Bylaws
Local Union 2926

The County of Lambton

CUPE | Canadian Union of Public Employees

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PREAMBLE

In order to improve the social and economic welfare of its members without regard to sexual orientation, colour, gender identification, 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

1.1 The name of this Local shall be: Canadian Union of Public Employees, Local No. 2926 (Office, Clerical and Technical Employees of the Corporation of the County of Lambton).

SECTION 2 - OBJECTIVES

2.1 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

3.1 Numbers of Articles at the end of sections or subsections refer to relevant articles of the CUPE Constitution which should be read in conjunction with these bylaws.

SECTION 4 - MEMBERSHIP MEETINGS – REGULAR AND SPECIAL

4.1 Regular membership meetings shall be held in March, June, September, and December on the third Wednesday of these months at 7:00 p.m. The option of in person or virtually will be communicated to the membership when the meeting notice is posted. Should a vote by secret ballot be required, the vote may take place in person or virtually. Should the vote take place virtually, secure electronic voting software will be used to ensure the integrity, confidentiality, and accuracy of the vote

4.2 If a statutory holiday intervenes, the Executive Board shall give a week's notice to the membership of any change in the date of the regular meeting.

4.3 Special membership meetings may be ordered by vote of the Executive Board or requested in writing by no fewer than sixteen (16) members. In the case of Special Meetings, the President shall:

a) Immediately call a Special Meeting when so ordered or requested, and;

b) see that all members receive at least twenty-four (24) hours' notice of the Special Meeting and the subjects(s) to be discussed;

c) see that no business shall be transacted at the Special Meeting other than that for which the meeting is called and notice given.

4.4 A quorum for the transaction of business at any regular or special meeting shall be eight (8) members, including at least three (3) members of the Executive Board.

4.5 The order of business at Regular Membership meetings is as follows:

1. Roll Call of Officers
2. Equality Statement
3. Acknowledgement of Indigenous Territory
4. Voting on New Members & Initiation
5. Reading of Minutes
6. Matters Arising
7. Treasurer's Report
8. Communications and Bills
9. Executive Board Report
10. Reports of Committees and Delegates
11. Nominations, Elections, or Installations
12. Unfinished Business
13. New Business
14. Good of the Union
15. Adjournment

(Article B.6.1)

SECTION 5 - VOTING OF FUNDS

5.1 Except for ordinary expenses and bills as approved at regular membership meetings, no sum over fifty dollars 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 regular membership meeting or it has been approved by the budget.

5.2 Any sum over $1500.00 shall be by notice of motion given in writing and voted on at the following membership meeting or special meeting called to deal with the motion.

(Article B.4.4)

SECTION 6 - OFFICERS

6.1 The Officers of the Local shall be:

President
Vice-President
Secretary-Treasurer
Recording Secretary
Communications Officer
Three (3) Trustees
Five (5) Stewards one of which shall be from Wyoming Administration. The Chief Steward shall be elected from these five (5) Stewards.

All officers shall be elected by the membership.

(Articles B.2.1 & B.2.2)

SECTION 7 - EXECUTIVE BOARD

7.1 The Executive Board shall be comprised of the President, Vice- President, Secretary-Treasurer, Recording-Secretary, Communications Officer, and Chief Steward.

(Article B.2.2)

7.2 The Board shall meet at least once every month except for July and August.

(Article B.3.14)

7.3 A majority of the Board constitutes a quorum.

7.4 The Executive officers shall hold title to any real estate of the Local as trustees for the Local. They will 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.

7.5 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.

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

(Appendix B.11.1 & Appendix F)

7.7 Should any Board member fail to answer the roll call for three (3) consecutive regular membership meetings or three (3) regular Board meetings without having submitted good reasons for those failures, their office shall be declared vacant and shall be filled by an election at the following membership meeting.

7.8 The Board Members shall have first preference as a delegate to the CUPE National Convention, and all other labour conventions and educational opportunities.

(Article B.2.5)

SECTION 8 - DUTIES OF OFFICERS

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

All signing Officers of Local 2926 shall be bonded through the master bond held by CUPE. Any Officer who cannot qualify for the bond shall be disqualified from having signing authority.

8.1 The President shall:

a) enforce the CUPE Constitution and these bylaws;

b) preside at all membership and Executive Board meetings and preserve order;

c) decide all points of order and procedure (subject always to appeal by the membership);

d) have a vote on all matters (except appeals against their rulings);

e) ensure that all officers perform their assigned duties;

f) fill committee vacancies where elections are not provided for;

g) introduce new members and conduct them through the initiation ceremony;

h) 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;

i) be allowed necessary funds, not to exceed $200.00 monthly, to reimburse themself or any officers for expenses supported by vouchers, incurred on behalf of the Local;

j) have first preference as a delegate to the CUPE National Convention.

