



**CANADIAN UNION OF PUBLIC
EMPLOYEES**

LOCAL 4810

BYLAWS

RED DEER PUBLIC LIBRARY

Amended: June 26, 2015



Canadian Office & Professional Employees Local 491

Table of Contents

ARTICLE 1 - NAME	4
ARTICLE 2 - OBJECTIVES	4
ARTICLE 3 - INTERPRETATIONS AND DEFINITIONS	4
ARTICLE 4 - AFFILIATIONS.....	4
ARTICLE 5 - OFFICERS	5
ARTICLE 6 - RATIFICATION PROCEDURE	5
ARTICLE 7 - EXECUTIVE, COMMITTEES AND DELEGATES.....	6
ARTICLE 8 - ELECTIONS OF OFFICERS AND COMMITTEES.....	7
ARTICLE 9 - QUORUM	8
ARTICLE 10 - INITIATION FEES AND MEMBERSHIP DUES	8
ARTICLE 11 - MEETINGS.....	9
ARTICLE 12 - CONVENTIONS/UNION SPONSORED ACTIVITIES.....	10
ARTICLE 13 - REPRESENTATION AT SCHOOLS, EDUCATIONAL COURSES OR UNION SPONSORED ACTIVITY	11
ARTICLE 15 - SIGNING PRIVILEGES	12
ARTICLE 16 - OUT-OF-POCKET EXPENSES.....	12
ARTICLE 17 - DOOR PRIZE	13
ARTICLE 18 - SICKNESS	13
ARTICLE 19 - CHILD CARE EXPENSES.....	13
ARTICLE 20 - DUTIES OF OFFICERS	13
ARTICLE 21 - CUPE 4810 POST SECONDARY SCHOLARSHIP	17
ARTICLE 22 - AMENDMENTS	17
APPENDIX "A" TO THE BYLAWS OF CUPE LOCAL 4810	18

Rules of Order..... 18

CONSTITUTION AND BY-LAWS OF LOCAL 4810

ARTICLE 1 - NAME

This organization shall be known as the Red Deer Public Library Workers, Local #4810, Canadian Union of Public Employees.

ARTICLE 2 - OBJECTIVES

The Union has its objectives to:

- (a) Secure adequate remuneration for work performed and generally advance the economic and social welfare of its members and of all workers;
- (b) Support CUPE in reaching the goals set out in Article II of the CUPE Constitution;
- (c) Provide an opportunity for its members to influence and shape their future through free democratic trade unionism;
- (d) Encourage the settlement by negotiation and mediation of all disputes between the members and their Employers;
- (e) Establish and promote good relations with the citizens of the communities where its members live, and at all times, assume its proper responsibility within the community.

ARTICLE 3 - INTERPRETATIONS AND DEFINITIONS

- (a) Numbers of articles at the end of sections or sub-sections refer to relevant articles of the CUPE Constitution which should be read in conjunction with these by-laws.
- (b) Employees of the City of Red Deer Library Workers covered by certificate number #137-89 shall be known as Red Deer Library Workers CUPE Local 4810.

ARTICLE 4 - AFFILIATIONS

This Local shall retain membership in good standing with:

- (a) The Canadian Union of Public Employees - Alberta Division
- (b) The Canadian Labour Congress

and/or their legal successors until such time as a majority vote of the members present and voting at a regular meeting shall deem otherwise.

ARTICLE 5 - OFFICERS

- (a) The officers of this Local shall be: President, Vice President, Secretary Treasurer and Recording Secretary. These four positions shall be known as the table officers.
- (b) All officers of this Local must be members in good standing and any officer who misses three (3) consecutive meetings without good and sufficient reason shall forfeit their office.
- (c) There shall be three (3) Trustees who are not members of the Executive Board.

