



BYLAWS

CANADIAN UNION OF PUBLIC EMPLOYEES

LOCAL 1719

(Employees of TURTLE MOUNTAIN SCHOOL DIVISION
and
MUNICIPALITY OF KILLARNEY – TURTLE MOUNTAIN)

Approved by membership: April 12, 2011

Approved by National: May 26, 2011

Equality Statement

Union solidarity is based on the principle that union members are equal and deserve mutual respect at all levels. Any behaviour that creates conflict prevents us from working together to strengthen our union.

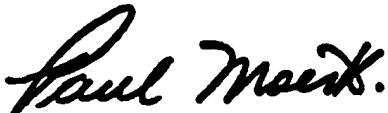
As unionists, mutual respect, cooperation and understanding are our goals. We should neither condone nor tolerate behaviour that undermines the dignity or self-esteem of any individual or creates an intimidating, hostile or offensive environment.

Discriminatory speech or conduct which is racist, sexist, transphobic or homophobic hurts and thereby divides us. So too, does discrimination on the basis of ability, age, class, religion, language and ethnic origin.


Sometimes discrimination takes the form of harassment. Harassment means using real or perceived power to abuse, devalue or humiliate. Harassment should not be treated as a joke. The uneasiness and resentment that it creates are not feelings that help us grow as a union.

Discrimination and harassment focus on characteristics that make us different; and they reduce our capacity to work together on shared concerns such as decent wages, safe working conditions, and justice in the workplace, society and in our union.

CUPE's policies and practices must reflect our commitment to equality. Members, staff and elected officers must be mindful that all sisters and brothers deserve dignity, equality and respect.



PAUL MOIST
National President



CLAUDE GÉNÉREUX
National Secretary-Treasurer

BYLAWS C.U.P.E LOCAL 1719

PREAMBLE

In order to improve the social and economic welfare of its members of Local 1719 without regard to sex, colour, race or creed, to promote efficiency, morale and relations with other C.U.P.E. Locals and to manifest its belief in the value of the unity of organized labour. This Local 1719 of the Canadian Union of Public Employees (hereinafter referred to as C.U.P.E.) has been formed.

The following bylaws are adopted by the Local 1719 to supplement Appendix 'A' and 'B' of the C.U.P.E. Constitution, to safeguard the rights and procedures of the Local, and to involve as many members as possible through the sharing of duties and responsibilities.

SECTION 1 - NAME

The name of the Local shall be the Canadian Union of Public Employees, Local 1719 Certificate No.'s M.L.B. 4207, 2402, and 6148.

SECTION 2 - OBJECTIVES

- a) To govern the proceedings of C.U.P.E. Local 1719.
- b) Secure adequate remuneration for work performed and generally advance the economic and social welfare of its members and of all workers.
- c) Support C.U.P.E. in reaching the goals set out in Article II of the C.U.P.E. Constitution.
- d) Providing an opportunity for its members to influence and shape their future through free democratic trade unionism.
- e) Encourage the settlement by negotiations and mediation of all disputes between the members and their employers.
- f) Eliminate sexual and racial harassment or harassment based on sexual orientation, wherever it exists.

SECTION 3 - INTERPRETATION & DEFINITIONS

- a) When article numbers are at the end of sections or sub- sections, refer to the relevant articles or the C.U.P.E. Constitution, which should be read in conjunction with these bylaws.

SECTION 4 - INTERPRETATION - ADDITIONAL OR CHANGES IN BYLAWS

- a) No bylaws of the C.U.P.E. Local 1719 will or shall conflict with the C.U.P.E. Constitution as stated in Article 13.3, Appendix A, B, C and D. Proposed changes to C.U.P.E. Local 1719 bylaws must be in accordance with Appendix B 7.1.

Any changes or additions in the bylaws of Local 1719 must first get a majority vote of the members present and be subject to the approval of the National President before they govern the Local's activities.

When making changes to the bylaws, members will receive at least seven (7) days notice at a previous meeting or at least sixty (60) days written notice.

