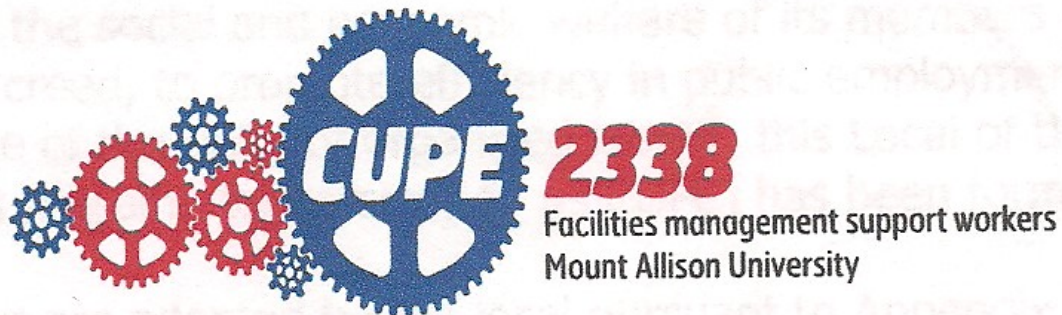


Canadian Union of Public Employees

Local 2338 Mount Allison University



BYLAWS

Revised: February 3, 2017

Approved by membership on:
May 9, 2017

Approved by CUPE National on
July 4, 2017

Cupe

TABLE OF CONTENTS

Contents

PREAMBLE	2
SECTION 1 –Name.....	2
SECTION 2 – OBJECTIVE,	2
SECTION 3 – INTERPRETATION AND DEFINITIONS.....	3
SECTION 4 – MEMBERSHIP MEETINGS – Regular and Special	3
SECTION 5 - VOTING OF FUNDS	4
SECTION 6 - OFFICERS	5
SECTION 7 - EXECUTIVE BOARD	5
SECTION 8 - DUTIES OF OFFICERS	6
SECTION 9 - OUT-OF-POCKET EXPENSES.....	10
SECTION 10 - FEES, DUES AND ASSESSMENTS	11
SECTION 11 - NOMINATION, ELECTION and INSTALLATION OF OFFICERS	11
SECTION 12 - DELEGATES TO CONVENTIONS	13
SECTION 13 - COMMITTEES	13
SECTION 14 - RULES OF ORDER	15
SECTION 15 - AMENDMENT.....	15
RULES OF ORDER.....	16

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, this Local 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 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.

Any issues, inquiries, suggestions or concerns that members of Local 2338 have shall be put in writing and given to the Executive Board to deal with. The Executive Board will respond in writing to any issue, concern or inquiry.

SECTION 1 – NAME

The name of this Local shall be: Canadian Union of Public Employees, Local No. 2338, representing employees of the Facilities Management Department at Mount Allison University.

SECTION 2 – OBJECTIVES

The objectives of the Local are to:

- secure adequate remuneration for work performed and generally advance the economic and social welfare of its members and of all workers;
- 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;
- encourage the settlement by all honourable means, of all disputes between the mentor and their employers;
- establish strong working relationships with the public we serve and the communities in which we work and live;
- the elimination for harassment and discrimination of any sort, and for the equality of treatment regardless of class, race, colour, nationality, age, sex/ gender, sexual orientation, place of origin, ancestry, religious beliefs, mental or physical disability, and the active opposition to discrimination of same wherever it occurs or appears;
- promote harmony, unity and cooperation among all union members;
- promote education among its members.

Section 3 – Interpretation and Definitions

- Number of Articles at the end of sections or sub-sections refer to relevant articles of Appendix "B" of the Cupe Constitution which should be read in conjunction with these bylaws.
- National office refers to Cupe headquarters in Ottawa and the abbreviation of Cupe is always used with a national connotation, unless otherwise stated.
- Local when used in these bylaws, shall mean the local union as defined in Section 1 of these bylaws.
- Emergency – something that was not known 12 hours before its occurrences.

- By-Laws – shall mean the regulations governing the local.
- Local Union Constitution – shall mean these bylaws.
- National Constitution – shall mean the latest version of the National Constitution of the Canadian Union of Public Employees.
- Canadian Union – shall mean the Canadian Union of Public Employees.
- Provincial Executive Board – as defined in Section 4(a) of these bylaws.
- National – shall mean the National Office of the Canadian Union of Public Employees.
- Constitution – where used alone shall mean the National Constitution of the Canadian Union of Public Employees.

