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# **Bylaws**

# **Local Union**

# **1883**

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**Approved by National 16 March 2016**

**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 sex, colour, race, age and lifestyle, 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 by-laws are adopted by the Local pursuant to, and to supplement, Appendix "B" of the CUPE Constitution, to safeguard the rights of all members, to provide for responsible administration of the Local, and to involve as many members as possible through the sharing of duties and responsibilities.

## **SECTION 1 - NAME**

The name of this Local shall be: Canadian Union of Public Employees Local No. 1883, Regional Municipality of Waterloo.

## **SECTION 2 - OBJECTIVES**

The objectives of the Local are to:

- (a) Secure adequate remuneration for work performed, and 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) Encourage the settlement by negotiation and mediation of all disputes between the members and their employers;
- (d) Provide an opportunity for its members to influence and shape their future through free democratic trade unionism.

## **SECTION 3 - INTERPRETATION AND DEFINITIONS**

- (a) Masculine pronouns shall be understood to include the feminine gender
- (b) Number of articles at the end of a section or sub-sections refer to relevant articles of the CUPE Constitution (1993) which should read in conjunction with these by-laws.

## **SECTION 4 - MEMBERSHIP MEETINGS - Regular and Special**

- (a) Regular membership meetings shall be held at a time and location to be established by the Executive Board. The Executive Board shall give the membership at least a week's notice of the date, time, location, and agenda of the regular meeting. A minimum of ten (10) meetings per calendar year will be held.
- (b) Special membership meetings may be ordered by the Executive Board or requested in writing by no fewer than thirty (30) of the Union's 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 fifteen (15) members at large plus at least three (3) members of the Executive Board.

In the event that a quorum is not present at the start of the meeting the President/Chairperson shall declare all business referred to the Executive Board and shall adjourn the formal meeting.

(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 of Previous meeting
4. Matters arising out of the Minutes
5. Treasurer's Report
6. Communications
7. Executive Board Report
8. Reports of Committees and Delegates
9. Unfinished Business
10. New Business
11. Nominations, Elections or Installations
12. Good of the Union
13. Adjournment (Article B.VIII)

## **SECTION 5 - VOTING FOR FUNDS**

(a) The membership shall approve an annual budget for the Local at least once per year at a regular membership meeting. Notice that the budget is to be considered shall be included in the agenda distributed to the membership with the notice of the meeting. All expenses that exceed approved budget items require approval by a motion at a regular membership meeting.

(b) The membership shall set an annual budget for requests for donations and appeals. The Local shall make one hundred dollar (\$100) donations to all CUPE Personal Appeals and Strike Appeals. All requests for donations of a larger amount or to causes outside of CUPE require a notice of motion given in writing and consideration at the following meeting.

(c) The Local shall recognize retiring members with either a watch, bracelet, clock, or gift certificate of up to \$100 in value as a token of our appreciation, and will pay for retiring members' membership in the Municipal Retirees' Organization of Ontario (MROO) insurance program if the employee decides to purchase insurance through MROO.

(d) The funds of the local union shall not be divided, donated or disbursed in whole or in part among individual members of the union. These funds can only be used for valid local union purposes in keeping with the intent of the National Constitution. (Article B.1.2 & B.4.4)

## **SECTION 6 - OFFICERS**

(a) The Officers of the Local shall be the President, two (2) Vice-Presidents, Grievance Chairperson, Treasurer, Recording Secretary, three (3) Trustees, and a Sergeant-at-arms. All Officers shall be elected by the membership. (Article B.2.1 & B.2.3)

(b) On termination of office, any Officer or Steward must surrender all books, records and other properties of the Local to the union.

## **SECTION 7 - EXECUTIVE BOARD**

(a) The Executive Board shall comprise all officers, except the Trustees and Sergeant-at-Arms. (Article B2.2).

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

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

(d) The Executive Officers shall hold title to any real estate or investment of the Local as Trustees or the Local. They shall have no right to sell, convey, or encumber any real estate or investment 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 accountable 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. (Article B6.1 to B6.7)

(g) Should any Board member fail to answer the roll-call for two (2) consecutive regular membership meetings or three (3) consecutive 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 B2.5)

## **SECTION 8 - DUTIES OF OFFICERS**

(a) **The President shall:**

- enforce the CUPE Constitution and these by-laws;
- preside or delegate to one of the Vice-Presidents the chairing of any membership meetings and preserving of order;
- preside at all executive board meetings;
- decide all points of order and procedure, consulting the Rules of Order when the need arises. (Decisions subject always to appeal of 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 duty;
- fill committee vacancies where elections are not provided for;
- introduce new members at regular membership meetings;
- 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;
- have first preference as a delegate to the CUPE National Convention and CUPE Ontario Division Convention (Article B3.1);
- have the right to call a vote or appoint a representative from the general membership to represent the Local to various outside committees. The representative will be responsible to the Executive Board.