- b) When the bylaws are approved by the National President, they shall then become the laws of Local 1719.
- c) The Local 1719 President shall have the authority to interpret these bylaws subject to the approval of the Executive.
- d) C.U.P.E. Local 1719 is committed to conducting a review or full examination of these Bylaws at least every two (2) years. A new committee of no less than three (3) members to be struck from as wide a spectrum of the membership as possible.
- e) A copy of the amended bylaws shall be made available, upon request, to any member of Local 1719.
- f) Masculine pronouns shall be understood to include the feminine gender.

SECTION 5 - MEMBERSHIP MEETINGS (REGULAR AND SPECIAL)

- a) Regular membership meetings shall be held bi-monthly.
- b) Special Meeting - Special meetings may be called by order of any three (3) of the Executive or by written request of six (6) members, provided, however, that no business shall be transacted at such special meetings other than for which the special meeting has been called. Notice shall be sent to every CUPE Local 1719 work site at least twenty-four (24) hours' notice prior to the meeting stating the purpose of the Special Meeting.
- c) Quorum - A quorum for the transaction of business at any regular or special meeting shall be six (6) members, including at least three (3) members of the Executive.
- d) The Executive will conduct all business of the Local Union deemed necessary between general membership meetings, including the spending of funds for expenses and bills with a full report being made at the next membership meeting for ratification.

SECTION 6 - ORDER OF BUSINESS

1. Call to Order
2. Read Equality Statement
3. Roll Call of Officers
4. Voting on new members and initiation
5. Reading of the Minutes
6. Matters arising
7. Treasurer's Report
8. Communications and Bills
9. Executive Report
10. Reports of Committees and delegates
11. Nominations, Elections or Installations
12. Unfinished Business
13. New Business
14. Good of the Union
15. Adjournment

SECTION 7 - OFFICERS

- a) The Executive Officers of the Union shall consist of a President, Vice-President, Recording Secretary, Treasurer and three (3) Trustees, all of whom shall be elected by the membership at a regular membership meeting in January. The Executive shall be bonded through the master bond held by National Office; any Officer who cannot qualify for the bond shall be disqualified from office.
- b) If any Executive office becomes vacant, an election may be held at the next regular meeting. The duration of this position will be effective until the end of the term.
- c) Should any Executive member fail to answer the roll for three (3) consecutive meetings without having submitted good reason for these failures, the office shall be declared vacant and shall be filled by an election at the following membership meeting.

SECTION 8 - EXECUTIVE

- a) The Executive shall comprise of all officers, except the Trustees.
- b) The Executive shall meet at least once every month (Article B 3.14), with the meeting night set at the Executive Meeting.
- c) A majority of the Executive constitutes a quorum.
- d) The Executive 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 proposal to a membership meeting and having it approved.

- e) The Executive shall do the work delegated to it by the Local and shall be held responsible for the proper and effective functioning of all committees.
- f) All charges against members or officers must be made in writing and dealt with in accordance with provisions of the C.U.P.E. Constitution (Article B 6.1 to B 6.5).

SECTION 9 - PRESIDENT

The President shall:

- a) preside at all meetings;
- b) preserve order and enforce the Constitution and bylaws;
- c) ensure that all officers perform their respective duties;
- d) appoint all committees not otherwise provided for;
- e) be ex-officio member on all committees;
- f) decide all questions or order, subject to an appeal by a member of the Local, but shall not vote on such appeal;
- g) announce the results of all votes;
- h) sign as signing officer for all expense statements;
- i) be one of the signing officers for all cheques drawn on the Local's account.
- j) surrender all property of the Local at time of termination of office.
- k) have the same right as other members of vote on any question. In case of a tie vote, the President shall cast the deciding vote.
- l) have first preference as a delegate to the CUPE National Convention.
- m) have a union cell phone.

SECTION 10 - VICE-PRESIDENT

The Vice-President shall:

- a) perform all the duties of the President if the President is absent or incapacitated.
- b) be Acting President until a new President is elected if the office of the President falls vacant, [Refer to Section 16(c)].

- c) render assistance to any member of the Executive as directed by the Executive.
- d) be designated as the alternate signing officer.
- e) maintain an inventory of the furniture and equipment owned by Local 1719.
- f) maintain the membership information files.
- g) receive the job postings and file in the appropriate manner.
- h) surrender all property of the Local at time of termination of office.
- i) chair the newsletter committee if in existence.
- j) be a member, ex-officio, of each standing committee.