ARTICLE 6 - RATIFICATION PROCEDURE

At such time that a memorandum of agreement has been reached between CUPE 4810 and the Red Deer Library Board and such memorandum requires a ratification vote, the following procedures shall be followed:

- (a) Only card holding members in good standing of C.U.P.E. 4810 employed by the City of Red Deer Library on the day the ratification vote is called shall be allowed to vote.
- (b) The vote shall take place at a special meeting of C.U.P.E. 4810 called specifically to deal with the memorandum of agreement. No other business will be dealt with at that meeting.
- (c) Notice of the special meeting shall be posted throughout the workplaces at least seven (7) calendar days prior to the meeting taking place.
- (d) In order for a vote to take place, Quorum shall consist of eight (8) members of C.U.P.E. 4810 as described under subsection (a).
- (e) A simple majority, 50% plus 1, shall determine the outcome of the vote.
- (f) The members present at the meeting shall determine whether the vote will be by secret ballot, standing vote or a show of hands.

ARTICLE 7 - EXECUTIVE, COMMITTEES AND DELEGATES

(a) Executive Board

The Executive Board shall be the four-table officer's, who shall be elected at a meeting of annual meeting of Local 4810. The quorum for Executive Board meetings shall be three (3) Table Officers. The Executive Officers shall hold title to any real estate of the local as trustees for the local. They shall have no right to sell, convey, or encumber any real estate without first giving notice and then submitting the proposition to a membership meeting and having it approved. All charges against Officers of members shall be made in writing and dealt with in accordance with Article B.VI of the National Constitution.

(b) Grievance Committee

The Grievance Committee shall be the President, Vice President and the Recording Secretary. Assistance is available from the CUPE national Representative.

(c) Shop Stewards of Local 4810 shall be elected from their respective bargaining units sites. One per facility shall be elected.

(d) Negotiating Committees

The Negotiating Committees shall be:

- (1) 4810 - Red Deer Public Library Employees, shall be the President and two (2) members elected from the members of that bargaining unit.
- (2) The CUPE Representative assigned to the local shall be a non-voting member of the Committee and shall be consulted at all stages from formulating proposals, through negotiations, to contract ratification by the membership.

(f) Negotiating Committee Expenses

Expenses for meals and meeting rooms shall be paid by CUPE Local 4810 at the discretion of the Executive Board.

(g) All other Committees shall either be elected at regular meetings or appointed by the Executive, after permission has been granted by a general membership meeting.

ARTICLE 8 - ELECTIONS OF OFFICERS AND COMMITTEES

1. (a) The President shall appoint an Election Committee prior to the elections. This Committee shall consist of a Returning Officer and an Assistant. These shall be members of the Local who are not candidates for office, which may include the CUPE National Representative. The Committee shall treat any information in connection with the elections as confidential.
- (b) In all elections, the voting shall be by secret ballot and shall take place at the regular meeting in November, except for the Negotiating Committee which shall be elected at least two months prior to the expiration of the collective agreement. 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.
- (c) Voting to fill one office shall be conducted and completed and recounts dealt with before balloting may begin to fill another office.
- (d) A majority of votes cast shall be required before any candidate can be declared elected. Second and subsequent ballots shall be taken, if necessary, to obtain a majority. Second and subsequent ballots shall not include the candidate from the previous ballot who received the least number of votes. In the case of a final tie vote, the presiding Officer may cast the deciding vote.
- (e) When two or more nominees are to be elected to any office by ballot, each member shall be required to vote for the full number of candidates to be elected or the member's ballot will be declared spoiled.
- (f) Any member may request a recount of the votes for any election and a recount shall be conducted if the request is supported in a vote, by at least the number of members equal to fifty percent (50%) of the members in attendance for a membership meeting.
- (g) All duly elected officers shall be installed at the meeting at which the elections are held and shall continue in office for the designated term of office.
- (h) Should an office fall vacant, the resulting by-election should be conducted as closely as possible in conformity with this Article. The term of office shall be the balance of the term being filled.

