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#### **BYLAWS**

**CANADIAN UNION OF PUBLIC EMPLOYEES**

**LOCAL 4701**

**(Employees of Prairie Rose School Division)**

**APPROVED BY MEMBERSHIP: September 28, 2016**

**APPROVED BY NATIONAL**: **November 28, 2016**

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# PREAMBLE

In order to improve the social and economic welfare of its members without regard to sex, colour, race or creed, to promote efficiency in public employment and to manifest its belief in the value of the unity of organized labour, this Local of the Canadian Union of Public Employees (hereinafter referred to as “CUPE”) has been formed.

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

# SECTION 1 - NAME

The name of this Local shall be: Canadian Union of Public Employees, Local 4701, Prairie Rose School Division.

# SECTION 2 - OBJECTIVES

The objectives of the Local are to:

1. secure adequate remuneration for work performed and generally advance the economic and social welfare of its members and of all workers;
2. support CUPE in reaching the goals set out in Article II of the CUPE Constitution;
3. provide an opportunity for its members to influence and shape their future through free democratic trade unionism;
4. encourage the settlement by negotiations and**/**or mediation of all disputes between the members and their employer, between any employee(s) of PRSD, and/or any member(s) of the Executive Board;
5. establish strong working relationships with the public we serve and the communities in which we work;

# SECTION 3 - INTERPRETATION AND DEFINITIONS

1. Masculine pronouns shall be understood to include the feminine gender.
2. Numbers of Articles at the end of sections or sub-sections refer to relevant Articles of the CUPE Constitution which should be read in conjunction with these bylaws in all aspects be subordinate to the CUPE Constitution.

# SECTION 4 - MEMBERSHIP MEETINGS - REGULAR AND SPECIAL

1. Regular membership meetings shall be held in January, March, May, September and November, on the fourth Wednesday of the month. If circumstances warrant, the Executive Board shall give a week’s notice of any change in the date or time of the regular meeting.
2. Special membership meetings may be ordered by the Executive Board or requested in writing by no fewer than ten (10) members. The President shall immediately call a special meeting when so ordered or requested and shall see that all members receive at least 72 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.
3. An Annual General Meeting shall be held in either Elm Creek or Elie as a meal meeting on a Saturday during the month of October. If circumstances warrant, the Executive Board shall give a month's notice to all members of any changes in date/time of the AGM.
4. A quorum for the transaction of business at any regular or special meeting shall be nine (9) members including at least three (3) members of the Executive Board. One of the three (3) members of the Executive Board must be either the President or Vice-President.
5. The order of business at regular membership meetings is as follows:
6. Roll Call of Officers
7. Equality Statement
8. Initiation of New Members
9. Reading of Minutes
10. Matters Arising
11. Treasurer’s Report
12. Communications and Bills
13. Executive BoardReports
14. Reports of Committees and Delegates
15. Nominations, Elections or Installations
16. Unfinished Business
17. New Business
18. Good of the Union
19. Incentive Draw
20. Set Time, Date, and Location of Next Meeting
21. Adjournment
22. In the event of a quorum not being met for two (2) consecutive general meetings, the Executive Board shall then conduct all Union business. A report as to the business conducted shall be given at the first meeting where a quorum is present.
23. Retirees with a minimum of ten (10) years of service with the employer shall be presented with a cheque of fifty dollars ($50). The retiree must be a member in good standing.
24. Conduct of all members at meetings, General and Special, shall be respectful at all times. The Chairperson has authority to eject any member showing disrespect or continued foul language.
25. There shall be a draw at the end of each General Meeting. A name shall be drawn from those members attending the meeting of Local 4701. Two prizes valued at twenty-five dollars ($25) each shall be presented.

(j) The Local Executive will be responsible for maintaining a bound motion binder, of all motions that are passed at each meeting and have it readily available at each meeting for reference.

