



Employees of the Kawartha Pine Ridge District School Board

BYLAWS

CANADIAN UNION OF PUBLIC
EMPLOYEES
LOCAL 5555

As of October 22, 1999
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PLEASE POST

Equality Statement

Union solidarity is based on the principle that union members are equal and deserve mutual respect at all levels. Any behaviour that creates conflict prevents us from working together to strengthen our union.

As unionists, mutual respect, cooperation and understanding are our goals. We should neither condone nor tolerate behaviour that undermines the dignity or self-esteem of any individual or creates an intimidating, hostile or offensive environment.

Discriminatory speech or conduct which is racist, sexist, trans phobic or homophobic hurts and thereby divides us. So too, does discrimination on the basis of ability, age, class, religion and ethnic origin.

Sometimes discrimination takes the form of harassment. Harassment means using real or perceived power to abuse, devalue or humiliate. Harassment should not be treated as a joke. The uneasiness and resentment that it creates are not feelings that help us grow as union.

Discrimination and harassment focus on characteristics that make us different; and they reduce our capacity to work together on shared concerns such as decent wages, safe working conditions, and justice in the workplace, society and in our union.

CUPE' s policies and practices must reflect our commitment to equality. Members, staff and elected officers must be mindful that all sisters and brothers deserve dignity, equality and respect.

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PREAMBLE

In order to improve the social economic welfare of its members without regard to sex, colour, race; to promote efficiency in public employment and to manifest its beliefs in the value of the unity of organized labour, this Local 5555 of the Canadian Union of Public Employees (hereinafter referred to as CUPE) has been formed.

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 the duties and responsibilities.

Please note that Articles that appear in brackets make reference to the Canadian Union of Public Employees National Constitution those Bylaws must be in accordance with.

SECTION 1 - NAME

The name of this Local shall be: Canadian Union of Public Employees, Local 5555

SECTION 2 - OBJECTIVES

The objectives of this Local are:

- (a) of all disputes secure adequate remuneration for the work performed and generally advance the economic and social welfare of its members;
- (b) support CUPE in reaching the goals set out in Article II of the CUPE Constitution; 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 employer;
- (e) support free and universally accessible public education;
- (f) build caring communities through public service and political action.

SECTION 3 - INTERPRETATIONS AND DEFINITIONS

- (a) Feminine pronouns shall be interpreted to include the masculine gender and masculine gender shall be interpreted to include the feminine gender.
- (b) Numbers of articles in parenthesis 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.
- (c) Board for the purposes of these By-laws, shall mean the Executive Board of the Local - not the employer.
- (d) Trustee for the purposes of these By-laws, shall mean a member of Local 5555 filling position as trustee of the Local - and not elected trustee of the employer.

SECTION 4 - MEMBERSHIP MEETINGS

- (a) The General Membership meeting shall be held on the first Saturday in the months of October, December, February, April and June at 10:00 a.m. alternating between the South and North. If a meeting falls on a long weekend (holiday) the meeting will be held on the following week.
- (b) Special membership meetings may be ordered by the President and/or Executive Board or requested in writing by no fewer than 20 members. The President shall immediately call a special meeting when so ordered or requested and shall see that all members receive at least twenty-four hours' notice of the special meeting and the subject(s) to be discussed. No business shall be transacted at the special meeting other than that which the meeting is called and notice given.
- (c) A quorum for the transaction of business at any regular or special meeting shall be 20

members, including at least three members of the Executive Board. In the event a quorum is not present within fifteen (15) minutes after the scheduled time for beginning a membership meeting, the chairperson shall declare all business referred to the Executive Board for their execution and shall adjourn the meeting.

(d) The order of business at regular meetings is as follows:

1. Roll Call of Officers
2. Voting of New Members and Initiation
3. Reading of Minutes/Distribution of Minutes
4. Matters Arising
5. Treasurer's Report
6. Communications and Bills
7. Executive Committee Reports
8. Reports of Committees and Delegates
9. Nominations, Elections and Installations
10. Unfinished Business
11. New Business
12. Good of the Union
13. Adjournment (Article B.6)

(e) For nominations and elections see section 11 (a) and (b)

(f) An annual budget for the next calendar year (Jan. to Dec.) will be presented and voted on at the general membership meeting in February.

(g) The executive board shall stay within all budgeting constraints as voted on. Should additional funds be required outside and/or within the budget, a vote must be taken at a membership meeting.

