Canadian Union of
Public Employees
Local 2049

BY-LAWS



Ratified by membership: April 29, 2008

Approved by CUPE National President: July 9, 2008

cope/scepb 491.gr

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P R E A M B L E

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

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

SECTION 1 - NAME

The name of this Local shall be: Canadian Union of Public Employees, Local No. 2049.

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 by negotiation and mediation of all disputes between the members and their employers;

(e) Establish strong working relationships with the public we serve and the communities in which we work and live.

SECTION 3 - INTERPRETATION and 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 (2007) which should be read in conjunction with these bylaws.

SECTION 4 - MEMBERSHIP MEETINGS (REGULAR AND SPECIAL)

(a) Regular membership meetings shall be held at least six (6) times per year. The Executive Board shall give five (5) working days notice of the time and place of the meeting.

(b) Special membership meetings may be ordered by the Executive Board or requested in writing by no fewer than 15 members. The President shall immediately call a special meeting when so ordered or requested and shall see that all members receive at least twenty-four (24) hours' notice of the special meeting and the subject(s) to be discussed. No business shall be transacted at the special meeting other than that for which the meeting is called and notice given.

(c) A quorum for the transaction of business at any regular or special meeting shall be 12 members, including at least three (3) members of the Executive Board.

(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. Reading of Minutes
4. Matters arising
5. Treasurer's report
6. Communications and bills
7. Executive Committee report
8. Reports of committees and delegates

9. Nominations, Elections, or Installations
10. Unfinished business
11. New business
12. Good of the Union
13. Adjournment

(Article B.VIII)

SECTION 5 - VOTING OF FUNDS

Except for ordinary expenses and bills as approved at membership meetings, no sum over two hundred and fifty dollars ($250) 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.

(Article B.4.4)

SECTION 6 - OFFICERS

The officers of the Local shall be the President (overall), Vice-President/Chief Steward (overall), Secretary-Treasurer, Recording Secretary, three (3) Trustees, and 4 vice-presidents representing the North Bay home offices, Burks Falls office, Parry Sound office and Near North Youth facilities. All officers shall be elected by the membership.

(Articles B.2.1 & B.2.3)

SECTION 7 - EXECUTIVE BOARD

(a) The Executive Board shall comprise all officers and stewards, except Trustees.

(Article B.2.2)

(b) The Board shall meet at least once every month.

(Article B.3.14)

(c) A majority of the Board constitutes a quorum.

(d) The Executive officers shall hold title to any real estate of the Local as trustees for the Local. They shall have no right to sell, convey, or encumber any real estate without first giving notice and then

submitting the proposition to a membership meeting and having it approved.

(e) The Board shall do the work delegated to it by the Local and shall be held responsible for the proper and effective functioning of all committees.

(f) All charges against members or officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution.

(Articles B.6.l to B.6.7)

(g) Should any Board member fail to answer the roll call for three consecutive regular membership meetings or four regular Board meetings without having submitted good reasons for those failures, his office shall be declared vacant and shall be filled by an election at the following membership meeting.

(Article B.2.5)

SECTION 8 - DUTIES OF OFFICERS

(a) The President (overall) 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 rulings) and in 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 assigned duties;
- Fill committee vacancies where elections are not provided for;

- Sign all cheques and ensure that the Local's funds are used only as authorized or directed by the Constitution, bylaws, or vote of the membership;

- Be allowed necessary funds, not to exceed $200.00 monthly, to reimburse himself or any officers for expenses supported by vouchers, incurred on behalf of the Local;

- Have first preference as a delegate to the CUPE National Convention and Social Service Conferences.

(Article B.3.1)

(b) The Vice-President/Chief Steward (overall) 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.

- If the President requests, to perform duties of conducting general meetings so as to gain experience if the need arises;

- Chair all Stewards' meetings and preside over all grievance committee meetings;

- Co-ordinate all activities relating to grievances;

- Make sure time limits are met or extended;

- See that all stewards perform their duties as assigned

- Keep the President informed of all steward activities;

- Ensure that elections take place every two years in the month of November (opposite the year of election of officers), to elect stewards. The elections will take place by home office and notices will be posted to allow all members the opportunity to run for the position of steward.

- Ensure that by-elections are held to fill vacancies for the position of steward, if required;

- Report to the Executive Board the results of the elections.

