



CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 4700

By-laws

Approved by Local:

Approved by Executive Board:

Approved by CUPE National:

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PREAMBLE

In order to improve the social and economic welfare of its members without regard to race, creed, sex, political affiliation, nationality, sexual orientation, gender identity, ability, or age, 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

1.1. The name of this Local shall be Canadian Union of Public Employees Local 4700.

SECTION 2: COMPOSITION

2.1. Local 4700 is a composite Local comprised of the following bargaining units:

- i. Corporation of Haldimand County
- ii. Corporation of Norfolk County
- iii. Community Addiction and Mental Health Service (CAMHS)
- iv. Haldimand-Norfolk Housing Corporation

SECTION 3: OBJECTIVES

- 3.1. To unite in one organization, regardless of religion, race, creed, sex, political affiliation, nationality, sexual orientation, gender identity ability, or age, all employees under the jurisdiction of this Local.
- 3.2. To secure just remuneration for work performed and advance the social, economic, and general welfare of its members and of all workers.
- 3.3. To support the Canadian Union of Public Employees in its goals and objectives as set out in the *National Constitution* of the Canadian Union of Public Employees.
- 3.4. To improve the health and safety and general working conditions within the workplace.
- 3.5. To provide an opportunity for its members to influence and shape their future through free democratic trade unionism.
- 3.6. To encourage the settlement by negotiation and mediation of all disputes between the members and their employers.

SECTION 4: AFFILIATIONS

- 4.1. The Local may be affiliated to any other labour organization, as deemed necessary, and as directed by the membership. In the event that the Local becomes affiliated to any Labour Organization; as deemed and directed by the membership, these bylaws shall be automatically amended to include the name of the Labour Organization.

SECTION 5: REGULAR GENERAL MEMBERSHIP MEETINGS

- 5.1. There shall be four (4) Regular General Membership Meetings a year. If a meeting has to be rescheduled, the Executive Board shall give one-weeks notice of upcoming Regular General Meeting.
- 5.2. Members shall have the option to attend meetings in-person or virtually.
- 5.3. Members will be notified of Regular General Membership Meetings and Special General Membership Meetings by posting on workplace notice boards and contacted electronically.
- 5.4. Order of Business of a Regular General Membership Meeting:
 1. Call to Order
 2. Roll Call of Officers
 3. Equity Statement and Land Acknowledgement
 4. Voting on New Members and Initiation
 5. Approval of Minutes
 6. Action Items from Previous Meetings
 7. President and Executive Board Report
 8. Secretary-Treasurer Report
 9. Communications and Bills
 10. Reports of Committees and Delegates
 11. Nominations and Elections
 12. New Business
 13. Good and Welfare
 14. Adjournment
- 5.5. The regular order of business shall only be suspended after the roll call of officers and for good and specific reasons. Such suspension must be supported by a simple majority of members present.
- 5.6. All issues shall be decided by a majority vote except where 2/3 majority is required. A secret ballot shall be held at the request of a member, provided that a majority of the members present agree.

- 5.7. A quorum for the transaction of business at any Regular General Membership Meeting shall be twenty (20) members, four (4) members of the Executive Board, and the President or both Vice-Presidents.

SECTION 6: SPECIAL MEETINGS

- 6.1. Special Membership Meetings may be ordered by the Executive Board or the local President.
- 6.2. Special General Membership meeting may be requested in writing by no fewer than ten (10) members or the entire bargaining unit membership, whichever is less. The request shall be submitted to the Secretary-General, who shall then advise the President and Vice President up on receipt to the request.
- 6.3. 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 General Membership Meeting and the subject(s) to be discussed.
- 6.4. No business shall be transacted at the Special General Membership Meeting other than that for which the meeting is called and notice given.
- 6.5. A quorum for the transaction of business at any Special General Membership Meeting shall be twenty (20), or half the bargaining unit whichever is less plus a minimum of four (4) members of the Executive Board.
- 6.6. Unit Meetings may be called by the Vice-President and/or the President.
- 6.7. A Unit Membership meeting may be requested in writing by no fewer than twenty (20) members or the entire bargaining unit membership, whichever is less. The request shall be submitted to the Secretary-General, who shall then advise the President and Vice President up on receipt to the request.
- 6.8. Forty-eight (48) hours notice of the meeting must be given to members affected by posting a notice in the workplace and communicated electronically. The posting must include the purpose of the meeting.
- 6.9. No policy decisions shall be taken at Unit Meetings if it is outside the scope of the purpose for which the meeting was called. Unit meetings cannot pass motions that bind the Local Union unless said motion is subsequently ratified by the General Membership meeting.
- 6.10 A quorum for Unit Meetings shall be twenty (20) members of members in that unit.

