

# BY-LAWS



OF THE

(CANADIAN UNION OF PUBLIC EMPLOYEES)

**CUPE Local 805**

**REPRESENTING:**

|                        |                |   |                                 |
|------------------------|----------------|---|---------------------------------|
| <b>HOSPITAL SECTOR</b> | <b>Group A</b> | - | <b>Queen Elizabeth Hospital</b> |
| <b>MENTAL HEALTH</b>   | <b>Group B</b> | - | <b>Addiction Centre</b>         |
|                        |                | - | <b>Hillsborough Hospital</b>    |
|                        |                | - | <b>Housing Authority</b>        |
|                        |                | - | <b>Sherwood Home</b>            |
|                        |                | - | <b>Palliative Care</b>          |
| <b>SENIORS SECTOR</b>  | <b>Group C</b> | - | <b>Beach Grove Home</b>         |
|                        |                | - | <b>Prince Edward Home</b>       |
| <b>SOURIS SECTOR</b>   | <b>Group D</b> | - | <b>Colville Manor</b>           |
|                        |                | - | <b>Souris Hospital</b>          |

Membership Approved:

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CUPE National Approved:

**July 9, 2019**

## **TABLE OF CONTENTS**

|  |    |
|--|----|
| PREAMBLE.....  | 3  |
| SECTION 1 - NAME.....  | 3  |
| SECTION 2 - OBJECTIVES.....  | 3  |
| SECTION 3 - INTERPRETATION & DEFINITIONS.....                        | 3  |
| SECTION 4 - MEMBERSHIP MEETINGS (REGULAR & SPECIAL) .....            | 4  |
| SECTION 5 - VOTING EXPENDITURES.....                                 | 5  |
| SECTION 6 - OFFICERS.....  | 5  |
| SECTION 7 - EXECUTIVE BOARD .....                                    | 5  |
| SECTION 8 - DUTIES OF OFFICERS.....                                  | 6  |
| SECTION 9 - OUT-OF-POCKET EXPENSES .....                             | 10 |
| SECTION 10 - FEES, DUES AND ASSESSMENTS.....                         | 11 |
| SECTION 11 - NOMINATION, ELECTION AND INSTALLATION OF OFFICERS ..... | 12 |
| SECTION 12 - DELEGATES TO CONVENTIONS.....                           | 14 |
| SECTION 13 - COMMITTEES .....  | 14 |
| SECTION 14 - RULES OF ORDER .....                                    | 16 |
| SECTION 15 - AMENDMENT .....   | 16 |
| SECTION 16 - MEMBER IN GOOD STANDING .....                           | 16 |
| SECTION 17 – MENTORING PROGRAM.....                                  | 17 |
| APPENDIX "A" .....   | 18 |
| RULES OF ORDER .....   | 18 |

## **PREAMBLE**

In order to improve the social and economic welfare of its members, 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 the Local shall be: the Canadian Union of Public Employees, Local 805 (Department of Health).

## **SECTION 2 - OBJECTIVES**

The objectives of the Local are to:

- (a) secure adequate remuneration for work performed and generally advance the economic and social welfare of its members and of all workers;
- (b) support CUPE in reaching the goals set out in Article 11 of the CUPE Constitution;
- (c) provide an opportunity for its members to influence and shape their future through free democratic trade unionism;
- (d) encourage the settlement by negotiations and mediation of all disputes between the members and their Employers.

## **SECTION 3 - INTERPRETATION & DEFINITIONS**

- (a) Masculine pronouns shall be understood to include the feminine gender.
- (b) Numbers of Articles at the end of sections or sub-sections refer to relevant articles of the CUPE National Constitution which should be read in conjunction with these By-Laws.

(c) CUPE Local 805 Sectors/Groups

|                 |         |   |                          |
|-----------------|---------|---|--------------------------|
| HOSPITAL SECTOR | Group A | - | Queen Elizabeth Hospital |
| MENTAL HEALTH   | Group B | - | Addiction Centre         |
|                 |         | - | Hillsborough Hospital    |
|                 |         | - | Housing Authority        |
|                 |         | - | Sherwood Home            |
|                 |         | - | Palliative Care          |
| SENIORS SECTOR  | Group C | - | Beach Grove Home         |
|                 |         | - | Prince Edward Home       |
| SOURIS SECTOR   | Group D | - | Colville Manor           |
|                 |         | - | Souris Hospital          |