(Article B.3.2)

(c) The Recording Secretary shall:

- Keep full, accurate and impartial account of the proceedings of all regular or special membership and Board meetings, ensuring that these records include a copy of the full financial report presented by the Secretary-Treasurer;

- Record all alterations in the bylaws;

- Answer correspondence and fulfil other secretarial duties as directed by the Board;
- File a copy of all letters sent out and keep on file all communications;

- Prepare and distribute all circulars and notices to members;

- Have all records ready on reasonable notice for auditors and Trustees;

- Preside over membership and Board meetings in the absence of both the President and the Vice-President;

- 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 properties of the Local to his successor.

(Article B.3.3)

(d) The Secretary-Treasurer shall:

- Receive all revenue, initiation fees, dues, and assessments, keeping a record of each member's 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;

- Throughout his/her term, and on behalf of the Local Union membership, be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or vouchers for every disbursement made, receipts for all money sent to CUPE headquarters, 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 Board and in accordance with good accounting practices;

- Make a full financial report to meetings of the Local's Executive Board, as well as a written financial report to each regular membership meeting, detailing all income and expenditures for the period;

- Be bonded through the master bond held by the National Office, and any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office;

- Pay no money unless supported by a voucher duly signed by the President and one other member of the Board or any two other members of the Board, except that no voucher shall be

required for payment of per capita fees to any organization to which the Local is affiliated;

- Make all books available for inspection by the auditors and/or Trustees on reasonable notice, and have the books 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 they may need to complete the audit report forms supplied by CUPE;

- Not later than February 28th each year, furnish each member, on the forms supplied by the National Office, with a statement showing the net amount of tax-deductible dues paid by him during the preceding calendar year;

- Be empowered, with the approval of the membership, to employ necessary clerical assistance to be paid for out of the Local's funds;

- Notify all members who are one month in arrears and report to the Board all members two or more months in arrears in the payment of union dues;

- On termination of office, surrender all books, records and other properties of the Local to his successor.

(Articles B.3.4 to B.3.9)

(e) 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 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 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 are not 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 their 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 their report to the Local Union membership along with a copy of their recommendations and/or concerns to the President and Secretary-Treasurer and the Secretary-Treasurer's response, to the National Secretary-Treasurer of the Canadian Union of Public Employees, with a copy to the assigned servicing representative;

(Articles B.3.10 to B.3.12)

(f) Vice-Presidents

- If the President OR Vice President/Chief Steward is absent or incapacitated, perform all duties of the President;

- If the office of Vice-President/Chief Steward falls vacant, be Acting Vice-President/Chief Steward until a new

Vice-President/Chief Steward is elected; this task will be shared on a rotational basis with the other Vice-Presidents.

- Render assistance to any member of the Board as directed by the Board.
- If the President requests, to perform duties of conducting general meetings so as to gain experience if the need arises;

- Chair all Steward's meetings and preside over all grievance committee meetings in the absence of the Vice President/ Chief Steward; this task shall be shared on a rotational basis with the other vice -Presidents.

- In the absence of the Vice-President/Chief Steward, co-ordinate all activities relating to grievances;

- Make sure time limits are met or extended;

- See that all stewards perform their duties as assigned

- Keep the President informed of all steward activities;

- Ensure that elections take place every two years in the month of November (opposite the year of election of officers), to elect stewards. The elections will take place by home office and notices will be posted to allow all members the opportunity to run for the position of steward.

- Ensure that by-elections are held to fill vacancies for the position of steward, if required;

- Report to the Executive Board the results of the elections.

(g) Stewards (5 for McIntyre building, 2 for Main Street Building, 2 for Parry Sound, 2 for Burks Falls, 2 for Near North) shall:

- Attend Steward training as soon as practicable upon election;

- Receive and process grievances on forms provided by the Local;

- Assist the embers with any problems that may occur;

- Attend Steward meetings as deemed necessary;

- Upon initiation of a written grievance, forward a copy of all grievance forms to the President, Vice-President/Chief Steward and Recording Secretary for filing
- Shall bring any grievance beyond Step 2 to the Executive for processing;

SECTION 9 - OUT-OF-POCKET EXPENSES

(a) Those members of the Local elected to positions on the Executive Board of the Local, including Trustees and Stewards, shall be entitled to receive during their term of office an out-of –pocket expense for their services as approved by a majority of the membership as outlined and proposed in the budget of the Local.

(b) Any such honoraria as provided to members of the Local elected to positions on the Executive Board including Trustees and Stewards, may be in the manner and in differing amounts for different members of the Executive Board of the Local.