SECTION 7: VOTING OF FUNDS

7.1 Except for ordinary expenses and bills as approved at Regular General Membership Meetings, no sum over two-hundred dollars (\$200.00) 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 Regular General Meeting.

SECTION 8: OFFICERS AND EXECUTIVE BOARD

8.1 The Officers of the Local shall be:

Table Officers (5):	President Vice-President, Haldimand Vice-President, Norfolk Secretary-General Secretary Treasurer Immediate Past President (In a non-voting advisory capacity)
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Executive Board (13):	Table Officers Norfolk County Unit Chairs: <ul style="list-style-type: none">• Water & Wastewater• Parks, Recreation, and Forestry• Roads• Health & Social Services and Inside Workers Haldimand County Unit Chairs: <ul style="list-style-type: none">• Water & Wastewater• Parks and Arenas• Public Works & Roads• Inside Workers (HCAB) Community Addiction and Mental Health Service (CAMHS) Unit Chair Haldimand-Norfolk Housing Unit Chair
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Other Officers (4):	Trustees (3) Membership Officer (1)
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8.2 As other bargaining units are organized, merged, or amalgamated, each shall be entitled to a Site Chair position on the Executive Board.

8.3 As required, the Executive Board will strive to meet at least four (4) times a year.

- 8.4 A minimum of four (4) members of the Executive Board shall constitute a quorum. Of the four (4) members of the Executive Board, one must be the President or Vice-President.
- 8.5 The Executive Board 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 Regular General Meeting and having it approved.
- 8.6 The Executive Board shall do the work delegated to it by the Local and shall be held responsible for the proper and effective functioning of all committees.
- 8.7 All charges against members or Officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution.
- 8.8 If an Officer fails to attend three consecutive membership meetings or three consecutive executive meetings without good and sufficient reason, their office will be declared vacant and filled at the next meeting.
- 8.9. The President may appoint additional Officers and Executive Board Members.

SECTION 9: DUTIES OF EXECUTIVE BOARD AND OFFICERS

- 9.1. Executive Board shall make recommendations to the General Membership Meeting with regard to communications, committee reports, and all matters affecting the Local.
- 9.2. Any member holding office or position in the Union, upon accepting duties, which require that they leave the bargaining unit shall be deemed to have immediately resigned from such Union office or position for the duration of the term.
- 9.3. The Executive Board shall hold a meeting immediately after a Regular General Meeting has been designated and where there is no quorum. The Board shall deal with the business that should normally have been dealt with at the Regular General Meeting if there had been a quorum to conduct the business. The Minutes of this meeting will be read for information at the next Regular General Meeting.
- 9.4. If there is no quorum and the Executive Board is empowered to deal with the necessary business of the local, any decision made by the Executive Board will be reported back for ratification at the next membership meeting.
- 9.5. Executive Board members may not hold more than one elected position on the Executive Board. When an open position exists, the President shall assign the open position with Executive consensus. In the event of a very short vacancy, the

Executive Board may be empowered to appoint a member on a temporary basis. The appointed individual will be ratified by the General Membership shall fulfill the remainder of the term.

- 9.6. Shall be responsible for drawing up a yearly budget to be presented to and approved by the Executive Board and membership. The budgeting process should be completed annually.
- 9.7. Make recommendations on budget variances if required. Variances must be presented to the Executive Board and membership for approval.
- 9.8. The proposed budget is to be presented one (1) meeting in advance of the actual voting date.

