

2016

CUPE LOCAL 439

Approved: July 4, 2016



**CUPE LOCAL 439 BY-LAWS
SCHOOL DISTRICT #71 (COMOX VALLEY)**

TABLE OF CONTENTS

PREAMBLE2
SECTION 1 – NAME.....2
SECTION 2 – OBJECTIVES2
SECTION 3 – INTERPRETATION AND DEFINITIONS2
SECTION 4 – MEMBERSHIP MEETINGS – REGULAR AND SPECIAL3
SECTION 5 – VOTING OF FUNDS.....4
SECTION 6 – OFFICERS4
SECTION 7 – EXECUTIVE BOARD4
SECTION 8 – DUTIES OF OFFICERS4
SECTION 9 – OUT-OF-POCKET EXPENSES8
SECTION 10 – FEES, DUES AND ASSESSMENTS8
SECTION 11 – NON-PAYMENT OF DUES AND ASSESSMENTS8
SECTION 12 – NOMINATIONS, ELECTIONS AND INSTALLATION OF OFFICERS9
SECTION 13 – DELEGATES 10
SECTION 14 – COMMITTEES..... 11
SECTION 15 – RULES OF ORDER 13
SECTION 16 – AMENDMENT 13
APPENDIX “A” TO THE BY-LAWS OF LOCAL 439 CUPE RULES OF ORDER..... 14
APPENDIX “B” TO THE BY-LAWS OF LOCAL 439 CUPE 17

Preamble

The Public Employees of the School District No. 71 (Comox Valley) believe it to be a natural right of those who toil to unite together for mutual protection and advancement 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 439 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: Comox Valley School District Employees CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL NO. 439 (Comox Valley School District #71).

Section 2 – Objectives

The objectives of the Local are to:

- a) Secure adequate remuneration for work performed and generally advance the economic and social welfare of its members and all workers;
- b) Support CUPE in reaching goals set out in Article II of the CUPE Constitution;
- c) Provide an opportunity for its members to influence and shape their future through free democratic trade unionism;
- d) Encourage the settlement by 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 CUPE Constitution which should be read in conjunction with these By-Laws.

Section 4 – Membership Meetings – Regular and Special

- a) Regular membership meetings shall be held each month on the third Saturday at 10:00 a.m., except July and August, during which time regular membership meetings may be suspended. If a statutory holiday intervenes the Executive Board shall give a minimum seven (7) calendar days' notice of any change in the date of the regular meeting.
- b) Special membership meetings may be ordered by the Executive Board or requested in writing by no fewer than twenty (20) members. The President shall immediately call a special meeting when so ordered or requested and shall see that also members receive a minimum seven (7) calendar days' notice of the special meeting and subject(s) to be discussed. No business shall be transacted at the special meeting other than that for which the meeting is called and notice given.
- c) A quorum for the transaction of business at any regular meeting shall be ten (10) members including at least five (5) members of the Executive Board.
- d) The order of business at regular membership meetings is as follows:
 1. Roll call of Officers
 2. Reading of the Equality Statement
 3. Voting of new members and initiation
 4. Reading/Distribution of Minutes
 5. Matters arising from minutes
 6. Agenda Approval
 7. Treasurer's report
 8. Communications and bills
 9. Executive Board Reports
 10. Reports of Committees and Delegations
 11. Nominations, Elections, or Installations
 12. Unfinished business
 13. New business
 14. Good of the Union
 15. Adjournment
(ART. B.6.1)

Section 5 – Voting of Funds

Except for ordinary expenses and bills as approved at membership meetings, no sum over five hundred (\$500) dollars shall be voted for the purpose of a grant to any cause outside CUPE, except by a notice of motion given in writing and dealt with at the following membership meeting.

Section 6 – Officers

The officers of the Local shall be the President, Vice-President, Treasurer, Recording Secretary, Chief Shop Steward, Sergeant-at-Arms, three (3) Trustees, one (1) Maintenance Shop Steward, One (1) Custodian Shop Steward, one (1) Administrative Assistant Shop Steward, three (3) Educational Assistant Shop Stewards, one (1) Library Clerk Shop Steward.