2. (a) In order to be eligible for election as a Table Officer, the nominee must have attended at least fifty (50%) of the meetings held in the previous years' time.
- (b) The Table Officers shall be elected for two (2) year terms. The President and Recording Secretary shall be elected in the even numbered years and the Vice President and Secretary-Treasurer shall be elected in the odd numbered years.
- (c) The three (3) Trustees when first elected, shall be for three (3) years, two (2) years and one (1) year terms in the order of election, and each succeeding year, one (1) trustee shall be elected for a three (3) year term.
- (d) The term of office for the Steward shall be two (2) years.
3. (a) Committee members or Officers shall forfeit their office if they miss three (3) consecutive meetings without good and sufficient reason.
- (b) Any Committee member may be excused from attending a meeting by vote of the membership.

ARTICLE 9 - QUORUM

A quorum for the transaction of business shall be eight (8) members at a regular or special meeting of the Local or a majority of the members of any committee.

The Executive Board of CUPE 4810 are empowered to conduct the business of the Local in the absence of a quorum at a regular monthly meeting. Any decision made by the Executive Board will be reported back for ratification at the next membership meeting.

ARTICLE 10 - INITIATION FEES AND MEMBERSHIP DUES

- (a) Initiation Fee

Each application for membership in the Local shall be directed to the Secretary-Treasurer and shall be accompanied by an initiation fee of \$2.00 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.

(b) Monthly Dues

Dues shall be 0.75% above CUPE National per capital taken off regular gross salary.

(c) Re-admittance Fee

The re-admittance fee shall be \$2.00.

(d) The Local and its Sub-locals shall exempt any member who is laid off from the payment of dues while unemployed for a period of up to one year.

(e) Changes in the levels of the Initiation Fee, the Re-admittance Fee, or the Monthly Dues can be effected only by following the procedure for amendment of these bylaws (see Section 22), with the additional provision that the vote must be by secret ballot.

(f) Notwithstanding the above provision, if the CUPE Convention raises minimum fees and/or dues above the level herein established, these bylaws will be deemed to have been automatically amended to conform to the new CUPE minima.

(g) Special assessments may be levied in accordance with Article B.4.2 of the CUPE constitution.

ARTICLE 11 - MEETINGS

(a) The regular meetings shall be held on the third Friday in the months of February, June, September and November at 5:30 p.m., unless such day is a holiday, in which case the meeting will be held on the third Thursday.

(b) The Executive Board meetings shall be at the discretion of the Executive Board and the dates for these meetings shall be set at the first Executive Board meeting following the November Annual meeting for the following twelve (12) months. The Executive Board will meet at least once a month.

(c) No regular meetings shall be held in July or August.

(d) Special meetings of the Local shall be called by the Executive Board, or at the written request of eight (8) members. Only the business mentioned in the meeting notice shall be discussed at a special meeting. Members shall receive at least 24 hours' notice of the special meeting.

- (e) When a special meeting is called under Article 11 (d), members scheduled to work at the time of the meeting shall be allowed to book off work at the Union's expense.

ARTICLE 12 - CONVENTIONS/UNION SPONSORED ACTIVITIES

- (a) All delegates to conventions must be members in good standing and be elected at a regular meeting. In order to qualify for election, the nominee must have attended at least three (3) regular meetings in the previous twelve (12) months.
- (b) For CUPE National Conventions, CLC Conventions and Alberta Division Conventions, the President of Local 4810 shall be an automatic delegate if they so desire.
- (c) Each delegate to a local convention, or any other union sponsored activity shall receive:
- (1) Payment of any loss of wages or pay.
 - (2) Payment for parking.
 - (3) Payment of \$20.00 per day to cover expenses.
- (d) Each delegate to an out-of-town, in-Province convention, or other union sponsored activity, shall receive:
- (1) Payment for any loss of wages or pay.
 - (2) Payment of \$50.00 per day out-of-pocket expenses and single room accommodation.
 - (3) Mileage at the rate of forty-five cents (.45) per kilometre for the return trip, unless it is decided by the Executive Board that it is more feasible to use air travel (at economy airfare) plus expenses to and from the airport. Members are encouraged to car pool when possible, and mileage will be paid only to the driver.
 - (4) In the event that the delegate is provided with room and board, payment of \$15.00 per day to cover expenses.
 - (5) Payment of the aforementioned out-of-pocket expenses is to commence on the day of the official registration of the convention or seminar.
- (e) Each delegate to an out-of-Province convention, or union sponsored activity shall receive:

