

# CUPE LOCAL 5500

# BYLAWS

Adopted on January 14, 2020 at the General Membership Meeting

## INDEX

Preamble, Name of Local, Objectives, Jurisdiction.....	Page 1
Membership, Executive Board.....	Page 2
Duties of Officers.....	Page 3-6
Chief Stewards, Trustees.....	Page 6
Honorariums, Expenditures.....	Page 7-8
Per Diems.....	Page 8
Expenditures, Nomination, Elections & Installation of Officers.....	Page 9-11
Vacancy of positions, Union Local Finances.....	Page 11-12
Dues and Assessments, Meetings.....	Page 12
Quorum.....	Page 13
Committees.....	Page 14-15
Complaints and Trials.....	Page 15
Rules of Order.....	Page 16-18

The Bylaws of this Chartered Local shall not be inconsistent with any of the provisions of Constitution of the Canadian Union of Public Employees and shall contain the following provisions:

### **PREAMBLE**

In order to improve the social and economic welfare of its members without regards to sex, color, race or creed, sexual orientation, nationality, age or language, to promote efficiency in public employment and to manifest its belief in the value of the unity of organized labor, Local 5500 of the Canadian Union of Public Employees has been formed.

The following Bylaws are adopted by the Local pursuant to, and to supplement, appendix "B" of the 2017 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.

### **ARTICLE 1- NAME**

This Union shall be known as CUPE Local 5500.

### **ARTICLE 2- OBJECTIVES**

The objectives of CUPE Local 5500 are to:

- a. Secure adequate pay of work performed and generally advances the economic and social welfare of its members and of all workers.
- b. Support CUPE in reaching the goals set off 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:

### **ARTICLE 3- JURISDICTION**

1. This Local Union shall include and be limited to jurisdiction over workers engaged-as Transit Supervisors and Coordinators, Communications – Transit Control Room; Transit Fleet and Facilities Maintenance Branch; and Special Constable Unit and/or workers in these fields.

## **ARTICLE 4- MEMBERSHIP**

**4.01-** Any worker employed within the jurisdiction covered by the Charter of the Local, shall be eligible for membership upon payment of applicable CUPE Local 5500 dues.

**4.02-** Any full time employee whose substantive position falls within CUPE 5500 shall be eligible to run, and hold a position within the Executive, and will be afforded all voting rights and privileges.

**4.03-** Each person signing an application for membership into CUPE Local 5500 shall there by pledge to comply with the Objects, Bylaws and Policies of the Local and the National Union.

## **ARTICLE 5- EXECUTIVE BOARD**

5.01 The Executive Board shall consist of the Local President, Vice-President, Secretary-Treasurer and Recording Secretary

5.02 One member at large from each certification  
i.e. Transportation Supervisors, Transit Fleet and Facilities Maintenance-Branch and Special Constables Unit to be known as a Chief Steward shall be elected to assist the Executive Board and act on behalf of the Certification they represent.

5.03 No member can hold more than one position on the Executive board

**5.04** No agreement shall be entered into by any Local Union Representative which changes any terms or provisions of any existing contract i.e. Policy Grievances unless approval has been granted for such action by the President or their designate of the Local. If critical to the integrity of the Collective Agreement, a meeting between the Executive Board shall take place to keep all informed.

**5.05** Hierarchy of the Executive Board will be as follows, President, Vice-President, Secretary-Treasurer, and Recording Secretary. In absence of the Executive Board the President will designate a Chief Steward (with no signing authority) to assist and look after the needs of the local.

**5.06** Representatives to Conventions shall be appointed by the President and rotated from the elected officers of the Local. If the remaining open delegates' positions are available the Executive can deem those positions available and those positions shall be elected from members in good standing. The President may attend all conventions by virtue of the office.

## **ARTICLE 6- DUTIES OF OFFICERS**

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

All signing Officers of Local 5500 shall be bonded through the master bond held by CUPE National. Any Officer who cannot qualify for the bond shall be disqualified from having signing authority.

