

**CIVIC SERVICE UNION 52**  
**Bylaws**





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## CSU 52 Bylaws

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## **1. DUES AND INITIATION FEES**

### **1.01 Initiation Fee**

Apr 5/22 Members in Good Standing will be issued a Union Membership Card upon payment of the prescribed initiation fee as set by the Membership, and completion of the application form which includes the oath of Membership.

The prescribed initiation fee shall be determined annually and brought forward to the October General Meeting and shall be for the twelve (12) month period commencing the following January.

### **1.02 Collection**

Apr 5/22 The dues for all members, except Honorary Members, shall be the amount as passed by the Membership at the time the Union budget is approved and shall be collected bi-weekly through the “Rand” system of check-off for Union dues.

There are no dues for Honorary Members.

### **1.03 Amount**

Oct 4/05 For any person coming under the scope of our Collective Agreement and earning less than two hundred and fifty dollars (\$250.00) in a pay period, the Union dues shall be a maximum of two dollars and thirty cents (\$2.30).

### **1.04 Leave Without Pay**

May 1/01 Any member off work on leave without pay shall pay Union dues in advance of their leave at the rate as per Article 1.03. Arrangements for payment can be made by contacting the Union’s Financial Administrator/Building Coordinator and shall be the responsibility of the member.

### **1.05 Temporary Appointments**

Apr 5/16 Any member temporarily appointed to an Out-of-Scope or Managerial position shall continue to remit full dues as per the contractual bargaining unit position to which they hold reversion rights. All arrangements for the deduction of Union dues shall be made by contacting the appropriate Human Resources or Payroll Personnel. The payment of Union dues is the responsibility of the member and is mandatory for the bridging of seniority while Out-of-Scope.

## **2. DUTIES OF DIRECTORS**

Oct 20/15

### **2.01 Board of Directors as A Whole**

The Board of Directors as a whole shall:

Apr 2/19 (a) subject to the Bylaws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the Union;

Apr 4/17 (b) meet at least monthly and more often as may be required for the efficient conduct of the business of the Union;

- Oct 7/03 (c) allow the meeting to be open to Union members to view and that only those portions of the Board of Directors meetings that deal with confidential issues, such as staffing or grievances, be held in camera or at the discretion of the Chair;
- (d) be responsible for the satisfactory operation of Union business in the interval between meetings;
- (e) be responsible for general supervision of all Committees and adequate reporting of its action to General Meetings of the Union;
- (f) prepare and present an Annual Budget at the General Meeting in January;
- Apr 4/23 (g) present to the Membership a signed annual audited statement at the Annual General Meeting and that any special audit, as may be requested by the General Membership, also be presented to the Members at the next General Meeting following the completion of the Audit and be available to the Membership upon request.
- Apr 2/19 (h) attend and report to all Board of Directors Meetings and assume full duties and responsibilities of a member of the Board;
- Apr 6/21 (i) attest to Constitution Article 8.04, Declaration to Office and adhere to the position description in the CSU 52 Policy and Procedures Manual;
- Apr 5/22 (j) be ex-officio members of all CSU 52 committees with the exception of the Discipline and Grievance Appeal committees.

## 2.02 President

Apr 3/18 The President shall:

- (a) preside at all meetings of the Union and all meetings of the Board of Directors;
- (b) be an ex-officio member of all Committees, except the Discipline and Grievance Appeal Committees;
- (c) appoint all Committees not otherwise ordered;
- (d) sign all orders on the Treasury when ordered by the Union;
- (e) transact such other business as may pertain to the President's office, and which may be necessary for the proper functioning of the Union.

## 2.03 First Vice-President

Apr 3/18 The First Vice-President shall:

- (a) in general, assist the President in the performance of the President's duties;
- (b) convene and preside at meetings at the request of or in the absence of the President;
- (c) in the absence of the President, assume the roles and responsibilities of the President;
- (d) perform such duties as the Board of Directors shall, from time to time, determine.

## 2.04 Second Vice-President/Secretary of the Board

Apr 3/18 The Second Vice-President/Secretary of the Board shall:

- (a) in general, assist the President in the performance of the President's duties;
- (b) convene and preside at meetings at the request, or in the absence, of the President and First Vice-President;

- (c) ensure that the minutes of all meetings of the Board of Directors and the Membership, and all correspondence of the Board are properly kept;
- (d) be responsible for ensuring that notices for all meetings of the Board of Directors and for any General Meetings of CSU 52 are published in accordance with its Bylaws and Policies;
- (e) perform such duties as the Board of Directors shall, from time to time, determine.

## 2.05 Treasurer

Apr 3/18 The Treasurer shall:

- (a) be responsible for corporate liquidity, investments, and risk management related to the Union's financial activities; accountable to forecast cash flow positions, related borrowing needs, and available funds for investment;
- (b) be insured by a bond as outlined in policy. Any Treasurer who cannot qualify for a bond shall be immediately disqualified from the role of Treasurer and the Union shall proceed with the election of another Treasurer;
- (c) present to the monthly Board of Directors meeting a report of the financial performance against budget and financial position for the previous month of Civic Service Union 52, such report then to be presented to the next scheduled General Meeting of the Union;
- (d) submit the books and records monthly to the Financial Review Committee for audit and shall furnish the Financial Review Committee with proof of balance in the Bank or Credit Union where the funds of the Union are on deposit;
- (e) ensure that the expenses of the Union shall only be for the purposes of the Union and, in all cases, shall be paid by cheque signed by the Treasurer and counter-signed by the President. If the President is not available, the First Vice-President may sign. If the First Vice-President is not available, the Second Vice-President/Secretary of the Board may sign. However, a petty cash fund may be authorized by the Union, from which expenditures can be made.
- (f) defer the ability to sign cheques (due to an absence from office) to the President, the First Vice-President or the Second Vice-President/Secretary of the Board;
- (g) recommend honorariums for the Board of Directors and any paid committees for the ensuing year and submit them for inclusion in the Annual Budget;
- (h) recommend an Auditor cooperatively with the Financial Review Committee.

## 2.06 Chief Trustee

Apr 2/19 The Chief Trustee shall:

- (a) be the Chair of the Financial Review Committee;
- (b) be the spokesperson for the Committee;
- (c) report at meetings, as required.

## 2.07 Chief Shop Steward

Apr 3/18 The Chief Shop Steward shall:

- (a) attend and report at all Board of Directors Meetings;
- (b) preside at all Shop Steward Assembly Training Sessions;

- (c) be responsible for development and delivery of education and training programs for Shop Stewards;
- (d) increase the knowledge, skill and proficiency of Shop Stewards;
- (e) work with Contractual Unit Directors to recruit and maintain Shop Stewards in each contractual bargaining unit.

