

BYLAWS

CANADIAN UNION OF PUBLIC EMPLOYEES

LOCAL 723

(SCHOOL DISTRICT #72 - CAMPBELL RIVER)

MARCH 22, 2016

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PREAMBLE

In order to improve the social and economic welfare of its members without regards to 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 (hereafter referred to as CUPE) has been formed.

The following By-laws 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 No. 723

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) support CUPE in reaching the goals set out in Article II of the CUPE Constitution;
- (c) provide an opportunity for its members to influence and shape their future through free democratic trade unionism;
- (d) encourage the settlement through negotiation and mediation of all disputes between the members and their employers.

SECTION 3 – INTERPRETATION & DEFINITIONS

- (a) Masculine pronouns shall be understood to include the feminine gender
- (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 MEETINGS – Regular & Special

- (a) Regular membership meetings shall be held monthly except for the months of July and August. Advance notice shall be sent out to the membership ten (10) days prior to the scheduled monthly meeting.
- (b) Special membership meetings may be ordered by the Executive Board or may be requested in writing by no fewer than twelve 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.

Upon Notice of a Special Meeting, the President shall appoint a polling clerk in each of the outlying islands. Members will have the opportunity to vote and place their ballot in a sealed envelope. The Polling Clerk will place all sealed ballots in another envelope which will then be sent by registered mail to the Returning Officer.

- (c) A quorum for the transaction of business at any regular or special meeting shall be ten (10) members, including at least three (3) members of the Executive Board.

Failing quorum being met at any Regular Meeting, the Executive Board will conduct the business of the Local and will advise the membership at the next regular meeting where there is a quorum.

- (d) The Order of Business at regular membership meetings is as follows:

1. Roll call of Officers
2. Voting on new members and Initiation
3. Equality Statement
4. Approval of the Agenda
5. Reading of Minutes
6. Matters Arising
7. Treasurers Report
8. Job Postings and Correspondence
9. Executive Committee Report/Shop Stewards Reports
10. reports of Committees and Delegates
11. Nominations, Elections, or Installations
12. Unfinished Business
13. New Business
14. Good of the Union
15. Adjournment

SECTION 5 – VOTING OF FUNDS

Except for the ordinary expenses and bills approved at membership meetings, no sum over \$300.00 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.

SECTION 6 – OFFICERS

The Table Officers of the Local shall be the President, Vice-President/Chief Shop Steward, Treasurer, and Recording Secretary. The other Officers of the Local shall be three (3) Trustees, and Shop Stewards representing Maintenance, Transportation, Custodial, Clerical, and Educational Assistants (2). All Table Officers and other Officers shall be elected by the membership.

SECTION 7 – EXECUTIVE BOARD

- (a) The Executive Board shall comprise all Officers except trustees.
- (b) The Executive Board shall meet at least once every month, except during the months of July and August, and shall conduct the affairs of the Local Union between regular membership meetings.
- (c) A majority of the Executive Board constitutes a quorum.
- (d) The Executive Board shall do the work delegated to it by the Local.
- (e) All charges against members or officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution.
- (f) Should any Executive Board member fail to answer the roll call for three (3) consecutive regular membership meetings or three (3) regular Executive Board meetings without having submitted good reasons for those failures, his/her office shall be declared vacant and shall be filled by election at the following membership meeting.

SECTION 8 – DUTIES OF OFFICERS

- (a) The **President** shall:
 - enforce the CUPE Constitution and these Bylaws;
 - preside at all membership and Executive Board meetings and preserve order;

- decide all points of order and procedure (subject always to appeal to the membership);
- have a vote on all matters(except appeals against his/her rulings) and in the case of a tie vote in any matter; including elections, have the right to cast an additional vote to break the tie;
- ensure that all officers perform their duties;
- ensure that all committees are functioning properly;
- will appoint and fill vacancies when required;
- shall be a member, ex-officio of all committees;
- fill committee vacancies where elections are not called for;
- introduce new members and conduct them through the initiation ceremony;
- have first preference as a delegate to Conventions which the Local is sending delegates;
- have first option to chair Negotiations committee or Joint Consultation committee;
- on termination of office, surrender all books, seals and other property of the Local to his/her successor;
- make the final decision in consultation with the other members of the executive board of any compromising settlement or without prejudice agreement.
- Render assistance to other Table Officers

(b) The **Vice-President/Chief Shop Steward** shall:

