



CUPE LOCAL 5666

BROCKVILLE GENERAL HOSPITAL

BY-LAWS

APPROVED BY LOCAL: Special Membership Meeting - July 20, 2021

APPROVED BY LOCAL: Special Membership Meeting - October 19, 2021

APPROVED BY CUPE NATIONAL:

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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 promote efficiency in public employment and to manifest its belief in the value of the unity of organized labour, this Local 5666 of the Canadian Union of Public employees (hereinafter referred to as CUPE) has been formed.

The following By-Laws are adopted pursuant and subordinate to the CUPE Constitution with specific reference to its Appendix "B".

SECTION 1 – NAME

The name of this Local shall be: Canadian Union of Public Employees, Local 5666.

SECTION 2 – OBJECTIVES

The objectives of the Local are to:

- a) Improvement of wages, benefits, job security, and working conditions of its members
- 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) Represent membership interest by negotiation and mediation of all disputes between members and employer.
- e) By all legal and proper means elevate the moral, intellectual and social conditions of all workers in general and this membership in particular.

SECTION 3 – INTERPRETATION AND DEFINITIONS

- a) Masculine pronouns shall be understood to include the feminine gender.
- b) 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 bylaws.

SECTION 4 – MEMBERSHIP

Brockville General Hospital (BGH) including Front Avenue, Strowger Blvd. and any Satellite Locations.

SECTION 4 – MEMBERSHIP - Continued

Oath of Membership

New members will take this oath:

“I promise to support and obey the Constitution of this Union, to work to improve the economic and social conditions of other members and other workers, to defend and work to improve the democratic rights and liberties of workers and that I will not purposely or knowingly harm or assist in harming another member of the Union.”

Member Obligations

Members are obligated to abide by the Cupe National Constitution and these bylaws are amended from time to time.

Members will provide the Recording Secretary with their current address, personal telephone contact number and if available, a personal email address. The member will advise the Recording Secretary of any changes to their contact information. This information will be protected and used to communicate with members. Such communication will take the form of mail, email blasts or telephone town halls.

In the case of a telephone town hall, the telephone number may be shared with a service provider under contract to the Local Union to provide the technical equipment to support such virtual meeting.

Upon request, the Local Union will share the telephone contact information with CUPE National and Ontario Council of Hospitals Union (OCHU). The purpose of sharing this telephone contact information with CUPE National and OCHU is so that the National Union can conduct town hall with members on important matters.

SECTION 5 – MEMBERSHIP MEETINGS

- a) Regular general membership meeting shall be held every third Wednesday of the month, alternating months one at 4:15pm, and the next month 7:15pm, except in the months July, August and December.
- b) Special membership meetings may be ordered by the Executive Board or requested in writing by no fewer than 12 members. The President shall immediately call a Special Meeting when so ordered or requested and shall see that all members receive at least twenty-four (24) hours notice of the Special Meeting and the subject to be discussed. No other business will be conducted at the Special Meeting other than that for which the meeting is Reading called and notice given. At least 7 members that signed the petition for the meeting must be in attendance for the meeting to move forward.
- c) The minimum number of members required to be in attendance for the transaction of business at any regular or special meeting shall be 9 members, plus 3 Table Officers.
 - (i) In the event of no quorum, the Table Officers will carry out the business of the local that comes before it.

SECTION 5 – MEMBERSHIP MEETINGS - Continued

- (ii) In the event of no quorum the Table Officers shall make a report of business carried out and present it at the next general membership meeting.

d) The order of business at Regular General Membership meetings is as follows;

Acknowledgement of Indigenous Territory
Roll Call of Officers
Reading of the Equality Statement
Voting on New Members and Initiation
Reading of the Minutes
Matters arising from the minutes
Treasurers Report
Communication and Bills
Table Officers Report
Reports of Committees and Delegates
Nominations, Elections or Installations
Unfinished Business
New Business – Notice of Motion
Good of the Union
Adjournment

(Article B 6.1)

Payment of Local Union Funds to Members or Causes Outside of CUPE

In the case of a grant or a contribution to a member(s) or a cause(s) outside of CUPE greater than \$200, a notice of motion must be made at a regular membership meeting and then approved at the following regular or special membership meeting before the grant or contribution can be paid out. The approval meeting must be no earlier than seven days after the meeting where notice of motion has been given.

Local Credit Card

- Two cards shall be held by the President and Secretary Treasurer respectively.
- Credit Cards will not exceed \$5,000 and will not be used when the bank balance is less than \$40,000.

