



Local 4682

South Shore Regional School Board

By-Laws

(Approved January 2015)

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

SECTION 1 – NAME

The name of this Local shall be: Canadian Union of Public Employees, Local 4682.

SECTION 2 – OBJECTIVES OF THE LOCAL

- 2.01 Secure adequate remuneration for work performed and generally advance the economic and social welfare of its members and of all workers;
- 2.02 Support CUPE in reaching the goals set out in Article II of the CUPE Constitution.
- 2.03 Provide an opportunity for its members to influence and shape their future through free democratic trade unionism.
- 2.04 Encourage the settlement by negotiation and mediation of all disputes between the members and their Employers.

SECTION 3 – INTERPRETATION and DEFINITIONS

- 3.01 Masculine pronouns shall be understood to include the feminine gender.
- 3.02 "National" – shall mean the Canadian Union of Public Employees, with Headquarters located in the city of Ottawa, Ontario.
- 3.03 "Constitution" – shall mean the National Constitution.
- 3.04 "Local" – shall mean the Canadian Union of Public Employees, Local 4682.
- 3.05 "By-Laws" – shall mean the regulations governing the Local.
- 3.06 "Annual Meetings" – shall mean the Annual Membership meetings held in October of each year. Ten (10) percent of the membership shall constitute a quorum at the Annual meeting.
- 3.07 "Regulations" – shall mean the regulations governing the Local and shall form part of the By-Laws.
- 3.08 "CUPE" – shall mean the Canadian Union of Public Employees.

SECTION 4 – EXECUTIVE COMMITTEE & EXECUTIVE MEETINGS

- 4.01 Composition – The Executive Committee of the Local shall be composed of the President, two (2) Vice-Presidents [one (1) from Lunenburg County and one (1) from Queens County], Secretary-Treasurer, and Recording Secretary.
- 4.02 Duties – The Executive Committee shall administer and carry out the affairs of the Local between meetings.
- 4.03 Meetings – The Executive Committee shall meet at least eight (8) times a year. Additional meetings may be scheduled by the Executive Committee as is necessary to properly carry out the affairs of the Local.
- 4.04 Special Meetings – Special meetings of the Executive Committee may be called by the President, or must be called upon in written request by at least two (2) members of the Executive Committee.
- 4.05 Quorum of the Executive Committee – shall consist of three (3) members of the Committee at any regular or special meeting.
- 4.06 Report of the Committee – The Executive Committee shall table a report of its activities at the meetings.
- 4.07 Executive Committee Voting – Voting members of the Executive Committee will be the Vice-Presidents, the Recording Secretary, and the Treasurer. In the case of a tie vote, the President will cast the deciding ballot.
- 4.08 The Executive Committee members 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 meeting and having it approved.
- 4.09 The Executive Committee shall do the work delegated to it by the Local Membership, and shall be held responsible for the proper and effective functioning of all committees.
- 4.10 All charges against members or Officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution.
- 4.11 Should any Officer fail to answer the roll call of three (3) Executive meetings or three (3) Regular Local Membership meetings without valid reason acceptable to the Local Membership their position shall be declared vacant.

SECTION 5 – MEMBERSHIP MEETINGS – REGULAR and SPECIAL

- 5.01 Regular Local Membership meetings shall be held at least eight (8) times per year (on a designated day), with notice to be given at least five (5) days in advance. If a statutory holiday intervenes, the Executive shall give one (1) week's notice of any change in the date of the Regular meeting.
- 5.02 Special meetings may be ordered by the President, or at least three (3) Local Executive members, 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 twenty-four (24) hours' notice of the Special meeting and the subject(s) to be discussed. No business shall be transacted at the Special meeting other than that for which the meeting is called and notice given, except for the swearing in of new members.

5.03 A quorum for the transaction of business at any Regular or Special meeting shall be fifteen (15) members, including at least two (2) members of the Local Executive.

5.04 The order of business at Regular Membership meetings is as follows:

1. Roll Call of Officers
2. Voting on New Members and Installation
3. Reading of Minutes
4. Matter Arising
5. Treasurer's Report
6. Communications and Bills
7. Executive Committee Report
8. Reports of Committees and Delegates
9. Nominations, Elections, or Installations
10. Unfinished Business
11. New Business
12. Good of the Union
13. Adjournment

SECTION 6 – VOTING OF FUNDS

- a) Except for ordinary expenses and bills as approved at Local Membership meetings, no sum over five hundred (\$500.00) dollars 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 Local meeting.
- b) Except for ordinary expenses and bills as approved at Executive Meetings, no sum over two hundred fifty (\$250.00) dollars 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 Regular or Special Membership meeting.