- if the President is absent or incapacitated, perform all duties of the President;
- if the office of President falls vacant, be acting President until a new President is elected;
- render assistance to any member of the Board as directed by the Board;
- keep the President informed on an ongoing basis;
- be a member, ex-officio of all other committees;
- can call National Union Representative for advice, but must not take any action pertaining to job action as a result of that advice without first discussing it with the Executive Board;
- on termination of office, surrender all books, seals and other property of the Local to his/her successor.
- chair the Grievance Committee;
- ensure all departmental shop stewards perform their duties with an acceptable degree of competency;
- keep the President informed on an ongoing basis;
- fill committee vacancies as directed by the Executive Board;
- assist Shop Stewards with grievance investigations and preparation;
- on termination of office, surrender all books, seals and other property of the Local to his/her successor.

(c) The **Recording Secretary** shall:

- keep full, accurate and impartial account of the proceedings of all regular, executive, special membership and board meetings;
- maintain the record of membership attendance at meetings;
- maintain a record of all members and co-ordinate the signing of new members;
- record all alterations of the Bylaws;
- answer correspondence and fulfill other secretarial duties as directed by the Board;
- file a copy of all letters sent out and keep on file all communications in consultation with the President;
- prepare and distribute all circulars and notices to members;
- have all records ready on reasonable notice for auditors and Trustees;
- be empowered, with the approval of the membership, to employ necessary stenographic or other assistance to be paid for out of the Local's funds;
- on termination of office, surrender all books, seals and other property of the Local to his/her successor.

(d) The **Treasurer** shall:

- sign all checks and ensure that the Local's funds are used only as authorized or directed by the Constitution, bylaws, or vote of the membership;
- receive all revenue, initiation fees, dues, and assessments, keeping a record of each members payments, and deposit promptly all money with a bank or credit union;
- prepare all CUPE National per capita tax forms and remit payment no later than the last day of the following month;
- record all financial transactions in a manner acceptable to the Board and in accordance with good accounting practices;
- make a financial report to the local union monthly;
- be bonded for not less than that required through the master bond held by the National Office, and any Treasurer who cannot qualify for the bond shall be disqualified from office;
- pay no money unless supported by a voucher duly signed by two members of the Executive Board.
- make all books available for inspection by the auditors and/or Trustees on reasonable notice, and have books audited semi-annually;
- provide the Trustees with any information that they may need to complete the audit report forms supplied by CUPE;
- be empowered, with the approval of the membership, to employ necessary clerical assistance to be paid for out of the Local's funds;

- in the absence of the Recording Secretary shall keep full, accurate and impartial account of the proceedings of all regular, executive, special membership or Board meetings;
- 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 property of the Local to his/her successor.

(e) The **Trustees** shall:

- act as an auditing committee on behalf of the members and audit the books and accounts of the Treasurer, recording Secretary and the Standing 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 Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local Union's finds, records, and accounts are being maintained by the Treasurer in an organized, correct, and proper manner;
- be responsible to ensure that monies are not being paid out without proper constitutional or membership authorization;
- ensure that proper financial reports are made 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, and report the findings to the membership;
- send a copy of the completed audit report (on the prescribed form provided by the National Secretary Treasurer), as well as a copy of the report to the local Union membership.

(f) The **Sergeant-at-Arms** 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 by consent of members present;
- assist in maintaining the record of attendance at meetings;
- perform such other duties as may be assigned by the Board from time to time.

(g) The **Stewards** shall:

- ensure that the collective agreement is adhered to by both the employer and the members;
- ensure that grievances are investigated, researched and processed; in consultation with the Vice-President/Chief Shop-Steward;
- ensure that members are fully informed of their rights, Division Policies, Union Policies and Objectives, Labour Legislation and Legislative Programs;
- work for the welfare of the group; act promptly and decisively, develop teamwork and fight for what is right;
- if possible, attend a training session for Stewards within the first year of the election;
- endeavour to attend all meetings that are called

SECTION 9 –MISCELLANEOUS EXPENSES

(a) The following out-of-pocket expenses shall be provided on a monthly basis:

The President shall receive	\$175.00
The Vice-President/Chief Shop Steward shall receive	\$175.00
The Recording Secretary shall receive	\$175.00
The Treasurer shall receive	\$175.00
Shop Stewards shall receive	\$50.00

(b) **OTHER EXPENSES**

- Other expenses will be paid as per the CUPE BC Expense Policy;
- When needed, the Table Officers may take additional union leave, with the approval of the majority of the Executive Board, in order to do union business.
- All Table Officers will receive a mobile telephone allowance of seventy-five dollars (\$75.00) per month to offset costs associated with conducting matters related to union business. Officers receiving the allowance must provide the telephone numbers to CUPE Local 723 and the applicable telephone must have text messaging and e-mail capabilities.
- The President will receive fifty dollars (\$50.00) to offset the cost of long distance calls on their home telephone.
- Trustees shall receive an out-of-pocket allowance of seventy-five dollars (\$75.00) when auditing the books and accounts of the local Treasurer.

