

CANADIAN UNION

OF

PUBLIC EMPLOYEES

LOCAL 4156

BY-LAWS

March 2009

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PREAMBLE

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, Local 4156 of the Canadian Union of Public Employees 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 duties and responsibilities.

SECTION 1 - NAME

The name of this Local shall be: Canadian Union of Public Employees, Local No. 4156.

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 employer.
- (e) Establish strong working relationships with the public we serve and the communities in which we work and live.

SECTION 3 - INTERPRETATION AND DEFINITIONS

- (a) Masculine pronouns shall be understood to include the feminine gender.
- (b) Numbers of Articles at the end of sections or sub-sections refer to relevant articles of the current CUPE Constitution which should be read in conjunction with these by-laws.

SECTION 4 - MEMBERSHIP MEETINGS - REGULAR AND SPECIAL

(a) Regular membership meetings shall be held in two sessions on the third Tuesday of the month. The morning session will commence at 10:00 a.m. and the evening session will commence at 7:00 p.m. If it is necessary to change the date or time of a regular meeting, at least one week's notice shall be given. The Local union will endeavour to hold these sessions at a central location that will accommodate the number of members expected to attend. Motions signed by two members may be submitted in writing to the Recording Secretary. Other motions and amendments may be introduced at the morning session. The count of any vote at the morning session will be recorded by the Recording Secretary or someone designated by the Chairperson of the meeting. If a motion is submitted in writing, but not moved and seconded at the morning session, it may be considered and voted on at the morning session. However, if the motion is not properly moved and seconded at the evening session, it shall not be considered. At the evening session, all motions and amendments from the morning session will be considered. The result of any vote will be determined by the combined majority of members voting at the morning and evening sessions. A motion or amendment that was not considered at the morning session may be introduced at the evening session. In order to be adopted, such motion or amendment must receive the level of support from members at the evening session to constitute the required majority of members of the meeting. Members who attend both the morning and evening sessions will only be permitted to vote at the morning session, except for motions or amendments that are only introduced at the evening session.

(b) Special membership meetings may be ordered by the Executive Board or requested in writing by no fewer than 30 members. The President shall immediately call a special meeting when so ordered or requested and shall see that all members receive at least forty-eight (48) 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 seventeen (17) members including at least three (3) members of the Executive Board. If quorum is not reached, the Executive Board is authorized to conduct the business of the Local and approve all expenses and bills. No sum over the amount of fifty (\$50.00) shall be given for the purpose of a grant or a contribution to a member of any cause outside of Cupe. If no quorum was reached and the Executive Board acts on behalf of the local to conduct the regular business of the local, then all actions taken under these circumstances will be reported to the membership at the next regular general membership meeting.

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

1. Roll Call of Officers
2. Voting on new members and initiation
3. Reading of Minutes
4. Matters arising
5. Treasurer's Report
6. Communications and bills
7. Executive committee reports
8. Reports of committees and delegates

9. Nominations, Elections, or Installations
10. Unfinished business
11. New business
12. Good of the Union
13. Adjournment

SECTION 5 - VOTING OF FUNDS

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

SECTION 6 - OFFICERS

The officers of the Local shall be the President, Vice-President, Secretary-Treasurer, Recording Secretary, three (3) Trustees, two (2) Unit Chairs, Stewards, one (1) Health & Safety Chairpersons, one (1) Warden, one (1) W.S.I.B. Representative and one (1) Social & Welfare Chairperson.

SECTION 7 - EXECUTIVE BOARD

- (a) The Executive Board shall comprise of President, Vice-President, Secretary-Treasurer, Recording Secretary, two (2) Unit Chief Stewards, one (1) Health & Safety chairperson.
- (b) The Board shall meet at least once every month.
- (c) A majority of the Board constitutes a quorum.
- (d) The Executive Board is empowered to appoint committee members and officers, when required.
- (e) 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.
- (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.6.1 to B.6.7)
- (h) Should any Board member fail to answer the roll call for three (3) consecutive regular membership meetings or three (3) regular 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

The President shall:

- Be an elected position
- Include WSIB Representation
- enforce the CUPE Constitution and these bylaws;
- 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 rulings) and in case of a tie vote in any matter, excluding elections, have the right to cast an additional vote to break the tie;
- sit on negotiations
- ensure that all officers perform their assigned duties;
- fill committee vacancies where elections are not provided for, and the member(s) must be a member in good standing
- introduce new members and conduct them through the initiation ceremony;
- shall be empowered to attend all committee meetings;
- sign all cheques and ensure that the Local's funds are used only as authorized or directed by the Constitution, bylaws, or vote of the membership;
- shall be an automatic delegate to all conventions that the Local would send delegates to.

