**BY-LAWS OF LOCAL UNION MEMBERS**

**1870**

**CANADIAN UNION OF PUBLIC EMPLOYEES**

**UNIVERSITY OF PRINCE EDWARD ISLAND**

***June 2014***

INDEX

**PAGE NAME**

**1 Preamble**

**1 ARTICLE 1 Name**

**1 ARTICLE 2 Objectives**

**1 ARTICLE 3 Interpretation and Definitions**

**2 ARTICLE 4 Membership Meetings**

**3 ARTICLE 5 Voting of Funds**

**3 ARTICLE 6 Officers**

**3 ARTICLE 7 Executive Officers**

**4 ARTICLE 8 Duties of Officers**

**7 ARTICLE 9 Out-of-Pocket Expenses**

**7 ARTICLE 10 Fees, Dues, and Assessment**

**8 ARTICLE 11 Non-Payment of Dues & Assessments**

**8 ARTICLE 12 Nominations, Elections, & Installation of Officers**

**10 ARTICLE 13 Union Events: Conventions, Conferences, & Workshops**

**10 ARTICLE 14 Committees**

**12 ARTICLE 15 Rules of Order**

**12 ARTICLE 16 Amendment**

**13 ARTICLE 17 Retiring Members**

**13 ARTICLE 18 Honourary Members**

**13 ARTICLE 19 Mentoring Program**

**14 Appendix “A” to the By-laws of Local 1870, CUPE**

**PREAMBLE**

In order to improve the social and economic welfare of its members

without regard to age, color, creed, ethnic or national origin, family

status, **gender identity/expression**, marital status, physical or mental handicap,

political belief, race, religion, sex, sexual orientation, or source of income of any

individual or class of individual, to promote efficiency in public

employment and to manifest its belief in the value of the unity of organized

labor, 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.

**ARTICLE 1 NAME**

1.01 The name of this Local shall be: Canadian Union of Public Employees,

Local No. 1870, University of Prince Edward Island Clerical, **Administrative**,

and Technical Employees

**.**

**ARTICLE 2 OBJECTIVES**

2.01 The objectives of the Local are to:

(a) secure adequate remuneration for work performed, eliminate

harassment of any kind, 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 **(see Appendix B)**;

(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.

**ARTICLE 3 INTERPRETATION AND DEFINITIONS**

3.01 A member shall be defined as an employee of the University of Prince

Edward Island who has signed a union card and paid an initiation fee.

Numbers of Articles at the end of sections or sub‑sections refer to relevant

articles of the CUPE Constitution **(2009)** which should be read in

conjunction with these bylaws.

**ARTICLE 4 MEMBERSHIP MEETINGS ‑ Regular and Special**

4.01 Regular membership meetings shall be held on or about 12: 10 p.m., at the

beginning of each month. If a Statutory Holiday intervenes, the

Executive Board shall give a week's notice of any change in the date of the

regular meeting,

4.02 Special Membership Meetings may be ordered by the Executive Board or

requested in writing by no fewer than seven (7) 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.

4.03 A quorum shall consist of 10 members or 25% of the membership,

whichever is least. If a scheduled meeting fails to have a quorum in

attendance, then a new meeting may be called for approximately one week

later. At this meeting, those present shall constitute a quorum capable of

conducting union business, provided only that this fact shall be included on

the notice of the meeting sent to the members.