SECTION 7 – NOMINATION, ELECTION and INSTALLATION OF OFFICERS

7.01 Local Officers

The Officers of the Local shall be the President, one (1) Vice-President from Queens County, one (1) Vice-President from Lunenburg County, Secretary-Treasurer, Recording Secretary, and three (3) Trustees. All Officers shall be elected at the October meeting, except in the case of vacancies arising during a term, which shall be filled in accordance with Article 7.07

7.02 **Nominations and Elections**

- (a) Nominations and elections for all Local Officers will be held at the October meeting.
- (b) To be eligible for nomination in the Local, a member shall have attended at least fifty (50) percent of the Membership meetings held in the previous twenty-four (24) months or in the period he/she was a member, if less than two (2) years, 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 his/her consent in writing, duly witnessed by another member. No member shall be eligible for nomination if he/she is in arrears of dues and/or assessments.

7.03 **Elections and Terms**

All Local Executive Committee positions will be for a two (2) year term. Elections for the positions of President and Secretary-Treasurer will be in odd years. Elections for the position of Vice-Presidents and Recording Secretary will be held in even years. Upon filling of the Vice-President positions, the membership shall then vote to determine which Vice-President shall become the Acting President in the event of a temporary vacancy.

7.04 **Local Trustees**

Local Trustees shall be elected by a simple majority at the meeting in October. Initially, the Trustee receiving the largest number of votes shall be elected for three (3) years, the Trustee receiving the second largest vote shall be elected for two (2) years, and the Trustee receiving the third largest number of votes shall be elected for one (1) year. Subsequently, one (1) Trustee shall retire each election year as the term for which such Trustee was elected expires, and succeeding Trustees shall be elected for three (3) years. The retiring Trustee shall be eligible for reelection.

7.05 **Voting Procedure**

- (a) All elections shall be held by secret ballot and in accordance with the National Constitution.
- (b) Voting to fill one office shall be conducted and completed, and recounts dealt with, before balloting may begin to fill another office.
- (c) A majority of votes cast shall be required before any candidate can be declared elected, and second and subsequent ballots shall be taken, if necessary, to obtain a majority. On the second and subsequent ballots the candidate receiving the lowest number of votes in the previous ballot shall be dropped. In case of a final tie vote, the presiding Officer shall cast the deciding vote.
- (d) 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.

- (e) Any member not in attendance and wishing to run for office may do so in writing with the witness of one other Union member.

7.06 **Installation**

All duly elected Local Officers shall be installed at the Election meeting. Elected Officers not in attendance shall be sworn in at the next Local Executive Committee meeting.

7.07 **Vacancies**

- (a) If a vacancy occurs during a term of a Local Officer, the Executive shall serve notice of the vacancy at the next Regular Membership meeting following the vacancy. At the Regular Membership meeting following the meeting where notice was served, elections shall be conducted to fill the vacancy for the remainder of the term.
- (b) During any such vacancy, until elections, a remaining Officer shall be appointed to cover the responsibilities of the vacant position by majority vote of the remaining Executive.

SECTION 8 – DUTIES OF LOCAL OFFICERS

8.01 The **President** shall:

- enforce the CUPE Constitution and these By-Laws;
- preside at all Executive Committee and Local Membership meetings and preserve order;
- decide all points of order and procedure (subject always to appeal to the membership);
- in case of a tie vote in any matter, including elections, have the right to cast a vote to break the tie;
- prepare responses to any incoming correspondence;
- ensure that all Officers perform their assigned duties;
- fill committee vacancies where elections are not provided for;
- co-sign cheques with the Secretary-Treasurer and ensure that the Local's funds are used only as authorized or directed by the Constitution, By-Laws, or vote of the Local or Local Executive Committee;
- have first preference as a delegate to the CUPE National Convention; CUPE NS Convention, CLC Convention and NS Federation of Labour Convention;
- be bonded for not less than \$1,000.00 (or any greater sum, as may be decided at a Membership meeting, taking into account the assets of the Local

and amount of cash and cheques handled by the Secretary-Treasurer) through the master bond held by the National Office, and a President who cannot qualify for the bond shall be disqualified from the office;

- on termination of office, surrender all books, seals, and other properties of the Local, to his/her successor at no expense to the Local.

8.02 The **Vice-Presidents** shall:

- preside over Local meetings in the absence of the President;
- enforce the CUPE Constitution and these By-Laws;
- introduce new members and conduct them through the initiation ceremony;
- present a report on the status of their County to the Executive;
- prepare and/or distribute any circulars and notices to their County members;
- on termination of office, surrender all books, seals, and other properties of the Local, to his/her successor at no expense to the Local.