SECTION 11 - TREASURER

The Treasurer shall:

- a) 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.
- b) shall prepare all C.U.P.E. National per capita tax forms and remit all funds owing to the National Secretary-Treasurer by the last day of the following month.
- c) record all financial transactions in a manner acceptable to the Executive and in accordance with good accounting practices.
- d) regularly make a full financial report to meetings of the Local's Executive, as well as a written financial report to each regular membership meeting, detailing all income and expenditures for the period.
- e) make all books available for inspection by the Trustees on reasonable notice, and have the books audited annually and within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees.
- f) provide the trustees with any information they may need to complete the audit report forms supplied by C.U.P.E.
- g) sign all cheques and ensure that the Local's funds are used only as authorized or directed by the National Constitution, Local bylaws, or vote of the membership. In consultation with the Executive Board, designate a signing officer during prolonged absences.

- h) arrange a trustee audit prior to a newly elected treasurer receiving the books. Books will be audited every second year, by an independent auditor, after the election of the Treasurer.
- i) surrender all property of the Local at time of termination of office.

SECTION 12 - RECORDING SECRETARY

The Recording Secretary shall:

- a) keep a full, accurate, and impartial account of the proceedings of all membership (regular and special) and Executive meetings, ensuring that these records include a copy of the full financial report presented by the Treasurer.
- b) record all alterations in the bylaws.
- c) answer correspondence and fulfil other secretarial duties as directed by the Executive.
- d) file a copy of all letters sent out and keep on file all communications.
- e) prepare and distribute all circulars and notices to members.
- f) have all records ready on reasonable notice for auditors and Trustees.
- g) surrender all books, seals and other properties of the Local at time of termination of office.
- h) preside over membership and board meetings in the absence of both the President and the Vice-President.
- i) be one of the signing officers for all cheques drawn on the Local's account.

SECTION 13 - TRUSTEES

The Trustees shall:

- a) act as an auditing committee on behalf of the members and audit the books and accounts of the Treasurer, the Recording Secretary and the Standing Committees at least once every calendar year.
- b) report in writing their findings to the Local, including details of any expenditures made for the purposes other than those approved by the Executive or general membership, at the first regular meeting of each annual period.
- c) provide the National Secretary-Treasurer with a full annual report on their audit on the forms provided by the National Secretary-Treasurer as outlined in the National Constitution (Appendix "B".3.10, 11, 12, 13)

- d) inspect once yearly within 30 days of elections any stocks, bonds, securities, office furniture and equipment, titles or deeds to property that may at any time be owned by the Local and provide a written report of findings to the Local.

SECTION 14 - CHIEF SHOP STEWARD

The Chief Shop Steward shall:

- a) investigate all alleged violations of the Collective Agreement, with the assistance of the Executive.
- b) contact the CUPE National Rep., under directive of the Executive
- c) make a report to every regular local meeting, if necessary, or have one of the Shop Stewards make the report.
- d) preside over any Shop Steward meeting and conduct the meeting in an orderly manner.
- e) be elected every second year, in even years at the January meeting. If a vacancy occurs, a new Chief Shop Steward will be elected to fill the position at the next regular local meeting.
- f) call a meeting of the constituent group in order to elect a new Shop Steward in the case of a vacancy in a Shop Steward position in a constituent group.
- g) maintain contact with the shop stewards to provide ongoing union awareness and education.
- h) attend regular meetings to be aware of current issues.
- i) generally know and police the Collective Agreement.

SECTION 15 - SHOP STEWARDS

- a) All classifications in Local 1719 shall be represented by Shop Stewards.
- b) The term of this position shall be two years, with elections to be held in odd years.
- c) The Shop Steward shall:
 - 1) assist in the preparation and presentation of grievances at the initial level as prescribed in the Collective Agreement.
 - 2) generally know and police the collective agreement.
 - 3) make a report to the Chief Shop Stewards, if necessary.

SECTION 16 – NOMINATION, ELECTION, AND INSTALLATION OF OFFICERS

a) Nomination

Nominations and elections to office shall be held at the general meeting in January of each year. No nomination shall be accepted unless the member is in attendance at the nomination meeting or his/her consent in writing to run for office is presented and duly witnessed by another member. No member shall be elected to more than one office.

