

CUPE Local 964 By-Laws
Approved by CUPE National President
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PREAMBLE

In order to improve the social and economic welfare of its members without regard to sex, colour, race or creed, to provide 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 (hereafter referred to as CUPE) has been formed.

The following By-Laws are adopted by the Local pursuant to, and to supplement, Appendix "B" of the CUPE Constitution, to safeguard the rights of all members to provide for responsible administration of the Local and to involve as many members as possible through the sharing of duties and responsibilities.

SECTION 1 - NAME

The name of this Local shall be Canadian Union of Public Employees, Local 964.

SECTION 2 – OBJECTIVES

The objectives of the Local are to:

- (a) Secure adequate remuneration for work performed and generally advance the economic and social welfare of its members and all workers.
- (b) Support CUPE in reaching the goals set out in Article II of the CUPE Constitution.
- (c) Provide an opportunity for its members to influence and shape their future through free democratic trade unionism.
- (d) Encourage the settlement by negotiation and mediation of all disputes between the members and their Employers.

SECTION 3 - INTERPRETATION AND DEFINITIONS

- (a) Masculine pronouns shall be understood to include the feminine gender.
- (b) "National" shall mean the Canadian Union of Public Employees with Headquarters located in the City of Ottawa, Ontario.
- (c) "Constitution" shall mean the National Constitution.
- (d) "Local" shall mean the Canadian Union of Public Employees, Local 964.
- (e) "By-Laws" shall mean the regulations governing the Local.
- (f) "Annual Meetings" shall mean the annual membership meetings held in October of each year. Ten per cent of the membership constitutes a quorum at annual or special membership meeting of the Local.
- (g) "Units" shall mean the members employed in the following geographical locations;
 - Unit 1 - Yarmouth County
 - Unit 2 - Digby County
 - Unit 3 - Shelburne County
- (h) "Regulations" shall mean the regulations governing the Units and shall form part of the By-Laws.
- (j) CUPE shall mean the Canadian Union of Public Employees.

SECTION 4 - EXECUTIVE COMMITTEE

4.01 Composition

The Executive Committee of the Local shall be composed of the President, Secretary-Treasurer, Recording Secretary and a Unit Vice-President designated by each Unit.

4.02 Duties

The Executive Committee shall administer and carry out the affairs of the Local between Annual meetings.

4.03 Meetings

The Executive Committee shall meet in January, March, June, September and November. Additional meetings may be scheduled by the Executive committee as is necessary to properly carry out the affairs of the Local.

4.04 Special Meetings

Special meetings of the Executive Committee may be called by the President and must be called upon written request of at least three (3) members of the Executive Committee or of at least two Units.

4.05 Quorum

A quorum shall consist of three (3) members of the Committee at any regular or special meeting.

4.06 Report of the Committee

The Executive Committee shall table a report of its activities at the Annual Meeting.

4.07 Voting Allowed at an Executive Committee Meeting

All Vice-Presidents shall be allowed to vote. In the absence of the Vice-Presidents their alternate will have voice and vote.

4.08 The Executive Committee members 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 an annual meeting and having it approved.

4.09 The Executive Committee shall do the work delegated to it by the Local and shall be held responsible for the proper and effective functioning of all committees.

4.10 All charges against members or Officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution.

SECTION 5 - UNIT MEETINGS, REGULAR AND SPECIAL

(a) Regular Unit meetings shall be held at least bi-monthly with notice to be given at least 5 days in advance. If a statutory holiday intervenes, the Unit Executive shall give a week's notice of any change in date of the regular meeting.

(b) Special Unit meetings may be ordered by the Unit officers or requested in writing by no fewer than ten members. The Unit Vice-President shall immediately call a special meeting when so ordered or requested and shall see that all members receive at least twenty-four hours' notice of the special meeting and the subjects to be discussed. No business shall be transacted at the special meeting other than that for which the meeting is called and notice given.

(c) A quorum for the transaction of business at any regular or special meeting shall be ten percent of members, including at least two members of the Unit Executive.