**SECTION 4 - MEMBERSHIP MEETINGS (REGULAR & SPECIAL)**

- (a) Regular membership meetings shall be held each month, excluding December because of Christmas and July and August because of summer vacations, on the third Tuesday at 7:30 p.m. If a holiday intervenes the Executive Board shall give a week's notice of any change in the date of the regular meeting.
- (b) Special membership meetings may be ordered by the Executive Board or requested in writing by no fewer than seven (7) members. The President shall immediately call a special meeting when so ordered or requested and shall see that all members receive at least twenty-four (24) hours' notice of the special meetings 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 ten (10) members, including at least three (3) members of the Executive Board.
- (d) The order of business at regular membership meetings is as follows:
1. Reading of Equality Statement
  2. Roll Call of Officers
  3. 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 and Bills

7. Executive Board Report
8. Reports of Committees and Delegates
9. Nominations, Elections or Installation
10. Unfinished Business
11. New Business
12. Good of the Union
13. Adjournment

## **SECTION 5 - VOTING EXPENDITURES**

Except for ordinary expenses and bills as approved at membership meetings, no sum over two hundred dollars (100.00) 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, Chief Steward, four (4) Group Representatives (one from each Section, if not already represented on the Executive), three (3) Trustees and a Sergeant-at-Arms. All Officers shall be elected by the membership.

## **SECTION 7 - EXECUTIVE BOARD**

- (a) The Executive Board shall comprise all Officers except Trustees and Sergeant-at-Arms.
- (b) The Executive Board shall meet once every month.
- (c) A majority of the Board constitutes a quorum.
- (d) The Executive Officers shall hold title to any real estate of the Local as Trustees for the Local. They shall have no right to sell, convey or encumber any real estate without first giving notice and then submitting the proposition to a membership meeting and having it approved.
- (e) The Board shall do the work delegated to it by the Local and shall be held responsible for the proper and effective functioning of all Committees.
- (f) All charges against members or Officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution.
- (g) Should any Board member or any Committee member fail to answer the roll call for three (3) consecutive regular membership meetings or three (3) consecutive regular

Executive Committee meetings without good and sufficient reason, his/her office shall be declared vacant and shall be filled by an election at the following membership meeting.

- (h) Executive Board members shall have first preference to all Council and Division conventions/conferences, as well as Union Development courses.

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

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 805 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 By-Laws;
- preside at all membership and Executive Board meetings and preserve order;
- decide all points of order and procedure (subject always to the membership);
- have a vote on all matters and in the case of a tie vote in any matter, excluding elections and appeals against his/her rulings, shall cast the deciding vote. In the case of a tie vote in an election the President shall turn back to the membership for a revote.
- fill Committee vacancies where elections are not provided for;
- introduce new members and conduct them through the initiation ceremony;
- sign cheques and ensure that the Local's funds are used only as authorized or directed by the Constitution, By-Laws or vote of the membership;
- be authorized to approve up to one day's wages for Union Business;
- be allowed necessary funds, not to exceed one hundred (\$200.00) dollars monthly, to reimburse himself/herself or any Officers for expenses, supported by vouchers, incurred on behalf of the Local;

- have first preference as a delegate to attend all conventions and conferences, in the event the President is not able to attend, the Vice-President will have first preference;
- shall sit ex-officio on all committees, including the Bargaining Committee (if she/he chooses to do so).

(b) The **Vice-President** shall:

- if the President is absent or incapacitated, perform all duties of the President;
- if the office of the President falls vacant, be Acting President until a new President is elected;
- render assistance to any member of the Board as directed by the Board.
- shall sit ex-officio on all committees, including the Bargaining Committee (if she/he chooses to do so). “*Only*” in the absence of the President.

(c) The **Secretary-Treasurer** shall:

- 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 membership. In consultation with the Executive Board, designate a signing officer during prolonged absences.
- 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.
- Make a written financial report to each regular membership meeting, detailing all income and expenditures for the period.
- be bonded for not less than \$1,000 (or any greater sum as maybe decided at the membership meeting, taking into account the assets of the Local and the amount of cash and cheques handled by the Secretary-Treasurer) through the master bond held by the National Office;
- pay no money unless supported by a voucher duly signed by the President or two other members of the Board, except that no voucher shall be required for payment of per capita fees to any organization to which the

Local is affiliated;

- Make all 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 the National Office;
- be empowered, with the approval of the President, to employ necessary clerical assistance to be paid for out of the Local's funds;
- on termination of office, surrender all books, records and other properties of the Local to his/her successor and that any Secretary-Treasurer who cannot qualify for a bond shall be disqualified from office.

