



CUPE Local 593

Constitution and Bylaws

November 2016

Canadian Union of Public Employees
Local 593 (British Columbia)

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Introduction

Local 593 of the Canadian Union of Public Employees has been formed to:

- Improve the social and economic well-being of all of its members;
- Promote equality for all members and to oppose all types of harassment and discrimination;
- Promote the efficiency of public services; and
- Express its belief in the unity of organized labour.

The following bylaws are adopted by Local 593 in accordance with the CUPE National Constitution (Articles 13.3 and B.5.1), to protect the rights of all members, to provide for responsible governance of the Local Union, and to involve as many members of the Local Union as possible through the sharing of duties and responsibilities.

CUPE chartered organizations shall respect and apply the CUPE National Equality Statement to all of the chartered organizations' activities. The CUPE National Equality Statement can be found in Appendix A to these bylaws.

CUPE chartered organizations may also wish to adopt a Local Union Code of Conduct that would apply to membership meetings and other functions organized by the chartered organization.

Section 1 – Name

The name of this Local shall be: Canadian Union of Public Employees, Local No. 593 (British Columbia)

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Section 2 - Objectives

The objectives of Local 593 are to:

- (a) Secure the best possible pay, benefits, working conditions, job security, pensions and retiree benefits for its members;
- (b) Provide an opportunity for its members to influence and shape their future through free democratic trade unionism;
- (c) Encourage the settlement by negotiation and mediation of all the disputes between the members and their employers;
- (d) Eliminate harassment and discrimination of any sort or on any basis;
- (e) Establish strong working relationships with the public we serve and the communities in which we work and live; and
- (f) Support CUPE in reaching all of the objectives set out in Article II of the CUPE National Constitution.

Section 3 – References

Numbers of articles at the end of sections or sub-sections in this document refer to relevant articles of the CUPE National Constitution which should be read together with these bylaws.

Section 4 - Membership Meetings, Regular and Special

- (a) Regular membership meetings shall be held on the fourth Saturday of the following months: September, November, January, March and May, at 10:00 a.m. The meetings shall be held on Saturdays to allow for attendance of all the membership. The executive may call a Regular Membership Meeting to take place in the evening on the day of a Professional Development/Non-instructional Day. This would replace the Regular Membership Meeting that would normally be scheduled for the fourth Saturday of the month. Notice of 1 (one) week will be given. If a statutory holiday or extenuating circumstances intervene the Executive Board shall give one (1) week notice of any change in the date of the Regular Membership Meeting. During the months when there are no Membership Meetings the Officers will carry out the business of the Local.
- (b) A quorum for the transaction of business at any Regular Membership Meeting shall be five percent (5%) of the membership including at least three (3) members for the Executive Board.
- (c) In the event that important business arises or that a quorum is not obtained at a Regular Membership Meeting, a Special Meeting may be called by the President to cover any business deemed essential.
- (d) The order of business at Regular Membership Meetings is as follows:
 - 1) Roll call of Officers
 - 2) Reading of the Equality Statement
 - 3) Voting on new members and initiation
 - 4) Reading of the minutes
 - 5) Secretary Treasurer's report

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- 6) Communications
- 7) Reports of the Shop Stewards, committees and delegates
- 8) Nominations, elections or installations
- 9) Unfinished business
- 10) New business
- 11) Good of the Union
- 12) Adjournment

Section 5 – Officers

- (a) The Officers of the Local shall be the President, Past President, Vice President, Secretary Treasurer, Recording Secretary, Corresponding Secretary, Sergeant-at-Arms, three (3) Trustees, and Shop Stewards representing the following classifications: Secretarial, Maintenance, Transportation, two (2) Student Support, Building Service Worker and Supervision Assistant. All Officers except Past-President shall be elected by the membership.
- (b) The election of the President and Recording Secretary shall take place every odd year with the alternate years being set for the election of the Vice President, Secretary Treasurer and Corresponding Secretary. Each executive position shall be elected for a two (2) year term.
- (c) The election of Shop Steward for Secretary, Student Support #1, Building Service Worker and Supervision Assistant shall take place every odd year with the alternate years being set for the election of Shop Steward for Student Support #2, Maintenance and Transportation. Each Shop Steward position shall be elected for a two (2) year term.
- (d) The Sergeant-at-Arms shall be elected yearly.
- (e) Trustees shall be elected for a three (3) year term with each Trustee's position being filled on a rotating basis in accordance to the CUPE Constitution.
- (f) All charges against members or Officers must be made in writing and dealt with in accordance with the CUPE Constitution.
- (g) Should any Officer fail to answer the roll call for three (3) consecutive Regular Membership Meetings without having submitted good reasons for those failures, their office shall be declared vacant and shall be filled by an election at the following regular Membership Meeting.

