

CANADIAN UNION OF PUBLIC EMPLOYEES

LOCAL 3794

BY-LAWS

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SECTION 1 - NAME

The name of this Local shall be: Canadian Union of Public Employees, Local No. 3794 Kerry's Place, East Region.

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 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 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 subsections 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)
 - (i) Regular membership meetings shall be held monthly.
 - (ii) Two Regular membership meetings shall be held on the second Wednesday of the month as per (i) above. One at 1:00 p.m. and another at 3:30 p.m. The meetings shall cover the same order of business to allow for all members to vote on motions made.

Section 4 – Membership Meetings, Continued

See letter from National Office dated Dec. 14/18

- (b) **Special membership meetings may be ordered by the Executive Board or requested in writing by no fewer than three (3) members. The President shall immediately call a special meeting when so ordered or requested and shall see that all members receive at least twenty-four (24) hours' notice of the special meeting and the subject(s) to be discussed. No business shall be transacted at the special meeting other than that for which the meeting is called and notice given.**

- (c) A quorum for the transaction of business at any regular or special meeting shall be six (6) members, including at least two (2) members of the Executive Board. The attendance at both scheduled meetings shall be counted to determine quorum.

- (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 on New Members and Initiation
 - 4. Reading of Minutes
 - 5. Matters Arising
 - 6. Treasurer's Report
 - 7. Communications and Bills
 - 8. Executive Board Report
 - 9. Reports of Committees and Delegates
 - 10. Nominations, Elections, or Installations
 - 11. Unfinished Business
 - 12. New Business
 - 13. Good of the Union
 - 14. Adjournment

(Article B.6.1)

SECTION 5 - VOTING OF FUNDS

Except for ordinary expenses and bills as approved at the membership meetings, no sum over two hundred (\$200.00) dollars shall be voted for the purpose of a grant or contribution to a member or any cause outside CUPE, except by notice of motion given in writing at least seven (7) days in advance.

(Article B.4.4)

SECTION 6 - OFFICERS

The Officers of the Local shall be the President, Vice-President, Treasurer, Recording Secretary, three (3) Trustees, Chief Steward and Sergeant-at-Arms. All officers shall be elected by the membership.

(Articles B.2.1 & B.2.2)

SECTION 7 - EXECUTIVE BOARD

- a) The Executive Board shall comprise all Officers, except Trustees. (Article B.2.2)
- b) The Board shall meet at least once every month. (Article 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. (Articles B.11.1 to B.11.5)
- g) Should any Board member fail to answer the roll-call for three consecutive regular membership meetings or three regular consecutive 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 membership meeting. (Article B.2.5)

SECTION 8 - DUTIES OF OFFICERS AND STEWARDS

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 3794 shall be bonded through the master bond held by CUPE National. Any Officer who cannot qualify for the bond 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 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/her rulings) and if a tie occurs, a revote will be held at a subsequent meeting.
- 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;

(Article B.3.1)

(b) 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 Board as directed by the Board.

(Article B.3.2)

(c) The Recording Secretary shall:

- keep full, accurate and impartial account of the proceedings of all regular or special membership and Executive Board meetings. These records must also include a copy of the full financial report (Executive Board meetings) and the written financial report (membership meetings) presented by the Treasurer. The record will also include Trustees' reports.
- record all alterations in the by-laws;
- answer correspondence and fulfil other secretarial duties as directed by the 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 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 for out of the Local's funds;
- on termination of office, surrender all books, seals and other properties of the Local to his successor.

(Article B.3.3)

(d) The Treasurer shall:

- 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;
- 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.
- 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 financial report to each regular membership meeting, detailing all income and expenditures for the period;

The Treasurer shall (Continued)

- 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 annually. Respond in writing to any recommendations and concerns raised by the Trustees.
- 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,
- throughout his/her term, and on behalf of the Local Union membership, 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;
- 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;
- on termination of office, surrender all books, records and other properties of the Local to his successor. (Articles B.3.4 to B.3.8)

(e) The Chief Steward shall:

- chair the Steward's Council;
- arrange and participate in educational programmes for stewards in conjunction with the Educational Committee;
- receive reports from stewards on all complaints and grievances;
- report on all grievances for the Local President, Grievance Committee and National Representative within the time limits established in the Collective Agreement;
- assign grievances to individual stewards as required.

(f) The Stewards shall:

- receive grievances and report to Chief Steward. Work with Chief Steward in a team approach to provide service to members;
- report any problems in their area/workplace to the Chief Steward;
- Be knowledgeable of the Collective Agreement and familiar with the Grievance Procedure;
- strengthen members awareness and participation of the local;
- maintain the principles of confidentiality when acting in the role of steward;
- assist with other duties as assigned by Chief Steward;
- complete the CUPE “Introduction to Stewarding” course;
- endeavor to participate and complete all required courses in the CUPE “Steward Learning Passport”.