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

- Keep full, accurate, and impartial account of the proceedings of all regular or special membership and Executive Board meetings. 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.
- record all alterations in the By-Laws;
- 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;
- on termination of office, surrender all books, seals and other properties of the Local to his/her successor;
- preside over membership and Board meetings in the absence of both the President and Vice-President;
- shall act as the Education Committee;



- shall forward the minutes the monthly meeting (Minus the Treasurer's report) to the Executive and Sector Group Representatives, no later than ten (10) days after such meeting;
  - must ensure that the minutes are recorded in the official minute book.
  - Must keep a Ledger of New Motion's put on the floor.
- (e) The **Sergeant-at-Arms** shall:
- guard the inner door at membership meetings and admit no one but members in good standing or Officers 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;
  - keep an accurate record of attendance of all members at regular and special meetings of the Local.
- (f) The **Sector/Group Representatives** shall:
- be elected to represent one of the Regional Groups who are not already represented on the Executive;
  - distribute all newsletters and notices to members;
  - keep the Executive informed of the concerns of the members;
  - render assistance to any member of the Board as directed by the Board.
- (g) The **Chief Steward** shall:
- be aware, through consultation with the various Shop Stewards, of any problems within any Department;
  - keep the Executive and the membership up-to-date on any problems or grievances that may have arisen during his/her term of office and the subsequent settlement or solving of such;
  - sit as the Chairman of the Grievance Committee, which shall determine if a complaint has any basis to become a grievance and subsequently to follow

that grievance to its conclusion;

- perform an annual evaluation (with assistance from the Executive) of the Seniority list;
- shall (with assistance from the Executive) distribute the Collective Agreement.

(h) The **Trustees** shall:

- Make a written report of their findings to the first membership meeting following the completion of each audit.
- Submit in writing to the President and Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local Union's funds, records, and accounts are being maintained by the Secretary-Treasurer in an organized, correct and proper manner.
- use audit forms supplied by the National Secretary-Treasurer in accordance with the provisions of the CUPE Constitution.
- Be responsible to ensure that monies are not paid out without proper Constitutional or membership authorization.
- Audit the record of attendance.
- Inspect at least half yearly any stocks, bonds, securities, office furniture 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 Secretary-Treasurer in accordance with the provisions of CUPE Constitution.

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

- (a) Any expenses incurred as a result of Union Business shall be reimbursed after bills have been submitted and passed for payment at a Local meeting.
- (b) Mileage will be paid at the following rates: if the price of gas is \$1 or less, mileage will be paid at 40 cents per kilometre. If gas is \$1.01 or higher mileage will be paid at .45 cents per kilometre.
- (c) Group C Rep (Souris Rep) will be paid mileage for both the Executive and regular

monthly meetings.

- (d) For schools that are within the Charlottetown, Cornwall, or Stratford, mileage will not be paid (except for Souris members).
- (e) Members shall car pool to attend conferences and conventions. Members who decide to travel alone, shall not be reimbursed for mileage.
- (f) Honorariums shall be paid to the following Officers at the following rates; but not to be paid before such Officers are in office for a period of seven (7) months and only to be paid at the annual membership meeting in November. In order to receive an honorarium, the Officer must attend 75% of all membership and Executive meetings.

|                     |   |                 |
|---------------------|---|-----------------|
| President           | - | \$500 per annum |
| Secretary-Treasurer | - | \$500 per annum |
| Recording-Secretary | - | \$500 per annum |
| Vice-President      | - | \$500 per annum |
| Chief-Steward       | - | \$500 per annum |
| Regional Reps.      | - | \$500 per annum |

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

### (a) Initiation Fee

Payment of initiation fees is a tangible confirmation of the desire to become a member of your Local Union and the Canadian Union of Public Employees. Each application for membership in the Local Union will be directed to the Secretary-Treasurer and will be accompanied by an initiation fee of two dollars (\$2.00) 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.

### (b) Readmission Fee

The readmission fee shall be two dollars (\$2.00).

### (c) Monthly Dues

All members shall pay monthly dues at the rate of 1.35% on their regular hours of work for that month dues will not be paid on overtime or call-back. Dues and/or assessments shall be payable in accordance with the check-off procedure as designated in the current working Agreement.

- (d) Changes in the levels of the monthly dues can be effected only by following the procedure for amendment of these by-laws (see Section 15), with the additional provision that the vote must be by secret ballot.
- (e) Special assessments may be levied in accordance with the CUPE Constitution.
- (f) The minimum of monthly dues of Local 805 shall at no time be less than the minimum established by the National Constitution of CUPE.
- (g) A member who fails to pay dues and assessments for three 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.
- (h) 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 11 - NOMINATION, ELECTION AND INSTALLATION OF OFFICERS**

- (a) Nominations shall be received at the annual membership meeting held in the month of November. To be eligible for nomination, a member must be a member in good standing pursuant to Section 16 of these By-Laws. No nomination shall be accepted unless a member is in attendance at the meeting or has allowed to be filed at the meeting, his/her consent in writing, duly witnessed by another member.
- (b) Elections
  - (1) At a membership meeting (at least one 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).
  - (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 membership meeting in November. The vote shall be by secret ballot.