The Vice-president shall:

- Be an elected position
- Include WSIB Return to work Representation
- preside at all membership and Executive Board meetings and preserve order;
- 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.

The Recording Secretary shall:

- Be an elected position
- keep full, accurate and impartial account of the proceedings of all regular or special membership and Board meetings, ensuring that these records include a copy of the full financial report presented by the Secretary-Treasurer;
- record all alterations in the bylaws;
- 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 notice of meetings to members seven (7) days prior to meeting;
- 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.

The Secretary-Treasurer shall:

- Be an elected position
- receive all revenue, initiation fees, dues, and assessments, keeping a record of each member's payments, and deposit promptly all money with a bank or credit union;
- prepare all CUPE National per capita tax forms and remit payment no later than the last day of the following month;
- 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 vouchers for every disbursement made, receipts for all money sent to CUPE headquarters, as well as records and supporting documents for all income received by the Local Union;
- record all financial transactions in a manner acceptable to the Board and in accordance with good accounting practices;
- 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;
- be bonded through the master bond held by the National Office, and any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office;
- pay no money unless supported by a signed voucher/receipt;
- make all books available for inspection by the auditors and or Trustees on reasonable notice, and have the books audited every six (6) months and within a reasonable time, 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;
- on termination of office, surrender all books, records and other properties of the Local to his successor.
- **perform the following duties:**

Provide the executive and the membership with a written report on a monthly basis.

Ensure fruit baskets and bereavement donations are sent where members qualify

** if a member is ill for ten working days, a gift basket worth seventy-five dollars (\$75.00) (including taxes and delivery) will be sent (only one basket per person per calendar year).*

** extend the Local's condolences in the event of the death of a member or one of his immediate family and send a donation in the amount of twenty-five (\$25.00) dollars to designated charity.*

To clarify: the immediate family is defined as spouse, parent, child, brother, sister, mother in law, father in law, grandparent, grandchild, brother in law, sister in law, stepchild

The Unit Chief Stewards shall:

- Be an elected position
- Include WSIB Representation
- co-ordinate all stewards and at all times be responsible to the general membership and the executive board
- oversee all grievances and make recommendations to the Executive
- generally knowing and policing the collective agreement and Provincial or Federal Legislation affecting Labour and a particular job, and inform all stewards of all changes
- greet and sign up new employees and encourage the participation of all members of the unit in union activity
- maintain daily contact with the members to provide on-going awareness and education
- sit on the respective negotiating committee

The Warden shall;

- be an Elected position
- Swear in new members at the membership meeting
- 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;
- maintain the record of membership attendance at meetings;
- Perform such other duties as may be assigned by the Board from time to time.

The Health and Safety Chairperson shall;

- be an Elected position
- will be responsible for annual work place inspections
- be included on the Executive Committee;
- be committed to improving health and safety conditions in the workplace;
- appoint Health and Safety Co-chairs and alternates;
- co-ordinate and oversee the Local's Health and Safety Committee
- attend Joint Occupational Health and Safety meetings
- obtain CUPE educational Health and Safety training including certification within the first twelve (12) months of holding office, in all areas of health and safety as it applies to this Membership;
- on termination of office surrender all files regarding and other material or equipment provided by the Local;
- attend any educational seminars/conferences relevant to the position;
- provide the executive and the membership with a written report on a monthly basis.

The Health and Safety Co-chairs shall;

- be an appointed position
- work under the direction of the Local's Health and Safety Chairperson;
- be committed to improving Health and Safety conditions in the workplace;
- assist the Joint Occupational Health & Safety committees with regular workplace inspections; when requested by the Chair

- attend Joint Occupational Health and Safety Committee meetings; work in compliance with the Occupational Health and Safety Act (OSHA);
- obtain Cupe educational Health and Safety training including certification within the first twelve (12) months of holding office, in all areas of health and safety as it applies to this Membership;
- on termination of position surrender all files regarding and any other material or equipment provided by the Local.
- The Stewards shall;
- be an appointed position
- include WSIB return to work representations
- greet and sign up new employees and encourage the participation of all members of the unit;
- provide communication & information from the members in the unit to and from the Executive to the members
- encourage the participation of all members of the unit in union activity
- maintain daily contact with the members to provide on-going awareness and education

The Social & Welfare Chairperson shall;

- preside over monthly committee meetings
- oversee the organization of all social committee events
- provide the executive and the membership with a written report on a monthly basis.
- organize and participate in all Social events and functions

The Trustees shall;