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

(a) Roll Call of Officers;

(b) Reading of Minutes of Previous Meeting;

(c) Matters arising out of the Minutes,

(d) Treasurer's Report;

(e) Communication and Bills;

(f) Voting on New Members and Initiation;

(g) Executive Board Report;

(h) Reports of Commit tees and Delegates;

(I) Nominations, Elections, or Installations;

(j) Unfinished Business;

(k) New Business;

(l) Good of the Union;

(m) Adjournment

**ARTICLE 5 VOTING OF FUNDS**

5.01 **Other than for ordinary expenses and bills as approved at membership meetings:**

**(a) no sum over $100 per person with the approval of the President and Secretary-Treasurer shall be voted for the purpose of a grant or contribution to a member of any cause outside of CUPE;**

**(b) no sum over $200 is sent as strike donations or convention pledges (this amount is to be reviewed annually.) Except by notice of motion given in writing and dealt with at the following membership meeting. (Article B.4.4)**

**ARTICLE 6 OFFICERS**

6.01 The officers of the Local shall be the Past President, President, and Vice‑

President (3), Secretary Treasurer, Recording Secretary, three (3) Trustees,

Chief Steward, Shop Stewards, and Sergeant‑At‑Arms. All Officers shall

be elected by the membership.

**ARTICLE 7 EXECUTIVE BOARD**

7.01 The Executive Board shall comprise all officers, except Trustees, Sergeant-at‑

Arms and Shop Stewards.

7.02 A majority of the board constitutes a quorum.

7.03 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.

7.04 The Board shall meet at least once every month.

7.05 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.

7.06 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.6.1 to B 6.7)

7.07 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, this office shall be

declared vacant and shall be filled by an election at the following

membership meeting (Article B 2 5).

**ARTICLE 8 DUTIES OF OFFICERS**

8.01 The *PRESIDENT* shall:

‑ enforce the CUPE Constitution and these By‑laws:

- 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 rulings) and in

cases 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;

‑ introduce new members and conduct them through the initiation

ceremony;

- sign all cheques and ensure that the Local's funds are used only as

authorized or directed by the Constitution, by‑laws, or vote of the

membership;

‑ be allowed necessary funds, not to exceed $25.00 monthly, to

reimburse any officers, including the President, for expenses,

supported by vouchers, incurred on behalf of the local;

- have first preference as a delegate to the CUPE National

Convention. (Article B.3.1)

8.02 The 1st *VICE‑PRESIDENT* 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 (Article B.3.2)

- Shall be the third signatory on all cheques (in the absence of the President).

**- examine and watch all job postings that pertain to their classification**

**- inform new members and keep membership up to date.**

**8.03 The *ASSOCIATE VICE-PRESIDENTS’* shall;**

**- if the President or 1st Vice President is absent or**

**incapacitated, perform all duties of the President;**

**- be a member and attend all Executive Meetings;**

**- shall come from the two designated areas of ADS, MTS, and PA) not represented by the 1st VP;**

**- shall work with the Shop Stewards in their area**

**- examine and watch all job postings that pertain to their classification**

**- inform new members and keep membership up to date.**

**- perform such other duties assigned by the Board from time to time.**

8.04 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;

- record all financial transactions in a manner acceptable to the Board

and in accordance with good accounting practices;

‑ be bonded for not less than $500.00 (or any greater sum as may be

decided at a membership meeting, taking into account the assets of

the Local and the amount of cash and cheques handled by the

Secretary Treasurer) through the master bond held by the National

Office;

‑ Pay no money unless supported by a voucher duly signed by the

President or 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 book available for inspection by the auditors and/or

Trustees on reasonable notice, and have the books audited semiannually;

provide the Trustees with any information they may need to

complete the audit report forms supplied by CUPE;

‑ not later than February 28 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 President, to employ

necessary clerical assistance to be paid for out of the Local's finds;

- notify all members who are one month in arrears and report to the

Board all members two or more months in arrears. (Articles B.3.1

to 0.3.9)

8.05 The *RECORDING SECRETARY* shall

- keep full and accurate account of the proceedings of all membership

and Board meetings;

‑ record all alterations in 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;

‑ prepare and distribute all circulars and notices to members;

‑ have all records ready on reasonable notice for auditors and

trustees;

‑ on termination of office, surrender all books, seals, and other

properties of the Local to the successor;

‑ preside over membership and Board meetings in the absence of

both the President and the Vice-President;

‑ be empowered, with the approval of the President, to employ

necessary stenographic or other assistance to be paid for out of the

Local's funds (Article B.3.3).

