

Bylaws

Canadian Union of Public Employees

Local 358

**Amended and Revised
October 16, 2008**

Preamble

We, the public employees of the City of Duncan, the Cowichan Valley Regional District, the Corporation of the District of North Cowichan and the employees of the Cowichan Golf and Country Club, Duncan Meadows Golf Course, Arbutus Ridge and all future units subsequent to the date of this document believe it to be a natural right of those who toil to unite together for mutual protection and advancement. This document is without regard to sex, race, colour, or creed. In order to involve as many of our members as possible through the sharing of duties and responsibilities, and to enjoy to the fullest extent the wealth created by our labours, we hereby accept the following Bylaws for the governing of this Local.

In order to improve the social and economic welfare of its members without regard to sex, colour, race or creed, to promote efficiency in 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. Appendix "B", as attached, will recognize the special conditions per Units and form an organizational chart as a guide for our Local to follow.

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

Section 1 - NAME

The name of this Local shall be: Canadian Union of Public Employees, Local No. 358 (Cowichan Valley).

Section 2 – OBJECTIVES

The objectives of the Local are to:

- a) secure adequate remuneration for work performed, for safeguarding and developing the economic, social and educational interests of its members and of all workers;
- b) support CUPE in reaching the goals set out in Article II of the CUPE Constitution;
- c) provide an opportunity for its members to influence and shape their future through the free democratic trade unionism;
- d) encourage the settlement by negotiation and mediation of all disputes between the members and their employers.

Section 3 – INTERPRETATION and 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 current CUPE Constitution to be read in conjunction with these Bylaws.

SECTION 4 – MEMBERSHIP MEETINGS**a) LOCAL MEETINGS**

- i) Local meetings shall be held January (Elections), April, June and October (Budget), on the third Tuesday. The Executive Board shall post any change in the date of the Local meeting, a minimum of one (1) week in advance. All notices shall be posted on all notice boards at all CUPE work sites.
- ii) A quorum for the transaction of business at any Local Meeting shall be eight (8) members, and at least three (3) members of the Executive Board.

iii) In the event that at the Local meeting of the Union the number of members does not constitute a quorum of eight (8) then, for this one meeting, fifty percent (50%) of the Executive Board and those members present shall be considered a quorum for the purpose of conducting the business of the Union providing that no new business is initiated, nor shall they note in any matter affecting wages or working conditions of any member of the Union.

iv) The order of business at Local meetings is as follows:

1. Roll Call of Officers
2. Voting on New Members and Initiation
3. Reading of Minutes
4. Matters 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

b) UNIT MEETINGS

Unit meetings shall be held in mid September and mid March. Elections will occur at the mid March meeting.

c) SPECIAL MEMBERSHIP MEETINGS

Special membership meetings may be ordered by the Executive Board or requested in writing by no fewer than twelve (12) members. The president or next senior officer shall immediately call a special meeting when so ordered or requested. Notice shall be posted at least seven (7) days prior to 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.

- d) The Executive of CUPE Local 358 (President, Vice-President, Secretary and Treasurer) shall meet on the second and fourth week of the month or as needed. The past President of the Local may attend Executive Meetings with voice but no vote.

e) **EXECUTIVE/BOARD MEETINGS**

- i. The Executive Board shall be comprised of the Executive of the Local and Unit Chairs and Stewards. The Executive Board shall meet once each month on the fourth week.
- ii. The Executive/President, Vice-President, Secretary and Treasurer shall meet on the second and fourth week of the month, or as needed. They shall meet one week prior to the Local meeting.

SECTION 5 – VOTING AND SPENDING OF FUNDS

- a) Except for ordinary expenses and bills as approved at Local Meetings, no sum over \$250.00 shall be voted on 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.
- b) Spending of Funds: All cheques of the Local require two signatures of the authorized signatories which are the President, Secretary-Treasurer, Recording Secretary and Vice President, one of which must be the Secretary-Treasurer or the President.