# SECTION 5 - VOTING OF FUNDS

Except for ordinary expenses and bills as approved at membership meetings, no sum over two hundred dollars ($200) shall be voted for the purpose of a grant or contribution to a member or any cause outside CUPE, except by a notice of motion given in writing and dealt with at the following membership meeting.

# SECTION 6 - OFFICERS

The Officers of the Local shall be the President, Vice President, Secretary-Treasurer, Recording Secretary, two (2) Chief Shop Stewards,three (3) Trustees, Area Representative, and the Warden.

# SECTION 7 - EXECUTIVE BOARD

1. The Executive Board shall comprise of all officers except, the Trustees, Area Representative(s) and the Warden.
2. The Executive Board shall meet at least once every month.
3. A majority of the Executive Board constitutes a quorum and shall include one of:
4. President
5. Vice President
6. The Executive Officers shall hold title to any assets of the Local as trustees for the Local. They shall have no right to sell, convey, or encumber any assets without first giving notice and then submitting the proposition to a membership meeting and having it approved.
7. The Executive 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.
8. All charges against members or officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution.
9. Should any Executive Board member fail to answer the roll-call for three (3) consecutiveregular membership meetings or three (3) consecutiveregular Board meetings in one (1) calendar year, without having submitted good reasons for those failures, to the Executive Board, the office shall be declared vacant and shall be filled by an election at the following membership meeting.

# SECTION 8 - DUTIES OF OFFICERS

Every Officer shall make every effort to participate in training relative to the duties of his/her respective Office within three (3) months of appointment.

Every Officer shall attend a minimum of sixty percent (60%) or three out of five (3/5) General Membership meetings per year.

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

All signing Officers of Local 4701 shall be bonded through the master bond held by CUPE National. Any Officer who cannot qualify for the bond shall be disqualified from having signing authority.

(a) The President shall:

* enforce the CUPE Constitution and these bylaws;
* preside over Executive Board meetings;
* preside at all membership 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 her rulings). In case of a tie vote in any matter, including elections, the Local Executive must conduct a revote of the membership;
* 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;
* encourage the settlement by discussion and/or mediation of all disputes between the members and their Employer, between any employee(s) of PRSD, and/or any member of the Executive Board. Should the President be involved in the dispute, the Vice-President will assume these duties.
* 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;
* have first preference as a delegate to the CUPE National Convention;

(b) The 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 ExecutiveBoard as directed by the ExecutiveBoard;
* act as the Education Officer for the Local by arranging appropriate training for newly appointed members of the Executive Board, Trustees, Area Representatives and Committee members as required;
* have cheque-signing privileges when the President is absent or incapacitated;
* gather and submit requests from members to attend education seminars and/or conferences to the Executive Board and make recommendations on behalf of the Executive to the members at the next scheduled General Membership Meeting for approval;
* make all necessary arrangements, including registration;
* advise the Secretary-Treasurer to arrange payment of per diems, accommodations and registrations;
* instruct delegates in the preparation of reports to the membership on seminars and/or conferences and maintain a reference file of these reports;

(c) The Recording Secretary shall:

* keep full, accurate and impartial account of the proceedings of all regular or special membership and Board meetings, ensuring that these records include a copy of the full financial report (Executive Board meetings) and the written financial report (membership meetings) presented by the Secretary-Treasurer. The record will also include Trustees' reports;
* record all alterations in the bylaws;
* answer correspondence and fulfil other secretarial duties as directed by the Board through the President;
* file a copy of all letters sent out and keep on file all communications;
* prepare and distribute all informationand notices to members;
* have all records ready on reasonable notice for auditors and Trustees;
* be empowered, with the approval of the membership, to employ necessary stenographic or other assistance to be paid for out of the Local's funds;

(d) The Secretary-Treasurer shall:

* receive all revenue, initiation fees, dues and assessments, keeping a record of each member's payments and deposit promptly all money with a bank or credit union;
* prepare all CUPE National per capita tax forms and remit payment no later than the 20th day of each month (at present time the CUPE per capita tax is being done by direct remittance to CUPE National by the payroll clerk of PRSD);
* record all financial transactions in a manner acceptable to the Board and in accordance with good accounting practices;
* make a full financial report to meetings of the Local’s Executive Board, as well as a written financial report to each regular membership meeting, detailing all income and expenditures for the period;
* pay no money unless supported by a voucher duly signed by the President and one other member of the Board or any two (2) other members of the Board, except that no voucher shall be required for payment of per capita fees to any organization to which the Local is affiliated;
* make all books available for inspection by the auditors and/or Trustees on reasonable notice, and have the books audited annually and respond in writing to any recommendations and concerns raised by the Trustees;
* provide the Trustees with any information they may need to complete the audit report forms supplied by CUPE;
* be allowed necessary funds, not to exceed twenty-five dollars ($25) monthly, to reimburse himself or any officers for expenses supported by vouchers, incurred on behalf of the Local;
* throughout his/her term, and on behalf of the Local Union Membership, be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or vouchers for every disbursement made, receipts for all money sent to CUPE Headquarters as well as records and supporting documents for all income received by the local union;
* 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. (Article B.4.4)

(e) The Trustees shall:

* act as an auditing committee on behalf of the members and audit the books and accounts of the Secretary-Treasurer, the Recording Secretary and the Standing Committee at least once every calendar year;
* make a written report of their findings to the first membership meeting following the completion of the 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 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;
* conduct audits twice yearly for the following periods: October 1st through March 31st and April 1st through September 31st. These audits are to be completed during the months of April and October and presented at the General Membership Meeting following the completion of each respective audit;
* submit in writing to the President and Secretary-Treasurer any recommendations and/ or concerns they feel should be revised in order to ensure that the Local Union funds, records, and accounts are being maintained in an organized, correct and proper manner;
* send a copy of the completed audit report (on the prescribed form provided by the National Secretary-Treasurer), as well as a copy of their report to the Local Union membership along with a copy of their recommendations and/or concerns to the President and Secretary-Treasurer and the Secretary-Treasurer’s response, to the National Secretary-Treasurer of the Canadian Union of Public Employees, with a copy to the assigned servicing representative.

(f) The Chief ShopStewards shall:

* ensure that the Collective agreement is adhered to by both the Employer and the members;
* ensure that grievances are investigated, researched and processed;
* ensure that members are fully informed about their rights, Division policies, Union policies and objectives, labour legislation and legislative programs;
* work for the welfare of the group, act promptly and decisively, develop teamwork and strive for what is right;
* attend a training session for stewards;
* NOTE: One (1) Chief Shop Steward shall represent Union A and one (1) shall represent Unit B.

(g) The Warden shall:

* guard the inner door at membership meeting**s** 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.

(h) The Area Representative shall:

* make regular contact with all members within their area of responsibility on an ongoing basis, as designated by the Local Executive;
* ensure that the Collective Agreement is adhered to by both the Employer and the members;
* encourage members to attend General Membership meetings and information meetings to learn and ensure that members are fully informed about their rights, Division policies, Union policies and objectives, labour legislation and legislative programs;
* work for the welfare of the group, act promptly and decisively, develop teamwork and fight for what is right;
* attempt to attend all General meetings and information meetings that are called unless sufficient reason is given;

# SECTION 9 - OUT-OF-POCKET EXPENSES

The following out-of-pocket expenses shall be provided:

President $700 per year

Vice President $450 per year

Recording Secretary $500 per year

Secretary-Treasurer $500 per year

Trustees $100 per trustee per audit

Two (2) Chief Shop Stewards $500 per year

Area Representative(s) $150 per year

Warden $100 per year

The total yearly out-of-pocket expenses will be paid in full to each Officer at the following Annual General Meeting, or, in the event of an Officer leaving a position prior to the term ending, she/he will be paid a monthly prorated amount.