- (1) Payment for any loss of wages or pay.
 - (2) Payment of \$75.00 per day out of pocket expenses and single room accommodation.
 - (3) Return trip, economy airfare, plus transportation to and from the airport. Airport bus service shall be used wherever possible.
 - (4) Payment of the aforementioned out-of-pocket expenses and single room accommodation may commence prior to the night before the official opening of the convention, or union sponsored activity at the discretion of the Executive Board. Overall cost shall be the determining factor.
- (f) A delegate to a convention, school or any union sponsored activity is expected to attend at all times. Absences shall be acceptable for good and sufficient reason only. If a delegate misses a session, then the out-of-pocket expense money for that day must be returned to the local. A session is considered as one whole morning and/or one whole afternoon.

ARTICLE 13 - REPRESENTATION AT SCHOOLS, EDUCATIONAL COURSES OR UNION SPONSORED ACTIVITY

- (a) Any member in good standing is eligible to attend a school, educational course or union sponsored activity.
- (b) Members who have attended a weekend school or course will be given preference to attend a weeklong school or course. Members are encouraged to take a weekend course prior to a weeklong course, where applicable.
- (c) The number of members to attend any one school or course will be by recommendation of the Executive Board, subject to final approval of the membership.
- (d) Payment of expenses to attend schools or educational courses will be the same as for conventions and union sponsored activity.

ARTICLE 14 - VOTING OF FUNDS

- (a) The expenditures of the Local Union shall be only for the purposes of the Local Union, and in all cases shall be made by cheque signed by the Secretary-Treasurer and counter-signed by the President or Vice President, or such other officer as the Local Union may designate.

- (b) Except for the regular fees, out-of-pocket expenses and per capita assessments, no expenditure of the Local shall be made unless approved by the membership at a regular meeting.
- (c) Office and miscellaneous expenses under \$500.00 per month shall be approved by the Executive.
- (d) Any amount over \$500.00 shall be voted and approved by the membership at a regular membership meeting, prior to the expenditure.
- (e) No amount over \$100 shall be voted for a non-union purpose or for a grant or contribution to a member, except by a Notice of Motion at a regular membership meeting and passed by a two thirds (2/3) majority of the members present at the next regular meeting.

ARTICLE 15 - SIGNING PRIVILEGES

- (a) The President and the Secretary Treasurer shall sign all official documents on behalf of the Local and shall have the care and use of the official seal of the organization.
- (b) All cheques will be signed by the Secretary Treasurer and the President or Vice President. Two out of the three signatures will be required on each cheque.

ARTICLE 16 - OUT-OF-POCKET EXPENSES

- (a) The following shall receive out-of-pocket expenses:
 - (i) The President, in the amount of \$30 per month.
 - (ii) The Vice President, in the amount of \$20 per month.
 - (iii) The Secretary Treasurer in the amount of \$20 per month.
 - (iv) The Recording Secretary in the amount of \$20 per month.

In the month that any of the Officers change, the out-of-pocket expenses shall be paid to both Officers for that month.

- (b) The Trustees shall receive \$25.00 for each annual report or for any audit that they would be required to perform.

ARTICLE 17 - DOOR PRIZE

- (a) The door prize at regular membership meetings will be given based on five dollars (\$5.00) per member of those in attendance and will be given to a member in attendance.