Extraordinary Circumstances

Where in extraordinary circumstances such as an emergency situation or pandemic occurs the Table Officers will have the ability to conduct business, pay regular expenses until such time a General Membership meeting can be held. At the time of the event, that current budget will remain in effect until a General Membership meetings can be attended. All expenditures will be at the next General Membership meeting.

SECTION 6 – OFFICERS

Article B.2.1 of the National Constitution states that each Local shall have a President, Vice-President, Secretary-Treasurer, Recording Secretary, Chief Steward and three trustees.

Table Officers

The Table Officers of Local 5666 shall be the President, 1st Vice President, 2nd Vice President, 3rd Vice President, Treasurer, Recording Secretary. The Table Officers will meet at least once a month, with the exception of July, August and December.

Executive Board

- a) The Executive Board shall be composed of all 7 Table Officers, the Stewards, Communication Officer, membership Officer and health and Safety Chari shall be considered members at large to the Executive Board with voice but no vote.
- b) The Executive Board will meet at least 8 times a year.
- c) A majority of the Table Officers constitutes a quorum
- d) The Executive Board shall do the work delegated to it by the Local Union and shall be held responsible for the proper and effective functioning of all committees.
- e) Should any executive Board member fail to answer the roll call for three consecutive regular meetings or three consecutive regular Executive Board meetings without having submitted good reasons, their office shall be declared vacant and shall be filled by an election at the following membership meeting.

The Officers of the Local shall be:

President
1st Vice President
2nd Vice President
3rd Vice President
Chief Steward
Secretary Treasurer
Recording Secretary
Stewards (6)
Health & Safety Chair
Communications Officer
WSIB/RTW Chair

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 5666 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.

SECTION 6 – OFFICERS - Continued

President Shall:

- Be bonded as per the National Constitution;
- If the President cannot qualify for a bond, he/she shall be immediately disqualified from office and the Local shall proceed with the election of another President;
- Enforce the CUPR Constitution and these by-laws, preside at all membership and Executive Board meetings and preserve order;
- Decide all points of order and procedure (subject always to appeal by the membership)
- Have a vote on all matters (except appeals against his rulings) and in case of a tie vote in any matter, including elections; 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. In the event the tie vote persists, subsequent ballots may be deferred to the next membership meeting;
- Ensure that all officers perform their assigned duties;
- Fill committee vacancies where elections are not provided for;
- Introduce new members and conduct them thru the initiation ceremony;
- Sign cheques and ensure that the Local's funds are used only as authorized or directed by the Constitution, by-laws or vote of the membership;
- Be allowed necessary funds, not to exceed \$100.00 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 any convention, school or conference to which the Local is affiliated;
- On termination of office return all properties of the local to his successor;
- May at their discretion be an ex-officio to all committees.

Vice President(s) Shall:

- Be bonded as per the National Constitution;
- If the VP cannot qualify for a bond, he/she shall be immediately disqualified from office and the Local shall proceed with the election of another VP;
- If the President is absent or incapacitated one VP will be appointed by the Table Officers and shall perform all duties of the President;
- If the office of the President falls vacant, one VP will be appointed by the Table Officers to be Acting President until a new President is elected;
- Liaison with Chief Steward;
- Assist in recruiting to filling committee vacancies where elections are not provided for;
- Render assistance to any member of the Board as directed by the Board;
- Chair WSIB/RTW Officers;
- Sits on the grievance committee;
- Ex officio member of the Stewards committee;
- May attend any committee meeting as necessary;
- Responsible for Scheduling and all Workload Complaints;
- Guard the inner door at membership meetings and admit no one but members in good standing or officers or officials of CUPE except on the order of the President and by consent of the members present;
- Assist in maintaining the record of membership attendance at meetings;

SECTION 6 – OFFICERS - Continued

- To assist the Recording Secretary. This will be a rotating position, the VP shall pick up the attendance book after the president calls the meeting to order;
- Performs such other duties as may be assigned by the Board from time to time;
- By vote of the Table Officers one VP shall be the third signing officer;
- To support stewards with resources for grievances for their service.