(Article B.3.1)

8.2 The Vice-President shall:

a) if the President is absent or incapacitated, perform all duties of the President;

b) if the office of the President falls vacant, be Acting President until a new President is elected;

c) render assistance to any member of the bargaining unit as directed by the Board.

(Article B.3.2)

8.3 The Recording Secretary shall:

a) keep full, accurate and impartial account of the proceedings of all regular or special membership and Executive Board meetings, ensuring that these records must also include a copy of the full financial report (Executive Board meetings) and the written financial report (membership meetings) presented by the Secretary-Treasurer. The record will also include Trustees reports;

b) record all alterations in the bylaws;

c) answer correspondence and fulfil other secretarial duties as directed by the Board;

d) file a copy of all letters sent out and keep on file all communications;

e) prepare and distribute all circulars and notices to members;

f) have all records ready on reasonable notice for auditors and Trustees;

g) preside over membership and Board meetings in the absence of both the President and the Vice-President;

h) 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;

i) on termination of office, surrender all books, seals, and other properties of the Local to their successor.

(Article B.3.3)

8.4 The Secretary-Treasurer shall:

a) 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;

b) prepare all CUPE National per capita tax forms and remit payment no later than the last day of the following month;

c) throughout their 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;

d) record all financial transactions in a manner acceptable to the Board and in accordance with good accounting practices and the CUPE electronic ledger.

e) make a full financial report to meetings of the Local's Executive Board, as well as an electronic financial report to each regular membership meeting, detailing all income and expenditures for the period;

f) be bonded through the master bond held by the National Office, and any SecretaryTreasurer who cannot qualify for the bond shall be disqualified from office;

g) 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;

h) 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;

i) provide the Trustees with the electronic ledger and any information they may need to complete the audit report forms supplied by CUPE;

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

k) 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;

l) make a written financial report to each regular membership meeting, detailing all income and expenditures for the period.

8.5 The Trustees shall:

a) 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;

b) provide the electronic report of their findings to the first membership meeting following the completion of each audit. This would be the Trustee's report to the membership. Documents are found on the electronic ledger.

c) submit in writing to the President and Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local Union's funds, records, and accounts are being maintained by the Secretary-Treasurer in an organized, correct and proper manner;

d) be responsible to ensure that monies are not paid out without proper constitutional or membership authorization;

e) ensure that proper financial reports are made to the membership;

f) audit the record of attendance;

g) 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;

h) 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 SecretaryTreasurer 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;

8.6 The Chief Steward shall:

a) Guide and direct Stewards in the performance of their duties to ensure all grievances are handled properly and consistently.

b) Perform stewarding duties when required.

c) Seek the advice of our CUPE representative as necessary.

d) Present a synopsis of all grievances at the General Membership Meetings, or provide a report to the Executive in advance of the meeting.

e) Receive and maintain up-to-date files of all grievances.

f) Chair the Grievance Committee and coordinate meetings when required.

8.7 The Communications Officer shall:

a) The Communications Officer in consultation with the President shall be responsible for the compilation and publication of the Local newspaper and multi-media, and for all such publicity and information as decided by the Executive;

b) The Communications Officer shall be responsible for holding monthly meetings with the members of the Communications and Distribution Committees;

c) The Communications Officer shall, upon termination of office, surrender all books, seals, and other properties of the Local Union to their successor, upon termination of their term of office, provide a copy of all documents pertaining to their work to CUPE.

SECTION 9 - OUT-OF-POCKET EXPENSES

9.1 The following expense allowance shall be provided:

a)	President	$1,200.00 annually
b)	Vice-President	$960.00 annually
c)	Recording Secretary	$840.00 annually
d)	Secretary-Treasurer	$840.00 annually
e)	Chief Steward	$500.00 annually
f)	Stewards	$350.00 annually
g)	Trustees	$100.00 per audit
h)	Communications Officer	$350.00 annually

In order to be eligible for the above expense allowance union officers, with the exception of the trustees, must be physically present and participating in at least ten (10) of the fourteen (14) annual general membership and executive meetings. The allowance will be paid in November of each calendar year.

9.2 In addition to the above, the members filling the positions mentioned in 9.1 who use their personal vehicles for Union business will be entitled to mileage at the same rate as the rate currently paid by CUPE National.

9.3 No member filling a position mentioned in 9.1 shall be entitled to claim the annual expense allowance of more than one office at a time.

SECTION 10 - FEES, DUES, AND ASSESSMENTS

10.1 The monthly dues shall be 1.25% of a member's gross monthly pay.

(Article B.4.3)

10.2 Changes in the level of the Monthly Dues can be affected 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. and B.4.3)

10.3 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.