(d) The order of business at Membership meetings of the Local is as follows:

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

SECTION 6 - VOTING OF FUNDS

- (a) Except for ordinary expenses and bills as approved at Local Executive Committee meetings, no sum over two hundred (\$200) dollars shall be voted for the purpose of a grant or contribution to a member or any cause outside

CUPE except by a notice of motion given in writing and dealt with at the following annual meeting of the Local

SECTION 7 - NOMINATION, ELECTION AND INSTALLATION OF OFFICERS

7.01 Unit Officers

The Officers of the Unit shall be the Vice-President, Recording-Secretary, Sergeant-at-Arms, and three (3) Shop Stewards. All Officers will be elected by the Units.

7.02 Local Officers

The Officers of the Local shall be the President, the three Unit Vice-Presidents, Recording-Secretary, Secretary-Treasurer and three (3) Trustees; all Officers are to be elected at the annual meeting.

7.03 Nominations and Elections

(a) Nominations and elections for all Local Officers except Unit Vice-President will be held at the annual meeting of the Local in October.

(b) Nominations and elections of all Unit Officers will be held at the regular annual Unit meeting in November.

(c) To be eligible for nomination candidates for Local Officer shall be required to show attendance at 50% of annual and general membership meetings, candidates for Unit office be required to attend 50% of Unit meetings in the previous twenty-four months or since joining (if membership is less than two years) unless a valid reason, acceptable to the Unit or the Local has been given for non attendance.

No nomination shall be accepted unless the member is in attendance or has allowed to be filed at the meeting his/her consent in writing, duly witnessed by another member. No member shall be eligible for nomination if he/she is in arrears of dues and assessments.

7.04 Elections and Terms

All Local Executive Committee positions will be for a two (2) year term with exception of the initial election for the position of Recording Secretary. (The first term for this position will be one year with future period.) Elections for the positions of President and Local Secretary-Treasurer will be in even years. Elections for the positions of Unit VPs and Recording Secretary will be in odd years.

7.05 Local Trustees

Local Trustees shall be elected by a simple majority at the Local annual meeting in October, one Trustee serving a one-year term, one serving a two-year term and another serving a three-year term. (Each year should see one Trustee replaced.)

7.06 **Voting Procedure**

- (a) All elections shall be held by secret ballot and in accordance with National Constitution.
- (b) Voting to fill one office shall be conducted and completed and recounts dealt with before balloting may begin to fill another office.
- (c) 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 ballot the candidate receiving the lowest number of votes shall be dropped. In case of a final tie vote the presiding Officer shall cast the deciding vote.
- (d) 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

7.07 **Installation**

- (a) All duly elected Local Officers shall be installed at the election meeting Elected Officers not in attendance shall be sworn in at a Local Executive Committee meeting.
- (b) Unit Officers will be installed at the Unit meeting at which elections are held Elected Officers not in attendance shall be sworn in at the following Unit Membership meeting.

7.08 **Vacancies**

- (a) If a vacancy occurs during a term of a Local Officer, the Local Executive shall elect a replacement at their next regular or special meeting until the next Local annual meeting when an election shall be held to fill the vacancy.
- (b) If a vacancy occurs during the term of a Unit Officer, the Unit shall elect a replacement at their next regular or special meeting until the next November meeting when an election shall be held to fill the vacancy.
- (c) The vacancy of the office of President shall be replaced by the Recording Secretary without an Executive Committee election until the next Local annual meeting. Any Officer who fails to answer roll call for three (3) consecutive meetings without having just cause, his/her office shall be declared vacant. (Lay- off shall not constitute a vacancy).