8.03 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 Trustee Reports;
- record all alterations in the By-Laws;
- prepare draft responses, from the President, in answer to incoming correspondence;
- be empowered, with the approval of the Local Executive Committee, to employ necessary stenographic or other assistance to be paid for out of the Local's funds;
- be listed as co-signer on Local bank accounts in the absence of the President;
- prepare and distribute circulars and notices as required;
- on termination of office, surrender all books, seals, and other properties of the Local, to his/her successor at no expense to the Local.

8.04 The **Secretary-Treasurer** shall:

- 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;
- 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 in accordance with the CUPE Constitution no later than the last day of the following month;
- prepare all per capita tax forms and remit payment regularly to CUPE Nova Scotia, the NS Federation of Labour, Labour Councils, and Nova Scotia School Board Council of Unions;
- record all financial transactions in accordance with sound accounting practices and a manner acceptable to the Executive Committee;
- ensure that all vouchers and cheques are signed by two approved signing Officers;
- regularly make a full Financial Report to meetings of the Local Executive Committee, as well as a written Financial Report at each Local meeting, detailing all income and expenditures for the period;
- be bonded for not less than \$1,000.00 (or any greater sum as may be decided at a Membership meeting, taking into account the assets of the Local and the amount of cash and cheques handled by the Secretary-Treasurer) through the master bond held by National Office, and any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office;
- pay no money unless supported by a voucher and receipts duly signed by the President and one other member of the Local Executive Committee or any two other members of the Local Executive Committee, 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 at least annually;
- provide the Trustees with any information they may need to complete the audit report forms supplied by CUPE;
- be empowered, with the approval of the Executive Board, to employ necessary clerical assistance to be paid for out of the Locals' funds;

- within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees in accordance with Article B.3.12.
- on termination of office, surrender all books, records and other properties of the Local to his/her successor at no expense to the Local.

8.05 The **Trustees** shall:

- act as Auditing Committee on behalf of the members and audit the books and accounts of the Treasurer, the Recording Secretary and the Standing Committees at least once per calendar year;
- provide a written report of their findings to the Local meeting following the completion of each audit;
- be responsible for ensuring that monies are not paid out without proper receipts, vouchers and authorization;
- ensure that proper financial reports are made to the membership;
- audit the record of attendance;
- inspect at least once a year any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may at any time be owned by the Local and report their findings at the Annual meeting;
- 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;
- Send to the National Secretary-Treasurer, with a copy to the assigned Servicing Representative, the following documents:
 - i. Completed Trustee Audit Program
 - ii. Completed Trustees' Report
 - iii. Secretary-Treasurer Report to the Trustees
 - iv. Recommendations made to the President and Secretary-Treasurer of the Local Union
 - v. Secretary-Treasurer's response to recommendations
 - vi. Concerns that have not been addressed by the Local Union Executive Board.

8.06 **Duties of Officers and Sergeant-at-Arms:**

- guard the inner door at Local Membership meetings and admit no one but members in good standing or Officers and officials of CUPE, except on the order of the President and by consent of the members present;

- assist in maintaining the record of membership attendance at meetings;
- attend the meetings in the capacity of Sergeant-at-Arms when such meeting is held;
- perform such other duties as may be assigned by the Local Executive from time to time.
- not be a member of the Executive Committee.

SECTION 9 – OUT-OF-POCKET EXPENSES

a) The following expense allowance shall be provided:

Local President	\$ 1,500.00 annually
Vice-President	\$ 1,250.00 annually
Secretary-Treasurer	\$ 1,000.00 annually
Recording Secretary	\$ 1,000.00 annually
Local Trustees	\$ 75.00 upon completion or each audit
Sergeant-at-Arms	\$ 50.00 annually
Shop Steward	\$ 100.00 annually

b) Union members on approved union business shall be entitled to reimbursement of expenses in the following amounts:

- full reimbursement of any and all lost wages and benefits;
- actual hotel/motel costs;
- kilometer allowance equal to the CUPE National kilometer rate at the time of travel;
- meals and incidentals:
 - time and travel four (4) hours or less – twenty-five dollars (\$25.00)
 - time and travel more than four (4) hours – fifty dollars (\$50.00)

Members receiving expense reimbursement by other affiliates shall not receive Local reimbursement as well.

c) Executive Board members shall have long distance and/or cell phone charges directly related to union business reimbursed with appropriate receipts.

SECTION 10 – FEES, DUES and ASSESSMENTS

10.01 **Initiation Fee**

Each application for membership in the Local shall be directed to the Secretary-Treasurer and shall be accompanied by an initiation fee of five (\$5.00) dollars which shall be in addition to monthly dues. This shall be deducted by the Employer.