8.06 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 the members present;

- assist in maintaining the record of membership attendance at meetings;

- perform such other duties as may be assigned by the Board from

time to time.

8.07 The *TRUSTEES* shall

- act as an auditing committee on behalf of the members and audit the

books and accounts of the Secretary Treasurer, the Recording

* Secretary and the Committees at least once every calendar year

Make a written report of their findings to the first membership meeting following the completion of each audit

* Submit in writing to the President and Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local Union’s funds, records, and accounts are being maintained by the Secretary- Treasurer in an organized, correct, and proper manner.
* Be responsible to ensure that monies have not been paid out without proper constitutional or membership authorization
* Ensure that proper financial reports have been given to the membership
* Audit the record of attendance
* Inspect at least once a year, any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may at any time be owned by the Local Union, and report their findings to the membership.
* Send to the National Secretary-Treasurer, with a copy to the assigned Serving Representative, the following documents:

1. Completed Trustee Audit Program
2. Completed Trustees’ Report
3. Secretary-Treasurer Report to the Trustees
4. Recommendations made to the President and Secretary-Treasurer of the Local Union
5. Secretary-Treasurer’s response to recommendations
6. Concerns that have not been addressed by the Local Union Executive Board.

8.08 The *SHOP STEWARDS* shall

- be responsible for the recruitment or new members;

‑ monitor the existing contract and ensure that the members' rights

are observed and also that the obligations of the members are met;

‑ ensure that the Chief Steward is made aware of any problems that

arise in the area under the shop steward's jurisdiction and the

manner in which problems are being handled;

‑ make sure that in the shop steward's area notices are posted and

that the members are made aware of any meetings of the Union and

shall do all possible to ensure a good turnout at such meetings;

- be a member of the Sick Committee.

8.09 The *CHIEF STEWARD* shall

‑ be a member of the Executive Board;

‑ be aware, through consultation with the various Shop Stewards, of

any problems within any department and shall keep the Executive

and the membership up-to-date on any problems or grievances that

may have arisen during this term of office and the subsequent

settlement or solving of such;

- sit as the Chair of the Grievance Committee, which shall determine

if a complaint has any basis to become a grievance and subsequently

to follow that grievance to its conclusion.

8.10 The *PAST PRESIDENT* shall

- be a member of the Executive Board for one year

**ARTICLE 9 OUT‑OF‑POCKET EXPENSES**

9.01 **Any member who incurs expenses** because of Union business shall be reimbursed upon submission of receipts to the Secretary Treasurer and approved by the Executive Board or membership meeting.

9.02 **The following expense allowance shall be paid to the following officers at the Annual General Meeting for each year of office:**

**President $400**

**Vice-President $200**

**Sec-Treasurer $200**

**Recording Secretary $200**

**Chief Shop Steward $200**

**ARTICLE 10 FEES, DUES, AND ASSESSMENTS**

10.01 *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 Two

Dollars and Fifty Cents ($2.50) which shall be in addition to monthly dues.

The Secretary Treasurer shall issue a receipt. lf the application is rejected,

the fee shall be returned. (Articles 8.4.1 and B.9.2)

10.02 *Monthly Dues*

The Monthly Dues shall be 1.35% of gross salary, paid bi‑weekly.

10.03 Changes in the levels of the Initiation Fee, the Re-admittance Fee or the

Monthly dues can be affected only by following the procedure for

amendment of these by‑laws (see Section 1 6), with the additional provision

that the vote must be by secret ballot (Articles B.4.1 and B.4.3).

10.04 Notwithstanding the above provisions, if the CUPE Constitution raises

minimum fees and/or dues above the level herein established, these by‑laws

will be deemed to have been automatically amended to conform to the new

CUPE minima.