SECTION 8 - DUTIES OF OFFICERS

(a) The **President** shall:

- enforce the CUPE Constitution and these By-Laws;
- preside at all Local Executive Committee and Local meetings and preserve order;
- decide all points of order and procedure (subject always to appeal of the membership);
- In case of a tie vote in any matter, including elections, have the right to cast a vote to break the tie;
- ensure that all Officers perform their assigned duties;
- fill committee vacancies where elections are not provided for;
- sign cheques when required and ensure that the Local's funds are used only as authorized or directed by the Constitution, By-Laws or vote of the Local or Local Executive Committee;
- be allowed necessary funds, not to exceed \$25.00 monthly, to reimburse himself or any Officers for expenses supported by vouchers, incurred on behalf of the Local;
- have first preference as a delegate to the CUPE National Convention, CUPE NS Convention, CLC Convention and NS Federation of Labour Convention;
- be bonded for not less than \$1000 (or any greater sum as may be decided at a membership meeting, taking into account the assets of the Local and amount of cash and cheques handled by the Local Secretary-Treasurer) through the master bond held by the National Office and a President who cannot qualify for the bond shall be disqualified from the office;
- on termination of office, surrender all books, seals and other properties of the Local to his/her successor

(b) The **Recording Secretary** shall:

- keep full, accurate and impartial accounts of the proceedings of all Local and Local Executive Committee meetings;
- record all alterations to the By-Laws;
- answer correspondence and fulfil other secretarial duties as directed by the Executive Committee;
- file a copy of all letters sent out and keep on file all important communication;
- prepare and distribute all circulars and notices to members;
- have all records ready on reasonable notice for auditors and Trustees;
- preside over all Local and Local Executive Committee meetings in the absence of the President;
- be empowered, with the approval of the Local Executive Committee, to employ necessary stenographic or other assistance to be paid for out of the Local's funds;
- set up and maintain a website on behalf of the Local;
- update and post information on the website as directed by the Executive Board;
- prepare a quarterly newsletter in consultation with the Executive regarding content;
- distribute the quarterly newsletter to the Officers, Stewards, members and post on the website;
- be provided with the necessary equipment including computer, printer, and internet as approved by the Executive Board, to adequately carry out the communication aspects of the role, to be paid out of the Local's funds;
- on termination of office, surrender all books, seals and other properties of the Local to his/her successor.

(c) The **Secretary-Treasurer** shall:

- receive all revenue, initiation fees, dues, investments, keeping a record of each member's payments, and deposit promptly all money with a bank or credit union;
- prepare all CUPE National per capita tax forms and remit payment in accordance no later than the last day of the following month;
- prepare all per capita tax forms and remit payment regularly to CUPE Nova Scotia and the NS Federation of Labour and Labour Councils, if the Local is a member of any of the above;
- record all financial transactions in a manner acceptable to the Executive Committee;
- regularly make a full financial report to meetings of the Local Executive Committee as well as a written financial report to each Local Annual meeting, detailing all income and expenditures for the period;
- be bonded for not less than \$1000.00 (or any greater sum as may be decided at a membership meeting, taking into account the assets of the Local and the amount of cash and cheques handled by the Local Secretary-Treasurer through the master bond held by the National Office and any Secretary-Treasurer who cannot qualify for the bond is disqualified from office,
- pay no money unless supported by a voucher duly signed by the President and one other member of the Local Executive Committee or any two other members of the Local Executive Committee, except that no voucher shall be required for payment of per capita fees to any organization to which the Local is affiliated;
- make all books available for inspection by the auditors and/or Trustees on reasonable notice, and have the books audited semi-annually;
- provide the Trustees with any information they may need to complete the audit report forms supplied by CUPE;
- be empowered with approval of the Local Executive Committee to employ necessary clerical 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/her successor.

(d) The **Trustees** shall:

- act as an auditing committee on behalf of the members and audit the books and accounts of the Local 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 the Local 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 without proper Constitutional or Executive Committee 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 of 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 the report to the Local Union membership along with a copy of their recommendations and/or concerns to the President and Local Secretary-Treasurer and the Local Secretary-Treasurer's response to the National Secretary-Treasurer of the Canadian Union of Public Employees with a copy to the assigned Servicing Representative.