Chief Steward Shall:

- Chair monthly Steward meetings;
- Arrange and participate in educational programs for Stewards;
- Assign case numbers and assign grievances and other duties to the elected Stewards;
- Receive monthly written reports from Stewards on all complaints and grievances;
- Follow-up schedule meetings and report on all grievances to the Local President, Grievance Committee and National Representative within the time limits established in the collective agreement;
- Keep current and secure all records pertaining to membership and grievances;
- Handle all correspondence regarding grievances;
- Maintain a file of all job postings and identify discrepancies from known job duties;
- Maintain a file of all classification changes and positions which are created or eliminated
- Keep precise minutes of all Stewards meetings with a copy to the Recording Secretary including roll call;
- Should any steward fail to answer the roll call for three consecutive steward meetings without having submitted good reasons for those failures his office shall be declared vacant;
- On termination of office surrender all books records, seals, credit cards and other properties of the Local to his successor;
- Render assistance to any member of the Board as directed by the Board.

Recording Secretary Shall:

- Keep full, accurate and impartial accounts of the proceedings of all regular or special Membership meetings, Table Officers and Executive Board meetings. Ensures these records include a copy of the full financial report presented by the Secretary-Treasurer. The record will also include Trustee's Reports;
- Record all alterations in the By-Laws;
- Answer all correspondence and fulfil other secretarial duties as directed by the Officers of the Local;
- File a copy of all letters sent out and keep on file all communications;
- On termination of office surrender all books, seals and other properties of the Local to his/her successor;
- All minutes are to be recorded in a bond and sequentially numbered books;
- Shall set up all Zoom meetings including sending out all invites;
- Reconcile the email lists to the Seniority Lists;
- allowed 1 paid day bi-monthly to keep up all duties.

SECTION 6 – OFFICERS - Continued

Treasurer Shall:

- Sign all cheques and ensure that the Local's funds are used only as authorized or directed by the CUPE Constitution, Local Union, By-Laws or vote of the membership. In consultation with the Table Offices and Executive Board, designate a signing office during prolonged absences;
- Receive all revenue, initiation fees, dues and assessments, keeping a record of each members payments and deposit promptly all money with a bank or credit union;
- Record all financial transactions in a manner acceptable to the Board and in accordance with good accounting practices;
- Shall make a full financial report at all Board meetings as well as written financial report at each regular meeting detailing all income and expenditures for the period;
- Be bonded as per the National Constitution and any Treasurer who cannot qualify for the bond shall be disqualified from office;
- Pay no monies unless supported by a voucher duly signed by the President and one other member of the Board or any two members of the Board, except that no voucher shall be required for payment of per capita fees to any organization to which the Local is affiliated;
- Prepare all CUPE National per capita tax forms and remit payment no later than the last day of the following month;
- Throughout his/her term and on behalf of the local union membership, be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or vouchers for every disbursement made, receipts for all money sent to CUPE headquarters, as well as records and supporting documents for all income received by the local union;
- Make all books available for inspection by the auditors and/or trustees on reasonable notice, and have the books audited semi-annually or at least once each calendar and within reasonable time, respond in writing to any recommendation's and concerns raised by the trustees;
- Provide the Auditors with any information they may need to complete the audit report forms supplied by CUPE;
- On termination of office, surrender all books, records and other properties of the Local to his successor;

(Articles B.3.8)

Trustees Shall:

- Act as an auditing committee on behalf of the members and audit the books and accounts of the Secretary-Treasurer, the Recording Secretary and the Standing Committees semiannually;
- Make a written report of their findings to the first membership meeting following the completion of each audit;
- Submit in writing so 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;
- Shall audit all the required records every six months;

SECTION 6 – OFFICERS - Continued

- Be responsible to ensure that monies are not paid out without proper constitutional or membership authorization;
- Ensure that proper financial reports are made to the membership;
- Audit the record of attendance;
- Inspect at least once a year any stocks, bonds, securities, office furniture and equipment and titles or deeds to property that may at any time be owned by the Local and report their findings to the membership;
- Send a copy of completed audit report (on the prescribed form provided by the national Secretary-Treasurer) Treasurer and the Secretary-Treasurer's response to the National Secretary-Treasurer of the Canadian Union of Public Employee's with a copy to the assigned servicing representative.
- National Secretary-Treasurer of the Canadian Union of Public Employees with a copy to the assigned servicing representative.