- Be an elected position
- ensure that proper financial reports are made to the membership
- inspect at least once a year any stocks, bonds, securities, office furniture and equipment and titles or deeds to property that may at any time be owned by the Local, and report their findings to the membership
- 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
- Any written reports from any officers/committee members, must be submitted three (3) days in advance of Executive Board meetings
- 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 every six months
- 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 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 and being maintained by the Secretary-Treasurer in an organized, correct and proper manner
- be responsible to ensure that monies are not paid out without proper constitutional or membership authorization;

SECTION 9 - OUT OF POCKET EXPENSES

The following expense allowance for Executive Board members shall be provided:

| | |
|-------------------------|---|
| President | -Three hundred and fifty dollars (\$350.00) per month |
| Vice-President | -Two hundred (\$200.00) per month |
| Recording Secretary | -Three hundred dollars (\$300.00) per month |
| Secretary-Treasurer | -Three hundred dollars (\$300.00) per month |
| Each Unit Chief Steward | -Three hundred dollars (\$300.00) per month |
| Health & Safety Chair | -Three hundred dollars (\$300.00) per month |

The following expense allowance for Local Officers shall be provided

| | |
|-----------------------------|---|
| Each Steward | -thirty dollars (\$30.00) per month |
| Warden | -thirty dollars (\$30.00) per month |
| Social & Welfare Chair | -seventy five dollars (\$75.00) per month |
| Co-Chairs Health & Safety - | -seventy five dollars (\$75.00) per month |

NO other expenses will be allowed for performing the regular duties of the job, unless expenses for the month exceed the out of pocket expense amount as shown by receipts.

Any member doing work on behalf of the Local may submit an expense voucher for mileage to be approved by the Executive.

SECTION 10 - FEES, DUES AND ASSESSMENTS

Initiation fee

Each application for membership in the Local shall be directed to the Secretary-Treasurer and shall be accompanied by an initiation fee of one dollar (\$1.00) which shall be in addition to monthly dues and the one dollar (\$1.00) shall be remitted to CUPE National. The Secretary-Treasurer shall issue a receipt. If the application is rejected the fee shall be returned.

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

Notwithstanding the above provisions, if the CUPE Convention raises minimum fees and/or dues above the level herein established, these bylaws will be deemed to have been automatically amended to conform to the new CUPE minima. Presently the monthly dues are 1.5% of the member's regular monthly earnings.

Special assessments may be levied in accordance with Article B.4.2 of the CUPE Constitution. Change from thirty to fifteen days.

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 Secretary-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 remittance 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 remittance fee but may not be required to pay his arrears.

SECTION 12 - NOMINATION, ELECTION AND INSTALLATION OF OFFICERS

(a) Nomination

Nominations shall be received at the regular membership meeting held in the month of April 2001 after 2001, elections to be held every two years. To be eligible for nominations you must be a member in good standing and have attended at least five membership meetings within the previous 12 months. No nominations shall be accepted unless the member is in attendance at the meeting or has allowed to be filed at the meeting his/her consent in writing, duly witnessed by another member. No member shall be eligible for nominations if he/she is in arrears of dues and/or assessments. Nominations to be held one month prior to the election.

To be eligible for nominations to Schools, Conferences or elected Committees, you must be a member in good standing and have attended at least five membership meetings within the previous 12 months. No nominations shall be accepted unless the member is in attendance at the meeting or has allowed to be filed at the meeting, his/her consent in writing, duly witnessed by another member.

Members who do not meet the above criteria may still be allowed to attend Schools and Conferences if approved by the Executive Board.

(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 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.

- (3) The voting shall take place at the regular membership meeting in May 2001, and every two years thereafter. The vote shall be by secret ballot.
- (4) Voting to fill one office shall be conducted and completed, and recounts dealt with, before balloting may begin to fill another office.
- (5) 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.
- (6) 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.
- (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).

(c) Installation

- (1) All duly elected officers shall be installed on June 30th of the election year and shall continue in office for two (2) years, or until a successor has been elected and installed, provided, however, that no term of office shall be longer than three (3) years.
- (2) The terms of office for Trustees shall be determined according to Article B.3.10 of the CUPE Constitution.

(d) By-Election

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

SECTION 13 - DELEGATES TO CONVENTIONS

- (a) The President shall be an automatic delegate to all conventions that the local decides to send a delegate to and all other delegates to conventions shall be selected from the Executive Board. The representatives of the Local are authorized to make a donation in the name of the Local up to a maximum of two hundred (\$200.00) for special collections at any convention or conference. Strike appeals will be to a maximum of fifty dollars (\$50.00) for each strike.
- (b) All delegates to conferences and schools shall include the relevant Executive Board members and any other delegates shall be determined by election at a general membership meeting.