Duties of President

The President shall:

- Enforce the CUPE National Constitution, these Local Union bylaws and the Equality Statement.
- Interpret these bylaws as required.
- Preside at all membership and Executive Board meetings and preserve order.
- Decide all points of order and procedure (subject always to appeal to the membership).
- Have the same right to vote as other members. In the case of a tie vote, the President may cast another vote or the President may refrain from casting an additional vote, in which case the motion is defeated.
- Ensure that all Officers perform their assigned duties.
- Fill committee vacancies where elections are not provided for.
- Introduce new members and assist them through the initiation ceremony.
- Sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the CUPE Constitution, Local Union bylaws, or vote of the membership.
- Be allowed necessary and reasonable funds to reimburse the President or any Officers for expenses incurred on behalf of the Local Union. Expense claims must be listed on a proper form outlining the expense, the reason for the expense, and with supporting receipt(s) attached.
- Have first preference as a delegate to the CUPE National Convention.

(Article B.3.1)

## Duties of Vice-President

The Vice-President shall:

- If the President is absent or not eligible, perform all duties of the President.
- Preside over membership and Executive Board meetings in the absence of the President.
- If the office of the President falls vacant, be Acting President until a new President is elected through a by-election.
- Render assistance to any member of the Executive as directed by the Executive Board.

(Article B.3.2)

## Duties of Recording Secretary

The Recording Secretary shall:

- keep full, accurate and impartial account of the proceedings of all regular or special membership and Executive Board meetings. These records must also include a copy of the full financial report (Executive Board meetings) and the written financial report (membership meetings) presented by the Secretary-Treasurer. The record will also include Trustees' reports.
- Record all amendments and/or additions in the bylaws, and make certain that these are sent to the National President for approval prior to implementing.
- Answer correspondence and fulfil other administrative duties as directed by the Executive Board.
- Keep a record of all correspondence received and sent out.
- Prepare and distribute all notices to members.
- Have all records ready on reasonable notice for the Trustees or auditors.
- Preside over membership and Executive Board meetings in the absence of both the President and Vice-President.
- Be empowered, with the approval of the membership, to employ administrative assistance to be paid for out of the Local Union's funds.
- Performs other duties required by the Local Union, its bylaws or the National Constitution.<sup>17</sup>

(Article B3.3)

## Duties of Secretary-Treasurer

The Secretary-Treasurer shall:

- Receive all revenue, initiation fees, dues, and assessments, keeping a record of each member's payments, and deposit promptly all money with a bank or credit union
- Sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the CUPE Constitution, Local Union bylaws, or vote of the membership. In consultation with the Executive Board, designate a signing officer during prolonged absences.
- Ensure that per capita tax is paid by direct remittance, or where per capita is not paid be direct remittance, prepare all CUPE National per capita tax forms and remit payment, including \$1.00 of each initiation fee on all members admitted, no later than the last of the of the following month.
- Be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or expense claims for every disbursement made, receipts for all money sent to CUPE National, as well as records and supporting documents for all income received by the Local Union.
- Record all financial transactions in a manner acceptable to the Executive Board and in accordance with good accounting practices.
- Make a full financial report to meeting of the Local Union's Executive Board
- Make a written financial reports to each regular membership meeting, detailing all income and expenditures for the period.
- Be bonded through the master bond held by CUPE National. Any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office.
- Pay no money unless supported by a cheque requisition or expense form or request for payment duly signed by the President and one other member of the Executive Board as determined by the Executive Board. No request shall be required for payment of per capita fees to any organization to which the Local Union is affiliated.
- Make all books available for inspection by the Trustees and/or auditors on reasonable notice. Ensure that the books are audited at least once each calendar year wan within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees.
- Provide the Trustees with any information the Trustees require to complete the audit, including forms provided by CUPE National.
- Where required, not later than February 28th each year, furnish each member, on the forms supplied by CUPE National, with a statement showing the net amount of tax-deductible dues paid by him during the preceding calendar year.