Section 7 – Executive Board

- a) The Executive Board shall comprise all officers, except trustees. (ART.B.2.2)
- b) The Board shall meet at least once every month to conduct the business of the Local Union between regular membership meetings. (ART.B.3.14)
- c) A Majority of the Board constitutes a quorum.
- d) The Executive Officers shall hold title to any real estate of the local as Trustees for the Local. They shall have no right to sell, convey, or encumber any real estate without first giving notice and then submitting the proposition to a membership meeting and having it approved.
- e) The Board shall do the work delegated to it by the Local and shall be held responsible for the proper and effective functioning of all committees.
- f) All charges against members or officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution. (ART.B.11.1 to B.11.5)
- g) Should any officer fail to attend three (3) consecutive regular membership meetings or three (3) consecutive Board Meetings without having submitted good and sufficient reason for those failures, their office will be declared vacant and filled by an election at the next membership meeting. (ART. B.2.5)

Section 8 – Duties of Officers

All Officers must give all properties, assets, funds and all records of the Local Union to their successors at the end of their term of office.

All signing Officers of Local 439 shall be bonded through the master bond held by CUPE National. Any Officer who cannot qualify for the board shall be disqualified from having signing authority.

a) The President shall:

- Enforce the CUPE Constitution and these By-Laws;
- Preside at all membership and executive 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 the event of a tie vote, the president shall turn it back to the membership for a revote.
- 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;
- 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;
- Be allowed access to the petty cash fund following submission of expense vouchers incurred on behalf of the Local;
- Have first preference as a delegate to Conventions to which the Local is sending delegates;
- Be bonded for not less than three thousand dollars (\$3,000) through a master bond held by the National Office. (ART. B.3.1)

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 the Acting President until a new President is elected;
- Render assistance to any member of the Board as directed by the Board;
- Attend Regular and Special School Board Meetings and Attend District Health & Safety Meetings.
- Be bonded for not less than three thousand dollars (\$3,000) through a master bond held by the National Office. (ART. B.3.2)

b) The Recording Secretary shall:

- Keep full, accurate and impartial account of the proceedings of all regular and special membership and 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 Treasurer. The record will also include Trustees' Reports;
- Record all alterations in the By-laws;
- 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 membership and Board meetings in the absence of both the President and the Vice-President;
- Be empowered, with the approval of the membership to employ necessary stenographic or other assistance to be paid out of the Local's funds;
- Be allowed access to the Petty Cash fund following submission of expense vouchers incurred on behalf of the Local;
- On termination of office, surrender all books, seals and other properties of the Local to his/her successor;

- Answer all correspondence and fulfill other secretarial duties as directed by the Board (ART. B.3.3);
 - Be bonded for not less than three thousand dollars (\$3,000) through a master bond held by the National Office. (ART. B.3.3)
- c) The Treasurer shall:
- Receive all revenue, initiation fees, dues and assessment, keeping a record of each member's payments and deposit promptly all money with a bank or Credit Union;
 - Prepare all CUPE National per capital tax forms and remit payment no later than the last day of each month;
 - Record all financial transactions in a manner acceptable to the Board and in accordance with good accounting practices;
 - Submit a written financial report to the local Union monthly;
 - Have second preference as a delegate to Conventions to which the Local is sending delegates;
 - 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;
 - Be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or expense claims for every disbursement made, receipts for all money sent to CUPE National, as well as records and supporting documents for all income received by the Local Union;
 - Make a full financial report to meetings of the Local Union Executive Board;
 - Make a written financial report to each regular membership meeting, detailing all income and expenditures for the period;
 - 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;
 - Be bonded for not less than three thousand dollars (\$3,000) through a master bond held by the National Office, and any 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, except that no voucher shall be required for payment of per capital 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 form supplied by CUPE;
 - Be allowed access to the Petty Cash fund following submission of expense vouchers incurred on behalf of the Local;
 - On termination of office, surrender all books, records and other properties of the Local to his/her successor. (ART. B.3.4 to B.3.9)

The Trustees shall:

- Act as an auditing committee on behalf of the members and audit the books and accounts of the Treasurer, and the Recording Secretary, and the Standing committees at least once every calendar year;
- Make a written report of their findings to the first membership meeting following the completion of each audit;
- Submit in writing to the President and 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 Treasurer in an organized, correct and proper manner;
- Be responsible to ensure that monies are not paid out without a proper constitutional or membership authorization;
- Audit the record of attendance;
- Inspect at least twice a year any stocks, bonds, securities, office furniture and equipment and titles and deeds to property that may at any time be owned by the Local, and report their findings to the membership;
- Send a copy of the completed audit report (on prescribed form provided by the National Secretary-Treasurer), as well as a copy of their report to the Local Union membership along with a copy of their recommendations and/or concerns to the President and Treasurer and Treasurer's response, to the National Secretary-Treasurer of the Canadian Union of Public Employees, with a copy to the assigned servicing representatives. (ART. B.3.10 to B.3.12)

d) The Sergeant-at-Arms shall:

- Have the members sign in;
- Provide names of new members attending meeting to the Chair for swearing in at the beginning of the meeting;
- Guard the inner door at membership meetings and admit no one but members in good standing or officers of CUPE, except on the order of the President and by consent of the members present;
- Assist in maintaining the record of membership attendance at meetings;
- Perform such other duties as may be assigned by the Board from time to time.

e) The Chief Shop Steward shall:

- Participate in grievances at second stage and above;
- Ensure all Shop Stewards are following correct investigation procedures;
- Follow-up on issues or grievances;
- Co-ordinate Shop Stewards;
- Ensure proper records of all disciplinary meetings are filed in Local Union office;
- Keep record of grievances and maintain those files at the Local Union office with the assistance of the Recording Secretary.

f) The Shop Stewards shall:

- Follow accepted CUPE Shop Steward procedures;
- Consult with the Chief Shop Steward on proper wording for grievances.

Section 9 – Out-of-Pocket Expenses

- a) The following out-of-pocket expenses shall be provided on a monthly basis:
- | | |
|---------------------|-----------------|
| President | \$275 per month |
| Vice-President | \$275 per month |
| Recording Secretary | \$275 per month |
| Treasurer | \$275 per month |
| Chief Shop Steward | \$275 per month |
| Shop Stewards | \$150 per month |

Section 10 – Fees, Dues and Assessments

a) Initiation Fees

Each applicant for membership in the Local shall be directed to the Payroll Department and shall fill out an application for Membership form. This card is forwarded to the Treasurer when initiation fees and dues are deducted. This five dollar (\$5.00) initiation fee shall be in addition to monthly dues. (ART. B.4.1 and B.8.2)

b) Re-admittance Fee

Re-admittance fees shall be one dollar (\$1.00). (ART. B.4.1)

c) Monthly Dues

The monthly dues shall be 2.25%. Such dues shall be deducted at each pay period. (ART. B.4.3)

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 By-laws (see Section 16), with the additional provision that the vote must be by secret ballot, if so ordered by the membership. (ART. B.4.1 and B.4.3)

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.

Special assessments may be levied in accordance with Article B.4.2 of the CUPE Constitution.

d) Fines

A member of Local 439 who crosses a legal picket line set up by the CDTA or CUPE 439 (visible or not) while established, can be charged under Article B.11 of the National Constitution.

Section 11 – Non-Payment of Dues and Assessments

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 Board by the Treasurer. The Executive Board shall report to the next membership meeting with a recommendation. Any member under suspension wishing to be reinstated shall, upon application, pay the re-admittance 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 re-admittance fee but may not be required to pay his arrears. (ART. B.8.6)

Section 12 – Nominations, Elections and Installation of Officers

a) Nomination

Nominations shall be received at the regular membership meeting held in the month of June. 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. No member shall be eligible for nomination if he is in arrears of dues and/or assessments.

b) Elections

- 1) At a membership meeting at least two months 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 officers nor candidates for offices. It shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential.
- 2) The Executive Board will determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Returning Officer.
- 3) The Returning Officer shall be responsible for issuing, collecting and counting ballots. He must be fair and impartial and see that all arrangements are unquestionably democratic.
- 4) The voting shall take place at the regular membership meeting in June. The vote shall be by secret ballot.
- 5) Voting to fill one office shall be conducted and completed, and recounts dealt with, before balloting may begin to fill another office.
- 6) A majority of votes cast 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 the event of a tie vote, the presiding officer shall turn it back to the membership for a revote.
- 7) When two or more nominees are to be elected to any office by ballot, each member voting shall be required to vote for the full number of candidates to be elected or the member's ballot will be declared spoiled.
- 8) Any member may request a recount of the votes for any election and a recount shall be conducted if the request is supported in a vote, by at least the number of members equal to the quorum for a membership meeting as laid down in Section 4, c), (ART. B.2.3).

c) Installation

- 1) All duly elected officers shall be installed at the meeting at which elections are held and shall continue in office for two years or until a successor has been elected and installed provided, however, that no term of office shall be longer than three (3) years. (ART. B.2.4)
- 2) The terms of office for Trustees shall be as laid down in Article B.2.4 of the CUPE Constitution.