ARTICLE 18 - SICKNESS

- (a) Fruit, candies, fruit basket or flowers and a card, not to exceed the amount of fifty dollars (\$50.00) will be sent to all current members of the Bargaining Unit covered by this certification, or their spouse or dependent child (any immediate family member), when they are sick or hospitalized or when they are off work due to sickness or injury for more than three (3) consecutive days, or at the birth of a baby or adoption.
- (b) A wreath, flowers or a donation to a charity of their choice in the same amount as outlined in (a) shall be sent at the demise of a current member or one of their immediate family, (spouse or child) or demise of a mother, father, mother-in-law, father-in-law or legal guardian.
- (c) A wreath, flowers or a donation to a charity of their choice in the same amount as outlined in (a) shall be sent at the demise of a retired member.

ARTICLE 19 - CHILD CARE EXPENSES

1. Any member in good standing who incurs child care expenses in order to attend a regular, special, committee or executive meeting which they would not normally incur, shall be reimbursed at the rate of:
 - (a) Minimum wage per hour for the first child;
 - (b) Minimum wage less \$5.00 per hour for each additional child.

These rates shall be paid up to a maximum of three (3) hours upon receipt of proof of expense.

ARTICLE 20 - DUTIES OF OFFICERS

1. The President shall:
 - enforce the CUPE Constitution and the Bylaws of Local 4810.
 - Preside at all membership meetings and preserve order.
 - Decide all points of order and procedure.

- Appoint another Officer to preside at any meeting during a challenge of the chair or if the President should wish to speak on a matter on the floor of the meeting.
 - Have a vote on all matters (except appeals against his rulings) and in the case of a tie vote in any matter, including elections, have the right to cast an additional vote to break a tie.
 - Ensure that all Officers perform their assigned duties.
 - Sign all official documents on behalf of Local 4810.
 - Fill committee vacancies where elections are not provided for upon agreement of the membership.
 - Introduce new members and conduct them through the initiation ceremony.
 - Represent the Local on the Grievance Committee.
 - Receive Executive approval for any correspondence sent out under the signature of Local 4810.
 - Conduct themselves in a professional manner in all capacities.
 - Time off to conduct union business shall be provided upon approval by the Executive.
 - Perform such other duties as may be assigned by the Executive Board.
 - On termination of the office, surrender all books and other property of the local to the successor.
2. The Vice President shall:
- If the President is absent or incapacitated, perform the duties of the President.
 - Preside at Executive Board meetings.
 - If the office of President falls vacant, become Acting President until a new President is elected.
 - Time off to conduct union business shall be provided upon approval by the Executive.
 - Handle all travel and hotel arrangements required for union business.
 - Represent the Local on the Grievance Committee.
 - Perform such other duties as may be assigned by the Executive Board.
 - Conduct themselves in a professional manner in all capacities.
 - On termination of the office, surrender all books and other property of the local to the successor.
3. The Recording Secretary shall:
- Keep a full, accurate and impartial account of the proceedings of all regular or special membership meetings.