- Be empowered, with the approval of the membership, to employ necessary administrative assistance to be paid for out of the Local Union's funds.
- Notify all members who are one month in arrears and report to the Executive Board all members two or more months in arrears in the payment of union dues.  
(Articles B3.4 to B.3.8)

Chief Steward – First contact from individual certifications and to look after the needs of the Local in that Certification. Chief Stewards are to keep the Executive apprised of all matters in the Certification and seek out assistance from the Executive when needed or required. With approval of the President or their designate, Chief Stewards have the signing authority for their Local Certification on personal grievances or complaints.

#### Duties of Trustees

The Trustees shall:

- Make a written report of their findings to the first membership meeting following the completion of each audit
- Submit in writing to the President and Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local Union's funds, records, and accounts are being maintained by the Secretary-Treasurer in an organized, correct, and proper manner.
- Inspect at least once a year, any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may at any time be owned by the Local union, and report their findings to membership.
- Send to the National Secretary-Treasurer, with a copy to the assigned Servicing Representative, the following documents:
  - i Completed Trustee Audit Program
  - ii Completed Trustees' Report
  - iii Secretary-Treasurer Report to the Trustees
  - iv Recommendations made to the President and Secretary-Treasurer of the Local Union
  - v Secretary-Treasurer's response to recommendations
  - vi Concerns that have not been addressed by the Local Union Executive Board

(Articles B.3.10 to B.3.12)



## **ARTICLE 7 – HONORARIUMS / EXPENDITURES**

### **7.01 –HONORARIUMS**

Local Union Officers shall be provided *honorariums* as follows:

1. The President of CUPE Local 5500 shall receive compensation of twenty two (22) hours per month at the top rate of this Local.
2. The Vice President shall receive compensation of twelve (12) hours per month at the top rate of a member of this Local.
3. The Recording Secretary shall receive compensation of twelve (12) hours per month at the top rate of a member of this Local.
4. The Secretary Treasurer shall receive compensation of twelve (12) hours per month at the top rate of a member of this Local.
5. Each Chief Steward, (1) per shall receive compensation of ten (10) hours per month at the top rate of this Local.
  - a. In the event of a strike or lockout, all Officers wages will be suspended and they shall receive strike pay benefits as stipulated in the National Defense Fund Regulations.
  - b. Officers and members booked off on Local Union Business will be paid their applicable wage rates by the Employer and CUPE 5500 will reimburse the Employer, where appropriate.
  - c. Rate of payment for kilometers (KM'S) traveled for Union Business will be .50 cents per kilometer travelled.
  - d. Executive Board members and Chief Stewards have the option of being provided with a cell phone owned by the Local or using their personal cell phone. The Local will reimburse cell phone expenses to a maximum of \$100 per month, upon submission of a cell phone bill.
  - e. The Stewards will receive a monthly out of pocket expense of \$50.00, to be paid on an annual basis, provided their cell numbers are made available to the membership and posted along with the Executive numbers.

- f. Stewards shall submit to the Executive Board an invoice for expenses accrued while doing approved Union business for approval and reimbursement.

### **Per Diems**

All delegates attending conventions, conference, or educationals held outside the City of Ottawa shall be paid a per diem allowance of \$125.00 for meals and expenses. When all three (3) meals are supplied the per diem will be \$65.00.

Delegates to conventions, conferences and educationals held locally shall be paid a per diem of \$65.00 for meals and expenses incurred.

The President or designate are required to approve such leave.

The President or designate may elect to pay for meals and other related expenses incurred when on approved union business within the City of Ottawa. In this case, no per diem will be issued.

The Annual Budget will be passed by the Executive Board and presented to the membership for approval at the January membership meeting. The annual budget will include an education and charitable donation component.

Travel to and from approved out of town conferences/conventions and educational workshops/training and any other approved Union business will be determined by and arranged for by the Recording Secretary in consultation with the Executive Board. Should a member attending such event choose to make alternate travel arrangements, they will be reimbursed up to the cost of the approved arrangements as determined by the Executive.

## **7.02 - EXPENDITURES**

### **Charitable donations**

A donation/gift basket/flowers, within a reasonable amount and approved by the Executive Board will be made and/or sent to L5500 members in the following circumstances:

- (a) Death of a family member (spouse, parent, sibling, child)
- (b) Birth/adoption of a child
- (c) Sick leave in excess of 30 days

The chief steward will be responsible for coordinating the appropriate donation.