SECTION 10: DUTIES OF THE PRESIDENT

- 10.1. Function as the Chief Executive Officer of the Local and shall exercise supervision over the affairs of the Local.
- 10.2. Be a signatory to all official documents, shall be a co-signatory for all orders on the Treasury, and shall be bondable.
- 10.3. Or the President's designate, shall be the official spokesperson for the Local with the media.
- 10.4. Enforce the CUPE Constitution and these By-laws. The President shall have the authority to interpret these By-Laws. Their interpretation shall be fair and will ensure the intent and objectives of these By-Laws, subject to the Constitution.
- 10.5. Open and preside at Regular General Meetings, Special Membership Meetings and Executive Board Meetings. The President shall preserve order, follow the correct order of business, and decide all rules of order, subject to appeal to the membership.
- 10.6. See that officers and members perform their respective duties.
- 10.7. Have a vote on all matters (except appeals against his rulings) and in case of a tie vote in any matter, the President cannot have the deciding vote but instead, a second vote will be held.
- 10.8. Introduce new members and conduct them through the initiation ceremony.
- 10.8. Have the right to call special meetings of the Executive Board.
- 10.9. Be a member of all regular and/or special committees of the Local. The President may appoint all committees not constitutionally provided for and shall

appoint an interim officer or standing committee member in the case of a vacancy until such vacancy can be filled by election.

- 10.10. Or their designate, shall be a member of the Negotiating Committee of each bargaining unit.
- 10.11. Be a constitutional delegate to all conventions.
- 10.12. Sign all cheques and ensure that the Local's funds are used only as authorized or directed by the Constitution, By-laws, or vote of the membership.
- 10.13. Be allowed necessary funds, not to exceed *Two Hundred (\$200.00) Dollars* monthly, to reimburse himself or any officers for expenses supported by vouchers, incurred on behalf of the Local.
- 10.14. Remain current in any educational courses relevant to this position.
- 10.15. At the termination of their office, the President shall surrender to their successor, all books, papers, seals, documents, and other property of the Local.

SECTION 11: DUTIES OF THE VICE-PRESIDENT(S)

- 11.1. Be only one Vice-President employed in each of Norfolk and Haldimand Counties, elected by the membership, to coordinate issues related to bargaining units in those respective areas.
- 11.2. Be responsible for the coordination of issues between all bargaining units of the Local.
- 11.3. On appointment by the Executive shall, if the President is absent or incapacitated, fulfill the duties of the office of President
- 11.4. On appointment by the Executive shall, if the office of the President falls vacant, be Acting President until a new President is elected.
- 11.5. Preside over Membership and Executive Board Meetings in the absence of the President.
- 11.6. Be a co-signatory on the Treasury and shall be bondable.
- 11.7. Report to the Local on the functions and activities of all Committees under their responsibility.
- 11.8. Retain a copy of all grievances and correspondence relating to grievances in an orderly fashion.

- 11.9. Report to the general membership of the Local at each Regular General Meeting the status of all grievances and issues effecting their unit(s).
- 11.10. May call meetings with other stewards at his/her discretion.
- 11.11. Ensure that all educational information is circulated to the Site Chairs.
- 11.12. Remain current in any educational courses relevant to this position.
- 11.13. At the termination of their office, the Vice-President shall surrender to their successors, all books, papers, seals, documents and other Property of the Local.

SECTION 12: DUTIES OF THE UNIT CHAIR(S)

- 12.1. Be an employee of the site they represent.
- 12.2. Render support to any member of the Executive Board as directed by the Executive Board.
- 12.3. Report to the Local on the functions and activities of all Committees under their responsibility.
- 12.4. Preside at all meetings related to their specific unit; and in conjunction with the President, transact such other business as may pertain to their office and which may be necessary for the proper functioning of their unit. They shall be an ex-officio member of all of their unit's Committees. They are to be notified of any Committee meetings to be held within their unit.
- 12.5. Remain current in any educational courses relevant to this position.
- 12.6. Be responsible for communicating with all stewards within their unit.
- 12.7. Retain a copy of all grievances and correspondence relating to grievance in an orderly fashion and shall forward same to their respective Vice President. They will assist their respective stewards/members in filing grievances, completing fact sheets, attending Step(s) 1 and 2 of the grievance procedure.
- 12.8. Communicate to the Executive Board at all meeting on the status of all grievances.
- 12.9. Perform the duties of the stewards in the absence.
- 12.10. Ensure that all educational information is circulated to the stewards.
- 12.11. Remain current in any educational courses relevant to this position.

12.12. At termination of the office, the Site Chair shall surrender to their successor, all books, papers, seals, documents and other Property of the Local.