- Record all amendments in the bylaws and submit same to the National President for approval.
 - Answer correspondence and fulfil other secretarial duties as directed by the Board or the membership.
 - File a copy of all letters sent out and keep on file all communications.
 - Prepare and distribute all circulars and notices to members.
 - Have all records ready on reasonable notice for the Auditors and Trustees.
 - Include a copy of the full financial report presented by the Secretary-Treasurer with the record of all membership meetings.
 - Preside over membership and board meetings in the absence of both the President and the Vice President.
 - Be empowered, with the approval of the membership to employ necessary secretarial or other assistance to be paid for from the funds of Local 4810.
 - Perform such other duties as may be assigned by the Executive Board.
 - Conduct themselves in a professional manner in all capacities.
 - On termination of the office, surrender all books and other property of the local to the successor.
4. The Secretary Treasurer shall:
- Receive all revenue, initiation fees, duties and assessments, keeping a record of each member's payments and deposit promptly, all money with a bank or Credit Union.
 - Prepare all CUPE National per capita tax forms and remit payment no later than the 15th day of each month.
 - Record all financial transactions in a manner acceptable to the Trustees and in accordance with good accounting practices.
 - Submit all books and records to the Trustees for audit at least once each calendar year, the Secretary-Treasurer must, within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees.
 - Be bonded for not less than \$500 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 Treasurer). Any Treasurer who cannot qualify for the bond shall be disqualified from office.
 - Make regular full financial reports to meetings of the local's executive as well as present written financial reports to each regular membership meeting, detailing all income and expenditures for the period.
 - Make the books available for inspection by the Auditors and/or the Trustees on a 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.
 - Sign all documents on behalf of Local 4810.
 - Perform such other duties as may be assigned by the Executive Board.
 - Invest the finances of the Local upon direction of the membership.
 - Conduct themselves in a professional manner in all capacities.
 - On termination of office, surrender all books and other property of the local to the successor.
 - On behalf of the local union membership, be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or vouchers for every disbursement made, receipts for all money sent to CUPE headquarters as well as records and supporting documents for all income received by the local union.
5. The Trustees shall:
- Act as an auditing Committee on behalf of the members and audit the books and accounts of the Secretary-Treasurer and the Recording Secretary and the other committees semi-annually.
 - 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, and report their findings to the membership.
 - Send a copy of the completed audit report (on the prescribed form provided by the National Secretary-Treasurer), as well as a copy of their report to the local union membership along with a copy of their recommendations and/or concerns to the President and Secretary-Treasurer and the Secretary-Treasurer's response, to the National Secretary-Treasurer of the Canadian Union of Public Employees, with a copy to the assigned servicing representative.
 - Be responsible to ensure that monies are not paid out without proper constitutional or membership authorization.
 - List all of the assets of Local 4810 and make sure that the assets are properly insured.
 - Audit and check the records of the Recording Secretary and other committees where necessary, semi-annually.
 - Conduct themselves in a professional manner in all capacities.

- On termination of office, surrender all books and other property of the Local to the successor.

ARTICLE 21 - CUPE 4810 POST SECONDARY SCHOLARSHIP

Two \$500.00 scholarships will be awarded in the Fall of each year to the winners of a 1,000 word essay contest on the topic: The Union Movement.

Recipients must be a current dues paying member or immediate family member (son, daughter, spouse, brother, sister) of a current dues paying member. All recipients are eligible to win the scholarship once. They must provide proof that they are enrolled full time in a post-secondary education or training program (i.e., University, College, Trade School, etc.).

Essays will be received by the Secretary who will assign a number to each entry and exclude the writer's name for unbiased judging. Essays will be judged by the Executive Committee at the June Executive meeting. Deadline for entries is August 31 for payment in October.

ARTICLE 22 - AMENDMENTS

- (a) These Bylaws are always subordinate to the CUPE Constitution (including Appendix "B") as it now exists or may be amended from time to time, and in the event of any conflict between the Bylaws and the CUPE Constitution, the latter shall govern. Constitutional interpretation, including determination of conflict, is the prerogative of the National President.
- (b) The Bylaws shall not be amended, added to, or suspended except upon a two-thirds majority vote of those present and voting at a regular membership meeting following a seven days' notice at a previous meeting or at least 60 (sixty) days written notice.
- (c) No changes in these Bylaws shall be valid and take effect until approved by the National President of the Canadian Union of Public Employees. The validity shall date from the letter of approval of the National President.