(g) The Trustees shall:

- act as an auditing committee on behalf of the members and audit the books and accounts of the Treasurer, the Recording Secretary and the Standing Committees semi-annually;
- 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;
- 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 Treasurer and the Treasurer’s response, to the National Secretary-Treasurer of the Canadian Union of Public Employees, with a copy to the assigned servicing representative.
- be responsible to ensure that monies are not paid out without proper constitutional or membership authorization;

Trustees Continued

- ensure that proper financial reports are made to the membership;
- audit the record of attendance;
- inspect at least yearly any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may at any time be owned by the Local, and report their findings to the membership;
- use audit forms supplied by the National Office and send a copy of each yearly audit to the National Secretary-Treasurer in accordance with the provisions of the CUPE Constitution.

(Articles B.3.10 to B.3.12)

(h) 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 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 **such** as keeping in house CUPE binders up to date.

SECTION 9 – HONORARIUMS OUT-OF-POCKET EXPENSES

The following expense allowance shall be provided in December of each year:

President	-	\$750.00
Vice-President	-	\$750.00
Treasurer	-	\$750.00
Recording-Secretary	-	\$750.00
Chief Steward	-	\$750.00
Sergeant-at-Arms	-	\$750.00
Trustee	-	\$100.00
Stewards	-	\$750.00
Past President	-	\$250.00

In order to qualify for the above-mentioned expense allowance, a person must attend 50% of the General Membership Meetings. Stewards must attend fifty percent (50%) of their monthly steward meetings. The Trustees must complete the required audit. If an officer should resign during his term of office, he shall receive a prorated amount of his **honorarium** ~~out of pocket expenses~~ in accordance with time served.

Section 9 **Honorarium's Out of Pocket Expenses** - Continued

Stewards must complete "Introduction to Steward" training within the first six (6) months of occupying their steward position. If the steward does not complete the training, they will not be eligible to receive their full entitlement to **Honorarium's "Out of Pocket" expenses** in December. A steward who has sufficient reason for failing to complete training may submit these reasons to the executive board. The board will decide if the reasons are sufficient and warrant full payment. If a steward completes training after six (6) months (without sufficient reason), their **Honorarium "Out of Pocket"** allotment will be prorated from the date they completed the training.

If any member is elected to more than one committee or position, they will only be entitled to receive one **Honorarium "Out of Pocket" expense** allowance per year.

The local shall reimburse members for mileage incurred when acting in the capacity of their elected position. The amount allowable per kilometer will be consistent with the current Government of Canada rate. This rate may change annually and is listed on the Canada Revenue Agency website.

The President to be allowed necessary funds, to reimburse himself or any officers for expenses supported by vouchers, incurred on behalf of the Local.

In addition, the following expenses shall be paid to any member who is acting in the capacity of their elected position and/or is a delegate to conventions, conferences or and education programme: It is understood that the below per diems are to cover any incidentals including meals.

- In town - \$30.00 – defined as any union activity occurring within the following boundaries:

North	Tweed
South	Belleville
East	Napanee
West	Cambellford
- Out of Town – for longer than four (4) hours duration \$60.00 per day plus the costs of a hotel room and transportation by the most appropriate carrier;
- Out of Town – for less than four (4) hours duration \$30.00 per day plus the costs of transportation by the most appropriate carrier;
- Upon approval by the membership, Union Officers and Local delegates shall be reimbursed for necessary lost-time expenses which arise from leaves of absence for Union activities.

Telephone Expenses – The Local will reimburse the President, Recording Secretary, Treasurer, Chief Steward and each Steward fifteen dollars (\$15.00) per month to be used toward the cost of landline or cellular telephone fees.

Negotiation Committee - \$250.00 to be paid to each member of the Negotiation Committee upon the signing of the new Collective Agreement.

SECTION 10 - FEES, DUES AND ASSESSMENTS

(a) Initiation Fee

Each application for membership in the Local shall be directed to the Treasurer and shall be accompanied by an initiation fee of two dollars (\$2.00) 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.

(Articles B.4.1 and B.8.2)

(b) Readmittance Fee

The readmittance fee shall be **two dollars (\$2.00)** ~~one dollar (\$1.00)~~. (Article B.4.1)

(c) Monthly Dues

The monthly dues shall be two percent (2%). **of Regular or Gross wages** (Article B.4.3)

Change in the levels of the Initiation Fee, the Readmittance Fee, or the Monthly Dues can be effected only by following the procedure for amendment of these by-laws (see Section 16), with the additional provision that the vote must be by secret ballot.

(Article B.4.3)

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

Special assessments may be levied in accordance with Article B.4.2 of the CUPE 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 readmittance fee, plus any dues and assessments in arrears. This money will be returned if the application is rejected.

(Article B.8.6)

SECTION 12 - NOMINATION, ELECTION & INSTALLATION OF OFFICERS

SEE NATIONAL PRESIDENTS RECOMMENDATION

(a) **Nomination**

Nominations shall be received at the regular membership meeting(s) held in the month of September in the election year. To be eligible for nomination a member shall have attended at least fifty percent of the membership meetings held in the previous twelve 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. 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 one 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 assistant(s). The Committee shall include members of the Local who are neither officers nor candidates for office; it shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential.
- (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 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-November of the election year. The vote shall-be by secret ballot.