SECTION 13: DUTIES OF THE SECRETARY-GENERAL

- 13.1. 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.
- 13.2. Receive all communications to the Local, shall send out all communications from the Local, and shall maintain a correspondence log. The Secretary-General shall forward all correspondence to the appropriate Officers and/or Committees, including disseminating all educational information to the Vice-Presidents.
- 13.3. Prepare all circulars and notices for issuance to the members and pass same on to the membership in sufficient time to permit their attendance.
- 13.4. Keep all notices of motions and amendments to the Constitution and the By-laws, or otherwise, and shall have a master copy of the Constitution and By-laws on file.
- 13.5. Be responsible for keeping all records of the Local for not less than five years, including meeting minutes, correspondence, and other records.
- 13.6. Arrange for the booking of halls and rooms for meetings as directed and/or approved by the Executive Board or membership.
- 13.7. Be empowered, with the approval of the membership, to employ such stenographic or other assistance, as necessary, to be paid out of the Local's funds.
- 13.8. Have all records ready on reasonable notice for the Trustees and/or auditors.
- 13.9. Preside over Membership and Executive Board Meetings in the absence of both the President and the Vice-President.
- 13.10. Remain current in any educational courses relevant to this position.
- 13.11. At the termination of their office, the Secretary-General shall surrender to their successor, all books, papers, seals, documents and other Property of the Local.

SECTION 14: DUTIES OF THE SECRETARY-TREASURER

- 14.1. Remain current in any educational courses relevant to this position.
- 14.2. At the termination of their office, the Secretary-General shall surrender to their successor for, all books, papers, seals, documents and other Property of the Local.
- 14.3. Keep all financial accounts of the Local in a manner acceptable to the Executive Board and in accordance with good accounting practices and shall maintain correct and proper count of its members.
- 14.4. Sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the CUPE Constitution, Local Union bylaws, or vote of the membership. In consultation with the Executive Board, designate a signing officer during prolonged absences.
- 14.5. 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.
- 14.6. Receive and make record of all revenues, initiation fees, dues, assessments and fines from the members of the Local and otherwise, and shall promptly deposit all monies in the name of the Local in such financial institutions as the Executive Board may direct.
- 14.7. Make all disbursements for the Local as provided for in Article B.4.4 of the Constitution of the Canadian Union of Public Employees. The Secretary Treasurer shall pay no money unless supported by a voucher duly signed by the President and one other member of the Executive Board or any two other members of the Executive Board, except that no voucher shall be required for payment of per capita fees to any organization to which the Local is affiliated.
- 14.8. Have financial reports available at Executive Board Meetings, as well as a written financial report to each Regular General Meeting detailing all income and expenditures for the period.
- 14.9. Make all books available for inspection by the auditors and/or Trustees upon reasonable notice. The Secretary-Treasurer shall have the books audited at least semi-annually by the Trustees and shall provide the Trustees with any information they may need to complete the audit report forms supplied by CUPE.
- 14.10. 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.

- 14.11. Ensure that all officers of the Local are bonded at the appropriate level in accordance with the CUPE constitution.
- 14.12. Be empowered, with the approval of the membership, to employ necessary clerical assistance to be paid for out of the Local's funds.
- 14.13. Remain current in any educational courses relevant to this position.
- 14.14. At the end of their term of office, the Treasurer shall turn over to their successor, all properties and assets, including funds, books and records belonging to the Local.

SECTION 15: DUTIES OF THE MEMBERSHIP OFFICER(S)

- 15.1. Take up their position at the inner door of the meeting place and allow only qualified members and guests of the Local to enter.
- 15.2. Where required, enforce the showing of Union cards or other identification at the door.
- 15.3. Maintain the sign-in log for all Membership, Special and Unit meetings.
- 15.4. Assist the President at all times in conducting a proper and orderly meeting. They shall expel any person from the meeting when so directed by the President or Chairperson of the meeting.
- 15.5. Be empowered, when requested by the incoming Officer, to contact the outgoing Executive Officer and recover any Union property.

SECTION 16: DUTIES OF THE TRUSTEE(S)

- 16.1. 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.
- 16.2. Report make a written report of their findings to the first Regular General Meeting following the completion of each audit.
- 16.3. Be responsible to ensure that monies are not paid out without proper constitutional or membership authorization.

- 16.4. Ensure that proper financial reports are made to the membership.
- 16.5. Audit the record of attendance.
- 16.6. Inspect, at least twice a year, any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may at any time be owned by the Local, and report their findings to the membership.
- 16.7. Use audit forms supplied by the National Office and send a copy of each half-yearly audit to the National Secretary-Treasurer in accordance with the provisions of the CUPE Constitution.
- 16.8. The duties of the Trustee shall be as defined by Article B.3.10 to B.3.12 of the Canadian Union of Public Employees Constitution.