APPENDIX “A” TO THE BYLAWS OF CUPE LOCAL 4810**Rules of Order**

- (1) The President or, in the President’s absence, the Vice-President, shall take the chair at all membership meetings. In the absence of both the President and the Vice-President, the Membership Secretary shall act as President, and in the Membership Secretary’s absence a President pro-tem shall be chosen by the Local.
- (2) No member, except the chairperson of a committee making a report or the mover of a resolution, shall speak more than five minutes, or more than once on the same question without the consent of the meeting or until all who wish to speak have had an opportunity. The chairperson and movers of a resolution shall be limited to fifteen minutes, except with the consent of the meeting.
- (3) The President shall state every question coming before the Local and before allowing debate thereon and again immediately before putting it to a vote, shall ask: “Is the Local ready for the question?” Should no member rise to speak, the question shall then be put.
- (4) A motion to be entertained by the presiding officer must be moved and seconded; both mover and seconder must rise and be recognized by the chair.
- (5) A motion to amend, or to amend an amendment, shall be in order, but no motion to amend an amendment to an amendment shall be permitted. No amendment, or amendment to an amendment, which is a direct negative of the resolution shall be in order.
- (6) On motion, the regular order of business may be suspended by a two-thirds vote of those present to deal with any urgent business.
- (7) All resolutions and motions other than those named in Rule 17, or those to accept or adopt the report of a committee, shall, if requested by the presiding officer, be presented in writing before being put to the Local.
- (8) At the request of any member and upon a majority vote of those present, a question may be divided when the sense will admit of it.
- (9) Any member having made a motion can withdraw it with the consent of the seconder, except that any motion, once debated, cannot be withdrawn except by a majority vote of those present.

- (10) When a member wishes to speak on a question or to make a motion, the member shall rise and respectfully address the presiding officer, but, except to state that the member rises to a point of order or on a question of privilege, the member shall not proceed further until recognized by the chair.
- (11) When two or more members rise to speak at the same time, the presiding officer shall decide which one is entitled to the floor.
- (12) Every member, while speaking, shall adhere to the question under debate and avoid all personal, indecorous, or offensive language, as well as any poor reflection on the Local or member thereof.
- (13) If a member, while speaking, is called to order, the member shall cease speaking until the point is determined; if it is decided the member is in order, they may again proceed.
- (14) No religious discussion shall be permitted.
- (15) The President shall take no part in debate while presiding, but may yield the chair to the Vice-President in order to speak on any question before the Local, or to introduce a new question.
- (16) The Presiding Officer shall have the same rights as other members to vote on any question. In case of a tie, the Presiding Officer may in addition give a casting vote, or may, if so chooses, refrain from breaking the tie, in which case the motion is lost.
- (17) When a motion is before the Local, no other motion shall be in order except (1) to adjourn (2) to put the previous question (3) to lay on the table (4) to postpone for a definite time (5) to refer (6) to divide or amend, which motions shall have precedence in the order named. The first three of these shall be decided without debate.
- (18) A motion for the previous question, when regularly moved and seconded, shall be put in this form: "Shall the main question be now put?" If it is adopted, the President shall proceed to take the vote on the resolution and amendments thereto (if any) according to their priority. If an amendment or an amendment to an amendment is adopted the original resolution, as amended, shall be put to the Local.
- (19) A motion to adjourn is in order except (1) when a member has the floor, and (2) when members are voting.
- (20) A motion to adjourn, having been put and lost, shall not be in order again, if there is further business before the Local, until fifteen minutes have elapsed.

- (21) After the Presiding Officer declares the vote on a question, and before the Local proceeds to another order of business, any member may ask for a division. A standing vote shall then be taken and the Secretary shall count same.
- (22) If any member wishes to challenge (appeal) a decision of the chair, the member 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 the challenge. The chair may then state briefly the basis for the decision, following which the chair shall immediately and without debate put the question: "Shall the decision of the chair be sustained?" A majority vote shall decide, except that in the event of a tie, the chair is sustained.
- (23) After a question has been decided, any two members who have voted in the majority may at the same or next meeting, move reconsideration thereof.
- (24) No member shall enter or leave a meeting during the reading of the minutes, the initiation of new members, the installation of officers, or the taking of a vote, and no member shall be allowed to leave without the permission of the Vice-President.
- (25) The Local's business and proceedings of meetings are not to be divulged to any persons outside the Local or the Canadian Union of Public Employees.