## Education

A member requesting to attend an Educational course shall make a request to the Local in writing. All requests for Educational opportunities will be reviewed by the Executive Board and the member will be advised if their request is approved. Members who attend educational opportunities will be required to provide a summary of the training at the next membership meeting.

## **ARTICLE 8- NOMINATION, ELECTION AND INSTALLATION OF OFFICERS**

### **8.01 NOMINATION**

1. Elections of all Executive positions shall normally take place in December during even years. Nomination will take place at the General Membership Meetings in December. The term of office is two (2) years and not more than three (3) years. If the term is extended past the two (2) years as approved by the membership the next election will be a shortened or lengthened term to get the elections back on schedule as set out.
2. To run for any Executive position members must be nominated and can accept nominations to more than one executive position. Positions of President, Vice President, Secretary Treasurer and Recording Secretary can be nominated from any member in good standing with the Local. Nominations for Chief Steward must come from a member of the certification they wish to represent. Each nominee can have a scrutineer at the counting of the votes.
3. *To be eligible for nomination, the nominee must have been accepted into the membership and continue to be a member in good standing.* No nomination shall be accepted unless the member is in attendance at the meeting or has allowed to be filed at the meeting his consent in writing, duly witnessed by another member. No member shall be eligible for nomination if he is in arrears of dues and/or assessments.

### **8.02 ELECTION**

1. At a membership meeting at least one month prior to Election Day the President shall, subject to approval of the membership, appoint an Election Committee consisting of a Chief Returning Officer and assistant(s) if needed. The committee shall include members of the Local Union who are neither Officers nor candidates for office. The Elections Committee shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential.

2. The Executive Board shall determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Chief Returning Officer.
3. The Chief Returning Officer shall be responsible for issuing, collecting and counting ballots.
4. The elections will be held by referendum-style voting at polling stations approved by the Elections committee. Members will receive advance notice of at least seven days prior to the election as to the polling location(s), times, candidates and positions for the elections.
5. When two or more nominees are to be elected to any office by ballot, each member voting will be required to vote for the full number of candidates to be elected or the member's ballot will be declared spoiled.
6. Polls will be monitored by the Chief Returning Officer or a member of the Elections Committee at all times. The vote shall be by secret ballot. No proxy voting shall be permitted. The person receiving the plurality of votes in any election shall stand elected unless only one person is nominated for office; in that case the person shall stand by acclamation. In the event of a tie vote, at the next membership meeting, a second and subsequent ballot(s) will be taken if necessary until a candidate receives a majority of votes cast and can be declared elected.
7. All election complaints by candidates or members in good standing, including a request for a recount of votes, will be submitted in writing to the Chief Returning Officer as soon as possible but in no circumstances will a complaint be valid if it is filed later than seven (7) days following the releasing of the election results. The Chief Returning Officer in conjunction with the Elections Committee will investigate the complaint and issue a written ruling as soon as practical and report the ruling to the very next general membership meeting.
8. An election for the positions of three (3) year trustee will take place at the General Membership Meeting each December.

### **8.03 INSTALLATION**

1. The Executive Board will be sworn in at the first General Membership Meeting following the election.

## **ARTICLE 9- VACANCY OF POSITIONS**

9.01 Should any Executive position become vacant for any reason, nominations shall be held at the next General Membership Meeting with elections to be held within thirty (30) days of the nominations.

9.02 In the event of vacancy of the Executive position occurs during the last three (3) months of term, the Local President shall appoint an Executive member or a member to the vacant position(s) until the regular election is held.

9.03 If an officer fails to attend three consecutive membership meetings or three consecutive executive meetings without good and sufficient reason, their office will be declared vacant and filled at the next meeting. (Article B.2.5)

## **ARTICLE 10- UNION LOCAL FINANCES**

10.01 All cheques issued by the Local Union or authorized by the Local Executive and all legal documents shall require the signature of any two of the following signing officers - President, Vice President, or Secretary-Treasurer or Recording Secretary, one of which must be the Secretary-Treasurer. The signing Officers shall be bonded to an amount approved by the National Secretary-Treasurer. (Article B.3.5)

10.02 All monies in the hands of any officers of the Local Union shall be deposited in the name of the Local Union and a complete record of all monies received and paid out shall be kept unless otherwise authorized by the membership all monies paid out shall be by cheque.