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Section 6 – Executive Board

- a) The Executive Board shall be comprised of the President, Past President, Vice President, Secretary Treasurer, Recording Secretary, and Corresponding Secretary.
- (a) The Executive Board and Shop Stewards shall meet at least eight (8) times per year.
- (b) The majority of the Executive Board constitutes a quorum.
- (c) The Executive Board shall be responsible for preparing an annual budget to be presented and voted on at the September Regular Membership Meeting.
- (d) 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.
- (e) Should any Executive Board member fail to answer the roll call for three (3) regular Executive Board meetings without having submitted good reasons for those failures, their office shall be declared vacant and shall be filled by an election at the following Regular Membership Meeting.

Section 7 – Duties of Officers

All signing Officers of Local 593 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:

- i) Enforce the CUPE National Constitution, these Local Union bylaws and the Equality Statement;
- ii) Interpret these bylaws as required;
- iii) Preside at all Membership and Executive Board/Shop Steward meetings and preserve order;
- iv) Decide all points of order and procedure (subject always to appeal to the membership);
- v) Have a vote on all matters (except appeals against their 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;
- vi) Ensure that all Officers perform their assigned duties;
- vii) Fill committee vacancies where elections are not provided for;
- viii) Introduce new members and conduct them through the initiation ceremony;
- ix) Be one of the three (3) signing Officers on all cheques where two (2) signatures are required and ensure that the Local's funds are used only

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as authorized or directed by the Constitution, bylaws, or vote of the membership;

- x) Have first preference as a delegate to the CUPE Provincial and National Conventions;
- xi) Ensure that the Local has a representative in any organization in which Local 593 holds a membership. Pertinent information arising from any meetings shall be reported to the Local at a Regular Membership Meeting;
- xii) Sign all necessary papers in the name of the Local Union; and
- xiii) On termination of office, surrender all books, records and other properties of the Local to their successor.

(b) The **Past President** shall:

- i) Be an ex-officio member of the Executive Board, without voting privileges;
- ii) Act in an advisory capacity to the Executive Board for a period of one (1) year following the election of a new President;
- iii) Render assistance to any member of the Executive Board as directed by the Executive Board;
- iv) On termination of office, surrender all books, records and other properties of the Local to the Executive Board.

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

- i) If the President is absent or incapacitated, perform all duties of the President;
- ii) If the office of President falls vacant, be Acting President until a new President is elected;
- iii) Render assistance to any member of the Executive Board as directed by the Executive Board;
- iv) Ensure all Shop Stewards perform their duties with an acceptable degree of competency and keep the President informed on an ongoing basis;
- v) On termination of office, surrender all books, records and other properties of the Local to their successor.

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

- i) Keep full, accurate and impartial account of the proceedings of all Regular or Special Membership and Executive Board/Shop Steward meeting. These records must also include a copy of the full financial report (Executive Board meetings) and the written financial report (membership meetings) presented by the Secretary-Treasurer. The record will also include Trustees' reports.
- ii) Read minutes to membership at Regular Membership Meetings;
- iii) Record all amendments and/or additions in the bylaws;
- iv) Preside over Membership and Board/Shop Steward meetings in the absence of both the President and Vice President; and
- v) On termination of office, surrender all books, records and other properties of the Local to their successor.

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(e) The Corresponding Secretary shall:

- i) Answer correspondence and fulfill other secretarial duties as directed by the Executive Board;
- ii) Ensure that all amendments and/or additions to the bylaws are sent to the National President for approval prior to implementing;
- iii) File a copy of all letters sent out and keep on file all communications;
- iv) Prepare and distribute all notices to members;
- v) Read communications to membership at Regular Membership Meetings;
- vi) Order supplies as required;
- vii) Be one of the three (3) signing officers on all cheques where two (2) signatures are required and ensure that the Local's funds are used only as authorized or directed by the Constitution, bylaws, or vote of the membership; and
- viii) On termination of office, surrender all books, records and other properties of the Local to their successor.