10.02 **Readmittance Fee**

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

10.03 **Monthly Dues**

The monthly dues shall be 1.5% of regular gross monthly earnings.

Changes in the levels of the initiation fee, the readmittance fee, or the monthly dues can be effected only by following the procedure for amendment of these By-Laws (see Section 16), with the additional provision that the vote must be by secret ballot.

Notwithstanding the above provisions, if the CUPE Convention raises minimum fees and/or dues above the level herein established, these By-Laws will be deemed to have been automatically amended to conform to the new CUPE minimum.

Special assessments may be levied in accordance with Article B.IV of the CUPE Constitution.

SECTION 11 – NON-PAYMENT OF DUES and ASSESSMENTS

11.01 Any member in arrears for a period of three months or more shall be automatically suspended and his suspension shall be reported to the Executive Committee by the Secretary-Treasurer. The Executive Committee shall report to the next Local meeting with a recommendation.

11.02 Any member under suspension wishing to be reinstated shall, upon application, pay the readmittance fee, plus any dues and assessments in arrears. This money will be returned if the application is rejected. If a member has been unemployed or unable to work because of sickness, he shall pay the readmittance fee but may not be required to pay his arrears.

SECTION 12 – DELEGATES TO CONVENTIONS

12.01 Except for the President's option (Section 8), all delegates to conventions shall be chosen by the Local Executive Committee with equal representation from the membership, wherever possible, with first consideration given to members serving on boards or committees of the relevant organization. Members will submit names of proposed delegates for consideration to the membership.

12.02 Delegates to the District Labour Councils shall be elected annually by the membership. An official reporter for these delegates shall be appointed annually by the President from among these delegates, and he shall be required to report at each membership meeting on proceedings at recent meetings of the Council.

12.03 Any delegates elected to attend any functions on behalf of Local 4682 shall be reimbursed for incurred expenses pursuant to Section 9.

12.04 Representation at educational schools and seminars shall be on the recommendation of the Education Committee subject to final approval by the Local Executive Committee, who shall give consideration to equal representation

from the membership. Delegates shall be reimbursed for incurred expenses pursuant to Section 9.

SECTION 13 – COMMITTEES

13.01 Negotiating Committee

This shall be a special ad-hoc committee established at least six months prior to the expiry of the Local's collective agreement and automatically disbanded when a new collective agreement has been signed. The function of the Committee is to prepare collective bargaining proposals and to negotiate a collective agreement. The Committee shall consist of: the Executive Committee and one (1) additional representative from Trades, Custodial and Bus Drivers if not represented on the Executive. 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. These Committee members shall be reimbursed for incurred expenses pursuant to Section 9.

13.02 Special Committee

A special ad-hoc committee may be established for a specified purpose and period at the discretion of the Executive Committee. Two members of the Local Executive may sit on any Special Committee as ex-officio members. These committees are to report back to the Executive Committee before any business is taken to the Local membership. These committee members shall be reimbursed for incurred expenses pursuant to Section 9.

13.03 Grievance Committee

The President, the two (2) Vice-Presidents and two (2) members elected by the membership shall form the Grievance Committee, with the chairperson selected from among its members. The Committee shall appoint its Secretary from among its members. The Committee shall be paid transportation expenses if taking their own vehicle, plus a per diem allowance for expenses, both amounts as per School Board rate, and an amount equal to any loss of salary incurred by attendance at the function.

This Committee shall process all grievances not settled at the initial stage and its reports shall be submitted first to the membership, with a copy to the CUPE Representative and then to the Unit Meetings. 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.

13.04 Education Committee

The Education Committee shall be comprised of four (4) members elected by the membership. Two members of the Local Executive may sit on any special committee as ex-official members. The Committee shall appoint its Secretary from among its members. The Committee shall be reimbursed for incurred expenses pursuant to Section 9.

It shall be the duty of this Committee to:

- arrange for representation of the Local at any appropriate and available education seminar or conference and submit recommendations accordingly to the Local Executive Committee;
- instruct delegates in the preparation of reports to the membership on seminars and conferences and maintain a reference file of these reports;
- co-operate with the Local Executive Committee in preparing press releases and other publicity material;
- co-operate with the Education and Public Relations Departments of CUPE, and with the Regional Education Representative, in implementing both the Local's and CUPE's policies in these fields.

13.05 **Good of the Union**

In the event that members experience any of the following situations, they shall be recognized in accordance with this Article. Members are encouraged to inform the Local of any members experiencing these situations and the Local Treasurer shall make the proper donations/recognitions.