(Article B3.10-B3.13)

Stewards Shall:

- Complete mandatory basic and advanced steward training programs provided by the CUPE Education Department or other Union Education programs;
- Good knowledge of the collective agreement, classification within the bargaining unit and general knowledge of Provincial or Federal Legislation affecting Labour;
- Maintaining contact with the members to provide ongoing union awareness and education;
- Defining, detecting, preparing and presenting grievances at the initial and secondary level;
- Assisting members with grievances or complaints and keeping accurate records of all matters arising from the course of their duties. Prepare a hard copy of all grievances, grievance fact sheets and notes for the office file;
- Communicate to the Chief Steward in a timely manner that a grievance is pending.
- Prepare a grievance in consultation with the Chief Steward;
- Submit a monthly report to the Grievance and/or designate at each Executive Board meeting;
- Provide communications and information from the members to the Executive Board and from the Executive Board to the members, including distribution of Union literature;
- Attend all monthly Membership meetings Executive and Steward Committee meetings;
- Encourage participation of all members in the Union activities;
- Exercising authority in accordance with the direction of the Executive Office, the Stewards committee and subject always to the right of a member to appeal any decision to the membership;

Health and Safety Chair Shall:

- Be elected by the general membership;
- Be a member of the Executive Board with voice but no vote;
- Represent the Local on any Joint Health and Safety Committee;
- Ensure the worker representatives of the Joint Health and Safety committee meet separately from the employer to prepare for meetings with the employer;

SECTION 6 – OFFICERS - Continued

- Attend Joint Health and Safety meetings at both sites alongside the site collective agreement and the Union policies;
- Report at every Executive Board meetings and the General Membership meeting on the activities of the committee, including all reports received by the committee, i.e. Hospital and Ministry reports. A copy of these reports shall be kept on file in the Local Union Office;
- In addition to the President, the Chair will act as a first point of contact for all Health and safety related issues and in regard to a State of Emergency;

RTW/WSIB Chair and Stewards shall:

- The local will have 2 RTS/WSIB representatives with one holding the Chair position;
- Complete mandatory basic and advanced training programs;
- Assist members as required at RTW and WSIB meetings;
- Provide a report at the Executive Board meeting.

SECTION 7 - HONORARIUMS

1. Honorariums shall be paid out monthly in the following amounts;

President	\$200.00/month
Vice Presidents	\$100.00/month
Chief Steward	\$160.00/month
Secretary Treasurer	\$140.00/month
Recording Secretary	\$100.00/month
Stewards: while being trained	\$ 25.00/month
With qualifications completed and 6 months experience	\$ 50.00/month
Communications Officer	\$ 50.00/month
Health and Safety Chair	\$ 50.00/month
WSIB/RTW Chair/Steward while being trained	\$ 25.00/month
With qualifications completed ad 6 months experience	\$ 50.00/month
Trustees - Per Audit	\$ 50.00

2. Honorariums are only paid if the bank balance is twenty-five thousand (\$25,000) dollars or over.
3. When an officer (section 6) misses two (2) consecutive regular meetings without good and sufficient reason or two (2) table officer/executive meetings, honorariums will not be given for the following month.
4. Honorarium Expense forms will be submitted one (1) week prior to the General Membership meeting either by paper or email and funds will be distributed at the General Membership meeting.

SECTION 8 – DELEGATES TO CONVENTIONS, SEMINARS & MEETINGS

- a) Except for the President, all delegates to conventions, seminars or meetings shall be chosen at a membership meeting and be required to make a report to the membership after such convention/seminar
- b) All delegates elected to conventions seminars or meetings held outside of Brockville and the surrounding district shall be paid transportation expenses (at economy, tourist or coach rates), and or a travel allowance of \$0.50 per kilometer ad a per diem allowance of \$85 (eighty-five) dollars for expenses, hotel expenses and an amount equal to ay loss of salary and benefits incurred by attendance at the convention shall be reimbursed to the employer upon receipt of an invoice for the same.
- c) Delegates to conventions, seminars or meetings held in Brockville and the surrounding district shall have no travel allowance. There shall be a per diem allowance of \$35.00 per day and compensation for any loss of salary and benefits incurred by attendance at the convention shall be reimbursed to the employer upon receipt of an invoice for same.
- d) Half day per diems will be applied when appropriate
- e) Representation at education sessions or seminars shall be the decision of the Table Officer's
- f) Upon receipt of all child care expenses over the above the normal expenses incurred, members shall be reimbursed.
- g) Local 5666 will provide members with their pier diem allowance 3 days prior to their attending the convention, conference or educational.
- h) Failure to attend any Convention, Seminar or meeting will result in repayment of any funds received for this purpose will be paid back in full.

SECTION 9 – FEES, DUES and ASSESSMENTS

Monthly Dues

The monthly dues shall be 1.85% of the basic hourly rate for each regular hour worked through payroll deduction.