SECTION 6 – OFFICERS

- a) Each Unit will elect one Unit Chair and one Steward per worksite.
- b) The Executive Board shall meet and shall conduct the affairs of the Local Union between Local meetings.
- c) A majority of the Executive Board constitutes a quorum for Executive Board meetings.
- d) The Executive 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 Executive Board shall do the work delegated to it by the Local and shall be held responsible for the proper and effective functioning of the Units and any Committees of the Units and/or the Local.
- 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 Executive Board member fail to answer the roll call for two (2) consecutive Local meetings or three (3) regular Executive Board meetings without having submitted good reasons for those failures, his office shall be declared vacant and shall be filled by an election at the following Local meeting. Where the Unit Chair or Shop Steward is involved, the replacement election shall take place within that Unit.

SECTION 7 – DUTIES OF OFFICERS

- a) The **Past President** shall:
 - offer assistance and act as a resource person to the Executive;
 - shall not have signing authority.
- b) The **President** shall:
 - enforce the CUPE Constitution and these Bylaws;
 - preside at all Local, Executive and Executive Board meetings and preserve order;
 - decide all points of order and procedure (subject always to appeal to the membership);
 - have a vote on all matters (except appeals against his rulings) and in case of a tie vote in any matter, including elections, have the right to cast an additional vote to break the tie;
 - ensure that all officers perform their assigned duties;
 - fill committee vacancies where elections are not provided for;
 - introduce new members and conduct them through the initiation ceremony;
 - have signing authority and ensure that the Local's funds are used only as authorized or directed by the Constitution, Bylaws or vote of the membership;
 - have first preference as a delegate to Conventions to which the Local is sending delegates;
 - on termination of office, surrender all books, seals and other properties of the Local to his successor.

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

- If the President is absent or incapacitated, perform all duties of the President;
- If the office of President falls vacant, be Acting President until a new President is elected;
- render assistance to any member of the Executive Board as directed by the Executive Board;
- have signing authority and ensure that the Local's funds are used only as authorized or directed by the Constitution, Bylaws, or vote of the membership;
- co-ordinate and disperse education information;
- on termination of the office, surrender all books, seals and other properties of the Local to his successor;
- Communications Officer, who will mail all courses, notices and membership information directly to the homes of the Voting Director (or Delegate) of each Unit/Sub-Unit.

d) The **Recording Secretary** shall:

- keep full, accurate and impartial account of the proceedings of all Local or special membership, Executive and Executive Board meetings;
- record all alterations in the Bylaws;
- answer correspondence and fulfill other secretarial duties as directed by the Executive and Executive 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;
- preside over Local, Executive and Executive Boards meetings in the absence of both the President and Vice-President;
- be empowered, with the approval of the membership, to employ necessary stenographic or other assistance to be paid for out of the Local's funds;
- have signing authority and ensure that the Local's funds are used only as authorized or directed by the Constitution, Bylaws, or vote of the membership;
- on termination of office, surrender all books, seals and other properties of the Local to his successor.

e) The **Secretary-Treasurer** shall:

- prepare an annual budget for membership approval and ensure that union's daily operations be based on this annual budget;
- receive all revenue, initiation fees, dues and assessments, keeping a record of each member's payments; and deposit promptly all money with a bank or credit union;
- prepare all CUPE National per capita tax forms and remit payment no later than the 21st day of each month;
- record all financial transactions in a manner acceptable to the Board and in accordance with good accounting practices;
- make a financial report to the local union monthly;
- be bonded for not less than that required through the master bond held by the 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 duly signed by the President and one other member of the Board or any 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 auditors and/or Trustees on reasonable notice, and have the books audited semi-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 membership, to employ necessary clerical assistance to be paid for out of the Local's funds;
- notify all members who are one month in arrears and report to the Board all members two or more months in arrears in the payment of union dues;
- within three months of obtaining the office shall take the necessary financial officers course;
- have signing authority and ensure that the Local's funds are used only as authorized or directed by the Constitution, Bylaws, or vote of the membership;
- on termination of office, surrender all books, records and other properties of the Local to his successor.

f) The **Trustee** shall:

- act as an auditing committee on behalf of the members and audit the books and accounts of the Secretary-Treasurer, the Recording Secretary and the Standing Committees semi-annually;
- report their findings to the first membership meeting following the completion of each audit;
- be responsible to ensure that monies are not paid out without proper constitutional or membership authorization;

- ensure that proper financial reports are made to the membership;
- audit the records of attendance;
- inspect at least twice a year any stocks, bonds, securities, office furniture and equipment, and titles of 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 Office and send a copy of each half-yearly use audit forms to the National Secretary-Treasurer in accordance with the provisions of the CUPE Constitution;
- on termination of office, surrender all books, seals and other properties of the Local to his successor.