(f) The Secretary Treasurer shall:

- i) 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;
- ii) Prepare all CUPE National and B.C. per capita tax forms and remit payment;
- iii) Be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or expense claims for every disbursement made, receipts for all money sent to CUPE National, as well as records and supporting documents for all income received by the Local Union;
- iv) Record all financial transactions in a manner acceptable to the Executive Board and in accordance with good accounting practices;
- v) Make a written financial report to the members at all Regular Membership Meetings;
- vi) Be bonded through the master bond held by CUPE National. Any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office; and
- vii) Pay no money unless supported by an expense form duly signed by the President and one other member of the Executive Board or any two (2) other members of the Executive Board, except that no expense form shall be required for payment of per capita fees to any organization to which the Local is affiliated;
- viii) Make all books available for inspection by the Trustees and/or auditors on reasonable notice. Ensure that the books are audited at least once each calendar year and within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees. Provide the Trustees with any information they may need to complete the audit report forms supplied by CUPE National;
- ix) Be one (1) of three (3) signing officers on all cheques where two (2) signatures are required and ensure that the Local Union's funds are used

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only as authorized or directed by the CUPE Constitution, Local Union bylaws, or vote of the membership. All expenditures must be paid by cheques signed by the Secretary-Treasurer and the President or another signing Officer with the exception of cheques made payable to the Secretary-Treasurer. In consultation with the Executive Board, designate a signing officer during prolonged absences.

- x) Sign all necessary papers in the name of the Local Union; and
- xi) On termination of office, surrender all books, records and other properties of the Local to their successor.

(g) The Shop Stewards shall:

- i) Meet with the Executive Board at least eight (8) times per year;
- ii) Be responsible to investigate and handle grievances with tact, patience and diplomacy;
- iii) Familiarize new members with the Collective Agreement, Constitution and bylaws;
- iv) Instruct new members as to their rights and obligations within and to the Local;
- v) Promote membership participation; and
- vi) On termination of office, surrender all books, records and other properties of the Local to their successor.

(h) The Trustees shall:

- i) Examine and audit the books and records of the Secretary-Treasurer and inspect and examine all properties, bonds and all other assets of the Local at least once each calendar year;
- ii) 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;
- iii) Report their findings at the first Regular Membership Meeting following the completion of each audit;
- iv) Be responsible to ensure that monies are not paid out without proper Constitutional or membership authorization;
- v) Ensure that proper financial reports are made to the membership;
- vi) Audit the record of attendance;
- vii) Use audit forms supplied by the National Office and send a copy of each yearly audit to the National Secretary-Treasurer in accordance with the provisions of the CUPE Constitution; and
- viii) On termination of office, surrender all books, records and other properties of the Local to their successor.

(i) The Sergeant-at-Arms shall:

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- i) 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;
- ii) Assist the President in maintaining order at Membership Meetings;
- iii) Maintain the record of members' attendance at all Membership Meetings;
- v) For auditing purposes, make records of attendance available to Trustees upon request;
- vi) Provide list of members eligible to hold office in accordance with Section 7(a) to the Elections Committee prior to annual elections;
- vii) Perform such other duties as may be assigned by the Executive Board;
- viii) Conduct the Good of the Union draw at the close of regular membership meetings; and
- ix) On termination of office, surrender all books, records and other properties of the Local to their successor.

Section 8 – Nomination, Election and Installation of Officers

(a) Nomination

Nomination shall be received at the Regular Membership Meeting held in the month of May. To be eligible for nomination; a member shall have attended at least two (2) of the Regular Membership Meetings held in the previous twelve (12) months or in a period they were 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 to be filed at the meeting their consent in writing.

(b) Elections

- i) At a regular 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. The Committee shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential;
- ii) The Elections Committee shall determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Returning Officer;
- iii) The Returning Officer shall be responsible for issuing, collecting and counting ballots. They must be fair and impartial and see that all arrangements are unquestionably democratic;
- iv) The voting shall take place at the Regular Membership Meeting in May;
- v) Voting to fill one office shall be conducted and completed and recounts dealt with before balloting may begin to fill another office;
- vi) A majority of votes cast shall be required before any candidate can be declared elected and a second ballot 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

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- dropped. The process shall continue until one candidate has obtained a majority;
- vii) Any member may request a recount of the votes for any election and a recount shall be conducted if the request is supported by a majority vote; and
 - viii) A motion to destroy ballots must be approved by a simple majority at the conclusion of elections.

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(c) Installation

All duly elected Officers shall be installed at the meeting at which elections were held.

(d) By-Elections

Should an office fall vacant pursuant to Section 5(g) or 6(e) 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 9 – Fees, Dues and Assessments (change in order of Sections)

(a) Initiation Fee:

- i) An initiation fee of \$10.00 shall be levied on all members;
- ii) A readmission fee of \$10.00 shall be levied on all returning members.

