 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.
- (d) Once a complaint is received, the Officer will work to seek a resolution.
- (e) If this fails to resolve the matter, the Officer 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.
- (f) If the person in charge is a party to the complaint, the director or designate shall assume that role.

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 organize.

# Appendix C

## RULES OF ORDER

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.
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.
8. 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.