SECTION 4 – MEMBERSHIP MEETINGS – Regular and Special

- Regular membership meetings will be held the second Wednesday of January, March, May, June, September and November at 6:30pm. Should a cancellation occur, the regular membership meeting will take place the following Wednesday at the regularly scheduled time. Phone committee will make every effort to notify members of a cancellation.
- Special membership meetings may be ordered by the Executive Board or requested in writing by no fewer than twelve (12) 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 given notice.
- A quorum for the transaction of business at any regular or special meeting shall be ten (10) voting members, including at least (3) members of the executive board.
- The order of business at regular membership meetings is as follows:

- 1 Roll call of Officers
- 2 Equality statement
- 3 Initiation of new members
- 4 Reading of Minutes
- 5 Matters arising
- 6 Treasurer's report
- 7 Commutation and bills
- 8 Executive **Board** report
- 9 Reports of committees and delegates
- 10 Nomination, Elections and Installations
- 11 Unfinished business
- 12 New Business
- 13 Good of the Union
- 14 Adjournment

SECTION 5 - VOTING OF FUNDS

- Regular expenses and regular bills can be approved by a one-time vote at a regular membership meeting.
- An allotment of funds in the amount of \$200.00 will be made available to the executive committee on a revolving basis for unforeseen expenses. Receipts
- must be provided before fund can be replenished. A detailed report of expenses must be given at membership meeting before fund can be replenished.
- Any amount exceeding the \$200.00 limit shall be brought to membership for approval.
- All donations of any type shall be capped at \$100.00.
- An allotment of funds in the amount of 50.00 will be made available to the condolence/get well committee on a revolving basis for miscellaneous purposes pertaining to this article. Receipts must be provided before fund can be replenished. (refer to section 13 Committees)

- In the event of the death of a member's spouse/partner, mother, father, son, daughter, sister, brother, grandparent or grandchild, upon notification the treasurer shall make a donation in the amount of \$25.00 to the appropriate charity of family choice. All employees are encouraged to notify the condolence committee in the event of any such death.
- An attendance draw, not exceeding \$40.00 will be given at each regular membership meeting.
- **In the event an opportunity for Union development courses arise between membership meetings, the Executive Board may approve up to two (2) members to attend.**

SECTION 6 - OFFICERS

The officers of the Local shall be the President, First Vice-President, Second Vice President, Secretary-Treasurer, Recording Secretary, three (3) Trustees, Chief Shop Steward, five (5) Shop Stewards and Sergeant-at-Arms. All officers shall be elected by the membership.

SECTION 7 - EXECUTIVE BOARD

- The Executive Board shall comprise of all officers, except Trustees, Shop Stewards and Sergeant at Arms.
- The Board shall meet at least eight (8) times a year.
- The majority of the Board constitutes a quorum.
- 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.
- 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.
- All charges against members or officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution

- Should any Board member fail to answer the roll call for three consecutive regular membership meetings or **three consecutive** regular Board meetings without having submitted good reasons for those failures, his or her office shall be declared vacant and shall be filled by an election at the following membership meeting.

SECTION 8 - DUTIES OF OFFICERS

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

All signing Officers of Local 2338 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.

The President shall:

- 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 or her rulings) and in case of a tie vote in any matter, including elections, have the right to cast an additional vote to break the tie;
- ensure that all officers perform their assigned duties;
- fill committee vacancies where elections are not provided for;
- introduce new members and conduct them through the initiation ceremony;
- sign all vouchers and ensure that the Local's funds are used only as authorized or directed by the Constitution, bylaws, or vote of the membership;
- have the right to delegate certain duties to First or Second Vice President;
- have first preference as a delegate to any CUPE National Convention or related groups, i.e. Federation of Labour.
- Three (3) year term.
- Attend Labour Management meetings.

The First 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;
- shall report all information to the President.
- Three (3) year term.
- Attend Labour Management meetings.
- Will comply with delegated duties by President.

The Second Vice-President shall:

- if the president and first vice-president is absent or incapacitated, perform all duties of the President;
- render assistance to any member of the Board as directed by the Board;
- shall report all information to the President.
- Three (3) year term.
- Attend Labour Management meetings.
- Will comply with delegated duties by President.

The Recording Secretary shall:

- 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 notices to members;
- have all records ready on reasonable notice for auditors and Trustees;
- preside over membership and Board meetings in the absence of the President, First Vice-President and Second 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.
- Attend Labour Management meetings.
- Three (3) year term.