10.03 Financial records of this Local must be available for viewing at the general meeting.

## **ARTICLE 11 - DUES AND ASSESSMENTS**

11.01 Payment of initiation fees is a tangible confirmation of the desire to become a member of your Local Union and the Canadian Union of Public Employees. Each application for membership in the Local Union will be directed to the Secretary-Treasurer and will be accompanied by an initiation fee of one dollar (\$1.00) which shall be in addition to monthly dues. The Secretary-Treasurer shall issue a receipt. If the application is rejected, the fee shall be returned

(Article B.4.1)

11.02 The readmission fee shall be one dollar (\$1.00).

11.03 A member who fails to pay dues and assessments for three months is automatically suspended from membership. The suspension will be reported to the Executive Board by the Secretary-Treasurer. The Executive Board will report all suspensions to the next membership meeting. The member may return to membership in good standing by paying a readmission fee.

A member who has been unemployed or unable to work because of sickness shall pay the readmission fee but may not be required to pay arrears.

(Article B.8.6)

11.04 Local dues for every member shall be two ~~(2)~~% percent (2%) at their regular rate.

11.05 Regular monthly dues shall be established or altered by CUPE Local 5500 only at a regular or special membership meeting, provided that at least seven (7) day's notice at a previous meeting or at least sixty (60) days written notice has been given. (Article B.4.3)

11.06 Assessments may be levied in accordance with the CUPE Constitution. Assessments do not mean or include regular monthly dues and are applied for a specific purpose or specific length of time. Membership approval is required and the assessment will only be applied after the National President approves the assessment. (Article B.4.2)

11.07 Members who accept a position outside of the Bargaining unit while under job protection of the Local shall be deducted dues at the substantive position being protected.

11.05 CUPE 5500 members who have been endorsed by CUPE Local 5500 to elected positions or other duties for CUPE Ontario or CUPE National will provide all meeting dates and details to the President and Executive Board as soon as they are received. Union leave requests will then be submitted by the President or their designate to the Employer for approval.

## **ARTICLE 12- MEETINGS**

12.01 The Executive Board shall be responsible for holding *at least four (4) General membership meetings per year.*

12.02 Executive Board meetings shall be called each month, to discuss and pass recommendations on matters that require membership approval, or held at the call of the President, or a majority of the Executive Board Members. Minutes are to be taken at all of the Executive Board Meetings.

- 12.03 Notice of each general membership meeting outlining the date, time and location shall be given to members at least seven days in advance of the meeting. When a statutory holiday or a situation beyond the control of the Local Union arises, which causes the cancellation of a general membership meeting, the Executive Board shall reschedule the general membership meeting and will give members seven days' notice of the date of the rescheduled meeting.
- 12.04 Special membership meetings may be ordered by the Executive Board or requested in writing by no fewer than twenty (20) members. The President shall immediately call a special meeting when so ordered or requested and shall see that all members receive at least forty-eight (48) hours noticed of the special meeting and the subject(s) to be discussed. No business shall be transacted at the special meeting other than that for which the meeting is called and notice given.

### **12.05 QUORUM**

**1.** At General or Special Meetings, ten percent 10% of active members present constitute a quorum, including three (3) members of the Executive Board.

12.06 The order of business at regular membership meetings is as follows:

1. Roll call of officers
2. Reading of the Equality Statement
3. Voting on new members and initiation
4. Reading and approval of the minutes
5. Matters arising from the minutes
6. Secretary-Treasurer's Report
7. Communications and bills
8. Executive Committee (or Board) Report
9. Reports of committees and delegates
10. Nominations, elections, or installations
11. Unfinished business
12. New business
13. Good of the Union
14. Adjournment

(Article B.6.1)

## **ARTICLE 13 - AMENDMENTS**

13.01 The Bylaw committee will review the bylaws on an annual basis and make recommendations to the Executive Board on proposed amendments.