# SECTION 10 - FEES AND DUES

1. 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 one dollar ($1) which shall be in addition to monthly dues. The Secretary-Treasurer shall issue a receipt. If the application is rejected the fee shall be returned.

1. Re-admittance Fee

The re-admittance fee shall be one dollar ($1).

1. Monthly Dues

The monthly dues shall be 1.6% of gross monthly earnings, less overtime.

1. Dues above the level herein established, these bylaws will be deemed to have been automatically amended to conform to the new CUPE minima.
2. Special assessments may be levelled in accordance with article B.4.2 of the CUPE Constitution.
3. The Local shall have its dues remitted by direct remittance from the Employer to the National Secretary-Treasurer’s Office.
4. Changes in the levels of the Initiation Fee, the Re-admittance Fee, or the Monthly Dues can be effected only by following the procedure for amendment of these bylaws (see Section 16), with the additional provision that the vote must be by secret ballot.

# section 11 - non-payment of dues and assessments

A member who fails to pay dues and assessments for three (3) months is automatically suspended from membership. The suspension will be reported to the Executive Board by the Secretary-Treasurer. The Executive Board will report all suspensions to the next membership meeting. The member may return to membership in good standing by paying a readmission fee and any other penalty set by the Local Union. The readmission fee cannot be less than the initiation fee of the Local Union.

A member who has been unemployed or unable to work because of sickness shall pay the readmission fee but may not be required to pay arrears.

# SECTION 12 - NOMINATION, ELECTIONS AND INSTALLATION OF OFFICERS

(a) Nominations

Nominations shall be received at the Annual General meeting. No nomination shall be accepted unless the member is in attendance at the meeting or has allowed to be filed at the meeting his consent in writing, duly witnessed by another member.

(b) Elections

1. At a membership meeting at least one (1) month prior to election day the President shall, subject to the approval of the members present, appoint an Elections Committee consisting of a Returning Officer and assistant(s). The Committee shall include members of the Local who are neither officers nor candidates for office. It shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential.
2. The Executive Board shall determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Returning Officer.
3. The Returning Officer shall be responsible for issuing, collecting, and counting ballots. He/she must be fair and impartial and see that all arrangements are unquestionably democratic.
4. The voting shall take place at the Annual General meeting andshall be by secret ballot.
5. Voting to fill one (1) office shall be conducted and completed, and recounts dealt with, before balloting may begin to fill another office.
6. A majority of votes cast shall be required before any candidate can be declared elected, and second (2nd) and subsequent ballots shall be taken, if necessary, to obtain a majority. On the second (2nd) 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 Local Executive must conduct a revote of the membership.
7. 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.
8. Any member may request a recount of the votes for any election and a recount shall be conducted if the request is supported, in a vote, by at least the number of members equal to the quorum for a membership meeting as laid down in Section 4 (d).

(c) Installation

1. All duly elected officers shall be installed at the meeting at which elections are held and shall continue in office for two (2) years for the positions of President, Vice President, Secretary-Treasurer, Recording Secretary and Chief Shop Stewards and one (1) year for the positions of Warden and Area Representativeor until a successor has been elected and installed, provided however, that no term of office shall be longer than two (2) years. The election of President, Treasurer, and one (1) Chief Shop Steward shall take place every even year with the alternate years being set for the election of the Vice President and Recording Secretary. One (1) Trustee shall be selected for a three (3) year term each year.
2. The terms of office for Trustees shall be as laid down in Article B.2.4 of the CUPE Constitution.