- 1) The terms of office for all officers shall be for two (2) years. President and Secretary-Treasurer shall be elected in even years. The Recording Secretary and Vice-President shall be elected in odd years.
- 2) Three (3) Trustees shall be elected so that one shall serve for a period of three (3) years, one for two (2) years, and one for one (1) year. Each year thereafter, one Trustee shall be elected for a three-(3) year period.

b) Elections

- 1) Voting shall take place by ballot amongst all members in attendance.
- 2) A simple majority of votes cast shall be required before any candidate can be declared elected, and a second and subsequent ballot shall be taken, if necessary, to obtain a majority. On the second and subsequent ballot the candidate receiving the lowest number of votes in the previous ballot shall be dropped.
- 3) When two or more nominees are to be elected by ballot, each member voting shall be required to vote for the full number of candidates to be elected or the member's ballot will be declared spoiled.
- 4) Voting to fill one office shall be conducted and completed, and recounts dealt with, before balloting may begin to fill another office.
- 5) Any member may request a recount of the votes at the meeting and a recount shall be conducted if the request is supported, in a vote, by a simple majority of those members present.
- 6) Each candidate may appoint a scrutineer for the purpose of vote counting.
- 7) No proxy vote shall be allowed.
- 8) In case of a final tie vote, the presiding officer may cast the deciding vote.

c) By-Election

- 1) Should an office fall vacant pursuant to Section 7 (a) of these Bylaws or for any other reason, the resulting by-election should be conducted as closely as possible in conformity with this Section.
- 2) When vacancies occur between the annual elections or when there are insufficient nominees for the various elected positions, the following procedure will take place:
 - i) The Vice-President shall be Acting President until the next meeting where elections for a new President will take place.
 - ii) If a vacancy occurs on the Executive Board, the Board shall be empowered to appoint members to fill the vacancy until the next meeting where elections will take place.

SECTION 17 - FEE, DUES, AND ASSESSMENTS

- a) The membership dues shall be the total amount payable by Local 1719 to the National Union plus dues payable to Local 1719.
 - 1) The per capita payable by Local 1719 to the National Union is in accordance with the Constitution passed at the National Convention.
 - 2) Should the National Defense Fund fall below the levels as noted in the National Constitution and the automatic assessment is levied, the Local dues will be adjusted accordingly and shall remain in place at such time as prescribed by the National Constitution.
 - 3) An Initiation Fee or Re-Admittance Fee of \$1.00 will be charged by the Local for admittance and confirmation of the desire to become a member of CUPE. (Article B.4.1)
 - 4) Special assessments may be levied in accordance with Article B.4.2 of the CUPE Constitution.
 - 5) Changes to 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 16) with the vote being by secret ballot.
 - 6) The Local dues shall be ~~4.0~~ **1.5%**. Changes to the Monthly dues can be effected only by following the procedure for amendment of these bylaws (see Section 4) with the vote being by secret ballot.
- b) Notwithstanding the above provisions, 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.

- c) Employees granted leave of absence under the terms of the Union contract shall maintain full membership in the Union during their period of absence.

Dues will not be collected from employees on unpaid maternity leave, unpaid leave of absence, E.I., or LTD. Dues will be collected from employees on paid leave of absence such as income protection, compassionate leave, Union leave, etc.

SECTION 18 - DELEGATES TO CONVENTIONS, CONFERENCES AND SCHOOLS

- a) The Executive shall have first preference as delegates to conventions where voting takes place.
- b) Except for the Executive, all delegates to attend conventions, conferences, or schools shall be chosen by election at a membership meeting. When deemed necessary or relevant, the Executive shall have the right to select an appropriate committee member to the relevant conference, convention, or school, and the reasons for such shall be given to the membership. Where notification time did not allow for the proper voting to be done, the Executive shall be allowed to send the most appropriate person to the conference.