13.02 These bylaws will not be amended, added to, or suspended except upon a majority vote of those present and voting at a regular or special membership meeting following seven days notice at a previous meeting or at least sixty (60) days written notice. (Articles 13.3 and B.5.1)

13.03 The amended or additional bylaws do not come into effect until they have been approved in writing by the National President. The National President will decide whether to approve the amended or additional bylaws within 90 days of receiving them and will withhold approval only where they conflict with the CUPE Constitution. (Article 13.3 and B.5.1)

## **ARTICLE 14- RETIRED MEMBERS**

14.01 Upon retirement, any member in good standing will become an honorary member in the Local and shall not be required to pay dues.

## **ARTICLE 15 - COMMITTEES**

15.01 Before the appointment of members on any ongoing committee, the President shall sanction the appointment of the Member(s). Member(s) appointed shall directly report to members at the next General Membership Meeting or report directly to the Executive Board after every committee meeting.

15.02-The President shall be a member ex officio of all committees within the Local.

### **Negotiation Committee**

The negotiation committee shall be made up of the President, the Vice President, Recording Secretary, Secretary-Treasurer and the Chief Steward from each certification. The National Representative assigned to the Local Union shall be a non-voting member of the committee and shall be consulted at all stages from formulating proposals, through negotiations, to contract ratification by the membership.

At all Collective Agreement negotiations there shall be the President or his/her designate and at least one representative present from each certification if dealing with something that affects all certifications. If negotiations are taking place for one (1) certification only, that certification's representative must be present during such negotiation.



## **Bylaw Committee**

An Executive member and 3 members in good standing (one from each Certification) shall sit on the Local Bylaw Committee.

## **Grievance Committee**

The grievance committee shall be made up of the Vice-President, the chief steward from each certification and one member at large appointed by the Executive Board. The National Representative assigned to the Local Union shall be a non-voting member of the committee and shall be consulted at all stages.

This committee will oversee the handling of all local grievances, receive copies of all grievances, prepare a report on the status of all grievances to be submitted to the Executive Board, the National Representative and to the membership meeting.

When a grievance is not settled in the initial steps provided for in the collective agreement, this committee will decide whether or not the grievance should proceed to arbitration. If the decision is to not proceed, the grievor(s) may appeal the decision to the Executive Board.

## **SECTION 16 – COMPLAINTS AND TRIALS**

16.01 All charges against members or Officers must be made in writing and dealt with in accordance with the Trial Procedure provisions of the CUPE National Constitution.  
(Articles B.11.1 to B.11.5)

## **SECTION 17 – RULES OF ORDER**

All meetings of the Local Union will be conducted in accordance with the basic principles of Canadian parliamentary procedure. Some of the more important rules to ensure free and fair debate are appended to these bylaws as Appendix C.

These rules shall be considered as an integral part of the bylaws and may be amended only by the same procedure used to amend the bylaws. In situations not covered by Appendix C to these bylaws, the CUPE National Constitution may provide guidance, but, if the situation is not dealt with there, Bourinot's Rules of Order shall be consulted and applied.

## APPENDIX C

### Rules of Order

1. The President will be the Chairperson at all membership meetings. In the absence of the President, the Vice-President will be the Chairperson at the membership meeting. In the absence of the President and Vice-President, the Recording Secretary will be the Chairperson at the membership meeting. In the absence of the President, Vice-President and Recording Secretary, members at the membership meeting will select a Chairperson by majority vote. Quorum rules must be met.
2. Members are not allowed to speak about an issue for more than five minutes. Members can only speak to an issue once unless there is agreement by the members at a meeting, or where all those wishing to speak have had the opportunity to speak.
3. The Chairperson of a committee who is making a report or the mover of a motion may speak for up to fifteen minutes. With the agreement of the members present, the fifteen minutes may be expanded.
4. The Chairperson will state every motion presented at a membership meeting before allowing debate on the motion. Before putting a motion to a vote, the Chairperson will ask: "Is the Local ready for the motion?" If no member rises to speak, the motion will be voted upon.
5. A motion must be moved and seconded. The mover and seconder must rise and be recognized by the Chairperson.
6. A motion to amend a motion, or a motion to amend an amendment are allowed, however a motion to amend an amendment to an amendment is not allowed.
7. An amendment to a motion or an amendment to an amendment to a motion that is a direct negative to the main motion is never permitted.
8. On motion, the regular order of business at a membership meeting may be suspended where two-thirds of those present vote to do so. The regular order of business should only be suspended to deal with urgent business.
9. Motions other than those named in Rule 19, or motions to accept or adopt the report of a committee, will, if requested by the Chairperson, be put in writing prior to beginning debate and vote.
10. 10;At the request of a member, and upon a majority vote, a motion which contains more than one action or issue can be divided.