## 2.08 Contractual Unit Directors

Apr 6/21 The Contractual Unit Directors shall:

- (a) represent the interests of the members of their contractual bargaining unit and the global interests of the membership;
- (b) attend all Board of Directors Meetings of CSU 52 and assume full duties and responsibilities of a member of the Board;
- (c) arrange and host a Contractual Unit Meeting a minimum of two (2) times a year for their respective unit;
- (d) lead the Negotiations Committee for their contractual bargaining unit.

## 2.09 Term of Office

Apr 6/21

- (a) A Director shall be deemed to have resigned from the Board if they miss three (3) regularly scheduled Board meetings, unexcused, in one (1) calendar year, or fails to properly discharge their role and responsibilities.
- (b) A Director shall be deemed removed from the Board if they have been suspended of Membership in good standing, including suspension from holding Union positions as outlined in Article 7.02(a)(iv) of the CSU 52 Bylaws.
- (c) Should a Director be on leave from their contractual bargaining unit, the Board will have the authority to determine the Board member's continuance in their Board position with the support of two-thirds (2/3) of the Directors of the Board
- (d) A vacancy of a Board of Director's position shall be filled in accordance with Article 8.03 of the CSU 52 Constitution.

## 3. STANDING COMMITTEES

Apr 4/17

### 3.01 Negotiations Committee

The Negotiations Committee shall:

- (a) represent the Union on all matters pertaining to Negotiations and Bargaining;
- (b) provide the Union, through study and survey, with the best possible information on trends and developments across the nation in respect to wage increases and working conditions, and will give guidance to the Membership on demands;
- (c) report to the Union at General or Special Meetings, on the progress of negotiations from time to time during the period of Negotiations.



### 3.02 Discipline Committee

- (a) The Discipline Committee shall:
  - (i) investigate all charges against member(s) as brought before the Union under Article 7 of the CSU 52 Bylaws;
  - (ii) arrange meetings, call witnesses and gather evidence to enable the Committee to arrive at a fair and impartial decision;
  - (iii) at all times, be guided by the Labour Relations Code;
  - Apr 4/17 (iv) consist of five (5) members elected at the January General Meeting for a two (2) year term. Three (3) members shall be elected in even years and two (2) members in odd years.
- Apr 4/17 (b) A Director of the Board or Grievance Appeal Committee member is not eligible to sit on this Committee.
- Apr 5/22 (c) Any member of the Discipline Committee must recuse themselves from an investigation of which they have intimate/privileged knowledge. In such a case, a substitute member chosen by the remaining members of the Discipline Committee will be appointed for the duration of the investigation.

### 3.03 Shop Stewards Assembly

- Apr 4/17 The Shop Stewards shall:
  - (a) ensure the Collective Agreement, and labour and human rights are adhered to by observing and reporting on matters in the workplace;
  - (b) represent the members in the work area by being aware, learned, and a sounding board, and sharing information;
  - (c) be a liaison with the members and the Union;
  - (d) increase the knowledge, skill and proficiency of Shop Stewards and the Union Membership;
  - (e) follow the Terms of Reference of this Committee and the Policy & Procedures of the Union.

### 3.04 Sergeant-at-Arms Committee

- Apr 5/22 (a) The Sergeant-at-Arms shall:
  - (i) attend the door and admit none but Members in Good Standing, Associate Members or Honorary Members of the Union (except by direction of the Presiding Officer);
  - (ii) ask to see the member's Union Membership Card for identification purposes;
  - (iii) assist in maintaining order;
  - (iv) keep accurate records of attendance for quorum at meetings, for honoraria and eligibility for Board of Directors elections;
  - (v) consist of two (2) members elected at the January General Meeting for a two (2) year term. One (1) member to be elected in even years and one (1) member to be elected in odd years.
- (b) At no time will a Sergeant-at-Arms Committee member hold the position of Chief Shop Steward or Assistant Chief Shop Steward.
- (c) A Director of the Board may not be elected to this Committee. In the absence of one (1) Sergeant-at-Arms Committee member, a Director of the Board will be appointed to sit as Sergeant-at-Arms by the Chair of the meeting.

### 3.05 Grievance Appeal Committee

- Apr 7/17 (a) The Grievance Appeal Committee shall:
- (i) hear appeals of grievances denied by the CSU 52 Labour Relations Officers, staff, and the President of CSU 52. The President of CSU 52 and the involved Labour Relations Officer shall be obligated to inform the grievor of right to a hearing with the Grievance Appeal Committee, to determine if the decision by the President of CSU 52 and the Labour Relations Officer should be overturned and the grievance advanced. The decision of the Grievance Appeal Committee is final and binding;
  - (ii) hear appeals of the decision of the Discipline Committee. Its decision on these appeals may be appealed to the General Membership;
  - (iii) consist of five (5) members elected at the January General Meeting for a two (2) year term. Three (3) members shall be elected in even years and two (2) members in odd years.
- Apr 3/18 (b) A Director of the Board or Discipline Committee member is not eligible to sit on this Committee.

### 3.06 Financial Review Committee

- Apr 6/21 (a) The Financial Review Committee shall:
- (i) review and report on the financial status of the Union;
  - (ii) ensure that the finances of the Union are managed in the best interest of the Membership, and are carried out in accordance with the mandate set by the Membership at the Annual General Meeting(s);
  - (iii) review the financial transactions of the Union to ensure proper spending;
  - (iv) have a presence at Board meetings to ensure good financial governance;
  - (v) address concerns that arise as a result of the Committee's reviews, will first be brought to the President then the Board for review and resolution. Where the concerns of the Committee are not resolved by the President or the Board, the Committee may call a Special General Meeting for the purpose of addressing the situation with the Membership. Such a meeting may be called by a two-thirds (2/3) majority vote of the Committee.
- Apr 5/16 (vi) consist of the Chief Trustee of the Union and two (2) members elected at the January General Meeting for a two (2) year term. One (1) member shall be elected each year.
- Apr 5/16 (b) The Chief Trustee will be elected by the General Membership as part of the CSU 52 Board of Directors election cycle.

### 3.07 Bylaws Committee

- Apr 5/22 The Bylaws Committee shall:
- (a) ensure that the CSU 52 Constitution & Bylaws are up to date and registered with the appropriate authorities;
  - (b) research issues of importance and explore CSU 52 bylaws and policies about specific subjects, with the goal of identifying gaps and implications, and draft proposed revisions for consideration at the request of the Policy & Procedures sub-committee of the Board of Directors;
  - (c) identify any conflict and/or implications to the Constitution & Bylaws arising from notices of motion;
  - (d) advise the Union Membership of any conflicts and/or implications arising from the notices of motion, prior to the motions being voted on;
  - (e) identify gaps between the Constitution & Bylaws and the Policy & Procedures Manual;

- (f) report to the Policy & Procedures sub-committee of the Board of Directors (a member of the Policy & Procedures sub-committee will sit on the Bylaws Committee as a liaison);
- (g) consist of five (5) members elected at the January General Meeting for a two (2) year term. Three (3) members shall be elected in even years and two (2) members in odd years.