SECTION 5 - VOTING OF FUNDS

Expenditures of the Local Union shall be only for the purposes approved by the Local Union, and in all cases shall be made by cheque signed by the Secretary Treasurer, and either the President or the 1st Vice President/Chief Steward. A petty cash fund shall be authorized by the Local Union from which expenditures can be made, not to exceed \$200.00 at any one time. (Article B.4.4)

SECTION 6 - VOTING OF OFFICERS

The Officers of the Local shall be:

- Past President (voice, no vote)
- President
- 1st Vice President/Chief Steward and Executive Chief Steward
- 2nd Vice President
- Health & Safety and WSIB Committee Chair
- Education and Conference Committee Chair
- Recording Secretary
- Secretary Treasurer
- Sergeant-At-Arms
- Three Trustees
- Stewards, as described in Section 7(l)

All Officers, shall be elected by the membership. Should any officer fail to answer the roll call for three consecutive meetings without having submitted good reason for those failures, their office shall be declared vacant and shall be filled temporarily by the executive board until the next regular membership meeting, where an election will be held. (Article B.2.5).

SECTION 7 - EXECUTIVE BOARD

- (a) The Executive Board shall comprise all Officers except the Sergeant-at-arms, Trustees and Stewards. (Article B.2.4)
- (b) The Executive Board is seized to run all business of the local;
- (c) The Board shall meet at least once a month. (Article B.3.14)
- (d) A majority of the Board constitutes a quorum.
- (e) The term of office for Board members shall be two years. No member may hold more than one elected position as an officer of the local at one time. (Article B2.4)
- (f) 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.
- (g) All charges against members or officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution. (Articles B.11.1 to B.11.5)
- (h) The term of office for trustee shall be one (1), two (2) and three (3) year terms in the first election and thereafter will be three (3) year terms.
- (i) Members shall elect at the General Election, 13 Stewards for a two (2) year term period.

SECTION 8 - DUTIES OF THE OFFICERS

Job descriptions will be prepared for each position and reviewed annually.

1. President

- (a) The position of President enjoys all rights and benefits entitled to all members of the Local through its current collective agreement.
- (b) The President's position will be based on a 40 hour week over 12 months for pay purposes.
- (c) The President will have the authority to delegate an Executive Board member to replace her/him on committees as necessary.
- (d) The President's remuneration will be set by a vote of the membership upon recommendations by the President's Committee, within 60 days following the ratification of a new collective agreement.
- (e) The President shall:
 - preside at all meetings of the Union Local
 - chair meetings of the Executive and members
 - sign each order on the treasury only as authorized and ordered by the Union Local (One of at least two)
 - appoint all committees not otherwise ordered
 - ensure that effective collective bargaining takes place
 - attend all grievances at Step 3 or arbitration/mediation
 - coordinate communications with members and promote initiatives
 - prepare for elections and meetings
 - prepare strategies to meet crisis and emergency situations
 - educate members as to their rights and responsibilities
 - assist members with problem solving
 - receive request for service and assign to appropriate officer or representative
 - attend CUPE national and provincial functions as appropriate
 - meet with Kawartha Pine Ridge District School Board Supervisors, Managers, Senior Administration, and Human Resources Staff as needed
 - ex-officio member of all local committees, excluding the President's Committee
 - prepare a President's report for all executive and general membership meetings
 - meet with CUPE National Representative as needed
 - oversee preparation of an annual budget
 - ensure the treasurer's books are audited annually
 - assume the duties and position of Past President upon the election of a new President
 - oversee website of the Local and give webmaster authority to place items on it

- transact such other business as may be necessary for the proper functioning of the Local Union. (Article B.3.1)
- monitor all budget lines
- be public spokesperson and leader of political actions
- on termination of office, surrender all books, records, and other properties of the local to their successor (Article B.3.4. to B.3.9.)

2. Past President

The Past President will act as a consultant to the President and Executive and may attend executive and general membership meetings and will have a voice, no vote.

3. First Vice President and Executive Chief Steward

The Vice President shall perform the duties of the President in the absence of that officer, and, in case of the resignation or death of the President, shall perform the duties of the President until such vacancy is filled provided in the Union Local Constitution. The Vice President shall also preside when called upon by the President and at times when the President may be temporarily unable to discharge the duties of the office. (Article B.3.2) act on behalf of the Local in absence of the President

- receive and assign all grievances
- chair Grievance Committee
- co-chair Collective Bargaining Committee
- prepare a report for each executive and general membership meeting
- sign an order on the treasury as authorized and ordered by the Union Local (one of at least two)
- take part in, advertise and be aware of labour activities in the various communities of the local
- monitor budget lines within their portfolio on termination of office, surrender all books, records, and other properties of the local to their successor (Article B.3.4. to B.3.9.)