**(b) The Vice President shall (effective January 2009):**

- be the union Co-Chair of the Job Evaluation Committee;
- report to members at regular membership meetings on all matters for which s/he is responsible;
- if the President is absent or incapacitated, perform all duties of the president
- if the office of President should fall vacant, perform the duties and act as President until a new President is elected.

**(c) The Second Vice President shall:**

- appoint all union representatives to Joint Health and Safety Committees, including appointing Union Co-Chairs;
- coordinate the activities of union Health & Safety representatives, ensuring that they adhere to the Occupational Health and Safety Act;
- be responsible for all matters pertaining to WSIB, Long Term Disability, and accommodations/Return-to-Works affecting members, including appointing union representatives for such matters;
- report to members at regular membership meetings on all matters for which s/he is responsible.

**(d) The 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 manner acceptable to the Board and in accordance with good accounting practices;
- make a financial report to the local union monthly;

- be bonded for not less than five-hundred (\$500.00) dollars (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 Treasurer) through the master bond held by the National Office, and any treasurer who cannot qualify for the bond shall be disqualified from office;
- pay no money unless supported by a voucher duly signed by the President or one other member of the Board, except that no voucher shall be required for payment of per capita fees to any organizations 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 semi-annually;
- provide the trustees with any information they may need to complete the audit report forms supplied by CUPE;
- be empowered with the approval of the President, to employ necessary auditing assistance to be paid for out of the Local's funds. (Articles B3.4 - B3.9)
- be empowered, with the approval of the membership, to employ necessary clerical assistance to be paid out of the local's funds;

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

- keep full up-to-date and accurate account of the proceedings of all regular and special membership and Board meetings;
- 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 meetings in the absence of both the President and the Vice-Presidents;
- 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 B3.3);

**(f) The Grievance Chairperson shall:**

- update and report on all grievances to the Executive Board and the members at the monthly general membership meetings;
- keep accurate records of grievances and resolutions;
- handle or designate handling of all grievances and arbitrations;
- keep the National Representative informed about grievances;
- after consulting with the National Representative, make recommendations regarding the handling of all grievances not settled at the second stage to the Executive Board.

**(g) The Sergeant-At-Arms shall:**

- admit to membership meetings only 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 of meetings;
- ensure the maintenance of order at meetings;
- perform such other duties as may be assigned by the Board from time to time.

**(h) The Trustees shall:**

- act as an auditing committee on behalf of the members and audit the books and accounts of the Treasurer, the Recording Secretary and the Standing Committees semi-annually;
- report their findings to the first membership meeting following the completion of each audit;
- 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;
- inspect at least twice 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;
- use audit forms supplied by the National Office and send a copy of each half-yearly audit to the National Secretary-Treasurer in accordance with the provisions of the CUPE Constitution; (Articles B3.10 to B3.12)
- audit the record of attendance.

**i) The Stewards shall:**

- be the front line contact between members and the union;
- respond to member inquiries, concerns, and complaints in a timely and confidential manner;
- represent members in their dealings with the employer;
- advise members on their right and ability to grieve, file grievances and follow-up while ensuring timelines are met;
- be encouraged to attend at least 75% of all Steward Committee and regular membership meetings;
- share all notes and documentation associated with grievances with the Grievance Chair for the purposes of maintaining accurate union files.



## **SECTION 9 - OUT-OF-POCKET EXPENSES**

(a) In addition to the above allowance the Executive shall receive an expense allowance of:

President – two hundred dollars (\$200.00) per month

Vice-President - one hundred and fifty dollars (\$150.00) each per month

Treasurer - one hundred and fifty dollars (\$150.00) per month

Recording Secretary - one hundred and fifty dollars (\$150.00) per month

Grievance Chairperson - one hundred and fifty dollars (\$150.00) per month

Trustees - one hundred and fifty dollars (\$150.00) annual expense

All of the above should be increased at the negotiated increments of the collective agreement not exceeding 3%.