(b) Monthly Dues:

- i) The monthly dues shall be 2.0% of gross monthly wages;
- ii) Changes in the levels of the initiation fee or the monthly dues can be effected only by following the procedure for amendment of these bylaws;
- iii) Notwithstanding the above provisions, if the CUPE Convention raises minimum fees and/or dues above the level herein established, these bylaws will be deemed to have been automatically amended to conform to the new CUPE minima;
- iv) Special assessments may be levied in accordance with Article B.4.2. of the CUPE Constitution.

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Section 10 – Out-of-Pocket Expenses

The following expense allowance shall be provided:

(a) Monthly to the Officers of the Local as follows:

President		\$200.00
Past President		\$75.00
Vice President		\$100.00
Corresponding Secretary		\$100.00
Secretary Treasurer		\$100.00
Secretary Shop Steward		\$75.00
Student Support Shop Steward	#1	\$75.00
Student Support Shop Steward	#2	\$75.00
Maintenance Shop Steward		\$75.00
Building Service Worker Shop Steward		\$75.00
Transportation Shop Steward		\$75.00
Supervision Assistant Shop Steward		\$75.00
Sergeant-at-Arms		\$35.00

(b) Mileage:

Where no other provision has been made, Union members carrying out the business of the Local shall be paid mileage in accordance with School District #75 Collective Agreement.

Section 11 – Delegates to Conventions, Conferences, Educational Institutes, Workshops and Arbitrations

Except for the President's option, Section 7 (a) x)., the number of delegates to conventions shall be approved by the Executive Board. Officers of the Union will be given first consideration.

Representation at conferences, educational institutes, workshops and arbitrations shall be on the recommendation of the Executive Board.

(a) Outside of Mission:

All delegates to a convention or conference held outside the town of Mission shall be paid transportation and accommodation expenses (at economy, tourist or coach rates), an expense allowance defined in CUPE BC Expense Policy, paragraph 6, Per Diem, (Appendix B of these bylaws) and an amount equal to any loss of salary incurred by attendance at the convention/conference.

(b) Local Delegates:

Delegates to conventions or conferences held in the Fraser Valley shall have travel allowance as per Section 10(b). There shall be an expense allowance of twenty-five (25) dollars per day, mileage as per SD #75 policy, and compensation for any loss of salary incurred by attendance at the convention/conference.

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(c) Educational, Workshops, Arbitrations:

Where all expenses are paid (i.e. registration fee, accommodation, meals) a delegate shall receive ten (10) dollars per day for out of pocket expenses, mileage as per SD #75 policy, and an amount equal to any loss of salary incurred by such attendance.

Where no expenses are paid (except the registration fee) a delegate shall receive fifty (50) dollars per day for out of pocket expenses plus an amount equal to any loss of salary incurred by such attendance.

(d) Extraordinary expenses will be reviewed on an individual basis by the Executive Board.

Section 12 – Voting of Funds

In the case of a grant or a contribution to a member(s), or a cause(s) outside of CUPE is \$200.00 or less the Executive Board has the authority to approve this expense. Any amount greater than \$200.00 a notice of motion must be made and approved at a Regular, or Special Membership Meeting.

Section 13 – District Health and Safety Committee Representatives

Three (3) Representatives will be elected at the membership meeting in May. Two (2) voting Representatives (as required for a quorum) will be elected each for a two (2) year term ending on alternate years. An Alternate Representative will be elected for a two (2) year term and will attend District Health and Safety meetings when a voting member cannot attend.

The function of the Representative is to represent the members of the Local on the District Health and Safety Committee by attending District Health and Safety meetings, reporting back to the membership and liaising with the School Based Health and Safety committees.

Section 14 – Committees

(a) Negotiating Committee

This shall be a special ad hoc committee established at the Regular Membership Meeting in May. The function of the Committee is to prepare collective bargaining proposals, to negotiate a Collective Agreement and to protect and oversee any other negotiable term of the Collective Agreement. The Committee shall consist of the President and four (4) elected members. The CUPE Representative assigned to the Local shall be a non-voting member of the Committee and shall be consulted at all stages, from formulating proposals through negotiations, to contract ratification by the membership.

(b) Special Committees

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

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Executive Board. Two (2) members of the Executive Board may sit on any special committee as ex-officio members.