- (5) Voting to fill one office shall be conducted and completed, and recounts dealt with, before balloting may begin to fill another office.
- (6) A majority of votes cast (at least 50% plus 1) shall be required before any candidate can be declared elected and second and subsequent ballots shall be taken, if necessary, to obtain a majority. If there are more than two candidates, on the second and subsequent ballots, the candidate receiving the lowest number of votes in the previous ballot shall be dropped until only two candidates remain or one candidate receives a majority of votes cast (50% plus 1).
- (7) When two 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(c).
- (9) Elections for officers will consist of the following: In odd years; President Secretary-Treasurer, Souris Sector and Mental Health; In even years Vice-President, Chief Shop Steward, Recording Secretary and Senior Sector the next year.
- (10) Local 805 will consist of (3) Trustees, each year a 3-year term will be up for election.

(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 or until a successor has been elected and installed, provided however, that no term of office, except for Trustees, shall be longer than two (2) years. This process will provide for elections, two (2) Officers and two (2) Group Representatives in odd years and three (3) officers and 1 Group Representatives in even years.
- (2) The terms of office for Trustees shall be as laid down in the CUPE Constitution.
- (3) Special Committee members shall be elected for a one (1) year term at the annual meeting.

(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 CONVENTIONS**

- (a) Except for the President's option (Section 8(a)) or the Vice-President's option (Section 8(b)), all delegates to conventions/ conferences shall be chosen by ballot draw at our membership meetings. For each monthly meeting that members attend they will receive a ballot for each meeting. Only members in good standing with the Local shall be eligible to attend conventions/conferences. A meal per diem of seventy-five (\$75) dollars per day for out of province conventions shall be provided.
- (b) Representation at Educational Institutions and Seminars shall be on the recommendation of the Education Committee, subject to final approval by the membership.
- (c) Except for the Executive Officer's option [7(h)], names for Division and Council conventions/conferences shall be drawn at random from the members in attendance at such monthly meetings. Members who cannot attend such monthly meetings may submit their names to an Executive member by the member themselves. An alternative list will be created and consist of the names submitted and by those names that were drawn at such monthly meeting. Those names will then be drawn at random to determine the alternate list order.
- (d) After attending conventions/conferences members shall submit a report to the membership at the following monthly meeting.

## **SECTION 13 - COMMITTEES**

(a) Negotiating Committee

The representatives of Local 805 on the Negotiating Committee shall be determined as per the By-Laws of the Council of Regional Health Employees Union and shall consist of, the President (in the absence of President, the Vice-President CUPE By-Laws (Section (8)(b)). Health Council Executive member, a Souris member and one (1) member from the floor.

(b) Special Committee

A special ad hoc committee may be established for a specific 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 members of the Board may sit on any special committee as ex-officio members.

(c) Standing Committees

(1) 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 comprise the Chief Steward as Chairperson and the President and the Shop Steward from the Department or Unit that the grievance arises. The Committee shall appoint its Secretary from among its members.

(2) Compassionate Committee - This Committee shall consist of the Steward in each Department and the Treasurer of the Union. Each Steward shall be responsible for reporting any death or sickness in his/her Department, to the Treasurer.

In case of the death of a spouse, sister, brother, mother, father or child, a donation of \$35 will be made for flowers or a charity of their choice.

(3) Social Committee - It is the function of this Committee to arrange and conduct all social and recreational activities of the Local either on the Committee's own initiative or as a result of decisions taken at membership meetings. The Committee shall submit reports and proposals to the Executive Board or to the membership as required. The Executive Board shall be held responsible for the proper and effective functioning of this Committee. The Committee shall comprise between three (3) and five (5) members and may appoint a Secretary-Treasurer from among its' members.

(4) Summer Social Party – For the summer social party, a cap of \$300 will be allotted for door prizes for the Charlottetown area. \$150 will be allotted for the Souris area for door prizes. Members working the evening shift the night of the party, will pick their food up and take it back to their place of work. All other members must attend the party.

(5) Christmas Party – For the Christmas party, a cap of \$500 will be allotted for door prizes for the Charlottetown area. \$200 will be allotted for the Souris area. Members working the evening of the party will pick their food up and take it back to their place of work. All other members must attend the party.