## **SECTION 10 - FEES, DUES AND ASSESSMENTS**

(a) **Initiation Fee** - Each application for membership in the Local shall be directed to the Treasurer and shall be accompanied by an initiation fee of one (\$1.00) which shall be in addition to the monthly dues. The Treasurer shall issue a receipt. If the application is rejected the fee shall be returned. (Article B4.1 and B10.2)

(b) **Readmittance Fee** - The readmittance fee shall be one (\$1.00) dollar. (Article B4.1 and B11.2)

(c) **Monthly Dues** - The Monthly dues shall be one point four percent (1.4%) of regular weekly earnings, every two (2) weeks. (Article B4.3)

(d) Changes in the levels of the Initiation Fee, the Readmittance Fee, or the Monthly Dues can be effected only by following the procedure for amendment of these by-laws (Section 14) with the additional provision that the vote must be by secret ballot. (Articles B4.1 and B4.3)

(e) CUPE Local 1883 shall be affiliated with the following organizations listed and shall be subject to their Constitutions:

Canadian Union of Public Employees K-W Labour Association

Ontario Division CUPE CUPE District Council

Canadian Labour Congress Ontario Federation of Labour

Waterloo Regional Labour Council

The delegates to Waterloo Regional Labour Council and CUPE District Council and K-W Association shall be appointed by the Executive and shall maintain office for a period of two years. The executive may at their discretion extend such delegate status for a succeeding period of two years.

(f) Notwithstanding the above provisions, if the CUPE Convention 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 minimum.

(g) **Special assessments** may be levied in accordance with Article B4.2 of the CUPE Constitution.

## **SECTION 11 - NOMINATION, ELECTION AND INSTALLATION OF OFFICE**

### **(a) Nominations**

1. Nominations shall be received at a regular membership meeting one (1) month prior to elections. 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.
2. The results of the first nomination meeting will be distributed to the stewards so that the Local's membership can be informed.
3. Nominations will be received 1 month prior to elections and on election night.

### **(b) Elections**

1. All terms of office shall continue for a period of two (2) years. Half the positions on the Executive will expire every year. In 2013 only, the President, 1st Vice President, and Treasurer will be elected for three-year terms.
2. At a membership meeting at least one (1) month prior to election day the members shall elect an Elections Committee consisting of an Election Chairperson and assistant(s). The Committee shall consist of 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.
3. Elections shall take place no earlier than one (1) week and no later than one (1) month after nominations are opened.
4. The Executive Board shall determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Election Chairperson.
5. The Election Officer shall be responsible for issuing, collecting, and counting ballots. He must be fair and impartial and see that all arrangements are unquestionably democratic.
6. The voting shall take place at a full membership meeting. The vote shall be by secret ballot.
7. Voting to fill one office shall be conducted and completed, and recounts dealt with, before balloting may begin to fill another office.

8. 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 vote shall be repeated until a majority is reached.

9. 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 five (5) other members.

10. Stewards and Committee members shall be elected for two-year terms. If, after the election, there is an insufficient number of members in the positions, then the President may appoint members to Steward or Committee positions until the next election.

11. The Executive may appoint a member to fill a temporary vacancy on the Executive Board for a period not to exceed three months or the remaining term of office, whichever comes first. Vacancies of a longer period of time will be considered as resigned and must be filled by a by-election as per 11d).

**(c) Installation**

1. All duly elected Officers shall be installed at the meeting at which elections are held and shall continue in office until a successor has been elected. (Article B2.4)

2. The terms of office for Trustees shall be laid down in Article B3.10 of the CUPE Constitution.

3. A list of officers and stewards is to be posted on the bulletin boards.

**(d) 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.

## **SECTION 12 - DELEGATES TO CONFERENCES, CONVENTIONS, AND UNION BUSINESS**

(a) Except for the President's option (Section 8a), all delegates to conferences and conventions must have attended at least 50% of membership meetings in the past twelve months and be an active\* member on a committee in good standing.

Delegates are required to submit a written and/or verbal report to the membership, either separately or collectively. Where possible, the members shall cover all workshops being presented.

Members interested in attending a conference or convention must make a written request to the Executive by a deadline determined by the Executive.

(b) The Executive will decide how many members to send to each conference and convention based on the budget approved by the membership.

For Conferences, no more than 50% of delegates will be Executive, (excluding the president's option), if there is not enough interest from members at large otherwise the rest of the Executive will be given the opportunity to attend. The Executive will select the remaining delegates from the floor on a seniority basis, with the most senior member who has not attended any conference or convention in the last 12 months being selected.

For Conventions except for the President's option [Section 8 (a)], all delegates shall be chosen from within the executive board members first, then opened to the rest of the membership if space permits. The Executive will select the remaining delegates on a seniority basis, with the most senior member who has not attended any conference or convention in the last 12 months being selected.

(c) All delegates elected to conferences and conventions held outside the Regional Municipality of Waterloo shall be paid transportation expenses (at economy air fare, tourist or coach rates, or mileage at the contract rate. Mileage is not to exceed the amount of economy air fare), hotel accommodation, a meal allowance of up to seventy-five (\$75.00) per day for expenses, and an equal amount to any loss of salary incurred by attendance at the convention. Delegates are expected to carpool.

(d) In order for members to be considered for a weeklong educational course, the member shall have attended at least fifty (50) percent of membership meetings or hold an active position on a CUPE 1883 committee for the past 12 months. Members attending a week long residential school where meals are included will receive out of pocket expenses of twenty dollars (\$20.00) per day.