11. The mover of a motion can withdraw the motion upon the consent of the seconder prior to the end of debate. Once debate has ended on a motion, the motion can only be withdrawn upon unanimous vote of the members present.

12. A member who wishes to speak on a motion, or a member who wishes to move a motion, shall rise and respectfully address the Chairperson. The member shall not proceed until the member is recognized by the Chairperson except where the member rises to a point of order or on a question of privilege.

13. The Chairperson will keep a speakers list and in all cases will determine the order of speakers including those circumstances where two or more members rise to speak at the same time.

14. A member, while speaking, will speak only to the issue under debate. Members shall not personally attack other members. Members will refrain from using language that is offensive or in poor taste. Members will generally not speak in a manner that reflects poorly on the Local Union or other members.

15. A member that is called to order will stop speaking until the point of order is determined. If it is decided that the member is in order, then the member may continue speaking.

16. Religious discussion of any kind is not permitted.

17. The Chairperson will not take part in any debate. Where the Chairperson wishes to speak on a resolution or motion, or where the Chairperson wishes to move a motion, the Chairperson must rise from the chair and hand the chair over as outlined in Rule #1.

18. The Chairperson will have the same right to vote as other members. In the case of a tie vote, the Chairperson may cast another vote or the Chairperson may refrain from casting an additional vote, in which case the motion is defeated.

19. When a motion is before the members, no other motion is in order except a motion to 1) adjourn; 2) put the previous question; 3) lay on the table; 4) postpone for a definite time; 5) refer; or 6) divide or amend. These six motions shall have precedence in the order indicated. Motions 1 through 3 shall be decided without debate.

20. The Chairperson will ask "Will the main question be now put?" where a motion for the previous question is moved and seconded. If approved, the Chairperson will then take votes on the motion and amendments to the motion (if any) in order of priority. If an amendment or an amendment to an amendment is approved, then members will be asked to vote on the motion as amended.

21. A motion to adjourn is in order except when a member is speaking or when members are voting.

22. A motion to adjourn, if lost, is not in order if there is further business before the Local Union, until fifteen minutes have elapsed.

23. After the Chairperson declares the vote results on a question, and before the Local Union proceeds to another order of business, any member can ask for a division. A standing vote on the division will be taken and the Recording Secretary will count the standing vote.

24. If a member wishes to appeal a decision of the Chairperson, the member must appeal at the time the decision is made. If the appeal is seconded, the member will be asked to state briefly the basis for the appeal. The Chairperson will then state briefly the reasons for the decision. Following immediately and without debate, the Chairperson will ask, "Will the decision of the chair be upheld?" A majority vote shall decide. In the event of a tie vote, the decision of the chair is upheld.

25. At a membership meeting where a question has been decided any two members who voted with the majority can give notice of a motion to reconsider a decision of the membership at the next membership meeting. The motion to reconsider requires the support of a two-thirds majority of members who vote. If two-thirds majority of members support reconsideration, the question will be placed in front of the membership for debate and a subsequent vote.

26. Members are allowed to leave a meeting with the permission of the Vice-President; however, in no case will a member leave during the reading of minutes, the initiation of new members, the installation of Officers, or the taking of a vote.

27. The Local Union's business and the proceedings of meetings are not to be divulged to any persons outside the Local Union, or the Canadian Union of Public Employees.