SECTION 9 - DUTIES OF THE UNIT OFFICERS

(a) The **Vice President** shall;

- enforce the CUPE constitution and these By-Laws;
- preside at all Unit meetings and preserve order;
- decide all points of order and procedure (subject always to appeal to the membership);
- have a vote on all matters (except appeals against his rulings) and in case of 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 cheques when required and ensure that the Unit's funds are used only as authorized or directed by the constitution, By-Laws or vote of the Unit;
- be allowed necessary funds, not to exceed \$25.00 monthly, to reimburse himself, or any Officers for expenses supported by vouchers, incurred on behalf of the Unit;
- represent the Unit on the Local Executive Committee;
- on termination of office, surrender all books, seals and other properties of the Local to his/her successor;

(b) The **Unit Recording Secretary** shall:

- keep full, accurate and impartial accounts of the proceedings of all Unit meetings;
- answer correspondence and fulfil other secretarial duties as directed by the Vice-President;
- file a copy of all letters sent out and keep on file all important communication;
- prepare and distribute all circulars and notices to members;
- have all records ready on reasonable notice for auditors and Trustees;
- preside over all Unit meetings and perform all duties in the absence of the Vice-President;
- on termination of office, surrender all books, seals and other properties of the Unit to his/her successor.

(c) The **Sergeant-at-Arms** shall:

- guard the inner door at Unit meetings and admit no one but members in good standing or Officers and officials of CUPE, except on the order of the Vice- President and by consent of the members present;
- assist in maintaining the record of membership attendance at meetings;
- attend the annual Local meeting in the capacity of Sergeant-at-Arms when such meeting is held in his/her town;
- perform such other duties as may be assigned by the Unit Executive from time to time.

SECTION 10 - OUT-OF-POCKET EXPENSES

(a) The following out-of-pocket expenses shall be provided:

Local President	\$1500 annually
Unit Vice-President	\$1000 annually
Local Secretary-Treasurer	\$1000 annually
Local Recording Secretary	\$1000 annually
Unit Recording Secretary	\$ 150 annually
Local Trustee	\$75 on completion of each audit
Unit Shop Steward	\$100 annually
Unit Sergeant-at-Arms	\$25

(b) Union members on approved union business shall be entitled to reimbursement of expenses in the following amounts:

- Full reimbursement for any and all lost wages and benefits;
- Actual hotel/motel costs;
- Kilometer allowance equal to the CUPE ational kilometre rate at the time of travel (a member who chooses to rent a vehicle shall be paid the cost of rental plus gas fill up);
- Meals and incidentals:
 - Time and travel four (4) hours or less - twenty-five (\$25.00)
 - Time and travel more than four (4) hours - fifty (\$50.00)

Members receiving expenses reimbursement by other affiliates shall not receive Local reimbursement as well.

(c) Executive Board members shall have long distance and/or cell phone charges directly related to union business reimbursed with appropriate receipts.

(d) Unit Expenses

The following shall be acceptable Unit expenses which shall be paid by or reimbursed by the Local Secretary-Treasurer:

(1) Unit meeting room expenses and refreshments.

(2) Union postage and stationery.

(3) Flowers or fruit and donations (for cases of death, serious illness or hospitalization of a member) will be purchased by the Units to a maximum of \$30 per event. In the case of where a retired member passes away, if it is properly passed as a motion at the Unit meeting to send a donation in this member's name, the Local Secretary-Treasurer will attend to this.

(4) In case of retirement of a member, commemorative plaques will be arranged by the Local Secretary-Treasurer. Forwarding such requests for plaques will be the responsibility of the Unit Vice-president. The Local shall pay \$10.00 per member attending an annual meal, in honour of retired members.

(5) Units may apply to the Executive Committee for a reasonable amount of money for some proposed extraordinary expenditure. If the Executive finds it an appropriate request and a reasonable expense in light of the Local's financial funds, then the Executive Committee may grant the request or some portion thereof of the proposed expenditure. Such requests of this manner shall not exceed a total of \$1500.00 per year.

SECTION 11 - FEES, DUES AND ASSESSMENTS

A) Initiation Fee

Each application for membership in the Local shall be accompanied by an initiation fee of five (\$5.00) dollars which shall be in addition to monthly dues. This shall be deducted by the Employer.

B) Readmittance Fee

The readmittance fee shall be two (\$2.00) dollars.

C) Monthly Dues

The monthly dues shall be 1.5% of regular gross monthly earnings.