10.4 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 their 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 remittance 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, they shall pay the remittance fee but may not be required to pay their arrears.

SECTION 12 - NOMINATION, ELECTION, AND INSTALLATION OF OFFICERS

12.1 Nomination

Nominations shall be received at the Regular Membership Meeting held in the month of September. No nomination shall be accepted unless the member is in attendance at the meeting or has allowed to be filed at the meeting their consent in writing, duly witnessed by another member. Notice of Motion for elections shall be provided at the June General Membership Meeting prior to the election month. Nominations and elections shall occur in the same meeting.

Also, no member shall be eligible for nomination if they are in arrears of dues and/or assessments, or if they are on temporary assignment acting in a Management capacity.

12.2 Election

(a) At the June membership meeting the President shall, subject to the approval of the members present, appoint a Returning Officer. The Returning Officer shall be a member of the Local who is neither an officer nor candidates for office, they shall have full responsibility for voting

arrangements and shall treat information submitted to them in connection with their responsibilities as confidential

(b) 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.

(c) The Returning Officer shall be responsible for issuing, collecting, and counting ballots. They must be fair and impartial and see that all arrangements are unquestionably democratic.

(d) The voting shall take place at the regular membership meeting in September every three (3) years beginning in 2020.

(e) Voting to fill one (1) office shall be conducted and completed, and recounts dealt with, before balloting may begin to fill another office.

(f) 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.

(g) When two (2) 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.

(h) 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 4.5.

(i) 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.

12.3 Installation

(a) All duly elected officers shall be installed at the meeting at which elections are held and shall continue in office for three (3) years or until a successor has been elected and installed, provided, however, that no term of office shall be longer than three (3) years.
(Article B.2.4)

(b) The terms of office for Trustees shall be as laid down in the CUPE Constitution.
(Article B.2.4)

12.4 By-Election

Should an office fall vacant pursuant to Section 7.7 of these by-laws, or for any other reason, the resulting by-election shall be conducted at the next General Membership Meeting from where the vacancy occurs in conformity with Section 11.

SECTION 13 - DELEGATES TO CONVENTIONS, LABOUR EDUCATION PROGRAMS, AND TRAINING COURSES.

13.1 Except for the Executive Board's option (Section 7.8) all delegates to conventions shall be chosen by election at membership meetings.

13.2 Delegates to the Sarnia District Council shall be elected annually. An official reporter for these delegates shall be appointed annually by the President from among these delegates, and they shall be required to report at each membership meeting of the Local on proceedings at recent meetings of the Council.

13.3 All delegates attending conventions, education or training held outside the County of Lambton shall be paid transportation and accommodation expenses (at economy, tourist or coach rates), a per diem allowance equal to CUPE National for expenses, and an amount equal to any loss of salary incurred by attendance at the convention.

13.4 The Executive Committee has the authority to appoint delegates to attend conventions, seminars and all other related labour training. The total cost for all appointed delegates shall not exceed the budget line in each calendar year

13.5 Delegates to conventions held locally shall have no travel allowance. There shall be a per diem allowance of twenty-five dollars ($25.00) and compensation for any loss of salary incurred by attendance at the convention

SECTION 14 - COMMITTEES

14.1 Negotiating Committee

The Negotiating Committee shall be a special ad hoc committee established no less than three (3) 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:

(a) the Local's President,
(b) The Vice-President,
(c) One (1) member from LSSC that must be elected at a membership meeting, and

(d) One (1) member from Wyoming Administration that must be elected at a membership meeting.

Note: To be eligible for election as member(s) of the Committee, the nominee(s) must have attended at least fifty percent (50%) of all the General Membership Meetings held in the twelve (12) month period preceding the election of the Negotiating Committee.
The CUPE National Representative assigned to the Local shall be a non-voting member of the Negotiating Committee and shall be consulted at all stages from formulating proposals, through negotiations, to contract ratification by the membership.

14.2 Special Committees

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

14.3 Bereavement Committee

The purpose of the Bereavement Committee is to acknowledge the contributions and dedication of a late member of CUPE 2926.

Definition of an active 2926 member: A member (including a retired member) in good standing with the local within the last twelve (12) months prior to their death or a member on an approved/authorized extended leave of absence, extending those twelve (12) months.

The committee will be comprised of the Secretary-Treasurer and another member, either elected from the floor or appointed by the Executive Committee.
This Committee has the authority to contribute on behalf of the Local 2926, a sum of up to seventy-five dollars ($75.00) to a charity specified by the deceased's family.

SECTION 15 - RULES OF ORDER

15.1 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

16.1 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 8.2(c), 12.3, & B.5.1)

16.2 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 (7) days notice at a previous meeting or at least sixty (60) days written notice.

(Article 12.3 & B.5.1)

16.3 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 12.3 & B.5.1)

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, language and ethnic origin.