### 3.08 Tie Vote

Apr 2/19 In the event of a tie vote for an election to a committee at a General Membership Meeting, a secondary election will be held immediately for the tied candidates.

## 4. MEETINGS

### 4.01 General Meetings

Apr 2/19 General Meetings of the Union shall be held following the Union 52 Benevolent Society meetings five (5) times per year beginning the second Tuesday of each January, and the first Tuesday of each April, June, October and December.

### 4.02 Contractual Unit Meetings

Apr 2/19 Each Director elected to represent a contractual bargaining unit will be responsible to hold a minimum of two (2) meetings per year with their contractual bargaining unit members.

### 4.03 Shop Steward Training Sessions

Apr 2/19 Shop Steward Training Sessions shall be held a minimum of five (5) times per year beginning the third Tuesday of February, March, May, September and November.

### 4.04 Special Meetings

Oct 20/15 Special Meetings of the Union shall be held at the call of the President at a time convenient to the majority of the members. Notices of Special Meetings shall be provided by written notices posted in the workplace at least fourteen (14) days prior to the meeting. Any five (5) Members in Good Standing may request a Special Meeting to be held provided that such request:

- (a) is in writing;
- (b) is addressed to the Board of Directors;
- (c) is signed by the five (5) members;
- (d) and indicates the purpose of such a meeting.

Special Meetings shall consider only that business for which the meeting has been called and as is set forth in the notices of such Special Meeting.

### 4.05 Annual Meetings

Apr 4/23 The Annual General Meeting will be held in place of the April General Meeting.

### 4.06 Emergency Meetings

Oct 20/15 Emergency Meetings of the Union shall be held at the call of the President at a time convenient to the majority of the members. Notices of Emergency Meetings can be provided by any means of

communication and public media if necessary and must be sent to all Shop Stewards and Mailout Representatives. Emergency Meetings shall consider only that business for which the meeting has been called and as is set forth in the notices of such Emergency Meeting.

#### 4.07 Quorum

- Oct 4/05 (a) No business shall be transacted at any General, Special, Annual or Emergency Meeting unless a quorum of members is present at the time when the meeting proceeds to business. A quorum shall be of members personally present and not being less than thirty (30) in number, except where herein otherwise provided.
- Apr 2/19 (b) Official business cannot be transacted in the absence of quorum. Should members leave in the course of a meeting that has begun with a quorum, proceedings must cease at the point at which the number attending falls below quorum. (*Bourinot's Rules of Order, by Geoffrey Stanford, 4<sup>th</sup> revised ed. P. 45*)
- Mar 5/96 (c) A quorum for all Committees shall be a majority to qualify for a meeting and an honorarium.
- Oct 5/10 (d) Quorum for the Shop Stewards Assembly is thirty (30) Shop Stewards.

#### 4.08 Who May Attend

Apr 5/22

- (a) Members in Good Standing and Associate Members may attend General, Contractual Unit Meetings, Shop Steward Training Sessions, Special, Annual and Emergency Meetings of the Union. Honorary Members may attend General Meetings.
- (b) The Sergeant-at-Arms will be responsible for the effective check on membership General, Special, Annual and Emergency meetings and Shop Steward Training Sessions.
- (c) Members in Good Standing and Guests may attend Board of Directors Meetings with the prior approval of the Presiding Chair.

#### 4.09 Place of Meeting

- Oct 4/05 (a) General and Annual Meetings  
The General and Annual Meetings of the Union shall be held in such building, hall or room as the Membership shall decide providing that when any change of meeting place is decided by the Membership or arranged by the Board of Directors due to unavailability of the regular meeting place, that good and sufficient notice of change is posted for the information of all Members in Good Standing.
- (b) Special and Emergency Meetings  
Special and Emergency Meetings of the Union shall be held in a location most convenient to the majority of the Members in Good Standing of the Union.
- Oct 20/15 (c) Contractual Unit Meetings  
Contractual Unit Meetings shall be held in a location most convenient to the majority of the Members in Good Standing of the Union.
- Apr 2/19 (d) Shop Steward Training Sessions  
Shop Steward Training Sessions shall be held in a location most convenient to the majority of the Active Shop Stewards of the Union.

## 4.10 Union Card

Oct 4/11 All CSU 52 card carrying members who are on the Union Office Voters Eligibility list are eligible to vote whenever there is a Union Vote, providing that the member shows one of the following:

- (a) Union Membership Card;
- (b) Employer's picture identification;
- (c) Picture identification that shows their home address.

## 5. ELECTION PROCEDURE FOR BOARD OF DIRECTORS POSITIONS

Apr 5/22 CSU 52 is governed by a Board of Directors elected from within its membership. The Election Process may be done by electronic ballot, by mail-in ballot, or in person ballot. The Board of Directors will determine the election process and announce it at the June General Meeting.

### 5.01 Election Dates

Apr 6/21 (a) Board of Directors Members

- (i) Nominations will take place at the October General Meeting.
- (ii) In the event of an in-person election, the Membership will decide on an election date (or election period in the event of an electronic or mail-in ballot vote) proposed by the Returning Officer, which shall not be less than fourteen (14) days or more than twenty-four (24) days from the nominations, or

Apr 4/23 (iii) In the event of an online election, the Membership will decide on an election period proposed by the Returning Officer. The period of online voting will be five (5) calendar days commencing on a Monday in October, which shall be not less than fourteen (14) days or more than twenty-four (24) days from the nominations. Voting will close on the fifth day (Friday) at noon.

- (iv) Advance Poll Day will be held at the CSU 52 Office on a date determined by the Returning Officer, at least one week prior to the opening of the online voting period or election day.

Oct 20/15 (b) Union Scrutineers & Assistant Returning Officer

Two (2) Union Scrutineers and an Assistant Returning Officer shall be elected at the June General Meeting to oversee the election of the Board of Directors. A member of the Board of Directors is not eligible for election to these positions.

Apr 6/21 (c) Returning Officer

Shall be appointed by the Assistant Returning Officer within fourteen (14) calendar days of the June General Meeting. A member of the Board of Directors is not eligible for appointment to this position.

Apr 6/21 (d) Election Cycle

The CSU 52 election cycle will commence with the election of the Assistant Returning Officer and Union Scrutineers and end on December 31<sup>st</sup>.

### 5.02 Nominations

Apr 3/18 (a) Qualifications

- (i) Any Member in Good Standing may nominate another Member in Good Standing for the Board of Directors.
- (ii) For nomination to the Board of Directors, the nominee must have Shop Steward and/or Committee experience and have attended a minimum of six (6) regularly scheduled General

Meetings and/or Shop Steward Training Sessions and/or Unit Meetings of the contractual bargaining unit to which the nominee belongs, during the period of October 1<sup>st</sup> of the preceding year to September 30<sup>th</sup> of the current year, and must submit a completed nomination form signed by three (3) Members in Good Standing, by commencement of the meeting in which nominations are made. Special Meetings are excluded for the purpose of determining qualification.