(c) The Treasurer of the Local is herby authorized to make such payments from time to tome to any members of the Executive Board or to any other member of the Local attending as a delegate to any authorized convention, educational function, community organization or serving as a member of any Committee of the Local in respect to those expenses incurred by such members attending any authorized convention,

educational function, community organization or serving as a member of any committee of the Local.

(d) Members requested by the Local to sit on Committees, (other than the Executive Board Members including Trustees and Stewards), shall be paid on authorization of the Executive Board in accordance to (c) above.

(e) In situations where it has been determined by the Executive Board, upon consult with CUPE National, Provincial and Regional representatives, that arbitration or mediation is to be pursued on behalf of a union member; such associated costs will be paid without vote of the membership.

(f) A member who is requested or required to drive their automobile for union business work shall be paid a monthly allowance, after providing to the Treasurer a monthly mileage report properly completed, on all mileage in performance of work for the Local from the first to the last day of month, calculated at the current rate equal to the Children's Aid Society of the District of Nipissing and Parry Sound Collective Agreement per Kilometre provided that the distance travelled is no greater that 40 Km one way. Any other distance travelled which is greater than 40 km one way will be reimbursed once gas receipts are provided.

(g) All authorized expenses claimed by any member of the Local, other than the honoraria to be provided to the members of the Executive Board including Trustees and Stewards, as provided for in Section 8 hereof, shall be accompanied by such receipts, and be in the manner as prescribed for such purposes by the Treasurer of the Local.

(h) No expenses shall be paid to anyone resigning during his or her term of office until all properties have been returned to the Local and in good order. Said payment shall be pro-rated to their period of service.

SECTION 10 - FEES, DUES, and ASSESSMENTS

(a) Initiation Fee

Each application for membership in the Local shall be directed to the Secretary-Treasurer and shall be accompanied by an initiation fee of $1.00, which shall be in addition to monthly dues. The Secretary-Treasurer shall issue a receipt. If the application is rejected the fee shall be returned.

(Articles B.4.1 & B.10.2)

(b) Re-admittance Fee

The re-admittance fee shall be $1.00.

(Articles B.4.1 & B.11.2)

(c) Monthly Dues

The monthly dues shall be 1.50% for a 1-year period, and will increase at a rate of .50 the following year to a maximum of 2.0% (effective the following month of the date of approval of these by-laws by the National President of CUPE).

(Article B.4.3)

Changes in the levels of the Initiation Fee, the Re-admittance Fee, or the Monthly Dues can be effected only by following the procedure for amendment of these bylaws (see Section 16), with the additional provision that the vote must be by secret ballot.

(Articles B.4.1 & B.4.3)

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

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

SECTION 11 - NON-PAYMENT OF DUES and ASSESSMENTS

Any member in arrears for a period of three months or more shall be automatically suspended and his suspension shall be reported to the Executive Board by the Secretary-Treasurer. The Executive Board shall report to the next membership meeting with a recommendation. Any member under suspension wishing to be reinstated shall, upon application, pay the re-admittance fee, plus any dues and assessments in arrears. This money will be returned if the application is rejected. If a member has been unemployed or unable to work because of sickness, unpaid leave or maternity leave, he shall pay the re-admittance fee but may not be required to pay his arrears.

(Article B.11.1)

SECTION 12 - NOMINATION, ELECTION AND INSTALLATION OF OFFICERS

(a) Nomination

Nominations shall be received at the regular membership meeting held in the month of October. To be eligible for nomination a member shall have attended at least fifty percent of the membership meetings held in the previous twelve months or in the period he was a member, if less than a year, unless a valid reason, acceptable to the Local, is given for non-attendance by the next membership meeting. No nomination shall be accepted unless the member is in attendance at the meeting or has allowed to be filed at the meeting his consent in writing, duly witnessed by another member. No member shall be eligible for nomination if he is in arrears of dues and/or assessments.

(b) Election

(1) At a membership meeting at least one month prior to Election Day the President shall, subject to the approval of the members present, appoint an Elections Committee consisting of a Returning Officer and assistant(s). 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.

(2) The Executive Board 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 must be fair and impartial and see that all arrangements are unquestionably democratic.

(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.

(7) When two or more nominees are to be elected to any office by ballot, each member voting shall be required to vote for the full number of candidates to be elected or the member's ballot will be declared spoiled.