d) By-Elections

Should an office fall vacant pursuant to Section 7, f), 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 13 – Delegates

- a) Except for the President's option (Section 8, a), all delegates to conventions and conferences shall be chosen by election at membership meetings. To be eligible for nomination a member shall have attended at least fifty (50%) of the meetings held in the previous twelve (12) months, or in the period as a member, if less than a year, unless a valid reason, acceptable to the local has been given for non-attendance.
- b) Delegates to the Vancouver Island District council shall be appointed annually by the President from among these delegates, and he shall be required to report at each membership meeting of the Local on proceedings at recent meetings of the Council.
- c) Delegates to the Campbell River, Courtenay and District Labour Council shall be elected annually. 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 of the Local of proceedings at recent meetings of the Council.
- d) Representation at educational institutes and seminars shall be on the recommendation of the Education Committee and/or Executive Board, subject to final approval by the membership.
- e) All delegates elected to attend the conventions held out of School District No. 71 shall be paid transportation expenses (at economy air fares, reasonable taxi fares or vehicle expenses). The Local shall pay an amount sufficient to cover the projected hotel costs, registration and an amount equal to any loss of salary incurred by attendance at the convention supported.
- f) Delegates attending conventions or union functions using their own vehicles shall be paid as per Provincial Government rate plus ferry costs.
- g) Local 439 do not condone sacrificing the principle of trade unionism for cheaper accommodation. Double occupancy is encouraged but not necessarily mandatory.
- h) All delegates are paid a per diem of:
Day Allowance, claim in accordance with CUPE BC rates.

- i) In the absence of a full time paid president position, the President and Chief Shop Steward have access to release time – as needed; Recording Secretary and Treasurer may have access to release time for two (2) days per month (or equivalent) for the purpose of doing Union business.
- j) Members are to have release time as per Article 24.02 in the Collective Agreement.
- k) All expenses incurred by members of this Local Union which are reimbursed shall be supported by receipts and expense vouchers.

Section 14 – Committees

a) Negotiating/Bargaining Committees

This shall be a special ad hoc committee established at least nine (9) 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 collective agreements. The committee shall consist of four (4) members, which shall be appointed by the Executive Board, subject to the approval of the membership. 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.

b) Special Committees

A special 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 Executive Board may sit on any special committee as ex-officio members.

c) Standing Committees

The chairperson of each standing committee shall be elected by the members at a membership meeting. 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. There shall be standing committees as follows:

1) Grievance Committee

This Committee shall process all grievances not settled at the initial stage and its report shall be submitted first to the Executive Board, with a copy to the CUPE National Representative, and then to a membership meeting. Grievances must be in writing on the forms provided by the National Office and be signed by the complainant(s), as provided for in the Collective Agreement. The committee shall comprise the elected chairperson and two (2) other members. The Committee shall appoint its secretary from among its members. Reports on grievances will be referred to by Article and step at general meetings.

2) Education Committee

It shall be the duty of the Committee to:

- Arrange for representation of the Local at any appropriate and available education 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 in preparing press releases and other publicity material;
- Co-operate with the Education and Public Relations Departments of CUPE, and with the Regional Educational Representatives, in implementing both the Locals' and CUPE's policies in these fields. The Committee shall be appointed by the Executive Board and the committee will consist of at least (5) members of the Executive Board.

3) Good of the Union Committee

- This Committee will consist of (1) member and (1) Executive Board Member.
- This Committee, when notified, will extend the Local's condolences in the event of the death of a member, or family members, and make other appropriate gestures in accordance with custom or the wishes of the family concerned;
- This Committee, when notified, will make an appropriate gesture in the case of illness or injury;
- This Committee will endeavor to follow the terms of reference for "The Good of the Union" representative;
- A retirement benefit of one hundred dollars (\$100) will be given to members during the year of their retirement;
- Upon the death of a member, their retirement benefit will be awarded to their surviving family;
- This Committee will file a monthly report;
- The Union, upon receipt of invoice from School District No. 71, shall pay for Life Insurance and EFAP premiums for a member who has exhausted sick leave and whose prognosis for recovery is poor.

4) Social Committee

It is the function of this Committee to arrange and conduct all social and recreational activities of the Local either on the Committee's own initiative or as a result of decisions taken at membership meetings. The Committee shall submit reports and proposals to the Executive Board or to the membership as required. A ceiling for the Committees net expenditures shall be fixed annually by the membership but, other than that, all social and recreational events and activities shall be self-supporting. The Executive Board shall be held responsible for the proper and effective functioning of this Committee. This Committee shall consist of (2) or more members and (1) Executive Board Member.