(d) By-Election

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

# SECTION 13 - PER DIEMS, MILEAGE AND DELEGATES TO CONVENTIONS, CONFERENCES, SEMINARS OR MEETINGS

1. Except for the President's option [Section 8 (a)], all members who show an active level of attendance at membership meetings will be considered as delegates, in order to keep building leadership and an activist base within the Local.
2. The per diem rates paid by Local 4701 will be as follows:
3. In province per diems - sixty dollars ($60)per day when meals are not supplied. Cost of travel and hotel accommodations (if required) to be by membership vote.
4. Out-of-province - one hundred dollars ($100)per day for the number of days of the convention, plus the days of travel, and the cost of hotel accommodations. If a member chooses not to stay at a hotel, **s**he will be paid fifty dollars ($50) per night;
5. Canadian Labour Congress and Canadian Union of Public Employees residential schools will be paid at the rate of fifteen dollars ($15) per day and board and room paid for by Local 4701 for the number of days of the school.

(c) Representation at educational institutes, seminars and conferences shall be on the recommendation of the Executive, subject to final approval by the membership. Applications to attend educational institutes, seminars or conferences shall be made to the Executive as soon as possible in order that the Executive can seek appropriate approval of the membership prior to the commencement of the event. Members attending these events must have attended at least sixty percent (60%)of the regular membership meeting**s** in the previous twelve (12) months or in the period he/she was a member.

(d) Mileage

Mileage rates shall reflect CUPE Nationalrates and will be paid according to the attached mileage chart (Appendix “B”). Mileage will be paid for:

* Executive members attending Executive meetings;
* Committee members attending Committee meetings;
* Officers (Trustees when conducting business on behalf of the Local) attending General meetings (only if Executive and General meetings are held on different days);
* Members who attend authorized courses, seminars, meetings, conventions, conferences, schools and workshops;
* The Executive has the authority to authorize payment for mileage to other members as deemed necessary in carrying out duties for the benefit of the Local;
* Parking shall be paid upon presentation of receipts.

(e) Meals

Reimbursement for meals during authorized meetings, when a per diem is not received, will be made to ~~the~~ **a** maximum of the following. A receipt must be submitted.

* Breakfast $15
* Lunch $20
* Supper $30

(f) Loss of Salary

When a member attends a course, seminar, meeting, convention, conference, school or workshop authorized by the Local on a regular working day, no loss of pay will be suffered.

(g) Baby-Sitting

Reimbursement cost upon presentation of paid receipts will be paid for executive or committee members who are attending executive or committee meetings.

# SECTION 14 - COMMITTEES

(a) Negotiating Committee

If the Local’s Bargaining Committee represents both Bargaining Units. The Committee will not exceed seven (7) and shall include the President and the Vice-President or designate(s). Each sector shall try to have no more than two (2) representatives on the Committee. The sectors shall be as follows:

1. Educational Assistants
2. Bus Drivers and Mechanics
3. Custodial
4. Library Techs, Computer Techs and Secretaries.

If the Local utilizes separate Bargaining Committees for each Bargaining Unit, the Committees will not exceed five (5) and shall include the President. For the Unit B Bargaining Committee, each sector shall try to have no more than two (2) representatives on the Committee. The sectors shall be as follows:

1. Bus Drivers and Mechanics
2. Custodial
3. Library Techs, Computer Techs and Secretaries.

The function of the Committee is to prepare collective bargaining proposals and to negotiate a Collective Agreement. The CUPE Representative assigned to the Local shall be a non-voting member of the Committee and shall be consulted at all stages from formulating proposals, through negotiations, to contract ratification by the membership. Once elected**,** this Committee will remain in place for the duration of that round of negotiations, unless an elected member resigns.