10.05 Special assessments may be levied in accordance with Article B.4.2 the

CUPE Constitution.

**ARTICLE 11 NON‑PAYMENT OF DUES AND ASSESSMENTS**

11.01 Any member in arrears for a period of three (3) months or more shall be

automatically suspended and this 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 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, that member may not be required to pay

arrears (Article B. 10.1).

**ARTICLE 12 NOMINATIONS, ELECTIONS, AND INSTALLATION OF OFFICERS**

12.01 *Nominations*

Nominations shall be received at the annual dinner meeting held in the

month of June. To be eligible for nomination, a member must be a member

in good standing and must have attended at least fifty percent of the

membership meetings held in the previous twelve months or in the period

while a member, if less than a 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

written consent, duly witnessed by another member, to be filed at the

meeting. No member shall be eligible for nomination if in arrears of dues

and/or assessments.

12.02 *Elections*

(a) At a membership meeting at least one month prior to election day

the President shall, subject to the approval of the members present,

appoint the 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.

(b) The Executive Board shall determine the form of the ballot and

ensure that sufficient quantifies are made available in good time to

the Returning Officer.

(c) The Returning Officer shall be responsible for issuing, collecting,

and counting ballots. The Returning Officer must be fair and

impartial and see that all arrangements are unquestionably

democratic.

(d) The voting shall take place at the Annual Meeting in June.

The vote shall be by secret ballot.

(e) Voting to fill one office shall be conducted and completed, and

results 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. In case of a final tie

vote, the presiding officer may cast the deciding vote.

(g) When two or more nominees are to be elected to any office by

ballot, each member voting shall he 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©.

12.03 *Installation*

(a) All duly elected officers shall be installed at the meeting at which elections are held. **Elections shall be held annually for a two (2) year term. The President, 1st Vice-President, Associate Vice-Presidents (2), Recording Secretary, and Treasurer and Executive Officers position up for election shall be: In the odd years, President, Treasurer, and Sergeant-at-arms. In the even years, 1st Vice President, Associate Vice-Presidents (2), Recording Secretary, and Chief Shop Steward.** (Article B.2.4)

(b) The terms of Office for Trustees shall be as laid down in Article

B.3.10 of the CUPE Constitution.

12.04 *By-Elections*

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

**ARTICLE 13 UNION EVENTS: CONVENTION, CONFERENCES, & WORKSHOPS**

l3.01 Except for the President's option (Section 8(a)), all delegates to

conventions shall be chosen by election at membership meetings.

13.02 Members who attend conferences and workshops at the Union's expense

should hold executive positions or be asked to hold executive positions

when nominations were sought.

13.03 Members who, at the Union's request, attend conferences and

workshops shall be reimbursed for expenses which may include:

registration fees, lost salary, per diem, transportation, accommodation,

receipted expenses, and child care expenses over and above normal

expenses. Members may request an advance of monies to cover these

expenses. A statement of expenses must be remitted to the Treasurer

upon return to work.

(a) Per diem is based on $10 (breakfast), $18 (lunch), and

$27 (supper). Additional $20 allotted for off-Island incidentals.

(b) Mileage is reimbursed at a fixed rate of $0.45/km.

(c) Child Care will be reimbursed up to a maximum of $50 per day, substantiated by receipts.

**ARTICLE 14 COMMITTEES**

14.01 *Negotiating Committee*

This shall be a special ad hoc committee established prior to negotiations

and automatically disbanded when a new collective agreement has been

signed. The function of the Committee is to prepare collective bargaining

proposals and to negotiate a collective agreement. The Committee shall

consist of the President and three (3) members, plus an alternate, all

elected at a membership meeting. 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.

14.02 *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 Executive Board.

Two members of the Board may sit on any special committee as ex‑officio

members.