If the membership deems that either the Lobster or Christmas party to be financially irresponsible at the time, the parties will be cancelled.

## **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 ensure free and fair debate are appended to these by-laws as 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 the 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 now exists or may be amended from time to time, and in the event of any conflict between these By-laws and the CUPE Constitution, the latter shall govern. Constitutional interpretation, including determination of conflict, is the prerogative of the National President.
- (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 seven (7) days notice at a previous meeting or at least sixty (60) days written notice.
- (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.

## **SECTION 16 - MEMBER IN GOOD STANDING**

- (a) All members regularly employed and in good standing shall have equal rights within the Union and are charged with equal responsibilities thereto. Without limiting the generality of the Union, be entitled to be present at, and have voice and vote in, all meetings of the Union and shall be eligible to offer themselves as candidates for office in the Union.
- (b) Members on unpaid leaves will still be considered members in good standing.



## **SECTION 17 – MENTORING PROGRAM**

- (a) To ensure the future of Local Union 805, a Mentoring Program will now be implemented. The purpose of the Mentoring Program is to ensure that members have the ability to carry on Executive business after long standing Executive members have moved on. Essentially, members will be allowed to shadow or apprentice to an Executive member and learn those particular duties on a gradual basis, rather than taking on the position with little or no experience.

Elections will decide who will shadow or apprentice an Executive member. For example, if the Chief Shop Steward position is up for election, then so to will be the position of the apprentice for the Chief Shop Steward.

All subsequent by-laws (except Section 9F) will apply to the election of apprentices.

- (b) All rank and file members will be encouraged to mentor any new members, to help and encourage new members in becoming active in Local 805 activities. Senior members should take the initiative to help new Executive members in their rolls. By sharing the knowledge of our senior members, we will strengthen our Union.

## **APPENDIX "A"**

### **RULES OF ORDER**

1. The President or in his/her absence, the Vice-President, shall take the chair at all membership meetings. In the absence of both the President and the Vice-President, the Recording-Secretary shall act as President, and in his/her absence, a President pro-tem shall be chosen by the Local.
2. No member, except the Chairperson of a Committee making a report or the mover of a Resolution, shall speak more than five 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 (15) fifteen minutes, except with the consent of the meeting.
3. The President shall state every question coming before the Local and before allowing debate thereon and again immediately before putting it to a vote shall ask: "Is the Local ready for the question?" Should no member rise to speak, the question shall then be put.
4. A motion to be entertained by the Presiding Officer must be moved and seconded; both mover and seconder must rise and be recognized by the chair.
5. A motion to amend, or to amend an amendment, shall be in order, but no motion to amend an amendment to an amendment shall be permitted. No amendment, or amendment to an amendment, which is a direct negative of the resolution shall be in order.
6. On motion, the regular order of business may be suspended, by a two-thirds vote of those present, to deal with any urgent business.
7. All resolutions and motions other than those named in Rule 17, or those to accept or adopt the report of a Committee, shall if requested by the Presiding Officer, be presented in writing before being put to the Local.
8. At the request of any member and upon a majority vote of those present, a question may be divided when the sense will admit 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/she shall rise in his/her place and respectfully address the Presiding Officer, but, except to state that he/she rises to a point of order or on a question of privilege, he/she shall not proceed further until recognized by the chair.
11. When (2) two or more members rise to speak at the same time, the Presiding Officer shall decide which one is entitled to the floor.
12. Every member, while speaking, shall adhere to the question under debate and avoid all personal, indecorous, or offensive language, as well as, any poor reflection on the Local or member thereof.
13. If a member, while speaking, is called to order, he/she shall cease speaking until the point is determined; if it is decided he/she is in order, he/she may 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/she may in addition give a casting vote or if he/she 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 (3) of these shall be decided without debate.
18. A motion for the previous question, when regularly moved and seconded, shall be put in this form: "Shall the main question be now put?" If it is adopted, the President shall proceed to take the vote on the resolution and amendments thereto (if any) according to their priority. If an amendment or an amendment to an amendment is adopted, the original resolution, as amended, shall be put to the Local.
19. A motion to adjourn is in order except (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, he/she 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/her challenge. The Chairperson may then state briefly the basis for his/her 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 members shall enter or leave a meeting during the reading of the minutes, the initiation of new members, the installation of Officers or the taking of a vote, and no member shall be allowed to leave without the permission of the Vice-President.
25. The Local's business and proceedings of meetings are not to be divulged to any persons outside the Local or the Canadian Union of Public Employees.