- (iii) For Contractual Unit Directors, the nominator and the nominee must be members of the contractual bargaining unit in question.
- Apr 6/21 (iv) For Chief Shop Steward, the nominators and the nominee must be Shop Stewards.
- (v) A member accepting a nomination cannot hold the position of Union Scrutineer, Returning Officer or Assistant Returning Officer.
- (vi) Should a Board of Directors Member be vacating an existing position at the October General Membership Meeting to run for a different Board of Directors position, nominations and election for the vacant position shall take place at the following General Membership Meeting.
- Apr 3/18 (b) Duties and Terms of Position  
The Presiding Officer will state clearly the number of members to be elected, describe in detail the duties of the position, and term of office for each Board of Directors position.
- Apr 4/23 (c) Nominations
  - (i) Nomination forms shall be available four (4) to six (6) weeks prior to the October General Membership Meeting. Interested candidates must complete the nomination form and be nominated by at least three (3) Members in Good Standing. Election Officials (Returning Officer, Assistant Returning Officer, Union Scrutineers and Poll Clerks, if any) are not eligible to be nominators.
  - Apr 6/21 (ii) For candidates wishing to represent their contractual bargaining unit, the nominee and nominators must be members of the same contractual bargaining unit.
  - (iii) Nomination forms must be submitted to the Assistant Returning Officer prior to the scheduled commencement time of the October General Meeting. If the nominee is unable to attend the October General Meeting:
    1. The nominee, or their designate, shall submit the completed nomination form to the Assistant Returning Officer prior to the scheduled commencement time of the October General Meeting; or
    2. A scanned copy of the completed nomination form shall be emailed to the Assistant Returning Officer, no later than four (4) hours prior to the scheduled commencement time of the October General Meeting.
- Apr 3/18 (d) Acceptance of Nomination
  - (i) The Assistant Returning Officer will announce all nominees in alphabetical order for each position.
  - (ii) The Assistant Returning Officer will verify with the Sergeant-at-Arms if the nominee is qualified as per Bylaws Article 5.02(a). Any unqualified nominees shall be removed from the list of nominees, unless there is only one candidate nominated for the position, an acclamation is pending and Bylaws Article 5.02(e) is affected.
  - (iii) Upon verification of qualification by the Sergeant-at-Arms, the Assistant Returning Officer will ask each nominee, commencing in reverse alphabetical order (according to candidate surname), "If elected, are you willing to serve in this capacity?" Any nominee who declines will have their name struck from the list. Any nominee who accepts will have their name left on the list of candidates for the position.
  - (iv) Acceptance of nomination must be done in person, or provided in writing (signed and dated by the nominee) at the October General Meeting.

- Apr 6/21 (v) Any member of the Board of Directors who accepts nomination for another position on the Board of Directors will be deemed to have resigned their former position, effective the date the position nominated to is filled, being January 1<sup>st</sup> of the following year, as per Constitution Article 8, Terms of Office. Any resulting vacancy will be filled according to Constitution Article 8.03, Vacancies.
- Apr 2/19 (e) Acclamation
- (i) When only one (1) candidate comes forward for election to any position, the candidate is said to be “elected by acclamation.” The Presiding Officer shall ask the Second Vice-President/Secretary of the Board or designate to cast a single ballot for the nominee. The Presiding Officer shall then declare the nominee duly elected.
  - (ii) Where an acclamation is declared for a position and the candidate does not have the qualifications according to Bylaws Article 5.02(a)(ii), the candidate will be acclaimed to the position with full voting privileges.
- Apr 3/18 (f) Presentation
- (i) Candidates who are nominated for Board of Directors positions shall be given the opportunity to make a presentation at a Special Meeting before the Election Date.
  - (ii) Candidates may hand in a written presentation to be attached to the minutes of the Special Meeting.
  - (iii) Candidate campaign material will be posted on the CSU 52 website and CSU 52 social media sites.

### 5.03 Duties of Election Officers

- Apr 5/22 (a) Returning Officer  
The Returning Officer will be aware of all CSU 52 election bylaws, policies and procedures. The Returning Officer:
- (i) has overall authority on election decisions on Election Day or election period in the event of an electronic vote or mail-in ballot vote;
  - (ii) investigates and rules on all election complaints;
  - (iii) ensures Scrutineers are notified of all election problems occurring during the election;
- Apr 6/21 (iv) provides all candidates with CSU 52 Election Policy & Procedures, including advising that candidates:
1. are not permitted to campaign on paid employer time (the employer for the President is CSU 52);
  2. are aware that no person shall, in a polling station or in any place where voting at an election is taking place, influence or attempt to influence electors;
  3. will be provided with a copy of the Union’s Membership, Shop Stewards and Mailout Representatives lists, including one set of labels and envelopes;
  4. may distribute campaign literature;
  5. have access to funding availability;
  6. have the right to a Scrutineer;
  7. have the ability to use the CSU 52 logo on campaign materials.
- (v) ensures all Notice of Election materials are distributed and posted electronically as soon as possible;
  - (vi) ensures that all candidates are treated fairly and equally;
  - (vii) refrains from campaigning for or recommending any candidates during the period of the Election;
  - (viii) ensures that Poll Clerks and Scrutineers have received adequate training on election procedures and responds to questions arising from the performance of their duties;

- (ix) supervises the count of ballots, election results and any recount;
- (x) provides a written report at the Board of Directors Meeting and at the General Meeting immediately following the election;
- (xi) is responsible for provision of ballots and election supplies;
- (xii) refers any noncompliance to the Discipline Committee.

Apr 5/22 (b) Assistant Returning Officer

The Assistant Returning Officer will be aware of all CSU 52 election bylaws, policies and procedures. The Assistant Returning Officer will:

- Apr 6/21
- (i) have a Returning Officer appointed within fourteen (14) calendar days of the June General Meeting;
  - (ii) assist the Returning Officer;
  - (iii) ensure that all candidates are treated fairly and equally;
  - (iv) refrain from campaigning for or recommending any candidates during the period of the Election;
  - (v) appoint Poll Clerk(s);
  - (vi) ensure the Notice of Election is posted electronically and distributed to all Shop Stewards and Mailout Representatives within three (3) business days of the meeting at which nominations were made;
  - (vii) oversee the preparation of the voting process, as previously determined by the Board of Directors;
  - (viii) review the voter eligibility list ensuring that all members not in good standing are crossed off.

(c) Union Scrutineers

Union Scrutineers ensure fair election practices, and:

- (i) shall not dispute election procedural discrepancies with the Poll Clerks or voters. Any alleged violation of election procedures shall be:
  1. communicated immediately to the Returning Officer for response/action; and/or
  2. reported upon arrival at the count room and provided to the Returning Officer, in writing, prior to the commencement of the count.
- (ii) oversee the counting of ballots;
- (iii) ensure that all candidates are treated fairly and equally;
- (iv) will refrain from campaigning for or recommending any candidates during the period of the Election;
- (v) are required to attend a recount.