4. Health & Safety and WSIB Committee Chair

- stay up to date on regulations in the workplace
- chair committees regarding Health, Safety and Worker's Compensation
- represent union and employees on all related matters
- prepare a report for each executive and general membership meetings
- monitor budget line within their portfolio
- on termination of office, surrender all books, records, and other properties of the local to their successor (Article B.3.4. to B.3.9.)

5. 2nd Vice President

- participate in training specific to their portfolio
- familiarity with legislation and CUPE policies (involving JE/PE and Health and Safety and WSIB) represent the local in negotiations around issues related to job evaluation and pay Equity issues
- prepare a report for each executive and general membership meeting
- monitor budget lines within their portfolio
- chair all JE/PE meetings
- assist in duties, as directed by the WSIB/Health and Safety Chair. take part in, advertise and be aware of labour activities in the various communities of the local
- on termination of office, surrender all books, records, and other properties of the local to their successor (Article B.3.4. to B.3.9.)

6. Education/Conference Committee Chair

- maintain list or data base of qualified members
- monitor budget lines within their portfolio
- report on gaps in skilled and qualifications members
- receive and make recommendations on labour issues
- prepare a report for each executive and general membership meeting
- organize educational workshops for members of the local on termination of office, surrender all books, records, and other properties of the local to their successor (Article B.3.4. to B.3.9.)

7. Secretary-Treasurer

- receive all revenue, dues and assessments, keeping 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 last day of the following month
- record all financial transactions in a manner acceptable to the Board and in accordance with good accounting practices
- regularly make a full financial report to meetings of the Local's Executive Board, as well as a written report to each regular membership meeting, detailing all income and expenditures for the period
- be bonded for not less than \$20,000.00 through the master bond held by the National Office, and any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from the office
- pay no money unless supported by a voucher duly signed by the President and one other member of the Board or any other two members of the Board
- co-sign cheques with one other officer of the Executive Board
- make all books available for inspection by the Auditors and/or Trustees on reasonable notice, and have the books audited annually
- provide the Trustees with any information they may need to complete the audit report forms supplied by CUPE
- not later than February 28 each year, furnish each member, on the forms supplied by the National Office, with a statement showing net amount of tax-deductible dues paid by their during the preceding calendar
- 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 that are one month in arrears and report to the Board all members two or three months in arrears in the payment of Union dues
- prepare an annual budget and report for the February General Membership meeting
- will make all conference bookings/payments/facility requirements as needed by the Local
- on termination of office, surrender all books, records and other properties of the Local to their successor. (Article B.3.4 to B.3.9)
- monitor budget line within their portfolio

8. Recording Secretary

- keep a full, accurate and impartial account of the proceedings of all regular or special membership and executive meetings
- record all alterations in the By-laws
- answer correspondence and fulfill other secretarial duties as directed by the Board
- file a copy of all letters sent out and keep on file all communications
- responsible for preparing, publishing and distributing all important information to all members of the local
- have all records ready on reasonable notice for Auditor and/or Trustees

- coordinate preparation of regular newsletter and electronic updates
- monitor budget line within their portfolio
- on termination of office, surrender all books, records and other properties of the Local to their successor (Article B.3.4 to B.3.9)

9. Trustees

- 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
- to be responsible to ensure that monies are not paid out without proper constitutional or membership authorization
- ensure proper financial reports are made to the membership
- inspect annually 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 back to the membership
- use audit forms supplied by the National Office and send a copy of each semi-annual audit to the National Secretary-Treasurer in accordance with the provisions of the CUPE Constitution
- submit in writing to the President and Secretary Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local Union's funds, records and accounts are being maintained by the Secretary-Treasurer in an organized correct and proper manner
- send a copy of the completed audit report (on the 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 Secretary-Treasurer and the Secretary-Treasurer's response, to the National Secretary-Treasurer of the Canadian Union of Public Employees, with a copy to the assigned servicing representative. (Article B.3.10 to B.3.12)
- on termination of office, surrender all books, records and other properties of the Local to their successor. (Article B.3.4 to B.3.9)

10. Stewards

- assist members on matters concerning working conditions, fair treatment and implementation of the Collective Agreement
- receive grievances from members in local work sites; advise members on their rights (WSIB, Health and Safety and other items falling under the collective agreement. Participate in local training programs as necessary
- investigate, process and settle grievances
- attend all scheduled meetings of the local
- assistant Chief Steward will be elected by the steward body
- on termination of office, surrender all books, records and other properties of the Local to their successor. (Article B.3.4 to B.3.9)

11. Sergeant-At-Arms

- 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 of the President and or by consent of the members
- assist in the maintaining the record of membership attendance at meetings
- perform such other duties as may be assigned by the board from time to time
- audit the records of attendance,
- on termination of office, surrender all books, records and other properties of the Local to their successor. (Article B.3.4 to B.3.9)

Section 9 - Expenses

The following expenses shall be provided:

(a) Out of Pocket Expenses

The amount of such expenses for Executive Committee Members, consisting of the President, the 1st Vice President, 2nd Vice President, WSIB/Health and Safety Chair, Education/Conference Chair, Recording Secretary, and Secretary Treasurer, shall be determined annually by circumstance, budget, and increments deemed by the collective agreement.