- (c) The President and/or delegates shall attend Niagara District Council monthly meetings and will present a local written report at that meeting. The president or delegate shall be required to report at each local membership meeting of the proceedings at recent meetings of the Council.
- (d) All delegates to conventions, conferences and schools held outside the boundary of Regional Niagara shall be paid transportation expenses (at economy, tourist or coach rates or mileage as per Collective Agreement per km) a per diem allowance of seventy-five (\$75.00) dollars for expenses and an amount equal to any loss of salary incurred by attendance at the convention. Where meals are provided, per diem will be adjusted to half of the per diem stated above.
- (e) All delegates to conventions held locally shall receive travel allowances at the rate as per the Collective Agreement. There shall be a per diem allowance thirty (\$30.00) dollars and compensation for any loss of salary incurred by attendance at the convention, conference or school. Where meals are provided, per diem will be adjusted to half of the per diem stated above.

NOTE: Except for medical or religious reasons with receipts provided, the amount will be adjusted to the maximum of the per diem for section d & e.

- (f) Bargaining Committees and alternates shall be delegates to attend the annual Ontario School Board Coordinating Committee Conferences.
- (g) The Local shall pay the single room rate.
- (h) In the event that a member of this local is elected to a Provincial or National Committee, represented by the Canadian Union of Public Employees, that the member will be entitled to attend the Conference and shall be paid a per diem allowance, travel allowance and compensation for any loss of salary incurred by attendance, not covered by CUPE Ontario or CUPE National.

SECTION 14 - COMMITTEES

- (a) Negotiating Committee
This shall be a special elected committee elected within three (3) months of the signing of the Collective Agreement. The function of the committee is to prepare collective bargaining proposals and to negotiate a collective agreement. The committee shall consist of the President and respective Unit Chairs plus two (2) members from each unit, to be elected within at the general 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) Education Committee

The committee shall comprise of not less than five (5) members. The committee shall instruct delegates in the arrangement and composition of reports to the membership and shall maintain a reference file of such reports in co-operation with the Recording Secretary and Executive Board. The committee and the Executive Board shall co-operate in the preparation of press releases and other matters of publicity. The committee shall elect its own Chairperson, Vice-Chairperson and Secretary and shall report back to the Executive

(c) Social & Welfare Committee

The committee shall comprise of the Chairperson and not less than six (6) members, and be responsible for organizing and participate in all social functions.

Other Committees

The following list of committees is deemed necessary to carry on other business of the local.

Pension/Compensation Committee

Professional Development Committee

Policy Advisory Committee

Health & Safety Committee

By-Laws Committee

Social Committee

WSIB Committee

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 bylaws and may be amended only by the same procedure used to amend the bylaws.

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

SECTION 16 - AMENDMENT

(a) These bylaws are always subordinate to the CUPE Constitution (including Appendix "B") as it now exists or may be amended from time to time, and in the event of any conflict between these bylaws and the CUPE Constitution the latter shall govern. Constitutional interpretation, including determination or conflict, is the prerogative of the National President.

- (b) These bylaws shall not be amended, added to, or suspended except upon a two thirds 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.
- (c) No change in these bylaws shall be valid and take effect until approved by the National President of CUPE. The validity shall date from the letter of approval of the National President.

Appendix "A" To The Bylaws of Local 4156, 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 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 or a resolution, shall speak more than five minutes, or more than once on the same question without the consent of the meeting or until all who wish to speak have had an opportunity. Chairpersons and movers of a resolution shall be limited to fifteen minutes, except with the consent of the meeting.
- (3) The President shall state every question coming before the Local, and before allowing debate therein, and again immediately before putting it to a vote, shall ask: "Is the Local ready for the question?" Should no member rise to speak, the question shall then be put.
- (4) A motion to be entertained by the presiding officer must be moved and seconded; both mover and seconder must rise and be recognized by the chair.
- (5) A motion to amend, or to amend an amendment, shall be in order, but no motion to amend an amendment to an amendment shall be permitted. No amendment, or amendment to an amendment, which is a direct negative of the resolution shall be in order.
- (6) On motion, the regular order of business may be suspended by a two-thirds vote of those present, to deal with any urgent business.
- (7) All resolutions and motions other than those named in Rule 17, or those to accept or adopt the report of a committee, shall, if requested by the presiding officer, be presented in writing before being put to the Local.

- (8) At the request of any member, and upon a majority vote of those present, a question may be divided when the sense will admit 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 reflection on the Local or member thereof.
- (13) If a member, while speaking, is called to order, he shall cease speaking until the point is determined; if it is decided he is in order, he may again proceed.
- (14) No religious discussion shall be permitted.
- (15) The president shall take no part in debate while presiding, but may yield the chair to the Vice-President in order to speak on any question before the Local, or to introduce a new question.
- (16) The presiding officer shall In case of a tie, he may in addition to 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 time 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.