Apr 5/22 (d) Poll Clerks

Poll Clerks will only be required for in-person elections and on Advance Poll Day. Poll Clerks ensure the accurate casting and counting of ballots.

- (i) Poll Clerks ensure voter eligibility. Poll clerks will be supplied with a Voter Eligibility List of Members in Good Standing. Voters are required to show their Union Membership Card for in-person voting. Photo ID is also required to confirm voter identity.
- (ii) Any voter whose name does not appear on the Voter List shall have their ballot deemed a challenged ballot.
- (iii) Should a ballot be spoiled, a replacement shall be issued to a voter upon return of the spoiled ballot to the Poll Clerk.
- (iv) Poll Clerks are responsible for the counting and verification of ballots.
- (v) Poll Clerks may include current Members in Good Standing, or former Members in Good Standing, of the Union.



- (vi) The Returning Officer, Assistant Returning Officer, Scrutineers, Election Candidates, Campaign Managers and Board Members are not eligible to be Poll Clerks.

## 5.04 Election Preparation

Apr 2/19

### (a) Ballots

Ballots indicate the position(s) to be filled, and a listing of the candidates' names in alphabetical order, according to the candidates' surnames. The ballot shall provide a space for the voter to mark an "X" or other acceptable form of approval beside each candidate's name.

Apr 4/23 (b) Campaign Funding

- (i) Any reimbursement for campaign expenses must have receipts submitted to the Union Office.
- (ii) A limit for reimbursement will be set by the Membership, upon recommendation by the Treasurer, at the June General Membership Meeting.
- (iii) All printed election campaign material, whether for an incumbent or one who is seeking election for the first time, shall use an outside printing service. Under no circumstance will printing be undertaken by the Union Office staff or at the Union Office.

Apr 6/21 (c) Notice of Election

The bulletin shall:

- (i) list all the position(s) to be filled and the candidates nominated for the position(s), in alphabetical order according to surname;
- (ii) identify the election date or election period;
- (iii) identify the location, date and time of the Advance Poll;
- (iv) indicate that all Members in good standing who are on the Voter Eligibility List will be allowed one vote for each position that is open for election, with the exception that only members of the specific contractual bargaining units may vote for their respective Contractual Unit Director and only Shop Stewards may vote for the Chief Shop Steward;
- (v) include the statement to all Members that election details will be sent to their personal email address in the event of an online election. Members are responsible for updating their personal email address with CSU 52 no later than seven (7) days prior to Advance Poll Day to be on the voter eligibility list.

Apr 5/22 (d) Issue of Union Cards

No new or replacement cards will be issued on Election Day or during the online or mail-in voting period.

Apr 6/21 (e) Campaigning

No person shall electioneer, issue propaganda or interfere with voters at or in the immediate vicinity of a polling station while a vote in is progress.

### (i) Candidates:

1. are not permitted to campaign on paid employer time (the employer for the President is CSU 52);
2. shall only display campaign posters and literature where permitted by the employer;
3. may use the CSU 52 logo on their campaign literature.

### (ii) Campaigning by Others:

1. Campaigning for a candidate is not permitted on paid employer time.
2. Shop Stewards or other Union members may provide information about candidates if asked by members, as long as there is no conflict of interest involved. Board members may not endorse candidates for other Board positions.

3. Election officials (Returning Officer, Assistant Returning Officer, and Union Scrutineers) should not nominate, endorse or campaign for any candidate.

Apr 4/23 (f) Voter Eligibility List

Only Members in Good Standing will be eligible to vote.

- (i) In the event of an in-person election, a list of eligible voters, by contractual bargaining unit, shall be provided by the Union Office prior to the Election to the Returning Officer.
- (ii) In the event of an online election, a digital list of eligible voters and their personal email addresses, by contractual bargaining unit, shall be provided by the Union Office to the Returning Officer seven (7) days prior to Advance Poll Day.
- (iii) In the event of a Chief Shop Steward election, the voters list will have the Shop Stewards identified.
- (iv) In the event of a Chief Shop Steward election, new Shop Stewards will not be signed up during the period commencing with acceptance of nominations at the October General Meeting until the announcement of the election results.

Apr 5/22 (g) Polling Stations List

In the event of an in-person election, a list consisting of the number and locations of polling booths shall be distributed by Advance Poll Day. No additional polling stations will be added seven (7) calendar days prior to the Voting Period.

(h) Polling Hours

Apr 6/21 (i) In the event of an in-person election, the Returning Officer shall determine and publish the opening hours of polls, including roving polls.

Oct 2/12 (ii) On Advance Poll day, the poll will operate between 9:00 a.m. and 6:30 p.m.

## 5.05 Counting Procedure

Apr 2/19

- (a) Following the closing of all polls, the Returning Officer will oversee the count of the ballots, in the presence of the Poll Clerks and Union Scrutineers, and any other Scrutineers wishing to be present.
- (b) The candidate receiving the majority of votes shall be declared elected.
- (c) The Returning Officer shall ensure all ballots cast are retained in a secured location for thirty (30) days after the Election, after which time all ballots will be destroyed, or eliminated in the event of an electronic vote.
- (d) Poll Clerks, Scrutineers and other election personnel are required to stay for the duration of the ballot count and the compilation of results.

## 5.06 Announcement of Results

Apr 2/19

- Apr 4/23 (a) The results of the election will be made public immediately after the ballot count by electronic means and will be announced at the December General Meeting. Only the Assistant Returning Officer, or the Returning Officer, will communicate the results of the election to the Union Office for announcement.
- (b) The newly elected Directors of the Board will be sworn in prior to assuming their duties of office, and such swearing in will be affirmed in the presence of the General Membership.
- (c) Duties of office are effective on January 1<sup>st</sup>.

## 5.07 Recount

- Oct 2/07 (a) A request for a recount, which must be made in writing, may be made by the Returning Officer, Candidate or Candidate Scrutineer, and must be made within seven (7) days from the Election Day count.

- Apr 2/19 (b) Such recount is to be conducted by the Returning Officer, the Assistant Returning Officer and the two (2) Union Scrutineers. The Candidate Scrutineer(s) may be present if requested by the Candidate(s). Results of a recount will be made public immediately after the ballot count by electronic means.

## 5.08 Tie Vote

- Apr 6/21 In the event of a tie, which would affect the election results, a secondary election will be held. The secondary election will not include an Advance Poll and shall be concluded by November 30<sup>th</sup>. The ballots shall contain the names of the candidates who were tied. The secondary election shall conform to the aforementioned procedures.

## 5.09 Remuneration for the Election

- Apr 5/22 The Treasurer shall bring forward for approval, allowable election expenses, campaign funding and honorariums at the October General Meeting for the following year.