- c) i) All delegates or other official representation shall be elected by the membership.
- ii) Representation at seminars shall be on a voluntary basis, with the approval of the Executive.
- iii) All delegates to conventions, conferences, seminars and schools held outside the school of employment shall be paid transportation expenses at the current CUPE Manitoba rates per kilometre to driver of vehicle, hotel and parking expenses, plus an out-of-pocket allowance of \$57.00 out-of-town first night and \$74.00 the following day and all additional days. When flying, any to and from airport expense will be paid with a receipt provided.

Pay up to a maximum of two (2) vehicles. Any more than two vehicles, the current CUPE Manitoba rates per kilometre is to be split equally.

- iv) When conventions, conferences, seminars or schools are all cost inclusive outside the school of employment, an out-of-pocket allowance of \$35.00 per day plus transportation expenses of current CUPE Manitoba rates per kilometre to the driver of the vehicle, will be paid to the delegates attending, plus any amount equal to any loss of salary necessitated by attendance. Pay up to a maximum of two (2) vehicles. Any more than two vehicles, the current CUPE Manitoba rates per kilometre is to be split equally. When a member is sitting on a committee that mileage is not covered by the committee, the member will be paid mileage separate from the above.
- v) As many members as possible, especially those on committees, executive and shop stewards, shall be encouraged to attend any courses made available.

- vi) All delegates and observers shall attend all sessions at conventions, conferences, or schools or show just cause for not attending. Any delegate or observer found not to have just cause for not attending shall reimburse the Local in full all expenses afforded them through these bylaws.
- vii) CUPE Local 1719 will not sponsor any school, seminar, workshop or conference that is not Union related.
- viii) Any member attending must give a written report to the next membership meeting to be handed in to the Secretary at the end of their report.

SECTION 19 - STANDING COMMITTEES

- a) Members will submit names to the executive for the committees they are interested in being on. The executive will appoint the members to each standing committee.
- b) The Chairperson and the Executive may, with the concurrence of the membership, jointly appoint other members to serve on a committee.
- c) At the time of a change in committee members, all records and information will be turned over to the new committee.
- d) The Vice-President shall be a member, ex-officio, of each standing committee.
- e) The Executive shall be held responsible for the proper and effective functioning of the Standing Committees.

A. BENEVOLENT COMMITTEE

- a) They shall contact members who are ill. If a member is ill for more than seven (7) working days, a token of the Local's concern and desire to help, may be sent, to the value of \$35.00 exclusive of delivery charge. Benevolent Committee will contact the executive in the event a member is off for an extended period of time for direction.
- b) In the event of the death of a member of the Local, condolences to the family will be expressed with a donation, to the value of \$50.00, in accordance with the wishes of the family.
- c) In the event of the death of a member's spouse or child, the Local's condolences will be expressed with flowers or a donation, to the value of \$35.00, exclusive of delivery charge, in accordance with the wishes of the family concerned.
- d) Cards shall be sent to all other bereavements at the discretion of the committee.
- e) The committee shall comprise of at least two (2) members and may appoint a Chairperson from among its members.

SECTION 20 – SPECIAL COMMITTEES

a) **NEGOTIATION COMMITTEE**

This shall be a member committee elected by the membership at the local meeting and shall consist of two (2) members of the Education Assistant group and two (2) members of the Core group.

The function of the committee is to prepare collective bargaining proposals and to negotiate a collective agreement. 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. Upon ratification by the membership, this committee shall be dissolved and a new election held when required.

SECTION 21 - VOTING OF FUNDS

- a) Except for ordinary expenses and bills payable as approved by the General Meeting, no sum over two hundred (\$200.00) dollars shall be spent by the Executive for the purpose of a union expenditure in any one month. This shall be non-accumulative.

SECTION 22 – GRANTS AND/OR CONTRIBUTIONS

- a) In the case of grants or contributions outside of CUPE over \$500.00, a notice of motion must be made at a general membership meeting and then approved at the following general membership meeting before the grant or contribution can be paid out.

SECTION 23 - NEW MEMBERS

- a) After the initiation of a new member, the President, or in his/her absence, the Vice-President, shall offer the current Collective Agreement, a copy of the Bylaws, and a membership card which the Secretary shall have available.

SECTION 24 - OUT OF POCKET EXPENSES

a) **Table Officers:**

President	\$300.00 per year
Vice-President	\$250.00 per year
Secretary	\$250.00 per year
Treasurer	\$250.00 per year
Chief Shop Steward	\$200.00 per year

This amount is paid yearly in October.