(e) Delegates to conventions held locally shall be given a meal allowance of fifteen (\$15.00) dollars per day if meals are not provided and compensation for any loss of salary incurred by attendance.

(f) Members on Union Business - during their time off from 8:00 a.m. to 5:00 p.m. - paid regular rate if not paid by the Region, maximum of eight (8) hours per day.

\*active – member who has attended 3 meetings and/or committee functions

## **SECTION 13 - COMMITTEES**

Whenever possible, committee meetings should be scheduled so that committee members spend at least as much personal time as union leave time on committee business. Committee members shall attend at least 75% of Committee meetings: failure to do so over the course of twelve months without having submitted good reasons for those absences to the Committee will result in their position being declared vacant.

Committee members are expected to keep informed of activities of the Local by attending regular membership meetings or reading reports and highlights on union bulletin boards or the union website. The Executive will appoint one its members to sit on each committee.

Committees shall elect their own chairs, who shall report to regular membership meetings on their committee's activities. Minutes of Committee meetings shall be forwarded to the Executive and files in the union office.

**(a) Negotiating Committee**

i) This special ad hoc committee shall be elected by the membership at a regular membership meeting least 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 up to seven members, including all members of the Executive Board who wish to participate. To be eligible for nomination, a member shall have attended at least 50% of the membership meetings in the past twelve months. The members of the negotiating committee shall be compensated for meals when accompanied by receipt. 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 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 Executive Board. Two members of the Board may sit on any special committee as ex-officio members.

**(c) Standing Committees**

The Local shall have the following Standing Committees:

**(1) Steward's Committee**

This committee will be chaired by the Grievance Chair and consist of all Stewards. The purpose of the committee is to provide a forum for discussion of such issues as: grievance procedures, contract proceedings, duties of a steward, disseminating information on activities of the Executive Board and Local.

**(2) Health & Safety Committees**

The number of union representatives on Health and Safety Committees shall be determined by the Collective Agreement.

The committee members shall:

- maintain the spirit of the Occupational Health and Safety Act;
- identify, evaluate, and recommend resolutions to all matters pertaining to health and safety in the workplace;

-ensure adequate education and training programs are provided in order that all employees are knowledgeable in their rights, restrictions, responsibilities and duties under the Occupational Health and Safety Act;

-be encouraged (and the Chairs required) to take at least one union Health and Safety course.

### **(3) Social Committee**

This committee may have a minimum of five members. It shall be the duty of this committee to:

-arrange and conduct all social and recreational activities as well as wellness and bereavement functions of the Local either on the Committee's own initiative or as a result of decisions taken at membership meetings

-submit proposals and reports to the Executive Board and membership for approval

-consider all CUPE appeals

A ceiling for the committee's net expenditures shall be fixed annually by the membership, but other than that, all social and recreational events and activities shall be self-supporting.

### **(4) Education Committee**

a) The education committee shall consist of five (5) volunteers from the members at large;

b) The committee shall be responsible for coordinating all aspects of membership education related to in-house and external education opportunities;

c) The committee shall keep track of all requests for training, review training opportunities; promote training opportunities; make recommendations to the executive and update the membership regarding training opportunities and requests; and maintain a current record of who has had training in what courses and on what dates.

## **SECTION 14 - RULES OF ORDER**

All meetings of the Local shall be conducted in accordance with the basic principles of Canadian parliamentary procedure. Some of the more important rules to insure free and fair debate are appended to these by-laws Appendix A. These rules shall be considered as an integral part of the by-laws and may be amended only by the same procedure used to amend by-laws.

In situations not covered by Appendix A, the CUPE Constitution may provide guidance, but if the situation is not dealt with there, Bourinot's Rules of Order shall be consulted and applied.

## **SECTION 15 - AMENDMENT**

- (a) These by-laws are always subordinate to the CUPE Constitution as it new 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 (c), 12.3, B6.1)
- (b) 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. (Article B6.1)
- (c) No change in these by-laws 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 and B6.1)

### **Appendix "A" to the By-Laws of LOCAL 1883 CUPE**

#### **RULES OF ORDER**

1. A Vice-President in the absence of the President, or at his request, shall take the chair at all membership meetings. In the absence of both the President and both Vice-Presidents, the Recording Secretary shall act as President, and in his absence a President pro-team shall be chosen by the Local.
2. No member, except the Chairperson of a committee making a report of 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. Chairperson and movers of resolutions shall be limited to fifteen (15) minutes.
3. The Chairperson shall state every question coming before the Local, and before allowing debate thereon, and again immediately before putting it to a vote. 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 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, 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 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 (15) minutes have lapsed.
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 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 a new member, 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.

Last Updated March 2016