## 5.10 Election Appeal Procedure

Apr 6/21

- (a) Any Member, including a Candidate, the Assistant Returning Officer or Scrutineer may appeal an election decision of the Returning Officer if they have the support of at least ten (10) members.
- (b) A written notice to appeal shall be provided to the Board of Directors within seven (7) calendar days of the announcement of the election results. This notice must:
  - (i) state how the Returning Officer's decision substantially affected the outcome of the election;
  - (ii) state details of the infraction(s), including the Bylaw articles that may have been violated, and;
  - (iii) be signed by at least ten (10) Members in Good Standing.
- (c) The President shall call a Special Meeting not less than fourteen (14) calendar days and not more than twenty-one (21) calendar days from receipt of the appeal notice. The notice of appeal shall be sent to the Membership with the Call for the Special Meeting.
- (d) The Returning Officer shall be notified of the notice of appeal and have the option to provide a written justification to be shared with the Membership prior to the Special Meeting.
- (e) Other members wishing to present information at the Special Meeting may register to do so in advance of the meeting date by providing written notice to the Union Office. These members will be given a prescribed time slot at the Special Meeting to present their information to the Membership. The person who put forward the appeal and the Returning Officer will be given the opportunity to present their case at the meeting.
- (f) The Membership will vote on whether the decision of the Returning Officer was erroneous and affected the election results. The appeal must be supported by two thirds (2/3) of those members present and voting at the Special Meeting. Voting will be done by secret ballot whether virtual or in person and counting of the ballots will be overseen by the Financial Review Committee. The decision of the Membership shall be final and binding.
- (g) Should the Membership deem that the decision of the Returning Officer impacted the election, the election results will be overturned and considered null and void and a new election will be called within fourteen days (14) and will be conducted by a newly appointed Returning Officer selected by the Assistant Returning Officer.

## 6. HONORARIUMS AND EXPENSES

### 6.01

Apr 2/19 Honorariums for members shall be voted upon at the General Meeting in October and shall be for the twelve (12) month period commencing the following January.

### 6.02

Apr 2/19 Expense reimbursement standard amounts shall be determined by the Board of Directors and presented at the General Meeting in October and shall be for the twelve (12) month period commencing the following January. The approved expense amounts shall be included in the CSU 52 Policy & Procedures Manual. However, nothing in this article is to prevent specific expense reimbursements being voted upon at any General Meeting.

### 6.03

Apr 4/17 The annual salary of the President shall be paid at five percent (5%) over the top of “Step F” of the Labour Relations Officer rate.

### 6.04 Compensation for Acting President

Apr 6/21 Compensation for filling the role of the President on a part-time basis will be at the rate of five percent (5%) below the President’s current salary for hours worked, or wage replacement, whichever is greater. Should the individual earn more than the hourly rate of the President, wage replacement will prevail with no premium.

Compensation for filling the role of the President on a full-time basis will be the current salary of the President according to Constitution Article 8.03 (c). Should the individual filling the role earn more than the hourly rate of the President, they shall receive the salary of the President with no premium.

## 7. UNION DISCIPLINE

### 7.01 Discipline of Members

Oct 7/08

#### (a) Grounds of Discipline

Any member may bring another member before the Union for discipline where the other member:

- (i) violates the Constitution & Bylaws of CSU 52;
- (ii) supports, organizes or assists in the withdrawal of members from this Union;
- (iii) publishes or circulates among the member(s) false reports or misrepresentations;
- (iv) misappropriates the funds or assets of this Union;
- (v) furnishes a complete or partial list of the Membership of this Union to any unauthorized person(s);

Oct. 7/08

- (vi) crosses any lawful picket line;
- (vii) fails to comply with the penalties imposed by the Discipline or Grievance Appeal Committees;
- (viii) engages in any other conduct prejudicial to the good order and welfare of this Union.

#### (b) Initiation of Charges

- (i) A member initiating a charge that another member has contravened one or more of the grounds enumerated in Article 7.01(a) shall deliver a written, signed and dated complaint to the Chair of the Discipline Committee. Charges tendered in electronic format are not permitted and will not be accepted or acted upon.

- Oct 6/09 (ii) The charge shall be delivered to the Chair of the Discipline Committee not more than ninety (90) calendar days after the date the member first became aware, or reasonably should have been aware, of the occurrence of the act giving rise to the charge.
- (iii) The time intervening, if any, between a joint request of members to initiate an Alternative Dispute Resolution process, established in accordance with the Union’s Alternative Dispute Resolution Policy, and the date the Alternative Dispute Resolution process concludes shall not be included in the calculation of this time limitation.
- Oct 6/09 (iv) The charge shall include:
  1. the name of the member being charged;
  2. the section(s) of Article 7.01(a) alleged to have been contravened, including specification of any section(s) of the Constitution & Bylaws alleged to have been violated;
  3. details of the charge, including particulars as to the date and location of the alleged contravention;
  4. the signature, printed name and current mailing address of the member bringing the charge.
- (c) Pre-Hearing Procedure
  - Oct 6/09 (i) The Chair of the Discipline Committee shall call a meeting of the Discipline Committee within twenty-one (21) calendar days of receipt of the charge to review the charge to ensure that it meets the requirements of Article 7.01(b) above.
  - (ii) If it is determined that the charge does not meet the requirements of Article 7.01(b), the charge shall be dismissed and the member bringing the charge shall be notified accordingly.
  - (iii) If it is determined that the charge meets the requirements of Article 7.01(b), all documentation before the Committee will be provided to the member charged.
- (d) Discipline Committee Hearing
  - Oct 6/09 (i) Except as otherwise prescribed by the CSU 52 Constitution & Bylaws, the procedures to be followed at Discipline Hearings shall be in accordance with the CSU 52 Discipline Policy.
  - Oct 6/09 (ii) The Discipline Committee shall forthwith arrange for a hearing to take place and shall provide the parties at least fourteen (14) calendar days’ notice of the date, time and location of the hearing.
  - (iii) Should the member bringing the charge fail to attend the hearing, the Discipline Committee shall dismiss the charge.
  - (iv) The Discipline Committee, where it so requires, may have the assistance of legal counsel. Legal counsel for the Discipline Committee will provide only legal advice and assistance to the Committee and will not participate in decision-making, present evidence or provide legal assistance to any other participant. The Union will pay the costs of the legal counsel for the Discipline Committee.
  - Oct 6/09 (v) After the hearing, the Discipline Committee will meet and deliberate to make its decision and to prepare written reasons. Only members of the Discipline Committee who attend the hearing may participate in decision making. A quorum of all five (5) Committee members is required to conduct a Discipline Committee hearing, except where withdrawals for reason of conflict of interest when the requisite quorum shall be not less than three (3) Committee members. The decision of the majority is the decision of the Committee. If there is no majority, the decision of the Chair is the decision of the Committee.
  - (vi) Within fourteen (14) calendar days of the conclusion of the hearing, or such further time as may be agreed by the parties, the Discipline Committee shall provide its decision. The decision shall be in writing with copies immediately sent by priority post to the member bringing the charge and to the member charged.
  - (vii) If the Discipline Committee finds that the charge is not proven on a balance of probabilities, it shall dismiss the charge or those parts of the charge as are not proven.