(b) Mileage

Mileage allowance paid will be determined at the same rate paid CUPE National. Mileage will be paid to the driver only. Wherever possible members will be encouraged to share transportation. If no member car is available then a rental car will be supplied and all members will travel via this vehicle. There shall be no requirement that a member travel as a passenger with another member, nor shall one member be expected to transport another member. However, members will be encouraged to share transportation.

(c) Commitments of One Day

Meal allowance to a maximum of 3 meals in any one day will be provided; parking as per official receipt.

Section 10 - Fees, Dues and Assessments

- (a) The monthly dues shall be 1.75% of basic earnings;
- (b) The changes in the level of the monthly dues can be effected only by the following procedure for amendment of these bylaws (see Section 15), with the additional provision that the vote must be by secret ballot;
- (c) Notwithstanding the above provisions, if the CUPE Convention raises minimum fees and/or dues/ or assessments above the level herein established, these Bylaws will be deemed to have automatically amended to conform to the new CUPE minima;
- (d) Special assessments may be levied in accordance with Article B.4.2. of the CUPE Constitution

Section 11 - Nominations, Elections and Installation of Officers

(a) Nominations and elections:

Nominations will be held at the General Membership Meeting in October for all positions and no nominations will be accepted after that time. Elections shall be held biennially at a Special Meeting held in the month of November and location will alternate North and South.

To be eligible for nomination a member shall have attended at least fifty percent of the general membership meetings held in the previous twelve months or in the period he/she was a member, if less than a year, unless a valid written reason, acceptable to the Local executive, has been given for non-attendance, all notices of non-attendance must be made prior to any meeting and will not be considered on the day of Nominations or Elections. Any member who cannot attend a general membership meeting for a valid reason, must have notified their regrets to the Recording Secretary 48 hours prior to the missed meeting. No nomination will be accepted unless the member is in attendance at the meeting or has allowed their name to be filed at the meeting with their consent in writing with valid reason for their absence, duly witnessed by another member.

A trustee for a three year term will be elected annually at the special meeting in November or at the General Membership Meeting in October in the off year.

- 1) The President shall, subject to the approval of the members present, appoint the Election Committee consisting of a Returning Officer and Assistant(s). The Committee shall include members of the Local who are neither officers nor candidates for office, it shall full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential.
- 2) The Executive Board shall determine the form of the ballot and ensure that sufficient quantities are made available in good time to the returning officer.
- 3) The Returning Officer shall be responsible for the issuing, collecting and counting of ballots. She/he must be fair and impartial and see that all arrangements are unquestionably democratic.
- 4) The voting shall take place biennially at a special meeting in November. The vote shall be by secret ballot of those members. Proxy votes are not permitted.
- 5) Voting to fill one office shall be conducted and completed, recounts dealt with, before and after balloting may begin to fill another office. The President, 1st Vice President Executive Chief Steward, 2nd Vice President, WSIB/Health and Safety Chair, Education/Conference Chair, Recording Secretary, and Secretary Treasurer, will be elected from the membership at large.
- 6) A Trustee for a three year term will be elected at the regular membership meeting in October or at the special meeting in November when needed?
- 7) Upon election of a new executive there will be a transition period of 15 days before the new executive officially take office.

Section 12 - Delegates to Conventions

- (a) Except for the President's option [Section 8 (a)], all delegates to convention and conferences shall be chosen by the Executive Board.
- (b) Delegates to conventions and conferences shall be required to submit a written report to the membership at the next general meeting.
- (c) All delegates selected to attend conventions or conference held out of town shall be paid expenses and a per diem allowance as listed in Section 9.
- (d) Representation at educational institutes and seminars shall be on the recommendation of the Education and Committee Chair.
- (e) Any member, who holds a position with the National Union, Provincial Division and or Labour Affiliate or is requested to perform a duty, will be provided with the financial/ and or personal support to, perform their designated duties. Where there are expenses incurred by the Local, where possible those expenses will be cost recovered from the National Union, Provincial Division and/or Labour Affiliate.