1. Death of a Member

In the event of the death of a member, the Union will make a donation in the amount of \$50.00 to the family or to the charity of the family's choice.

2. Death of a Family Member

In the event of the death of the spouse, mother, father, child, or stepchild of a member of the Union, the Union will make a donation in the amount of \$50.00 to the family or to the charity of the family's choice.

3. Sickness/Illness/Hospitalization

In the event that a member experiences a serious illness, hospitalization, surgery or injury and is off work four (4) weeks or more as a result, the Local Union shall deliver a get well card.

4. Birth or Adoption

In the event that a member becomes a parent through birth or adoption the Local Union shall deliver an appropriate card.

5. Retirement

In the event that a member retires, the Local Union shall deliver a card and a donation in the amount of \$100.00.

6. Emergency/Personal Crisis

In the event that a member experiences an emergency or personal crisis, the Union will consider requests for donations and/or assistance and will make donations as appropriate on a case by case basis. The request will be forwarded to the Executive Board, which will make a recommendation to the membership. Expenditures under this article shall be limited to an annual budgetary limit of \$1500.00, subject to the availability of funds.

All committees are to report to the Local Executive for approval before presentations are made to the membership.

In the event there is any committee not functioning, the Executive Committee shall carry out the duties of that committee.

SECTION 14 – AFFILIATIONS

The Local shall be affiliated to the Nova Scotia School Board Council of Unions (NSSBCU). The President of the Local shall be the designated representative to the Council.

SECTION 15 – SPECIAL MEMBERSHIP

The Union may grant membership, such as lifetime membership, for retiring members, whether they be retiring because of age or ill health.

SECTION 16 – 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 17 – AMENDMENT

17.01 These By-Laws are always subordinate to the CUPE Constitution (including Appendix “B”) as it now exists or may be amended from time to time, and in the event of any conflict between these By-Laws and the CUPE Constitution, the latter shall govern. Constitutional interpretation, including determination of conflict, is the prerogative of the National President.

17.02 These By-Laws shall not be amended, added to, or suspended except upon a majority vote of those present and voting at the Membership meeting in October following seven (7) days’ notice at a previous meeting or at least sixty (60) days’ written notice.

- 17.03 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.

APPENDIX "A" TO THE BY-LAWS OF CUPE LOCAL 4682

Rules of Order

- (1) The President, or in his absence, the Recording Secretary, shall take the chair at all meetings and Local Executive Committee meetings. In the absence of both the President and Recording Secretary, the Secretary-Treasurer shall act as President.
- (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 fifteen minutes, except with the consent of the meeting.
- (3) The presiding officer shall state every question coming before the meeting, and before allowing debate thereon, and again immediately before putting it to vote, shall ask: "Are you 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 or 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 those present.
- (8) At the request of any member, and upon a majority vote of those present, a question may be divided when the sense will admit of it.
- (9) Any member having made a motion can withdraw it with the consent of the seconder, except that any motion, once debated, cannot be withdrawn except by a majority vote of those present.

- (10) When a member wishes to speak on a question or to make a motion, he shall rise in his place and respectfully address the presiding officer, but, except to state that he rises to a point of order or on a question of privilege, he shall not proceed further until recognized by the chair.
- (11) When two or 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 discussion shall be permitted.
- (15) The presiding officer shall take no part in debate while presiding, but may yield the chair to the person next in line in order to speak on any question before the meeting, 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 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 meeting, another motion shall not be in order except:
 - i) to adjourn;
 - ii) to put the previous question;
 - iii) to lay on the table;
 - iv) to postpone for a definite time;
 - v) to refer;
 - vi) to divide or amend,

which motion 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 presiding officer 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 meeting.
- (19) A motion to adjourn is in order except:
 - i) when a member has the floor, and
 - ii) when members are voting.
- (20) A motion to adjourn, having been put and lost, shall not be in order again, if there is further business before the Local, until fifteen minutes have elapsed.

- (21) After the presiding officer declares the vote on a question, and before the Local or Unit proceeds to another order of business, any member may ask for a division. A standing vote shall then be taken and 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 bases for his decision, following which the Chairperson shall immediately and without debate put the question: "Shall the decision of the chair be sustained?" A majority vote shall decide except that in the event of a tie the chair is sustained.
- (23) After a question has been decided, any two members who have voted in the majority may, at the same or next meeting, move reconsideration thereof.
- (24) No member shall enter or leave a meeting during the reading of the minutes, the initiation of 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 Presiding Officer.
- (25) The Local's business, and proceedings of the meeting, is not to be divulged to any persons outside the Local or the Canadian Union of Public Employees.