SECTION 17: DUTIES OF UNION STEWARD(S)

- 17.1. If possible, there shall be a Location Steward at each reporting station.
- 17.2. The Location Steward shall act as the Union's representative at the workplace and shall ensure that grievances are filed if the employer fails to comply with the terms of the Collective Agreement.
- 17.3. The Location Stewards shall investigate and report on all grievances to the Vice-Presidents, Site Chairs, and Union Stewards.
- 17.4. The Location Stewards shall attend the any Stewards meetings, as called by the location site chair or union president.
- 17.5. Within one year of election to office, Stewards shall be provided training as required.
- 17.6. The Location Stewards shall represent the Local for members' bereavement of immediate family (as per collective agreement) and also visit if a member is hospitalized for a period of five (5) days or more. The Local Stewards shall send a token of the Local's concern and desire to assist. The token of concern shall not exceed seventy-five (\$75.00) Dollars. In special circumstances, the President must give approval.

SECTION 18: HONORARIUM AND EXPENSES

18.1. Honorarium expenses shall be paid quarterly to the following for the services of these individuals:

President	\$4,000.00
Vice-President	\$3,000.00
Secretary-General	\$2,000.00
Secretary-Treasurer	\$2,000.00
Site Chair	\$1,500.00
Union Steward	\$700.00
Committee Member	\$500.00 (Per committee)
Trustee	\$100.00 (Per audit)
Membership Officer	\$20.00 (Per meeting)

18.2. Honorarium expenses should not be regarded as a form of salary and shall be payable provided that the individual has attended fifty (50%) percent of all meetings during the year.

18.3. The Local will provide expenses for Union business conducted at Conventions, education and Training seminars, Negotiations, Grievance Meetings, Arbitration Meetings, and Executive Meetings.

18.4. Meal costs shall be paid at thirty-dollars (\$30) per meal while on authorized Union business when the function is less than one (1) day and does not require overnight accommodation. Receipts will be required when per diem does not apply.

18.5. Mileage shall be paid in accordance to Canadian Revenue Agency mileage rate.

18.6. Union associated long distance telephone calls shall be paid when supported by a receipt or a copy of the bill.

18.7. Postage costs shall be paid if supported by a receipt.

18.8. Accommodations when the functions are greater than one day in duration and is located in an area outside of Haldimand and Norfolk.

18.9. A per diem of \$100.00 per day when the function is greater than one day in duration and requires overnight accommodation, $\frac{1}{2}$ day per diem for $\frac{1}{2}$ days.

18.10. Transportation at tourist, economy or coach rates when travel to a function requires public transportation.

18.11. Mileage to and from the function when it is not located at a location where a person normally conducts his business for the employer at a rate of 0.50/km (fifty cents). In accordance with the CUPE National rate.

- 18.12. Any loss of time when conducting Union business during regular working hours.
- 18.13. The above expenses must be submitted for approval on the standard CUPE expense voucher.

SECTION 19: FEES, DUES, AND ASSESSMENTS

- 19.1. The dues shall be One and One Half (1.5%) Percent of regular earnings per pay period, plus \$1.00 per week for a strike fund.
- 19.2. A payroll check-off, compulsory upon all employees covered by the Local's Collective Agreements, shall prevail.
- 19.3. Any member in arrears for a period of three (3) months shall be suspended and shall be reported to the Executive Board by the Treasurer. The Executive Board shall report to the Membership meeting with a recommendation. This money will be returned if application for reinstatement is refused. If a member has been unemployed or unable to work because of sickness, such member shall not be required to pay arrears of dues or the reinstatement fee.
- 19.4. The dues can be effected only by following the procedure for amendment of these by-laws with the additional provision that the vote must be by secret ballot.
- 19.5. Notwithstanding the previous article, should the per capita amount payable to the National Union or any affiliate be increased, the dues of every member shall be automatically increased by the same amount.
- 19.6. Special assessments may be levied in accordance with Article B.4.2 of the CUPE Constitution.
- 19.7. Each application for membership in the Local shall be directed to the Secretary Treasurer and shall be accompanied by a one-time initiation fee of One (\$1.00) Dollar 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.