Changes in the levels of the initiation fee, the readmittance fee or the monthly dues can be affected only by following the procedure for amendment of these By-Laws (see Section 16) with the additional provision that the vote must be by secret ballot.

Notwithstanding the above provisions, if the CUPE Convention raises minimum fees and/or dues above the level herein established, these By-Laws will be deemed to have been automatically amended to conform to the CUPE minima. Special Assessments may be levied in accordance with Article B.44 of the CUPE Constitution.

SECTION 12 - NON PAYMENT OF DUES AND ASSESSMENTS

Any member who is not in receipt of wages may apply to the Local to have his/her Union dues waived

Any member in arrears for a period of three months or more shall be automatically suspended and his suspension shall be reported to the Executive Committee by the Local Secretary-Treasurer, the Vice-President shall report to the next Unit meeting with a recommendation.

Any member under suspension wishing to be reinstated shall, upon application pay the readmittance fee, plus any dues and assessments in arrears. This money will be returned if the application is rejected. If a member has been unemployed or unable to work because of sickness, he shall pay the readmittance fee but may not be required to pay his arrears.

SECTION 13 - DELEGATES TO CONVENTIONS

(A) Except for the President's option (Section 8) all delegates to conventions shall be chosen by the Local Executive Committee with equal representations from each Unit wherever possible, with first consideration given to members serving on Boards and Committees of the relevant organization. Units will submit names of proposed delegates for consideration to the Local Executive Committee.

(B) Delegates to the District Labour Councils shall be elected annually by their Units. An official reporter for these delegates shall be appointed annually by the Vice-President from among the delegates and he shall be required to report at each Unit meeting on proceedings at recent meetings of the Council.

(C) All delegates elected to attend any functions on behalf of Local 964 held outside his/her town shall be eligible for expenses in accordance with Article 10 (b).

(D) Delegates elected to attend any functions on behalf of Local 964 held locally shall have no travel allowance, but shall be entitled, as applicable, to all other expenses as outlined in Article 10 (b).

(E) Representation at educational schools and seminars shall be on the recommendation of the Education Committee subject to final approval by the Local Executive committee, who shall give consideration to equal representation from each Unit.

(F) Attendees at CUPE weekend conferences and members of the Negotiating Committee shall be reimbursed at \$50.00 (fifty) dollars flat rate per diem for any Sunday or Saturday meetings to compensate for lack of a day off.

SECTION 14 – COMMITTEES

(a) Negotiating Committee

This shall be a special ad hoc committee established at least six months prior to the Local's collective agreement expiring, and automatically disbanded when a new collective agreement has been signed. The function of the Committee is to prepare collective bargaining proposals and to negotiate a collective agreement. This Committee shall consist of 8 members: the President and 3 Vice-Presidents and another member elected by each Unit, not of the same classification as the Unit Vice-President. The final member of this Committee is to be a trades representative, elected by the Tri-County Maintenance and Mechanics. The CUPE Representative assigned to the Local shall be a non voting member of the Committee and shall be consulted at all stages from formulating proposals, through negotiation, to contract ratification by the membership.

(b) Special Committee

A special ad hoc committee may be established for a specific purpose and at the discretion of the Executive Committee. The Committee shall consist of at least one member from each Unit. Two members of the Executive Committee may sit on any Special Committee as ex-officio members.

(c) Grievance Committee

The three Vice-Presidents shall form the Grievance Committee, with the chairperson and Secretary selected from its members. A quorum shall consist of two members. The Committee shall process all grievances not settled at the initial stage and its reports shall be submitted first to the Local Executive committee, then to the CUPE Representative and then to the Unit meeting.

Grievances must be in writing on the forms provided by the National Office and be signed by the complainant or complainants, as provided for in the collective agreement.

(d) Education Committee

The Education Committee shall be comprised of one member from each Unit. Two members of the Local Executive Committee shall be ex officio members of this Committee. The Committee shall appoint its Secretary from among its members.