(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 a membership meeting as laid down in Section 4 (c).

(c) <u>Installation</u>

(1) All duly elected officers shall be installed at the meeting at which elections are held and shall continue in office for 2 years, or until a successor has been elected and installed, provided, however, that no term of office shall be longer than three years.
(Article B.2.4)

(2) The terms of office for Trustees shall be as laid down in Article B.3.10 of the CUPE Constitution.

(d) By-Election

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

SECTION 13 - DELEGATES TO CONVENTIONS

(a) Except for the President's option [Section 8 (a)], all delegates to conventions shall be chosen by election at membership meetings.

(b) All delegates elected to the conventions, conferences and or Training held outside their home office shall be reimbursed for meals at the rates outlined in the collective agreement. The Union will reimburse travel costs provided that gas receipts and parking receipts are submitted. Alternative transportation shall be paid at the economy; tourist or coach rates provided the Union is satisfied that no other alternative method of transportation is available or logical. The Union will also cover the cost of lodging for members who live more than 100Km (one way) from the training venue. Member will also receive an amount equal to any loss of salary incurred by attendance at the convention.

(c) Delegates to conventions/training held locally shall have travel costs reimbursed as outlined in Section 9 (f) Meals shall be reimbursed as per the terms of the Collective Agreement for the Children's Aid Society Nipissing/Parry Sound. Members shall receive compensation for any loss of salary incurred by attendance at the convention/Training.

(d) Representation at educational institutes and seminars shall be on the recommendation of the Education Committee, subject to final approval by the membership.

(e) Delegates shall be responsible to provide a cheque to the Secretary/Treasurer in the amount of their registration fees to conventions/training as security where registration fees are not reimbursable. The cheque will be returned to the delegate provided that they attend the event or make alternative arrangements that are mutually acceptable.

SECTION 14 - COMMITTEES

(a) Negotiating Committee

This shall be a special ad hoc committee elected at least 18 months prior to the expiry of the Local's collective agreement and automatically disbanded when a new collective agreement has been signed. The function of the committee is to prepare collective bargaining proposals and to negotiate a collective agreement. The committee shall consist of 4 members including the Chief Steward who will represent his home office and 3 elected members ensuring that the Parry Sound & Burks Falls offices, Near North facility and North Bay offices are all represented. Alternates for every office will be appointed, in case one of the four (4) members must stand down from the position. The CUPE representative assigned to the Local shall be a non-voting member of the committee and shall be consulted at all stages from formulating proposals, through negotiations, to contract ratification by the membership.

(b) Special Committees

A special ad hoc committee may be established for a specified purpose and period by the membership at a meeting. The members shall be elected at the same or another membership meeting or may, by specific authorization of the membership, be

appointed by the President or the Executive Board. Two members of the Board may sit on any special committee as ex-officio members.

(c) Standing Committees

The Chairperson of each standing committee shall be elected by the members at a membership meeting safe for the Grievance Committee who will be chaired by the Vice-President/Chief Steward (overall). The Chairperson and the Executive Board may, with the concurrence of the membership, jointly appoint other members to serve on a committee. The Vice-Presidents shall be a member, ex-officio, of each committee. There shall be four standing committees as follows:

(1) 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, with a copy to the CUPE representative, and then to a membership meeting. Grievances must be in writing on the forms provided by the National Office and be signed by the complainant or complainants, as provided for in the collective agreement. The committee shall comprise the elected Vice President/Chief Steward and 13 other members to be selected from among the McIntyre office (4), Main Street Offices (2), Parry Sound office (2), Burks Falls Office (2), Near North Facility (2), Community Support Building (1). The committee shall appoint its secretary from among its members.

(2) Education Committee

It shall be the duty of this committee to:

- Arrange for representation of the local at any appropriate and available education 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 other publicity material;

- Cooperate with the Union Development Department (Education) and Communications Branch of CUPE, and with the regional education representative, in implementing both the local's and CUPE's policies in these fields. The committee shall comprise between 3-4 members and shall appoint its secretary from among its members.

(3) Social Committee

It is the function of this committee to arrange and conduct all social and recreational activities of the local either on the committee's own initiative or as a result of decisions taken at membership meetings. The committee shall submit reports and proposals to the Executive Board or to the membership as required. A ceiling for the committee's not expenditures shall be fixed annually by the membership but, other than that, all social and recreational events and activities shall be self-supporting. The Executive Board shall be held responsible for the proper and effective functioning of this committee. The committee shall comprise between 2 and 5 members and may appoint a Secretary-Treasurer from among its members.