SECTION 20: NOMINATIONS, ELECTIONS, BY-ELECTIONS, AND INSTALLATION OF OFFICERS AND COMMITTEE

- 20.1. Nominations shall be received at the Regular General Meeting held in the month of the third meeting. Nominations can be received for any member in good standing.

- 20.2. At a Regular General 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 Membership Officer and one member of good standing . The Committee shall include members of the Local who are neither officers nor candidates for office, it shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential.
- 20.3. 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.
- 20.5. The voting shall take place at the Regular General Membership Meeting in October or later as determined by the Executive. The vote shall be by secret ballot.
- 20.6. Voting to fill one office shall be conducted and completed and recounts dealt with, before balloting may begin to fill another office. No member shall hold more than one (1) Executive office.
- 20.7. In the event of a tie vote, a second and subsequent ballot(s) will be taken if necessary until a candidate receives a majority of votes cast and can be declared elected. In the event the tie vote persists, subsequent ballots may be deferred to the next membership meeting.
- 20.8. 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.
- 20.9. Any member may request a recount of the votes for any election and a recount shall be conducted if the request is supported, in a vote, by at least the number of members equal to the quorum for a membership.
- 20.10. Trustees shall be elected for a three-year term in such a manner that the office of one trustee shall be up for election each year. In the case of a vacancy occurring, a Trustee shall be elected to fill the unexpired term.
- 20.11. Membership Officer shall be elected when the Local's Officers and Executive Board are elected.
- 20.12. All duly elected officers shall be installed at the meeting at which elections are held and shall continue in office for two years (2), not greater than three years (3) or until a successor has been elected and installed, provided, however, that no term of office shall be longer than three years.
- 20.13. The terms of office for Trustees shall be as laid down in Article B.2.4 of the CUPE Constitution.
- 20.14. Should an office fall vacant 8 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 21: DELEGATES TO CONVENTIONS AND CONFERENCES

- 21.1. Except as provided for in the Duties of President and these bylaws, all delegates to conventions shall be chosen by election by the membership.
- 21.2. In the case of conferences and seminars, the Executive Board shall make recommendations to the membership for their approval. If the Executive Board's recommendations are rejected, the membership shall nominate and elect the required number of delegates.
- 21.3. Any member who holds office for an affiliate of this Local, shall automatically attend the conference or convention of the affiliate as a full delegate of this Local.
- 21.4. At the Regular General Membership Meeting following receipt of the call to conventions and conferences the Executive Board shall make recommendations to the floor as to the number of paid delegates the Local Union should send to represent the Union at such Conventions and conferences. Nominations and Elections of such Candidates shall be held at the same meeting.

SECTION 22: COMMITTEES

- 22.1. There shall be a special ad hoc Negotiation Committee established at least six (6) 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 number of members as set out in the respective Collective Agreements, all elected at a Membership Meeting. The CUPE National 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.
- 22.2. There shall be a Health & Safety Committee which shall consist of five (5) members duly elected by the membership. Elected members shall be current in relevant education. Preference will be given to members currently involved with the Joint Health & Safety Committee. The Committee shall co-ordinate all education on health and safety matters for the Local. The Committee shall ensure that all Joint Health & Safety Committees in the workplace(s) are functioning properly. The Committee shall co-ordinate the Local's activities for the Day of Mourning. It is the Committee's responsibility to investigate members' difficulties with Workplace Safety and Insurance claims and to advocate as required on behalf of the member to resolve all problems within the scope of the Local Union. The Committee shall remain current with Workplace Safety and Insurance Board

guidelines and ruling to better advice members of their rights and entitlements. It is their further responsibility to police the conduct of the employers with respect to their administration of the Workplace Safety and Insurance Act provisions and their effect on the Local Union's members. The Committee shall be responsible for initiating actions to ensure duty to accommodate requirements have been met by the employer. Representatives shall advocate on behalf of the members to ensure appropriate workplace accommodation. The Committee shall be responsible for representing members affected by the Attendance Management System (or any similar program) instituted by any of the employers.

- 22.3. There shall be a Mobilization Committee established to co-ordinate the Local's communication strategy. The Committee shall manage the Local's website, social media, accounts, and e-mail accounts. All communications circulated by the Committee will require the President's/Vice-Presidents approval.
- 22.4. Special ad hoc committees may be established for a specified purpose and period by the membership at a meeting. The members shall be elected at the same or another Membership Meeting or may, by specific authorization of the membership, be appointed by the President or the Executive Board. Two members of the Board may sit on any special committee as ex-officio members.