5) Bursary Committee

This Committee shall consist of two (2) or more members, who will select a suitable recipient(s) for:

- a) The Local shall fund \$2000.00 annually for The Margaret Zaruk Memorial Bursary to be awarded in June of each year. To qualify any graduating Gr. 12 School District #71 student must be the child/grandchild of a current member in good standing of CUPE Local 439 or child/grandchild of a retired member of Local 439, or the child/grandchild of a member who passed away while they were a member of CUPE Local 439. Each year the Committee will determine whether the bursaries will be two \$1000 or four \$500 bursaries.
- b) The Local shall fund \$2000.00 annually for The CUPE 439 Memorial Bursary to be awarded in June of each year. To qualify any graduating Gr. 12 School District #71 student must be the child/grandchild of a current member in good standing of CUPE Local 439 or child/grandchild of a retired member of Local 439, or the child/grandchild of a member who passed away while they were a member of CUPE Local 439. Each year the Committee will determine whether the bursaries will be two \$1000 or four \$500 bursaries.

Section 15 – 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 only be 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 16 – Amendment

- a) 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, including determination of conflict, is a prerogative of the National President. (ART. 9.2 (c), 13.3)
- b) These By-laws shall not be amended, added to or suspended except upon a two-thirds vote of those present and voting at a special membership meeting following seven (7) calendar days' written notice given at a previous regular membership meeting or at least sixty (60) days written notice. (ART. 13.3 & B.5.1)
- c) No change in these By-laws shall be valid and take effect until approved by the National President of CUPE. The validity shall date from the letter of approval of the National President. (ART. 13.3 & B.5.1)

APPENDIX "A" TO THE BY-LAWS OF LOCAL 439 CUPE 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 pro-tem shall be chosen by the Local.
- 2) No member, except the Chairperson of a committee making a report or the mover of a resolution shall speak more than five minutes, or more than once on the same question without the consent of the meeting or until all who wish to speak have had an opportunity. Chairpersons and movers of a resolution shall be limited to 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 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 the 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 to adopt the report of a committee, shall if requested by the presiding officer, be presented in writing before put to the Local.
- 8) At the request of any member, and upon a majority vote of those present, a question may be divided when the sense will admit of it.
- 9) Any member having made a motion can withdraw it with the consent of the seconder, except that any motion, once debated, cannot be withdrawn except by a majority vote of those present.
- 10) When a member wishes to speak on a question or to make a motion, 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 reflections 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 proceed.
- 14) No religious discussion shall be permitted.
- 15) The President shall take not part in the 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 before the Local, or to introduce a new question.
- 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 vote shall 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 this 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 the 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 Vice-President.
- 25) The Local's business and proceedings of meetings are not to be divulged to any person outside the Local or the Canadian Union of Public Employees.

APPENDIX "B" TO THE BY-LAWS OF LOCAL 439 CUPE

POLICIES

Policy on Expenses

The function(s) or meeting(s) attended, location and date(s) must be provided when completing the expense voucher for reimbursement.

a) Fares

Claim amounts paid for transportation, and attach all receipts. Air travel must be economy class where available; whether paying cash or using travel card, submit ticket stub with expense voucher. Claim amounts paid for airline limousines, taxi, bus, etc., and attach all receipts.

b) Kilometrage

As established by CUPE BC rate. When there are two or more members travelling to the same function, sharing of travel and accommodations is encouraged, to cut cost to the union. The maximum amount claimable is limited to the cost of economy class air fare between the points travelled when air transportation is available and practical.

c) Per Diem

Day Allowance, claim in accordance with CUPE BC rates.

d) Accommodation

The sharing of accommodations is again encouraged to reduce the costs to the Local, Section 13 (g) but not necessarily mandatory. The difference in gender would exclude this requirement. Accommodations should be secured at the business or government rate currently available.

e) Registration

Registration fees will be paid by the Local Union; however, if they cannot attend the function, the participant must provide sufficient notice to the Treasurer to allow for another participant, or cancellation.

f) Preparation (Budget) Proposal

Every reasonable effort shall be made to present to the general membership ahead of the event, an accurate account of the expense involved in this Local's activities, conventions, education events and seminars.

g) Preparation of Annual Budget by Treasurer

The annual budget proposal for the upcoming calendar year will be presented at the March General Meeting.