Section 15 – Rules of Order

All meetings of the Local Union will 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 C. 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 C to these bylaws, the CUPE National 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 – Amendments

The Local Union may, by a majority vote at a Regular Membership Meeting or at a special meeting called for that purpose, make such additional bylaws as it may deem advisable, provided that at least seven (7) days' notice at a previous meeting or at least sixty (60) days written notice has been given and further provided that such bylaws do not conflict with the Constitution. The same shall not become effective until approved by the National President of the Canadian Union of Public Employees. Such approval shall not be withheld unless there is conflict with the Constitution, and further that a decision on this matter shall be rendered within ninety (90) days.

Section 17 – Recognition of Retirement

The Executive Board is empowered to present a retirement gift to a member of CUPE Local 593 while in the employ of School District #75 (Mission), based on the following criteria:

- i) School Board must recognize member as a retiree and,
- ii) member must have reached a minimum age of fifty-five (55) within the year they plan to retire from the school district and/or,
- iii) member must have formally applied for their pension.

Appendix A – CUPE National Equality Statement

Union solidarity is based on the principle that union members are equal and deserve mutual respect at all levels. Any behaviour that creates conflict prevents us from working together to strengthen our union.

As unionists, mutual respect, cooperation, an understanding are our goals. We should neither condone nor tolerate behaviour that undermines the dignity or self-esteem of any individual or creates an intimidating, hostile, or offensive environment.

Discriminatory speech or conduct which is racist, sexist, transphobic, or homophobic hurts and thereby divides us. So too does discrimination on the basis of ability, age, class, religion and ethnic origin.

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

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

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

Appendix B – CUPE BC Expense Policy

This entire policy has not been included in this appendix as only Paragraphs 1. and 6 a) and b) are applicable to these bylaws.

1. Preamble

The purpose of this expense policy is to reimburse members for expenses incurred on behalf of CUPE BC. This policy shall be reviewed annually by the Trustees.

6. Per Diem

- a) \$43.00 per half-day meeting (when no meal provided).
- b) \$86.00 per day for an all-day meeting (when no meals are provided).

Appendix C – Rules of Order

- (1) The President or, in their absence, the Vice-President, shall take the chair at all membership meetings. In the absence of both the President and Vice-President, the Recording Secretary shall act as President, and in their absence a President pro-tem shall be chosen by the Local.
- (2) No member, except the Chairperson of a committee making a report or 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, 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 names in Rule 17, or those to accept to adopt the report of a committee, shall, if requested by the presiding officer, be presented in writing before being put to the Local.
- (8) At the request of any member, and upon a majority vote of those present, a question may be divided when the sense will admit of it.

- (9) Any member having made a motion can withdraw it with the consent of the seconder, except that any motion, once debated, cannot be withdrawn except by a majority vote of those present.
- (10) When a member wishes to speak on a question or to make a motion they shall rise in their place and respectfully address the presiding officer, but, except to state that they rise to a point of order or on a question of privilege, they shall not proceed further until recognized by the chair.
- (11) When two (2) or more members rise to speak at the same time the presiding officer shall decide which 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 they shall cease speaking until the point is determined; if it is decided they are in order, they may again proceed.
- (14) No religious discussion shall be permitted.
- (15) The President shall take no part in debate while presiding but may yield the chair to the 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 they may in addition give a casting vote, or if they choose, refrain from breaking the tie, in which case the motion is lost.
- (17) When a motion is before the Local no other motion shall be in order except: 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, or 6) to divide or amend, which motions shall have precedence in the order names. The first three of these shall be decided without debate.

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- (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 elapsed.
- (21) After the presiding officer declares the vote on a question, and before the Local proceeds to another order of business, any member may ask for a division. A standing vote shall then be taken and the Secretary shall count same.
- (22) If any member wishes to challenge (appeal) a decision of the chair they must do so at the time the decision is made. If the challenge is seconded, the member shall be asked to state briefly the basis for their challenge. The chairperson may then state briefly the basis for their decision, following which the chairperson shall immediately and without debate put the question: "Shall the decision of the chair be sustained?" A majority vote shall decide except that in the event of a tie the chair is sustained.
- (23) After a question has been decided, any two (2) members who have voted in the majority may, at that same or next meeting, move reconsideration thereof.
- (24) No member shall enter or leave a meeting during the reading of the minutes, the initiation of new members, the installation of officers, or the taking of a vote; and no member shall be allowed to leave without the permission of the Vice President.
- (25) The Local's business and proceedings of meetings are not to be divulged to any persons outside the Local of the Canadian Union of Public Employees.