## 7.02 Penalty

Oct 7/08

- (a) If a charge is found to be proven the Discipline Committee may, as part of its decision, impose a penalty against the member charged. The penalty may include one or more of the following:
  - (i) a verbal or written reprimand;
  - (ii) a requirement to take certain types of education;
  - (iii) a requirement to take steps to rectify any wrongs created by actions or conduct of the member charged;
  - (iv) suspension of Membership in good standing, which includes suspension from holding Union positions;
  - (v) such other reasonable penalty options as the Discipline Committee determines are appropriate in the circumstances.
- (b) A time limit shall be fixed by the Discipline Committee both as to commencement and duration of any suspension and for any action that is required to be taken by the member charged, and the time when the action must be completed.
- (c) Any penalty imposed shall be stayed and shall not take effect pending exhaustion of rights of appeal as provided hereafter.
- Apr 5/22 (d) To reinstate a suspended Member in Good Standing, the member must complete a new Membership Card Application and reaffirm the CSU 52 Oath.
- (e) The Discipline Committee shall be responsible to monitor whether its decisions have been complied with and to report non-compliance to the Board of Directors and the General Membership.

## 7.03 Appeal to the Grievance Appeal Committee

Oct 7/08

- (a) The decision of the Discipline Committee may be appealed by the member bringing the charge, or by the member charged, by delivering written notice of the appeal to the Chair of the Grievance Appeal Committee not more than fourteen (14) calendar days after the decision of the Discipline Committee is mailed by priority post to the member.
- (b) The grounds of appeal must be stated in the Notice of Appeal and shall be limited to:
  - (i) the decision of the Discipline Committee is unsupported by the evidence presented;
  - (ii) a substantive failure of the Discipline Committee to comply with the requirements of fairness which may have impacted the decision reached;
  - (iii) the penalty imposed is excessive or otherwise inappropriate;
  - (iv) new and previously unavailable evidence to be tendered for consideration.
- (c) The Chair of the Grievance Appeal Committee shall convene a hearing of the Grievance Appeal Committee to review the case within thirty (30) calendar days of receiving the appeal and shall provide at least fourteen (14) calendar days' notice of the date, location and time of the hearing to all parties affected by the Appeal Proceedings.
- Oct 6/09 (d) The Grievance Appeal Committee shall conduct the hearing on the appeal in accordance with the procedures set out in the CSU 52 Discipline Policy.
- Oct 6/09 (e) Only members of the Grievance Appeal Committee who attend the hearing may participate in decision-making. A quorum of at least three (3) Committee members is required to conduct appeal proceedings. The decision of the majority is the decision of the Committee. If there is no majority, the decision of the Chair is the decision of the Committee.
- (f) The Grievance Appeal Committee shall provide its written decision and reasons by mailing the decision and reasons, to the member charged and to the member bringing the charge by priority post

within fourteen (14) calendar days after the conclusion of the hearing, unless otherwise agreed by the parties.

- (g) The decision of the Grievance Appeal Committee may be to uphold or reverse the decision of the Discipline Committee or may be to modify the penalty imposed by the Discipline Committee. Where the decision is to modify the penalty, such decision must include the date when the penalty is to commence, the duration of the penalty and the date when the penalty must be completed.

## 7.04 Participation in Decision Making

Oct 7/08

- (a) Should an investigation of a charge have been commenced, but a decision not rendered when the term of office of a Discipline Committee member expires, such member shall continue to serve until all proceedings have concluded and decisions have been rendered. New charges or ones for which the investigation has not been commenced shall be handled by the incoming Discipline Committee.
- (b) Should a member of the Discipline Committee or the Grievance Appeal Committee be elected to the Board of Directors of the Union, such member shall not participate in Discipline Committee proceeding or Grievance Appeal Committee proceedings after taking office as a member of the Board of Directors.

## 7.05 Appeal to the General Membership

Oct 7/08

- (a) Only the member charged under Article 7.01(a) may appeal the decision of the Grievance Appeal Committee to the General Membership.
- (b) Notice of Motion to appeal to the General Membership to overturn the decision of the Grievance Appeal Committee must be given to the Board of Directors in writing within fourteen (14) calendar days of the date the decision of the Grievance Appeal Committee is sent by priority post to the parties.
- (c) The President shall cause the Notice of the Motion to be sent to the members. The Motion shall be included in the agenda for the next General Membership Meeting following a notice period of at least one (1) month.
- (d) The member charged shall provide a written statement of the reasons for the appeal for inclusion with the Notice of Motion to the members.
- (e) The Grievance Appeal Committee shall provide, for inclusion with the said Notice of Motion, a copy of the decision made by the Grievance Appeal Committee.
- (f) The decision of the Grievance Appeal Committee may be overturned by a two-thirds (2/3) majority of those members present and voting by secret ballot in favour of the motion to overturn the decision. The Chair will announce whether the Motion has been carried.
- (g) The results of the vote of the Membership on the Motion to overturn the decision of the Grievance Appeal Committee shall be announced at the meeting and be recorded in the Meeting Minutes. The decision of the Membership shall be final and binding.

## 7.06 Final Decision

Oct 7/08 If there are no appeals, all appeals have been exhausted or all appeal periods have expired, then the decision of the Discipline Committee, the Grievance Appeal Committee or the General Membership as the case may be is final and binding. Any penalty imposed shall be announced at the next General Meeting, except in the case of appeal to the General Membership, where the penalty imposed, if any, shall be announced at the same meeting that heard the appeal.

## 7.07 Records

Oct 6/09 All records of the Discipline Committee and the Grievance Appeal Committee shall be treated as confidential and kept in a secure location.

## 8. SENIORITY

Oct 5/04 CSU 52 and its agents will not file grievances which result in the Union challenging the qualification of senior selected candidates on job postings, and as a result will not accept any grievances on behalf of junior applicants.

## 9. AMENDMENTS

### 9.01 Constitution & Bylaws

Apr 5/16

- (a) The Bylaws may only be amended at the April General Meeting of the Union, provided that a written notice has been recorded in the minutes of the January General Meeting.
- (b) Amendments shall require a minimum of seventy-five percent (75%) of the members present and voting, to be adopted.