g) The **Sergeant-At-Arms** shall:

- guard the inner door at membership meetings and admit no one but members in good standing or officers and officials of CUPE, except on the order to the President and 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;
- maintain a record of all members and co-ordinate the signing of new members;
- on termination of office, surrender all books, seals and other properties of the Local to his successor.

h) The **Unit Chairs** Shall:

- enforce the CUPE Constitution and these Bylaws;
- preside at all Unit meetings and preserve order;
- decide all points of order and procedure (subject always to appeal to the membership);
- have a vote on all matters (except appeals against his rulings) and in case of a tie vote in any matter, including elections, have the right to act an additional vote to break the tie;
- ensure that all stewards perform their assigned duties;
- ensure all committees within the Unit function as mandated by regulations and the Collective Agreement;
- fill committee vacancies where elections are not provided for;
- introduce new members and conduct them through the initiation ceremony;
- on termination of office, surrender all books, seals and other properties of the Local to his successor;
- ensure all business conducted within the Unit is brought forward to the Executive Board Meetings;
- ensure the President of the Local is kept apprised of all issues affecting the Unit.

i) The **Steward** shall:

- act as problem solver – “solving” could mean mediating a dispute between two members, talking formally to a supervisor, submitting a written grievance, launching a complaint with the Human Rights Commission, or referring the problem to the Union Health and Safety or Negotiations Committee;
- build confidence and promote mutual support – achieved when the Steward involves co – workers in the creative resolution of a member’s problem or grievance;
- act as a link between the membership and the leadership of the Unit and Local;
- pass on important information about Union activities and encourage membership involvement in Unions activities;
- attend monthly Executive Board meetings;
- work with the Unit Chair;
- ensure all issues are brought to the Executive Board Meetings;
- consult with the President of the Local on all grievances.

SECTION 8-OUT OF POCKET EXPENSES

Amended/Revised

a) The following out of pocket expenses shall be provided on a monthly basis upon attendance at the Executive Board meetings:

The President shall receive	\$100.00	each
The Vice-President shall receive	\$100.00	each
The Secretary-Treasurer shall receive	\$100.00	each
The Recording Secretary shall receive	\$100.00	each
The Unit Chairs shall receive	\$ 50.00	each
The Chief Shop Steward shall receive	\$ 75.00	each
The Shop Stewards shall receive	\$ 25.00	each

Out of pocket expenses may be increased only by the approval of the membership.

b) RETIREMENT EXPENSES

All members in good standing of CUPE Local 358, *UPON RETIREMENT ONLY*, will be eligible for the amount of \$10.00 per year for each year of employment and as a member of CUPE Local 358. The Directors (Shop Steward) will supply a list of names and years of membership to the Secretary-Treasurer.

c) CHILD CARE EXPENSES

All members in good standing while attending schools, conferences, seminars, meetings and conventions on behalf of the Local Unions shall be reimbursed for child care expenses incurred to a maximum of \$25.00 per day in excess of normal child care expenses. Such claims must be supported by receipts.

SECTION 9 – FEES, DUES AND ASSESSMENTS**a) INITIATION FEE***Amended/Revised*

Each applicant for membership in the Local shall be directed to the Secretary Treasurer and shall be accompanied by an initiation fee of **Ten Dollars (\$10.00)**, 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) READMITTANCE FEE

The re-admittance fee shall be Five Dollars (\$5.00).

c) DUES

The bi-weekly dues shall be at a percentage rate equal to 2.50% of each member's regular gross wages.

Changes in the levels of the Initiation Fee, the Re-admittance Fee or the Monthly Dues can be effected only by following the procedure for amendment of these Bylaws (*see Section 15*), 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 Bylaws will be deemed to have been automatically amended to conform to the new CUPE minima.