(b) Special Committees

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

(c) Standing Committee

The Chairperson of each standing committee shall be elected (by the members of the committee). The Chairperson and the Executive Board may, with the concurrence of the membership, jointly appoint standing committees when they are required. The guidelines for such committees shall be as follows:

(i) Good of the Union Committee

This Committee may:

* extend get well wishes to members who are ill;
* if a member is ill for more than ten (10) days, they are sent a fruit basket or flowers, or gift certificate of not more than fifty dollars ($50) from the Local, whether the member is at home or in the hospital;
* extend the Local’s condolences in the event of the death of a member or one of his immediate family (maternity/paternity/adoption, father, mother (in-laws), spouse/significant other, child, brother, sister, grandparent, grandchild) and make appropriate gestures as determined by this committee;
* shall be comprised of up to four (4) members throughout the areas to let the Executive know of illness of members and family members;
* shall be responsible for obtaining CUPE Local year-end wind-up prizes totalling five hundred and ninety dollars ($590) in total [25 prizes of twenty dollars ($20) each and three (3) prizes designated for the AGM of thirty dollars ($30) each].

(ii) Health and Safety Committee

It is the function of this Committee to attend all joint Health and Safety Committee meetings and to report back to the membership at general meetings.

The Committee shall also receive all health and safety concerns or complaints and ensure they are carried forward to the Joint Committee level.

The Committee shall ensure that all members are made aware of all pertinent Health and Safety information.

The Committee shall be comprised of four (4) members (one from each sector as listed in Section 13 (a), and four (4) alternate members [one from each sector as listed in Section 13 (a)].

(iii) Grievance Committee

This Committee shall process all grievances not settled at the initial stage and its reports shall be submitted first to the Executive Board, with a copy to the CUPE Representative, and then to a membership meeting. Grievances must be in writing on the forms provided by the National Office and be signed by the complainant or complainants, as provided for in the Collective Agreement. The Committee shall be comprised of the President and/or Vice President, and the Chief Shop Steward of the affected bargaining unit. In the case of a conflict of interest, the President may assign an alternate Local Officer. The grievor shall be involved in all stages of the grievance procedure and shall be given the opportunity to be present at all meetings concerning the grievance.

(iv) Labour Management Committee

This committee shall consist of the President or designate and one (1) Chief Shop Steward per Unit (Unit A and Unit B) as listed in Section 13 (a), as elected at the annual general meeting.

# SECTION 15 - RULES OF ORDER

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

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

# SECTION 16 - AMENDMENT

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.
2. These bylaws shall not be amended, added to, or suspended except by a majority vote of those present and voting at a regular or special membership meeting following seven days' notice at a previous meeting or at least sixty days' written notice.
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.

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# APPENDIX "A"

# RULES OF ORDER

1. The President or, in his 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. In the absence of all three, there is no quorum of the executive [section 4 (c)]. The meeting is therefore cancelled.

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 (2/3) 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 (2) or more members rise to speak at the same time, the presiding officer shall decide which one is entitled to the floor.

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

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

14. No religious (or sexist) 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 (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 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 (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 (15) 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 decision. A standing vote shall then be taken and the Secretary shall count same.

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

23. After a question has been decided, any two (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. When leaving, the Warden should be informed.

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 "B"

Round Trip Kilometres (Round Trip)

Miami to Elie 185

Miami to Carman 70

Miami to Winnipeg 240

Miami to St. Laurent 320

Carman to St Laurent 250

Carman to Elie 115

Carman to Portage 145

Carman to Winnipeg 170

Carman to St. Francois 165

Carman to Brandon 435

Roland to Elie 155

Roland to Carman 40

Roseisle to Carman from Jct. 240 to 338 60

Roseisle to Elie from Jct. 240 to 338 145

Roseisle (Village of) to Carman 35

Elm Creek to Carman 40

Elm Creek to Elie 75

Elm Creek to Winnipeg 140

Elm Creek to Brandon 320

Elie to Portage 85

Elie to Winnipeg 95

Elie to Brandon 320

St. Laurent to Elie 135

St. Laurent to Brandon 470

St. Laurent to Winnipeg 175

St. Francois to Brandon 390

St. Francois to Elie 50

Poplar Point to Carman 70

Poplar Point to Elie 40

Rosebank to Carman 50

St. Eustache to Elie 35

Fannystelle to Elie 40

Fannystelle to Elm Creek 35

MK/km/cope 491