The Secretary-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.**
- 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 voucher duly signed by the President and one other member of the Board or any two other members of the Board;
- make all books available for inspection by the auditors and/or Trustees on reasonable notice, and have the books audited at least once each calendar year 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;
- not later than February 28th each year, furnish each member, on the forms supplied by the National Office, with a statement showing the net amount of tax-deductible dues paid by him or her during the preceding calendar year;
- be empowered, with the approval of the membership, to employ necessary clerical assistance to be paid for out of the Local's funds;
- notify all members who are one month in arrears and report to the Board all members two or more months in arrears in the payment of union dues;
- on termination of office, surrender all books, records and other properties of the Local to his or her successor.
- Three (3) year term.
- Attend Labour Management meetings.

The Trustees shall:

- act as auditing committee on behalf of the members and audit the books and accounts of the Secretary-Treasurer, the Recording Secretary and the Standing Committees at least once every calendar year;

- make a written report of their findings to the first membership meeting following the completion of each audit;
- submit in writing to the President and 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;
- be responsible to ensure that monies are not paid out without proper constitutional or membership authorization;
- ensure that proper financial reports are made to the membership;
- audit the record of attendance;
- 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.
- Three (3) year term.
- Must attend at least two (2) membership meetings in a twelve (12) month period.

The Chief Shop Steward shall:

- be provided with basic and advanced shop stewarding course;
- report and copy all correspondence and conversations to the President.
- Three (3) year term.
- Attend executive board meetings with full report from all stewards.
- Communicate on a regular basis with all stewards.
- Must attend at least two (2) membership meetings in a twelve (12) month period.

The Shop Stewards shall:

- be provided with basic shop stewarding course;
- report and copy all correspondence to Chief Shop Steward/President.

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.
- Three (3) year term.

SECTION 9 - OUT-OF-POCKET EXPENSES

Each executive officer shall receive out-of-pocket expenses to cover out of pocket expenses, paid twice per year on January 1st and July 1st. If any officer leaves their position for any reason during the year, this amount shall be pro-rated.

President – 700.00 per year

Recording Secretary - 650.00 per year

Recording Treasurer – 650.00 per year

1st Vice President – 400.00 per year

2nd Vice President – 400.00 per year

T4's must be issued by treasurer for all positions. T4's must be issued no later than the last day of February the following year.

Union Business Expenses

- Any member attending union business for any reason shall receive the sum up to \$45.00 per day for meals with receipts, **in province.**
- **Any member attending union business for any reason shall receive the sum up to \$75.00 per day for meals with receipts, out of province.**
- Meal expenses will be allotted as per scheduled time of union business and travel.
- Mileage will be paid based on CUPE National rate when attending union business. The rate as of June 11, 2010 is 0.46 cents/kilometer. The treasurer shall monitor any changes in the rate and adjust accordingly. The usual practice would be to car-pool when possible. Under extreme circumstances a single driver may be compensated.
- If accommodations are required, the member shall be reimbursed for hotel accommodations with receipts.

- Any actual lost wages will be reimbursed.
- **The Local President will be provided a cell phone for business.**

Retirement Gifts

- A gift not exceeding \$300.00 will be purchased for each retiring member or a member who terminates for any reason and has 10 years of service.

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 **five** dollars 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.

Re-admittance Fee

- The re-admittance fee shall be **five** dollars.

Monthly Dues

- The monthly dues shall be 1.43%
- Changes in the levels of the Initiation Fee, the Re-admittance Fee, or the Monthly Dues can be affected only by following the procedure for amendment of these by-laws (see section **15**), with the additional provision that the vote must be by secret ballot.
- Notwithstanding the above provisions, if the CUPE Convention raises minimum fees and/or dues above the level herein established, these bylaws will be deemed to have been automatically amended to conform to the new CUPE minima.

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

SECTION 11 - NOMINATION, ELECTION and INSTALLATION OF OFFICERS

Nomination

- Nominations shall be received at the regular membership meeting held in the month of January. To be eligible for nomination for President, 1st Vice President, 2nd Vice President, Secretary-Treasurer and Recording Secretary you must be a member of CUPE 2338 and have attended at least two (2) membership meetings within the previous 12 months. To be eligible for all other elected positions you must be a member of CUPE 2338. No nomination shall be accepted unless the member is in attendance at the meeting or has allowed to be filed at the meeting his or her consent in writing, duly witnessed by another member.