SECTION 10 NOMINATION, ELECTIONS AND INSTALLATION OF OFFICERS

a) NOMINATION

Nominations shall be received at the Local meeting held in the month of January. To be eligible for nomination, a member shall have attended at least fifty percent (50%) of the Local meetings held in the previous twelve (12) months or in the period he was a member, if less than a year, unless a valid reason, acceptable to the Local, has been given for non-attendance. No nomination shall be accepted unless the member is in attendance at the meeting or has allowed to be filed at the meeting his consent in writing, duly witnessed by another member.

b) ELECTIONS

- i) At a Local meeting at least one (1) month prior to Election Day the President shall, subject to the approval of the members present, appoint an Elections Committee consisting of a Returning Officer and two (2) assistants. The Committee shall include members of the Local who are neither officer nor candidates for office; it shall have full responsibility for voting arrangements and shall treat information submitted to it in connections with its responsibilities as confidential. Notice of elections shall be given at a Local meeting at least one (1) month prior to Election Day and this notice must also be posted in writing for a period not less than ten (10) days prior to Election Day before elections may proceed.
- ii) 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.
- iii) The Returning Officer shall be responsible for issuing, collecting and counting the ballots. He must be fair and impartial and see that all arrangements are unquestionably democratic.
- iv) The voting shall take place at the Local meeting in January. The vote shall be by secret ballot.
- v) Voting to fill one office shall be conducted and completed, and recounts dealt with, before balloting may begin to fill another office.

- vi) A majority of votes cast shall be required before any candidate can be declared elected, and seconded 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 may cast the deciding vote.
- vii) When two (2) or more nominees are to be elected to any office by ballot, each member voting shall be required to vote for the full number of candidates to be elected or the member's ballot will be declared spoiled.
- viii) 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 (15) for a Local meeting as laid down in Section 4(d).

c) **INSTALLATION**

- i) **For the Local** – In even numbered years, the election shall be for the position of Vice President and Recording Secretary. In odd numbered years the election shall be for the positions of President, Secretary-Treasurer and Sergeant-at-Arms.
- ii) **For the Units** – In even numbered years, the election shall be for the position of Unit Chair. In odd numbered years the election shall be for the position of Stewards.
- iii) The terms of office for Trustees shall be as laid down in Article B.3.10 of the CUPE Constitution.

d) **BY-ELECTION**

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

SECTION 11 - DELEGATES TO CONVENTIONS

Amended/Revised

- a) It shall be within the competence of the Executive Board to recommend nominees for appointment as delegates to represent this Local Union at meetings or conventions or organizations which this Local Union is associated, or affiliated, including conventions of the Canadian Union of Public Employees, or any of its subordinated bodies.
- b) Delegates to the Vancouver Island District Council shall be appointed annually by the Executive and shall be required to present at each Local meeting a full report. An official reporter for these delegates shall be appointed annually by the Executive from among these delegates, and he shall be required to report at each Local meeting on proceedings at recent meetings of the Council.
- c) All delegates elected or appointed to attend schools, conferences, seminars, meetings and conventions held outside the District of Cowichan Valley shall be paid transportation expenses, mileage, **\$.52*** per Km and a per diem allowance or **\$74.00*** per day. Hotel expenses, registration fees and the amount equal to any loss of salary incurred by attendance on behalf of the Local will be paid by the Local. Where room and board are included a \$25.00* per diem per day will be paid.
**Automatically adjusted per CUPE BC increases.*
- d) All delegates elected or appointed to attend school, conferences, seminars, meetings and conventions held inside the Cowichan Valley area during sessions covering meals periods shall receive \$15.00 per diem and an amount equal to any loss of salary incurred by attendance on behalf of the Local.
- e) All expenses incurred by members of the Local Union which are reimbursed shall be supported by receipt and expense vouchers.
- f) Representation at educational institutes and seminars shall be on the recommendation of the Education Committee, subject to final approval by the Executive Board.
- g) Committees representing the membership during sessions covering meal periods shall be reimbursed for actual cost of meals, when expense is incurred.

SECTION 12 – COMMITTEES

a) NEGOTIATING COMMITTEE

This Committee shall be established by each bargaining unit to process and conduct collective bargaining on behalf of the Unit.

b) SPECIAL COMMITTEES

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

c) STANDING COMMITTEES

The chairperson of each standing committee shall be elected by the members of said committee. The Chairperson and the Executive Board may, with the concurrence of the membership, jointly appoint other members to serve on a committee. The Vice-President or his delegate shall be a member, ex-officio, of each committee. All committees shall appoint a secretary who reports back to the Executive Board.