SECTION 15 - 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 16 - AMENDMENT

(a) 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. Constitutional interpretation, including determination of conflict, is the prerogative of the National President.

(Articles 9.2(c), l3.3, & B.7.1)

(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 seven days notice at a previous meeting or at least sixty days written notice.

(Article B.7.1)

(c) No change in these bylaws shall be valid and take effect until approved by the National President of CUPE. The validity shall date from the letter of approval of the National President.

(Articles 13.3 & B.7.1)

APPENDIX "A" TO THE BYLAWS OF LOCAL 2049, CUPE

RULES OF ORDER

1. The President or, in his absence, the Vice-President/Chief Steward, shall take the chair at all membership meetings. In the absence of both the President and Vice-President/Chief Steward, the Recording Secretary shall act as President, and in his 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 I7, 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 having made a motion can withdraw it with the consent of the seconder, except that any motion, once debated, cannot be withdrawn except by a majority vote of those present.

10. When a member wishes to speak on a question or to make a motion, he shall rise in his place and respectfully address the presiding officer, but, except to state that he rises to a point of order or on a question of privilege, he shall not proceed further until recognized by the chair.

11. When two or more members rise to speak at the same time, the presiding officer shall decide which one is entitled to the floor.

12. Every member, while speaking, shall adhere to the question under debate and avoid all personal, indecorous, or offensive language, as well as any poor reflection on the Local or member thereof.

13. If a member, while speaking, is called to order, he shall cease speaking until the point is determined; if it is decided he is in order, he may again proceed.

14. No religious discussion shall be permitted.

15. The President shall take no part in debate while presiding, but may yield the chair to the Vice-President in order to speak on any question before the Local, or to introduce a new question.

16. The presiding officer shall have the same rights as other members to vote on any question. In case of a tie, he may in addition give

a casting vote, or, if he chooses, refrain from breaking the tie, in which case the motion is lost.

17. When a motion is before the Local, no other motion shall be in order except (1) to adjourn (2) to put the previous question (3) to lay on the table (4) to postpone for a definite time (5) to refer (6) to divide or amend, which motions shall have precedence in the order named. The first three of these shall be decided without debate.

18. A motion for the previous question, when regularly moved and seconded, shall be put in this form: "Shall the main question be now put?" If it is adopted, the President shall proceed to take the vote on the resolution and amendments thereto (if any) according to their priority. If an amendment or an amendment to an amendment is adopted, the original resolution, as amended, shall be put to the Local.

19. A motion to adjourn is in order except (1) when a member has the floor, and (2) when members are voting.

20. A motion to adjourn, having been put and lost, shall not be in order again, if there is further business before the Local, until fifteen minutes have elapsed.

21. After the presiding officer declares the vote on a question, and before the Local proceeds to another order of business, any member may ask for a division. A standing vote shall then be taken and the Secretary shall count same.

22. If any member wishes to challenge (appeal) a decision of the chair, he must do so at the time the decision is made. If the challenge is seconded, the member shall be asked to state briefly the basis for his challenge. The Chairperson may then state briefly the basis for his decision, following which the Chairperson shall immediately and without debate put the question: "Shall the

decision of the chair be sustained?" A majority vote shall decide except that in the event of a tie the chair is sustained.

23. After a question has been decided, any two members who have voted in the majority may, at the same or next meeting, move reconsideration thereof.

24. No member shall enter or leave a meeting during the reading of the minutes, the initiation of new members, the installation of officers, or the taking of a vote; and no member shall be allowed to leave without the permission of the Vice-President.

25. The Local's business and proceedings of meetings are not to be divulged to any persons outside the Local or the Canadian Union of Public Employees.

APPENDIX A

23.03 When an employee is required to work over thirty (30) kilometres from his home office location, expenses for meals shall be paid by the Society at the following rates:

Breakfast	$7.50
Lunch	$9.25
Dinner	$16.00

Claims for meals above this amount shall be accompanied by receipt and explanation and paid at the Local Directors' discretion.

26.03 a) Effective June 1, 2006 an employee using his own automobile for the Society's business will be paid an allowance at the rate of forty-one cents (41¢) per kilometre for business use. Effective June 1, 2007, forty-two cents (42¢), effective June 1, 2008, forty-three cents (43¢).