Section 13 - Committees

(a) Negotiating Committee:

This shall be a special ad-hoc committee established at least six months prior to the expiry of the Local's collective agreement and automatically disbanded when a new collective agreement has been signed. The function of the Committee is to prepare collective bargaining proposals and to negotiate a collective agreement.

The Negotiation Committee shall consist of the Executive Board Members and two members at large in good standing from sectors other than those already represented on the Executive Board. These members shall be elected prior to the expiration of the current collective agreement. To be eligible for nomination a member shall have attended at least fifty percent of the general membership meetings held in the previous twelve months or in the period he/she was a member, if less than a year, unless a

valid reason, acceptable to the Local, has been given for non-attendance. (For the purposes of this clause the sectors would be EA/CYW, Custodial, Secretarial/Clerical (incl. Board office, CIS and Transportation), Technical (incl. LRC personnel), ECE, Professional (incl. Naturalist, Psychologist, Speech-Path, Counselors), and Maintenance for a total of seven (7) different sectors.) The CUPE Representative assigned to the Local shall be a non-voting member of the Committee and shall be consulted at all stages from formulating proposals, through negotiations, to contract ratification by the members.

The Negotiating Committee will also have one alternate at large member; in the event that one of the Negotiating Committee members cannot attend. This member shall be elected at the October meeting prior to the expiration of the current collective agreement under the same conditions as above.

(b) Special Committees:

A special ad-hoc committee may be established for a specific purpose and period by the membership at a meeting or as required by the Executive Board. The members shall be elected at a general membership meeting or may be appointed by the President or the Executive Board. Two members of the Board may sit on any special committee as ex-officio members, provided there are a greater number of general membership members than Board members on it.

(c) President's Committee:

An ad-hoc committee shall be established to prepare a recommendation for remuneration for the President and will be appointed by the Executive Board excluding the President. The committee will consist of one executive member and at least two members at large. This committee will be established within sixty days following the ratification by the membership of the collective agreement and will disband immediately following the vote of the membership on the remuneration.

Section 14 - Rules of Order

All meetings of the Local shall be conducted in accordance with the basic principles of the Canadian Parliamentary procedure. Some of the more important rules to ensure free and fair debate are appended to these By-laws as Appendix "A". These rules shall be considered as an integral part of the By-laws and may be amended only by the same procedure used to amend the By-laws. In situations not covered by Appendix "A", the CUPE Constitution may provide guidance, but if the situation is not dealt with there; Bourinot's Rules of Order shall be consulted and applied.

Rules of Order

1. The President or, in their absence, the 1st Vice President/Chief Steward, shall take the chair at all membership meetings. In the absence of both the President and 1st Vice President/Chief Steward, the 2nd Vice President shall act as President, and in their absence the Health and Safety and WSIB Committee Chair shall act as President, and in their absence the Education and Conference Chair shall act as President, and in their absence the Recording Secretary shall act as President, and in their absence the Secretary/Treasurer will act as President, and in their 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 for 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 a mover 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 thereon, and again immediately before putting it to a vote, shall ask: "Is the Local ready for the

question?" Should no member rise to speak, the question shall then be put.

4. A motion to be presided 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 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 the committee, shall, if requested by the presiding officer, be presented in writing before being put out 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/she shall rise in his place and respectfully address the presiding officer, but, except to state the rises to a point of privilege, he shall not proceed further until recognized by the chair.

11. When two or members rise to speak on the same issue 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 call 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 discussions shall be permitted.

15. The President shall take no place 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 questions. In case of a tie, she/he may in addition give a casting vote, or, if she/e 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) postpone for a definite time (5) to refer (6) to divide or amend, which motions shall have precedence in the order named. The first three 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 amendments adopt 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 then be taken and the Secretary shall count the same.

22. If any member wished to challenge (appeal) a decision of the chair, she/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 their challenge. The Chairperson may state briefly the basis for their 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, and 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 permission of the Vice President.

25. The Local's business and proceedings of meetings are not to be divulged to any persons outside the Local of the Canadian Union of Public Employees

Section 15 - 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 the latter shall govern. Constitutional interpretation, including the determination of conflict, is the prerogative of the National President. (Article 9.2, 12.3 & B.5.1)

(b) These By-laws shall not be amended, added to, or suspended except by the By-law Committee bi-annually or in an emergency situation deemed by the executive and upon a majority vote of those present and voting at a regular or special membership meeting following seven days notice at a regular meeting or at least sixty days written. (Article B.7.1)