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

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

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

APPENDIX B - CODE OF CONDUCT

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

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

This Code of Conduct sets out standards of behaviour for participants at national convention, conferences, schools, meetings, and any other union events organized by CUPE National, Local 2926, or any other CUPE chartered body. It is consistent with the expectations outlined in the Equality Statement and the CUPE National Constitution.

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

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

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

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

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

1. If possible, a member may attempt to deal directly with the person alleged to have engaged in behaviour contrary to the Code by asking them to stop such behaviour. If that is not possible, or if it does not resolve the problem, a member may bring forward a complaint.

2. A complaint shall be brought to the attention of an ombudsperson when there is one available. Should an ombudsperson not be available, a person properly appointed and designated to be in charge shall receive the complaint.

3. The ombudsperson or the person in charge will work to seek a resolution. If this fails to resolve the matter, the ombudsperson shall report the matter to the person in charge. The person in charge has the authority to expel members from the event for serious or persistent offenses.

4. If the complaint involves a national staff member, it shall be referred to the appropriate director for investigation and the complaint shall be dealt with in accordance with the applicable staff collective agreement. If the complaint involves a staff member employed by another CUPE chartered organization, the complaint shall be referred to the person responsible for their employment.

5. If the person in charge is a party to the complaint, an alternate will be designated to assume the role.

6. In a case where a member has been expelled from a National event, the National President shall receive a report on the matter. For other events, the presiding officer shall receive a report on the matter.

7. For events organized by CUPE National, the National President shall determine if further remedial action is appropriate, including restricting a member's participation in future events organized by CUPE National. For other events, the presiding officer shall consult the National President.

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

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

APPENDIX C - RULES OF ORDER

1. The President or, in their absence, the Vice-President, shall take the chair at all membership meetings. In the absence of both the President and Vice-President, the Recording Secretary shall act as President, and in their absence a President pro-term 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 (5) minutes, or more than once on the same question without the consent of the meeting or until all who wish to speak have had an opportunity. Chairpersons and movers of a resolution shall be limited to fifteen (15) minutes, except with the consent of the meeting.

3. The President shall state every question coming before the Local, and before allowing debate thereon, and again immediately before putting it to a vote, shall ask: "Is the Local ready for the question?" Should no member rise to speak, the question shall then be put.

4. A motion to be entertained by the presiding officer must be moved and seconded; both mover and seconder must rise and be recognized by the Chair.

5. A motion to amend, or to amend an amendment, shall be in order, but no motion to amend an amendment to an amendment shall be permitted. No amendment, or amendment to an amendment, which is a direct negative of the resolution shall be in order.

6. On motion, the regular order of business may be suspended by a two-thirds 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 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, they shall rise in their place and respectfully address the presiding officer, but, except to state that they rise to a point of order or on a question of privilege, they shall not proceed further until recognized by the Chair.

11. When two (2) or more members rise to speak at the same time, the presiding officer shall decide which 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, they shall cease speaking until the point is determined; if it is decided they are in order, they 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 VicePresident 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, they may in addition give a casting vote, or, if they choose, 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 (3) 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 when a member has the floor, and 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, they 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 their challenge. The Chairperson may then state briefly the basis for their decision, following which the Chairperson shall immediately and without debate put the question: "Shall the decision of the chair be sustained?" A majority vote shall decide except that in the event of a tie the Chair is sustained.

23. After a question has been decided, any two (2) members who have voted in the majority may, at the same or next meeting, move reconsideration thereof.

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

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

APPENDIX D - CUPE EXPENSE VOUCHER

*Please see the **Expense Voucher** on the next page (23).*

CUPE·SCFP

Expense Voucher **Compte de dépenses**

Name Date Submitted

Nom Date de présentation

Address Reason for Expense

Adresse Raisons des dépenses

Date Expense Incurred Dates des dépenses encourues	Full Details of Expense Détails des dépenses	Receipt "R" Attached Reçu «R» inclus	TOTAL
	TOTAL		

Please attach necessary receipts and mark "R" in appropriate column where a receipt applies. Veuillez joindre vos reçus et inscrire «R» dans la colonne réservée à cet effet.

CERTIFICATE – CERTIFICAT

This is to certify that the amounts shown on this statement were incurred by me on behalf of CUPE and/or its Local 2926

Je certifie que les montants ci-dessus ont été dépensés par moi pour le compte du SCFP et/ou de la section locale

Signature _____

Payment recommended by: _____

Paiement recommandé par : _____

Approved by:
Approuvé par : _____

Paid by Cheque No.:
Payé par chèque no. : _____

Date:

jvp/cope/sepb 491

Distribution of Charges Répartition des frais		
Account – Compte	$	¢
TOTAL		