Election

- At a membership meeting in November 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.
- 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.
- The Returning Officer shall be responsible for issuing, collecting, and counting ballots. He/she must be fair and impartial and see that all arrangements are unquestionably democratic.
- The voting shall take place at the regular membership meeting in March. The vote shall be by secret ballot. Voting to fill one office shall be conducted and completed, and recounts dealt with, before balloting may begin to fill another office.

- 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. 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.
- **In the event of a tie vote, a second and subsequent ballot(s) will be taken if necessary, until a candidate receives a majority of votes casted and can be declared elected. In the event the tie vote persists; subsequent ballots may be deferred to the next membership meeting.**
- 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), and if the request was made before the end of the meeting.
- At end of the meeting and before adjournment the returning officer shall move to have ballots destroyed.

Installation

- All duly elected officers shall be installed at the meeting at 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 years.
- The terms of office for Trustees shall be as laid down in Article B.3.10 **B.2.4** of the CUPE Constitution.

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 12 - DELEGATES TO CONVENTIONS

- Except for the President's option [Section 8 (a)], all delegates to conventions, conferences, schools, or other related functions shall be chosen by the executive, from among interested members.
- Conventions and conferences shall be limited to (4) four members, for which expenses will be paid by the local as stated in section 9, however an unlimited amount of members will be allowed to attend schools or rally's
- Participating members are encouraged to share their experiences with other members by way of newsletter or membership meeting.
- Voting of Funds

In order to stay updated on important issues, representation at educational institutes, seminars, and conferences, etc. within driving range, Union 2338 shall refund any expenses which are directly resulting from that event, with the approval of the majority of the executive **within driving range of N.B., N.S., or P.E.I.**

SECTION 13 - COMMITTEES

Negotiating Committee

- This committee shall consist of six (6) members, four (4) who have been elected by the membership at a membership meeting, the president and the recording secretary. This committee shall meet quarterly, not including negotiations itself, to discuss concerns, proposals, or problems with current collective agreement.
- THE CUPE Representative assigned to the Local shall be a non-voting member of this committee and shall be consulted at all stages formulating proposals, through negotiations, to contract ratification by the membership.

Special Committees

- The President of the Local shall have the authority to appoint and disband special committees from time to time to handle matters of a special nature which may arise between annual membership meetings.

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

Condolence/Get Well Committee

- If a member is sick at home or in hospital for an extended period of time the committee will send a token of concern (get well cards) on behalf of the local.
- The committee will extend condolences on behalf of the local to members in the event of a death of a family member. Cards will be sent to the members who are affected by a loss of a spouse/partner son, daughter, father, mother, sister, brother, grandparent or grandchild.
- Will visit members of the local who are confined to home or hospital if so requested.
- The committee shall consist of three members and may appoint a sec/treasurer.
- The committee shall be reimbursed for expenses incurred in the performance of its duties by the treasurer of the local.

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 budget for the committee will be fixed annually by the membership but, other than that, all social, cultural and recreational events and activities shall be self-supporting or approved at a regular membership meeting or at a monthly executive meeting.

Elections Committee

- At a membership meeting in November 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.

Retirement Committee

- It will be made up of four (4) members who have been voted on by the membership.
- It is the function of this committee to arrange all retirement gift selection and purchasing.
- The retirement committee will meet at least once before the employee recognition date.
- They will present the names of the retirees and/or members leaving who have ten (10) years of service, at the next union meeting for approval of funds required.

SECTION 14 - RULES OF ORDER

All meetings of the Local shall be conducted in accordance with the basic principles of Canadian parliamentary procedure. Some of the more important rules to ensure free and fair debate are appended to these bylaws as Appendix "A". These rules shall be considered as an integral part of the bylaws and 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 15 - AMENDMENT

- These bylaws are always subordinate to the CUPE Constitution (including Appendix "B") as it now exists or may be amended from time to time, and in the event of any conflict between these bylaws and the CUPE Constitution the latter shall govern. Constitutional interpretation, including determination of conflict, is the prerogative of the National President.
- These bylaws 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 (7) days notice at a previous meeting or at least sixty (60) days written notice.
- 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 2338, CUPE

RULES OF ORDER

1. The President or, in his absence, the First Vice-President, shall take the chair at all membership meetings. In the absence of both the President and the First Vice-President, the Second Vice-President shall take the chair, and in his/her absence the Secretary Treasurer shall take the chair.
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 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 that 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 the 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;
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.