Changes in the levels of Monthly Dues can be affected only by following the procedure for amendment of these by-laws, with the vote must be by secret ballot.

Notwithstanding the above provisions, if any affiliation raises minimum fees and/or dues above the level her in established, these by-laws will be deemed to have been automatically amended to conform.

SECTION 9 – FEES, DUES and ASSESSMENTS - Continued

Initiation & Re-Admittance Fee

Each application for membership in the Local shall be directed to the Secretary-Treasurer and shall 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. The re-admittance fee shall be one dollar (\$1.00).

(Article B4.1, B.8.2)

Changes I the levels of the Initiation and/or Re-Admittance fee can be affected only by following the procedure for amendment of these by-laws. With the additional provision that the vote must be by secret ballot.

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

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 and any other penalty set by the Local Union. The readmission fee cannot be less than the initiation fee of the Local Union.

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

SECTION 10 – NOMINATION, ELECTION AND INSTALLATION OF OFFICERS

Nominations and Elections

1. Nominations shall be received at the regular general meeting in September. A member may only be nominated and run for one office. No nomination shall be accepted unless the member is in attendance at the meeting or has allowed to be filed at the meeting their consent in writing, duly witnessed by another member. The election will take place in October, on the day of the general membership meeting. (poll will open at 7:00 am and will close at 5:00 pm). The Elections committee and scrutineers will count the ballots and document successful candidates and present at the end of the general membership meeting. All materials are turned over that night. Within seven business days, all signing officers shall be changed to the newly elected officers. The voting site will be determined by the election committee.
2. A by-election will be held every third year for the Chief Steward and one VP position. These positions shall serve a three year term.

SECTION 10 – NOMINATION, ELECTION AND INSTALLATION OF OFFICERS -Continued

3. At a membership meeting at least one month prior to election an election committee will be created consisting of the Returning officer and two alternates whom are not table officers nor a candidate for office. In the event of vacancies on the committee the President will appoint members to fill subject to the approval of the membership. The Committee shall include members of the Local who are neither table officers, information submitted to it in connection with its responsibilities as confidential. Assistants whom sit on the committee will receive in town per diem and pay for lost wages if regularly scheduled to work on the day of the election.

4. The voting shall be done by Simply Voting.

The Election Committee shall be responsible to confirm that an electronic vote platform has been secured for elections.

Note: Personal email addresses for the purposes of electronic voting are required. The Elections Committee shall ensure that all eligible voters are registered in the system. The Recording-Secretary shall provide such information needed to the Elections voting ID & password for voting purpose of the committee shall keep records of all eligible candidates and positions open for the elections as per the Local Bylaws. The committee with the assistance of the Communication Officer will ensure access is in place for any member who has identified they cannot vote from a secure location. In the event of a tie vote, a second and subsequent ballots will be taken if necessary, until a candidate receives a majority of votes cast and can be declared elected. In the event of a tie The Elections Committee shall ensure a list of all candidates with total number of electronic Votes, invalidated votes, or soiled votes and those indicated as elected is prepared at the end of the voting period. The Elections Committee will inform the president of the results of the vote. The President shall inform the membership of the result of the vote within 24hrs of receiving the results from the Elections Committee. Electronic votes and/or electronic reports are to be sealed in an envelope for recount or destruction as necessary and held by the Local's Recording Secretary until the motion to destroy has been made and passed at the next GM. The Election Committee shall treat all information submitted to them in connection with the Election as confidential.

All election complaints by members 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 late then seven days after the election. The Chief Returning Officer in conjunction with the Elections Committee will investigate the complaint and issue a ruling as soon as practical and report the ruling at the very next regular membership meeting.

Installation of Officers

(1) All duly elected offices shall be installed at the meeting at which elections are held and shall continue in office for two years or until successor has been elected and installed, provided however that no term of office shall be longer than three years.

(Article B2.4)

SECTION 10 – NOMINATION, ELECTION AND INSTALLATION OF OFFICERS -Continued

- (2) The terms off office for Trustees shall be as laid down in article B.2.4 of the CUPE Constitution. At the first election of officers in a Local Union the Trustees shall be Elected so that one shall serve for a period of three years, one for two years and one for one Year. Each year thereafter the Local Union shall elect one Trustee for a three-year period or in the case of vacancies occurring, elect Trustees to fill only the unexpired terms in order to preserve overlapping terms in office.