See National Presidents Letter

- (5) **Voting shall be by plurality. A candidate must receive the largest number of ballots cast to be declared elected. In case of a tie vote, a revote will be held at a subsequent meeting.**
- (6) In a ballot to fill more than one position, each delegate must vote for the full number of positions to be filled or the ballot is spoiled.
- (7) 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).

See National Presidents Letter

- (8) **The Chief Steward will be elected by the Executive Officers from within the pool of elected Stewards.**
- (9) **Voting to fill one office shall be conducted and completed, and recounts dealt with before balloting may begin to fill another office.**

(c) Installation

(1) All duly elected officers shall be installed at the meeting which elections are held and shall continue in office for three (3) years, or until a successor has been elected and installed, provided, however that no term of office shall be longer than three (3) years.

(Article 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-Election

Should an office fall vacant pursuant to Section 7 (g) 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 TO CONVENTIONS

(a) Delegates to the CUPE District 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 on proceedings at recent meetings of the Council.

(c) CUPE Local 3794 commits to sending three (3) delegates to the Social Service Workers Coordinating Committee Conference (SSWCC) annually. The local will also send three (3) delegates to CUPE National Convention biennially. One alternate may also be elected to attend conferences/conventions subject to membership approval.

(d) Representation at educational courses institutes and seminars shall be on the recommendation of the Education Committee, subject to final approval by the membership. Where short notice is given to the Local, Executive Officers may select representatives to attend.

(e) Delegates attending any of the above events must provide a written report at the membership meeting immediately following the event.

SECTION 14 - 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 Committee shall consist of three members, all elected except for the President at a membership meeting. The CUPE Representative assigned to the Local shall be a non-voting member of the committee and shall be consulted at all stages from formulating proposals, through negotiations, to contract ratification by the membership.

(b) Special Committees

A special ad hoc committee or individual special project may be established for a specified purpose and period by the membership at a meeting. The members shall be elected at the same or another membership meeting or may, by specific authorization of the membership, be appointed by the President or the Executive Board. Two members of the Board may sit on any special committee as ex-officio members.

(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 shall be a member, ex-officio, of each committee. There shall be four standing committees as follows:

(1) Steward Council

This committee shall process all grievances not settled at the initial stage and its reports shall be submitted first to the Executive Board, with a copy to the CUPE 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 or complainants, as provided for in the collective agreement. The Committee shall comprise the Chief Steward and four (4) Stewards. The Committee shall appoint its secretary from among its members. **The committee of stewards shall meet monthly. Should any member fail to answer the roll-call for three consecutive 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 membership meeting.**

Section 14 Continued

(2) Education Committee

It shall be the duty of this committee to:

- arrange for 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 in preparing press releases and other publicity material;
- co-operate with the Education. and Public Relations Departments of CUPE, and with the regional Education Representative, in implementing both the Local's and CUPE's policies in these fields. The Committee shall be comprised of three members and shall appoint its secretary from among its members.
- the committee shall be comprised of the Recording Secretary and two Stewards who are appointed by the President.

(3) Wellness Committee

This committee may:

- visit members who are ill;
- if a member is ill for more than a week, have sent some token of the Local's concern and desire to help, whether the member is at home or in hospital;
- arrange for blood donors to replace blood or plasma required by a member or one of his immediate family;
- extend the Local's condolences in the event of the death of a member or one of his immediate family and make other appropriate gestures in accordance with custom or the wishes of the family concerned;
- The committee shall comprise between two and three members and may appoint a secretary-treasurer from among its members. It shall be reimbursed by the executive Board for expenses incurred in the performance of its duties.
- Recognize events in member's lives such as marriage, births, etc.;
- The committee shall determine whether or not to send an acknowledgement. The cost of such acknowledgement shall not exceed fifty dollars (\$50.00). The committee will give a detailed monthly report of all expenditures to the membership.

14 (c) (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 Committee's 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. The Committee shall comprise between two or three members and may appoint a secretary-treasurer from among its members.

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 as an integral part of the by-laws and may be amended only by the same procedure used to amend the by-laws.

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

SECTION 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 the latter shall govern. Constitutional interpretation, including determination of conflict, is the prerogative of the National President.

(Articles 9.2(c), 13.3, & B.5.1)

(b) These by-laws shall not be amended, added to, or suspended except upon a majority vote of those present and voting at a regular or special membership meeting following seven days notice at a previous meeting or at least sixty days written notice.

(Articles 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.

(Articles 13.3 & B.5.1)

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 Vice-President, the Recording Secretary shall act as President, and in his absence a President pro-tern 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 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 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 majority 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 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 or 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 a 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 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 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 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 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 persons outside the Local or the Canadian Union of Public Employees.