If a member of the executive misses more than three (3) regular, special or executive

meetings in a twelve (12) month period without just cause, the office may be penalized by reduction of out-of-pocket expenses.

b) **Negotiating Committee:**

Committee members shall receive out-of-pocket expenses at the rate of \$25.00 per day per meeting with the Board. For meetings over four (4) hours in length or on weekends, committee members shall receive \$30.00.

c) **Trustees:**

Trustees shall receive out-of-pocket expenses at the rate of \$35.00 per audit.

SECTION 25 - HONORARY LIFE MEMBERS

- a) Honorary life members shall be entitled to attend all general meetings with voice but no vote. An honorary life member may speak at the privilege of the chair.

SECTION 26 - RULES OF ORDER

- a) All meetings of the Local shall be conducted in accordance with the basic principles of Canadian Parliamentary procedure.
- b) The Rules of Order to ensure free and fair debate are appended to these bylaws as Appendix 'A'.
- 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.
- d) In situations not covered by Appendix 'A' the C.U.P.E. Constitution may provide guidance, but if the situation is not dealt with there, Bourinot's Rules of Order shall be consulted and applied.

SECTION 27 – AMENDMENTS

- a) These bylaws are always subordinate to the CUPE National Constitution (including Appendix “B”) as it now exists or may be amended from time to time, and in the event of any conflict between these bylaws and the CUPE National Constitution, the latter shall govern. The National President has the sole authority to interpret the CUPE National Constitution.
- b) 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 days’ written notice.
- c) No change in these bylaws will be valid and take effect until approved by the National President of CUPE. The validity will date from the letter of approval of the National President.

APPENDIX 'A' TO THE BYLAWS OF LOCAL 1719 C.U.P.E.

RULES OF ORDER

- a) The President or in his/her absence, the Vice-President, shall take the chair at all membership meetings.
- b) No member, except the Chairperson of a Committee making a report or the mover of a resolution, shall speak more than five (5) 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. Chairpersons and movers of a resolution shall be limited to fifteen (15) minutes, except with the consent of the meeting.
- c) 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.
- d) 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.
- e) 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.
- f) On motion, the regular order of business may be suspended, by a two-thirds vote of those present, to deal with any urgent business.
- g) All resolutions and motions other than those named in Rule (q), 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.
- h) At the request of any member, and upon a majority of those present, a question may be divided when the sense will admit to it.
- i) 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.
- j) When a member wishes to speak on a question or to make a motion, he/she shall rise in his/her place and respectfully address the presiding officer, but, except to state that he/she rises to a point of order or on a question of privilege, he/she shall not proceed further until recognized by the chair.
- k) When two or more members rise to speak at the same time, the presiding officer shall decide which one is entitled to the floor.

- l) 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.
- m) If a member, while speaking, is called to order, he/she shall cease speaking until the point is determined; if it is decided he/she is in order, he/she may again proceed.
- n) No religious discussion shall be permitted.
- o) 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.
- p) The presiding officer shall have the same rights as other members to vote on any question. In case of a tie, he/she may in addition give a casting vote, or, if he/she chooses, refrain from breaking the tie, in which case the motion is lost.
- q) 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.
- r) A motion for the previous question, when regularly moved and seconded, shall be put in this form: "Shall the main question be not 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 any amendment is adopted, the original resolution, as amended, shall be put to the Local.
- s) A motion to adjourn is in order except (1) when a member has the floor, and (2) when members are voting.
- t) 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.
- u) 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 be taken and the Secretary shall count same.
- v) If any member wishes to challenge (appeal) a decision of the chair, he/she must do so at the time the decision is made. If the challenge is seconded, the member shall be asked to state briefly the basis for his/her challenge. The chairperson may then state briefly the basis for his/her decision. Following which the chairperson shall immediately and without debate put the question: "Shall the decision of the chair be sustained?" A majority vote shall decide except that in the event of a tie the chair is sustained.

- w) After a question has been decided, any two members who have voted in the majority may, at the same meeting, move reconsideration thereof.
- x) 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 President.
- y) 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.

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