It shall be the duty of this Committee to:

- arrange for representation of the Local at any appropriate and available educational seminar or conference and submit recommendation accordingly to the Local Executive Committee;
- instruct delegates in the preparation of reports to the membership, on seminars and conferences and maintain a reference file of these reports;
- cooperate with the Local Executive Committee in preparing press releases and other publicity material;
- cooperate with the Education and Public Relations Department of CUPE and with the regional Education Representative in implementing both the Local's and CUPE's policies in these fields.

SECTION 15 – AFFILIATIONS

- (a) The Local shall be affiliated to the Nova Scotia School Board Council of Unions (NSSBCU).
- (b) The Local President shall be the designated representative to the Council.

SECTION 16 - SPECIAL MEMBERSHIP

The Union may grant membership, such as lifetime membership for retiring members, whether they be retiring because of age or ill health.

SECTION 17 - RULES OF ORDER

All meetings of the Local and Units shall be conducted in accordance with the basic principles of Canadian Parliamentary procedure. Some of the more important rules to ensure free and fair debate are appended to these By-Laws as Appendix "A". These rules shall be considered as an integral part of the By-Laws and may be amended only by the same procedure used to amend the By-Laws,

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

SECTION 18 – AMENDMENT

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

- (b) These By-Laws shall not be amended, added to or suspended except upon a majority vote of those present and voting at a regular or special membership meeting following seven days' notice at a previous meeting or at least 60 days' written notice. No change in these By-Laws shall be valid and take effect, until approved by the National President of CUPE; the validity shall date from the letter of approval of the National President.

Appendix "A" to the By-Laws of CUPE Local 964
Rules of Order

1. The President, or in his absence the Recording Secretary shall take the chair at all annual and Local Executive Committee meetings. In the absence of both the President and Recording Secretary the Local Secretary-Treasurer shall act as President.
2. The Vice-President or in his absence the Recording Secretary shall take the chair at all Unit meetings. In the absence of both the President and the Recording Secretary the Local Secretary-Treasurer acts as chairperson.
3. 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 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 if the meeting
4. The presiding Officer shall state every question coming before the meeting and before allowing debate thereon, and again immediately before putting it to a vote shall ask "Are you ready for the question?" Should no member rise to speak the question shall then be put.
5. 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.
6. A motion to be entertained by the presiding Officer 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 to the resolution shall be in order.
7. On motion, the regular order of business may be suspended by a two-thirds vote of those present, to deal with any urgent business.
8. All resolutions on 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 those present.
9. At the request of any member and upon a majority vote of those present, a question may be divided when the sense will admit it.
10. Any member having made a motion may 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.
11. 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 appoint of order or on a question of privilege he shall not proceed further until he is recognized by the chair.
12. When two or more members rise to speak at the same time the presiding Officer shall decide which one is entitled to the floor.
13. 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.
14. If a member, while speaking is called to order he shall cease speaking until the point is determined, if it is decided he is in order he may again proceed.
15. No religious discussion is permitted
16. The presiding Officer shall take no part in debate while presiding but may yield the chair to the person next in line in order to speak on any question before the meeting or to introduce a new question.
17. 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 the casting vote or if he chooses refrain from breaking the tie, in which case the

motion is lost.

18. When a motion is before a meeting another motion shall not 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 motion shall have precedence in the order named. The first three of these shall be decided without debate.
19. A motion for the previous question when regularly moved and seconded shall be put in this form "Shall the question now be put?" If it is adopted the presiding Officer shall proceed to take the vote on the resolution 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 meeting.
20. A motion to adjourn is in order, except (1) when a member has the floor and (2) when members are voting.
21. 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.
22. After the presiding Officer declares the vote on the question, and before the Local or Unit proceeds to another order of business, any member may ask for a division. A standing vote shall then be taken and Secretary shall count same
23. 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.
24. After a question has been decided any two members who have voted in the majority, at the same or next meeting, move reconsideration thereof.
25. No member shall enter or leave a meeting during the reading of the minutes, the initiation of new members, the installation of officers or the taking of a vote, and no member shall be allowed to leave without the permission of the presiding Officer.
26. The Local/Unit's business and proceedings of meeting are not to be divulged to any person outside the Local/Unit or the Canadian Union of Public Employees.