By-election

Should an office fall vacant pursuant of these by-laws for any other reason, the resulting by-election should be conducted as closely as possible in conformity with this section. The term of office for any position filled through a by-election will be the term that the vacated position was initially elected to fulfill.

Nominations and election for the vacant office may be conducted at the next regular membership meeting as long as notice is posted fourteen calendar days in advance.

SECTION 11 – COMMITTEES

Negotiating Committee

This shall be a special ad hoc committee established at least three months prior to the expiry date of the Local's collective agreement and automatically disbanded when a new collective agreement has been signed. The functions of the committee is to prepare collective bargaining proposals and to negotiate a collective agreement.

The committee shall consist of the President, the three Vice Presidents, Chief Steward, one member elected at large at a membership meeting, and one alternate. The CUPE Representative assigned to the Local shall be a non-voting member of this committee ad shall be consulted at all stages from formulating proposals, through negotiations to contract ratification and affix their name to the agreement.

Special Committee

A special ad hoc committee may be established for a specified purpose and period by the membership at a meeting. The members shall be elected at the same or another membership meeting or be appointed by the President or the Table Officers. The President may sit on any special committee as an ex-officio member.

By-Law Committee

A by-law committee shall establish within one month of the biennial elections to review and recommend amendments to the membership in March of the following year. The committee shall be comprised of one Vice President and 3 members at large. These members may be appointed by the President. The committee will present proposed revisions to the membership for approval.

SECTION 11 – COMMITTEES - Continued

The committee will then forward to National the approved revisions for their approval. The committee shall remain as a whole until the bylaws are approved by National and presented to the general membership.

Amendments, additions and suspensions of the Local's By-Laws can be considered at any time following appropriate notice per these By-Laws.

Grievance Committee

This committee shall process all grievances not settled at the initial stage and its reports shall be submitted first to the Executive Board with a copy to the CUPE Representative and then to a membership 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. The Committee shall comprise of the President, Recording Secretary, Chief Steward and the original steward presenting the original grievance.

It shall be the duty of this Committee to:

- Work with the Staff Rep. to arrange for workshops relevant to the day to day business of the Local and its restructuring;
- 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 Table Officers in preparing press releases and other publicity material
- Co-operate with the Education and Public Relations Departments of CUPE and with the Regional Educational Representative in implementing both the local's and CUPE's policies in these fields. The Committee shall be comprised of three members.

Social Committee

It shall be the duty of this Committee to organize and carry out and post any Social Events being held by the Local 5666.

Labour Management Committee

This committee will be comprised of the President, three VP's and the Chief Steward. Meetings are to be held monthly excluding July and August.

Health and Safety Committee

The Committee will be comprised of 2 Active members and 1 alternate. The chairperson and one member will sit on the Joint Occupational Health and Safety Committee of the hospital and report all relevant activity to the assigned VP.

SECTION 12 – RULES OF ORDER

All meetings of the Local shall be conducted in accordance with the basic principles of Canadian Parliamentary Procedures. 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 13 – AMENDMENT

These By-Laws are always subordinate to the CUPE Constitution 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 determination of conflict is the prerogative of the National President.

(Articles 9.2B, 13.3 & B.5.1)

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.

(Article 13.3&B.5.1)

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.

(Articles 13.3 & B.5.1)

SECTION 14 - AFFILIATIONS

CUPE Local 5666 shall be affiliated to the Ontario Council of Hospital Unions. It may also choose to affiliate with CUPE Ontario Division and/or the District Labour Council by a majority vote of the membership. Immediately following an affirmative vote, these By-Laws will be amended according to Section 13 to include such affiliation.

SECTION 15 - HONORARY MEMBERSHIP

May be granted to retirees by the Table Officers and Honorary members may enjoy the social and educational functions of the Local at their expense, but shall not participate in the ordinary business of the union or hold office or position in the Local.

APPENDIX 'A'
RULES OF ORDER

1. The President will be the Chairperson at all membership meetings. In the absence of the President, a 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. When 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 not 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. 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 lists 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, 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 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.
39 (see below)

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 option 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. 40 (see below)
 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.
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39. *Division requires that the original motion to be put to a vote a second time. Members who are in favour of the motion stand and the Recording Secretary records the names of the members. Members who are opposed to the motion then stand and the Recording Secretary records the names of the members.*
 40. *Where members are voting in an election at a membership meeting, the doors are tiled during the voting process. This is known as "tiling the doors" and refers to the closing of doors so that no one can leave the room or enter the room while ballots are being cast. This ensures a fair voting process.*