### 9.02 Board of Directors Motions

Apr 6/21

- (a) Board of Directors motions duly moved, seconded and voted on, shall be recorded in the Board of Directors Meeting Minutes. Motions of the Board will be posted to the CSU 52 website within seven (7) calendar days from the Board Meeting. The membership has thirty (30) calendar days to raise concerns (in writing) about a motion to the Board of Directors with the exception of decisions held “in camera” related to personnel or grievances. The disputed motion will not be considered binding until the next General Meeting or a Special Meeting is called in accordance with Article 4.04 of these Bylaws. If there are no concerns raised within thirty (30) calendar days of posting, these motions shall be considered adopted.
- (b) Unbudgeted financial matters over fifty thousand dollars (\$50,000.00) shall be put forward as a motion by the Board. This motion must be posted and presented formally at either a General meeting or a Special meeting if a General Meeting is not scheduled within thirty (30) days. A majority vote of sixty percent (60%) of the members present at the meeting is needed to pass this motion.
- (c) A record of votes cast shall be maintained by the Recording Secretary.
- (d) A motion to direct the Board of Directors to reconsider a disputed motion requires a sixty percent (60%) majority.
- (e) The discussion and any vote shall take place under the agenda item “Business Arising.”
- (f) Any member present at a General or Special meeting has the right to make a motion to direct the Board of Directors with regards to Union issues. Motions made at Special meetings must pertain to the topic for which the meeting has been called.



## **10. RULES OF ORDER**

### **10.01 Chairman**

Oct 2/01 The President (or the Vice-Presidents in order of seniority, in the President's absence), shall take the Chair at the time specified at all General and Special Meetings. In the absence of the President and Vice-Presidents, a President pro tem shall be chosen by the Union.

### **10.02 Question**

The President shall state every question coming before the Union, and before allowing debate therein, and immediately before putting it to vote, shall ask, "Is the Union ready for the question?" Should no member rise to speak and the Union indicates readiness, the question shall then be put. After the President has risen, no member shall be permitted to speak upon it.

### **10.03 Motions**

A motion to be entertained by the Presiding Officer must be seconded and the mover as well as the seconder must rise and be recognized by the Chair.

### **10.04 Amendments**

A motion to amend, or 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 shall be in order which is a direct negative of the resolution.

### **10.05 Order of Business**

Apr 2/19 On motion, the regular order of business may be suspended by a sixty-seven (67%) vote of those present to deal with any urgent business.

### **10.06 Motions in Writing**

Oct 4/05 All resolutions and motions other than those named in Article 10.17, or 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 Union.

### **10.07 Dividing a Question**

At the request of any member and upon a majority vote of those present, a question may be divided.

### **10.08 Withdrawing a Motion**

Any member having made a motion can withdraw it with consent of the seconder, but a motion once debated cannot be withdrawn except by a majority vote of those present.

### **10.09 Rules of Order**

Oct 2/01 When a member desires to speak on a question or offers a motion, the member shall rise in their place and respectfully address the Presiding Officer, but shall not proceed further until recognized by the chair, except to state that they rise to a point of order or on a question of privilege.

### 10.10 Order of Addressing Chair

When two (2) or more members rise at the same time to speak, the Presiding Officer shall decide which one is entitled to the floor.

### 10.11 Speaking to the Question

Every member, while speaking, shall adhere to the question under debate, avoid all personal, indecorous or offensive language, as well as any reflection on the Union or any member thereof.

### 10.12 Call to Order

Oct 2/01 If a member is called to order while speaking, the member shall cease speaking until the point is determined when, if decided in order, the member may again proceed.

### 10.13 Sectarian Discussion

No sectarian discussion shall be permitted in the meeting at any time.

### 10.14 Length of Speaking

Oct 2/01 No member, except the Chair of a Committee or the mover or seconder of a resolution, shall speak more than ten (10) minutes at any one time, or more than once on the same question until all members wishing to speak have had an opportunity to do so, when the member may be allowed to speak a second time by permission of the Chair.

### 10.15 Yield Chair

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 Union, or to introduce a new question.

### 10.16 Vote of Chair

Oct 2/01 The Presiding Officer shall have the same rights as other members to vote on any question. In case of a tie, the Presiding Officer may give a casting vote or, if the Presiding Officer chooses, refrain from voting, in which case the motion does not prevail and the decision is in the negative.

### 10.17 Motions in Order

When a question has been put, no motion shall be in order except:

- (a) to adjourn;
- (b) the previous question;
- (c) to lay on the table;
- Oct 2/01 (d) to postpone for a definite time, or indefinitely;
- (e) to refer;
- (f) to divide or amend;

which motions shall have precedence in the ordered name. The first three (3) of these shall be decided without debate.

## 10.18 Adjournment

A motion to adjourn is in order except:

- (a) when a member has the floor;
- (b) when members are voting.

## 10.19 Adjournment Repeated

A motion to adjourn, having been put and lost, shall not be in order again if there is further business before the Union, until fifteen (15) minutes have elapsed.

## 10.20 Previous Question

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 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, then the original resolution as amended shall be put to the Union.

## 10.21 To Postpone

Oct 2/01 If circumstances arise that make it desirable to postpone consideration of an issue for the time being or indefinitely, a motion to this effect can be made. The motion should indicate what the time period will be. It must be seconded and is debatable.

## 10.22 To Refer

Oct 2/01 To send an issue to a Committee (standing or special) for study and report before the main body makes its decision on the issue. This motion must be seconded and is debatable and should include how long the Committee has to deliberate.

## 10.23 Division

Apr 2/19 Before the Presiding Officer declares the vote on a question, or after a vote has been declared lost or carried by acclamation, and before the Union proceeds to another order of business, any member may ask for a division. A standing vote shall then be taken and the Treasurer and the Financial Review Committee shall count same.

No member shall be involved or present at the counting if a relative of the member has been nominated.

## 10.24 Appeal of Chair

Oct 2/01 If any member shall feel personally aggrieved by the decision of the Chair, the member may appeal to the Union for such decision.

## 10.25 Appeal Procedure

Oct 2/01 Any member may appeal a decision of the President, or other Presiding Officer. If an appeal is made, the Presiding Officer shall state the decision and provide the reason(s) for it from the Chair. The member making the appeal shall then briefly state the reason(s) for the appeal. Without further debate, the Presiding Officer shall then put the question before the assembly by asking, "Shall the decision of the Chair stand as the decision of the Union?" It shall require a majority vote to sustain the appeal.

## **10.26 Reconsideration**

After a question has been decided, any two (2) members who have voted in the majority may at the same or next meeting move reconsideration thereof.

## **10.27 Meeting Entry/Exit**

No member shall enter or leave a meeting during the:

- (a) reading of the minutes;
- (b) initiation of new members;
- (c) installation of officers;
- (d) taking of a vote; and
- (e) no member shall be allowed to leave without the permission of the Presiding Officer.

## **10.28 Confidentiality**

All business done in the Union shall be strictly secret to all outside the Union.

## **10.29 Bourinot's Rules of Order**

All rules and proceeding of debate not herein provided for shall be decided in accordance with Bourinot's Rules of Order.