(c) **RETIREMENT EXPENSES**

All members in good standing of CUPE Local 723, upon Retirement only, as per the Municipal Pension Plan guidelines (MPP), will be eligible for the amount of \$250.00.

SECTION 10 – FEES, DUES & ASSESSMENTS

(a) **Initiation Fee**

Each application for membership in the Local shall be directed to the Treasurer and shall be accompanied by an initiation fee of Five Dollars (\$5.00) which shall be in addition to monthly dues. The Treasurer shall issue a receipt. If the application is rejected the fee shall be returned.

(b) **Re-admittance Fee**

The re-admittance fee shall be Five Dollars (\$5.00).

(c) **Dues**

The biweekly dues shall be the National per capita, plus 0.9% of each member's gross wages.

Changes in the levels of the Initiation Fee, Re-admittance Fee, or the Monthly Dues can be effected only by the following procedure for amendment of these bylaws (see section 16).

Notwithstanding the above provisions, if 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.

Special assessments may be levied in accordance with Article B.4.2 of the CUPE Constitution.

SECTION 11 – NOMINATION, ELECTION & INSTALLATION of OFFICERS

(a) **Nomination**

Nominations shall be received at the regular membership meeting held in the month of November, as well as from the floor on the date of the General Election. To be eligible for nomination as a Table Officer, a member must have attended at

least 50% of the membership meetings held in the previous twelve months or in the period he/she was a member, if less than one year, unless a valid reason, acceptable to the Local has been given for non-attendance. No nomination shall be accepted unless the member is in attendance at the meeting or has allowed to be filed at the meeting his/her consent in writing, duly witnessed by another member. No member shall be eligible for nomination if he/she is in arrears of dues and/or assessments.

(b) Elections

1. At a membership meeting in October, the Nominating Committee will be elected, with notice being given one month earlier, consisting of a Returning Officer, and two (2) Assistants. The committee shall include members of the Local who are neither Officers nor candidates for office; it shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential. Notice of Elections shall be given at a membership meeting at least one month prior to election day and this notice must be posted in writing for a period not less than ten (10) days prior to election day before the elections may proceed.
2. The Recording Secretary shall determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Returning Officer.
3. The Returning Officer shall be responsible for issuing, collecting, and counting ballots. He/she must be fair and impartial and see that all arrangements are unquestionably democratic. Scrutineers may be asked to supervise the counting of the ballots if a member so requests.
4. The voting shall take place at the regular membership meeting in November. The vote shall be by secret ballot.
5. Voting to fill one office shall be conducted and completed, and recounts dealt with, before balloting may begin to fill another office.
6. A majority 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. In case of a final tie vote, the presiding officer may cast the deciding vote.
7. When two or more nominees are 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 members ballot will be declared spoiled.
8. Any member may request a recount of the votes for any election and a recount shall be conducted if the request is supported, in a vote, by at least the number of

members equal to the quorum for the membership meeting as laid down in Section 4 (c).

(c) Installation

1. In even numbered years, the election shall be for the position of President and Treasurer. In odd numbered years, the election shall be for the position of Vice-President/Chief Shop Steward, Recording Secretary, and Sergeant-at-Arms.
2. In even numbered years, the election shall be for the Stewards in Clerical/Noon Hour Supervisors, Special Education/Educational Assistants (1), and Transportation. In odd numbered years, the election shall be for the Stewards in Custodial and Maintenance and Special Education/Educational Assistants (1).
3. All duly elected Officers shall be installed at the meeting at which elections are held and shall continue in office for two years or until a successor has been elected and installed. All other Officers (except Trustees) shall serve a term of one (1) year.
4. The terms of office for Trustees shall be as laid down in Article B.2.4 of the CUPE Constitution.