14.03 *Standing Committee*

The Chair of each Standing committee shall be elected by the members at a

membership meeting. The Chair and the Executive Board may, with the

concurrence of the membership, jointly appoint other members to serve on

a committee. A member of the executive of CUPE 1870 shall be a

member, ex‑officio, of each committee. There shall be four (4) Standing

Committees as follows:

(a) *Grievance Committee*

This Committee shall process all grievances 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 of the

Chief Steward, President, and one (1) other member to be selected

from among the Shop Stewards. The Committee shall appoint it’s

secretary from among its members.

(b) *Education Committee*

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 files of these reports;

- disburse information to the local and co‑operate with the

Executive Board in preparing press releases and other

publicity material;

- co‑operate with the Education and Public Relations

Departments of CUPE, and with the Regional Educational

Representative, in implementing both the Local's and

CUPE's policies in these fields. The Committee shall

comprise between three (3) and give (5) members and shall

appoint its secretary from among its members.

(c) Social Committee

It is the function of this Committee:

‑ to be responsible for the organization and implementation of the

Annual Meeting;

‑ 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;

‑ shall submit reports and proposals to the Executive Board

or to the membership as required;

‑ shall be self-supporting except that a ceiling for the

Committee's net expenditures shall be fired annually by the

membership.

The Executive Board shall be held responsible for the proper and effective functioning of this Committee;

‑ the Committee shall comprise between three (3) and five (5)

members and may appoint a secretary treasurer from among

its members.

**ARTICLE 15 RULES OF ORDER**

15.0l 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, and may be amended only by the same procedure

used to amend the by‑laws

.

15.02 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.

**ARTICLE 16 AMENDMENT**

16.01 These by‑laws 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 by‑laws and the CUPE

Constitution, the latter shall govern. Constitutional interpretation,

including determination of conflict, is the prerogative of the National

President. (Articles 9.2 ©, 12.3, and B.6.1).

16.02 These by‑laws 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 written notice given at a previous regular

membership meeting

16.03 No change in these by‑laws shall be valid and taken 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 and B.6.1).

**ARTICLE 17 RETIRING MEMBERS**

A gift to the value of fifty ($50) dollars and a certificate will be given to members upon their retirement

**ARTICLE 18 HONOURARY MEMBERS**

CUPE 1870 Executive and membership can create and approve candidates as honorary members based on their exemplary work and/or being a strong union activist.

**ARTICLE 19 MENTORING PROGRAM**

To ensure the future of Local 1870, a mentoring program will be implemented. This program will help create an opportunity to train members to become activists and/or future executive members. Interested members will be allowed to shadow or to apprentice an executive member and learn the duties of that position on a gradual basis, rather than taking on that position with little or no experience. Elections will be held to decide who will apprentice an executive member.

**APPENDIX "A" TO THE BY‑LAWS OF LOCAL 1870. CUPE**

**RULES OF ORDER**

1. The President, or, in the President's absence, the Vice-President, shall take the chair at all

membership meetings. In the absence of both the President and the Vice-President, the

Recording Secretary shall act as President. If all three are absent, a President pro‑term

shall be chosen by the local.

2. No member, except the Chair 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 a11 who wish to speak have had an opportunity.

Chairs 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 seconded 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, that member shall

rise in place and respectfully address the Presiding Officer, but, except to state that he/she

rises to a point of order or on a question of privilege, that member 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, that member shall cease speaking until

the point is determined; if it is decided he/she I s 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 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, the Presiding Officer may in addition give a casting vote, or, if so 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 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 or an amendment is adopted, the original resolution, as amended, shall be put to the Local.

19. A motion to adjourn is in order except

(a) when a member has the floor, and

(b) 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 has 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, that member must do

so at the time the decision is made. lf t he challenge is seconded, the member shall be

asked to state briefly the basis for challenge. The Chair may then state briefly the basis

for his/her decision, following which the Chair 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 I s 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, is not to be divulged to any persons

outside the Local or the Canadian Union of Public Employees.