The Standing Committees shall be as follows:

i) Education Committee

It shall be the duty of this Committee to receive and:

- arrange for the representation of the Local at any appropriate and available educational seminar or conference and submit recommendations accordingly to the Executive Board;
- 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 Executive Board on 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.

The Committee shall comprise between two (2) and six (6) members and shall appoint its secretary from among its members.

i) **Good and Welfare Committee**

Amended/Revised

It shall be the duty of this Committee to contact any members who are ill. If a member is sick for more than one (1) week, they shall send some token of the Local's concern to the member. (The Committee is to have the authority to decide when such consideration is due). It shall also be the duty of the Committee to extend condolences in the event of the death of a member or one of his family, and to make any other appropriate gesture in accordance with the custom of the Union.

The Committee shall comprise of the Treasurer and an additional one (1) to three (3) members and shall choose a chairperson from among them. It shall be reimbursed by the Executive Board for expenses incurred in the performance of its duties, said expenses not to be in excess of **\$55.00.**

ii) **Health and Safety Committee**

It shall be the function of this committee to:

- act as a resource group encouraging and promoting safety and good health practices at the workplace, at home and at leisure times activities;
- be active in the development and submission of reports, briefs, appeals on attitudes and/or rules relating to workplace safety and occupational health alone or in conjunction with other groups striving for like improvements;
- each bargaining unit's joint Safety Committee and Employee Assistance Program Committee shall have membership on this committee.

SECTION 13 – RULES OF ORDER

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

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

SECTION 14 - BURSARIES

Amended/Revised

A maximum of \$3,000.00 per year may be spent on bursaries for members’ children **to a maximum of \$1,000.00 per successful applicant.** Applications must be submitted to the Executive, in writing, by May 31st.

SECTION 15 – AMENDMENT

- a) These Bylaws are always subordinate to the CUPE Constitution (including Appendix “B”) as it now exists or may be amended from time to time and, in the event of any conflict between these Bylaws and the CUPE constitution, the latter shall govern. Constitutional interpretation, including determination of conflict, is the prerogative of the National President.
- b) These Bylaws shall not be amended, added to or suspended except upon a majority vote of those present and voting at a Local or Special Membership Meeting following (7) days notice at a previous meeting or at least sixty (60) days written notice.
- c) No change in these Bylaws shall be valid and take effect until approved by the National President of CUPE. The validity shall date from the letter approval of the National President.

CUPE LOCAL 358 BYLAWS

APPENDIX "A"**Rules of Order**

1. The President or, in his absence, the Vice-President, shall take the chair at all membership meetings. In the absence of both the President and the Vice-President, the Recording Secretary shall act as President, and in his absence a President pre-team 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 fifteen minutes, except with the consent of the meeting.
3. The President shall state every question coming before the Local, and before allowing debate therein, 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 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 President shall take no part in debate while presiding, but may yield the chair to the Vice-President in order to speak on any question before the Local, or to introduce a new question.
16. The presiding officer shall have the same rights as other members to vote on any question. In case of a tie, he may in addition give a casting vote, or, if he chooses, refrain from breaking the tie, in which case the motion is lost.
17. When a motion is before the Local, no other motion shall be in order except:
 - 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 names.The first three of these shall be decided without debate.
18. A motion for the previous question, when regularly moved and seconded, shall be put in this form: "*shall the main question be now put?*". If it is adopted, the President shall proceed to take the vote on the resolution and amendments thereto (if any) according to their priority. If an amendment or an amendment to an amendment is adopted, the original resolution, as amended, shall be put to the Local.

19. A motion to adjourn is in order except:
 - 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 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 note shall then be taken and the Secretary shall count same.
22. If any member wishes to challenge (appeal) a decision of the chair, he must do so at the time the decision is made. If the challenge is seconded, the member shall be asked to state briefly the basis for his challenge. The Chairperson may then state briefly the basis for his decision, following which the Chairperson shall immediately and without debate put the question: "*Shall the decision of the chair be sustained?*" A majority vote shall decide except that, in the event of a tie, the chair is sustained.
23. After a question has been decided, any two 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 officer, 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 allowed to be divulged to any persons outside the Local or the Canadian Union of Public Employees.

Presented to members 98/11/10
Bylaw Committee:

C. Eriand
L. King
D. Malke
J. Vensel

Amended and Revised 08/10/16
M. Sass
T. Turner