(d) By-Election

Should an office fall vacant pursuant to Section 7 (f) of these bylaws or for any other reason, the resulting by-election should be conducted as closely as possible in conformity with this Section.

SECTION 12 – DELEGATES TO CONVENTION

- (a) Except for the Presidents option [Section 8 (a)], all delegates to conventions shall be chosen by election at membership meetings.
- (b) It shall be within the competence of the Executive Board to recommend nominees for election as delegates to represent this Local Union at meetings or conventions or organizations which this Local Union is associated, or affiliated, including conventions of the Canadian Union of Public Employees, or any of its subordinated bodies.
- (c) Four (4) Delegates and one (1) Alternate to the Vancouver Island District Council shall be elected annually. One delegate shall be required to report in writing at each membership meeting of the Local on the proceedings at recent meetings of the Council.

- (d) Two (2) Delegates to the Campbell River and District Labour Council shall be elected annually. One delegate shall be required to report in writing at each membership meeting of the Local on proceedings at recent meetings of the Council.
- (e) All delegates elected or appointed to attend schools, conferences, seminars, meetings and conventions held outside the District of Campbell River shall be paid transportation expenses and a per diem allowance as per CUPE BC Expense Policy for out-of-pocket expenses in addition to an amount sufficient to cover actual cost of hotel expenses, registration fees, and the amount equal to any loss of salary incurred by attendance on behalf of the Local.
- (f) All delegates elected or appointed to attend schools, conferences, seminars, meetings, and conventions held within the District of Campbell River during sessions covering meal periods shall be reimbursed by the following formula, Breakfast \$18.00, Lunch \$22.00, Dinner \$34.00, and to an amount equal to any loss of salary incurred by attendees on behalf of the Local
- (g) All formula calculations shall be amended to correctly reflect changes to the CUPE BC Expense Policy.
- (h) All expenses incurred by members of this Local Union which are reimbursed shall be supported by receipt and expense vouchers.
- (i) Committees representing the membership during sessions covering meal periods shall be reimbursed as per the formula in (f) or as amended.
- (j) Members of Provincial Committees should submit their written request to attend CUPE Conventions, and will be given preference over other delegates, notwithstanding (a) above. If necessary, a decision will be made by way of an election

SECTION 13 – COMMITTEES

1. Executive Board Committee

The Executive Board Committee does the work delegated to it by the local and shall consist of the President, Vice-President/Chief Shop Steward, Treasurer and Recording Secretary.

2. Negotiating Committee

This shall be a five (5) person committee (including President who represents his/her own department), elected at a monthly membership meeting; prior to, the expiry of the Collective Agreement. Each sector shall have one (1) representative

on this committee. The function of the committee is to prepare collective bargaining proposals and to negotiate a Collective Agreement. 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.

3. **Bursary and Scholarship Committee**

This Committee should consist of at least three (3) members and shall:

- peruse applications;
- determine whether student is son/daughter or parent/guardian who is a member in good standing of CUPE Local 723;
- determine financial need;
- ensure that school grades meet the requirements of vocational/university courses chosen;
- the President and/or designate shall award two (2) bursaries in the amount of \$500.00 at Graduation Ceremonies in June.

4. **Health and Safety Committee**

It is the function of this committee to arrange and conduct proper inspections of the work place to insure all health and safety regulations are in place. The department representatives shall be elected at the regular elections in November and shall consist of four (4) members working in the following departments. The committee shall appoint a Chairperson from amongst its members, who will be responsible for presenting reports at each monthly membership meeting.

(1) Maintenance/Transportation (elected in **even** numbered years for a two-year term);

(1) Special Services (elected in **even** numbered years for a two-year term);

(1) Custodial (elected in **odd** numbered years for a two-year term);

(1) Clerical (elected in **odd** numbered years for a two-year term).

These four (4) members shall meet once a month with Board representatives.

5. **Grievance Committee**

This committee shall process all grievances not settled at the initial stage and its reports shall be submitted first to the Executive Board just prior to the monthly Executive Board meeting, with a copy to the CUPE National Representative, and then to a membership meeting. Grievances must be in writing on the forms provided by the CUPE National office and be signed by a Union Representative, complainant, or complainants, as provided for in the Collective Agreement. The committee shall comprise of the Vice President/Chief Shop Steward as Chairperson and three other members to be selected from among the Shop Stewards. The Committee shall appoint its secretary from among its members.

6. **Special Committees**

A special ad hoc committee may be established for a specific 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 Executive Board. Two members of the Board may sit on any special committee as ex-officio members.