SECTION 23: RATIFICATION VOTE PROCEDURE

- 23.1. Ratification procedures shall comply with the Ontario Labour Relations Act that requires all ratification votes to be conducted by secret ballot. A minimum of twenty-four (24) hours shall be allotted to review the contents of the Memorandum of Agreement.
- 23.2. Advance notice of the information meeting for the members shall be given at least twenty-four (24) hours prior to the meeting. Notices shall be posted in the work place on the Union bulletin board
- 23.3. The Memorandum of Settlement Amendments to the Collective Agreement will be discussed by the Negotiating Committee to the membership at a Special Information meeting called by the president of the Local or designate
- 23.4. Voting on the contract shall take place at least twenty-four (24) hours after the information meeting for the members. No proxy votes allowed.
- 23.5. All contract amendments shall be ratified by a majority (more than 50%).
- 23.6. The balloting committee shall consist of the elected members of the Unit and shall conduct the ratification vote.

23.7. Results of the ratification vote shall be given to the President who will inform the membership of the results by a special bulletin within 24 hours of the conclusion of the voting.

SECTION 24: STRIKE VOTE PROCEDURE

- 24.1. An information meeting for members shall be held prior to the taking of any strike vote. Advance notice of the information meeting for the members shall be given at least twenty-four (24) hours prior to the meeting. Notices shall be posted in the workplace on the union bulletin board.
- 24.2. Voting on strike action shall take place at least twenty-four (24) hours after the information meeting for the members.
- 24.3. A majority of ballots cast shall constitute approval of strike action. No proxy votes allowed.

SECTION 25: AMENDMENTS TO THE BY-LAWS PROCEDURE

- 25.1. Article B.5.1 of the National Constitution requires, in part, that a Local Union can amend or add to its bylaws only if a notice of the intention to propose the amended or additional bylaws was given at least seven days before at a previous membership meeting or 60 days before in writing.
- 25.2. These By-laws shall not be altered, suspended, or amended unless a Notice of Motion has been duly registered, and shall require a two-thirds (2/3)-majority vote of the members present at a membership meeting.
- 25.3. A Notice of Motion specifying the proposed amendment(s) shall be read, but not debated at the Membership Meeting preceding the meeting at which said amendment(s) will be dealt with. The said amendment(s) shall be posted on the union notice board in the work locations.
- 25.4. The Notice of Motion shall be in writing with the signatures of both the mover and seconder, and shall be delivered into the hands of the Secretary.
- 25.5. Amendments or additions to these By-laws shall become effective after approval as per the Constitution of the Canadian Union of Public Employees.

SECTION 26: RULES OF PROCEDURE FOR MEETINGS

- 26.1. Meetings shall follow the rules of debate and parliamentary procedure, as defined in the C.U.P.E. booklet, *Robert's Rules of Order*, and *Bourinot's Rules of Order*, shall govern debate, except as herein otherwise noted.
- 26.2. At the request of any member, and with the approval of a simple majority of those present, a question may be divided.
- 26.3. Every member, while speaking, shall adhere to the question under debate, avoid all personal, indecorous or offensive language, as well as any reflection on the Local or any member thereof.
- 26.4. No member, except the Chairperson of a Committee or the mover and seconder of a resolution, shall speak more than once on the same question until all who wish to speak have had an opportunity to do so.
- 26.5. The Presiding Officer shall have the same rights as other members to vote on any question. In case of a tie, They may give a casting vote or, if They chooses, refrain from voting, in which case the motion does not prevail, and the decision is in the negative.
- 26.6. No member shall enter or leave a meeting during a vote.

SECTION 27: DISSOLUTION

- 27.1. The Local shall not be dissolved while there are twelve (12) members, in good standing, who desire to continue its existence.
- 27.2. The funds of the Local shall not be divided among individual members, and shall be utilized for valid union purposes.
- 27.3. Upon dissolution of the Local, all its properties and assets, including books, records and funds remaining in the Treasury after all legitimate debts have been paid, shall become the property of the Canadian Union of Public Employees. This does not include funds set up by the Local for pensions, superannuation or purposes outside the general routine business of the Local.