7. **Standing Committees**

The Chairperson of each standing committee shall be elected by the members at a membership meeting. The Chairperson and the Executive Board may, with the concurrence of the membership, jointly appoint other members to serve on a committee. The President, Vice-President or his/her delegate shall be a member ex-officio, of each committee. The three (3) Standing Committees shall be as follows:

1) **Education Committee – elected upon member request only**

It shall be the duty of this committee to:

- arrange for representation of the Local at any appropriate and available educational seminar or conference and submit recommendations accordingly to the Executive Board;
- instruct delegates in the preparation of reports to the membership on seminars and conferences and maintain a reference file of these reports;
- cooperate with the Executive Board in preparing press releases and or other publicity material;
- cooperate with the Education and Public Relations/Communications departments of CUPE, and with the Regional Education Representative, in implementing both the Local's and CUPE'S policies in these fields. The Committee shall be elected at the regular elections in November and shall consist of four (4) members working in the following departments:
 - Maintenance/Transportation
 - Custodial
 - Clerical
 - Special Services
 - Student Services

The Committee shall appoint a Secretary from among its members.

2) **Health and Welfare Committee**

- visit members who are ill;
- if a member is ill for more than a week, have sent some token of the Local's concern and desire to help, whether the member is at home or in the hospital
- extend the Local's condolences in the event of the death of a member or one of his/her immediate family and make other appropriate gestures in accordance with custom or the wishes of the family concerned;
- responsible for coordinating the Local's participation in the Retirement Recognition Function.

3) **Equality Committee – elected upon member request only**

It shall be the duty of this committee to:

- hold meetings on a regular basis at a time and place convenient to the majority of the active members of the committee;
- appoint one member to be the Local's contact person for the Vancouver Island District Council Women's Committee and other affiliated organizations;
- act as support and informational committee to all members of the Local with regards to maternity/paternity leave, equality, sexual harassment and child care;
- prepare a written report to be submitted to the membership on a regular basis.

SECTION 14 – 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 "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 “A”, the CUPE Constitution may provide guidance, but, if the situation is not dealt with there, Bourinot’s Rules of Order shall be consulted and applied.

SECTION 15 – AMENDMENT

- (a) These bylaws are always subordinate to 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. Constitutional interpretation, including determination of conflict, is the prerogative of the National President.
- (b) These bylaws shall not be amended, added to, or suspended except upon a majority vote of those present and voting at a regular, or special membership meeting following at least seven (7) days notice at a previous meeting or at least sixty (60) days written notice.
- (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.

APPENDIX “A” TO THE BYLAWS OF LOCAL 723

RULES OF ORDER

1. The President or, in his/her absence, the Vice-President/Chief Shop Steward, shall take the chair at all membership meetings. In the absence of both the President and Vice-President/Chief Shop Steward, the Recording Secretary shall act as President, and in his/her absence a President pro-tem shall be chosen by the Local.
2. No member, except the Chairperson of a committee making a report or the mover of a resolution, shall speak more than five 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 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 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.
9. Any member making a motion may withdraw it with the consent of the seconder, except that any motion, once debated, cannot be withdrawn except by the majority vote of those present.

- 10.** When a member wishes to speak on a question or to make a motion, he/she shall rise in his/her place and respectfully address the presiding officer, but, except to state that he/she rises to a point of order or a question of privilege, he/she 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/she shall cease speaking until the point is determined; if it is decided that he/she is in order, he/she 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/Chief Shop Steward 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 the case of a tie, he/she may in addition give a casting vote, or, if he/she chooses refrain from breaking the tie, in which case the motion is lost.
- 17.** When a motion is before the Local, no other motion shall be in order except:
 - (a) To adjourn
 - (b) To put the previous question
 - (c) To lay on the table
 - (d) To postpone for a definite time
 - (e) To refer
 - (f) To divide or amend, which motions shall have precedence in the order named

The first three of these items 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 is on 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 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 be taken and the Recording Secretary shall count the vote.
- 22.** If a members wishes to challenge (appeal) a decision of the chair, he/she must do so at the time the decision is made. If the challenge is seconded, the member will be asked to state briefly the basis for his/her 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 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 a taking of the vote; and no member shall be allowed to leave without the permission of the Chairperson.
- 25.** The Local's business, and proceedings of meetings, are not to be divulged to any persons outside the Local or Canadian Union of Public Employees.

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