



# **CANADIAN UNION OF PUBLIC EMPLOYEES**

**LOCAL 3953**

**BY-LAWS**

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## TABLE OF CONTENTS

PREAMBLE.....	1
SECTION 1 - NAME.....	1
SECTION 2 - OBJECTIVES.....	1
SECTION 3 - INTERPRETATION AND DEFINITIONS.....	1
SECTION 4 - MEMBERSHIP MEETINGS - REGULAR AND SPECIAL.....	2
SECTION 5 - VOTING OF FUNDS.....	2
SECTION 6 - OFFICERS.....	3
SECTION 7 - EXECUTIVE BOARD.....	3
SECTION 8 - DUTIES OF OFFICERS.....	3
SECTION 9 - OUT-OF-POCKET EXPENSES.....	7
SECTION 10 - FEES, DUES, AND ASSESSMENTS.....	7
SECTION 11 - NOMINATION, ELECTIONS AND INSTALLATION OF OFFICERS.....	7
SECTION 12 - DELEGATES TO CONVENTIONS.....	9
SECTION 13 - COMMITTEES.....	10
SECTION 14 - RULES OF ORDER.....	12
SECTION 15 - AMENDMENT.....	12
APPENDIX "A" TO THE BY-LAWS OF LOCAL 3953 - C.U.P.E.....	13
R U L E S O F O R D E R.....	13
APPENDIX 'B'.....	16
CUPE NATIONAL EQUALITY STATEMENT.....	16

## **PREAMBLE**

In order to improve the social and economic welfare of its members without regard to sex, colour, race, creed, to promote efficiency in public employment and to manifest its belief in the value of the unity of organized labour, Local 3953 of the Canadian Union of Public Employees, (hereinafter referred to as CUPE) has been formed.

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

## **SECTION 1 - NAME**

The name of this Local shall be: Canadian Union of Public Employees, Local No. 3953.

## **SECTION 2 - OBJECTIVES**

The objectives of the Local are to:

- (a) secure adequate remuneration for work performed and generally advance the economic and social welfare of its members and 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) encourage solidarity by focusing on the CUPE National Equality Statement, Appendix 'B'.**

## **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 by-laws.

#### **SECTION 4 - MEMBERSHIP MEETINGS - Regular and Special**

- (a) Regular Membership meetings shall be held **at least nine (9) months of the year** on the 3<sup>rd</sup> Tuesday at 7:00 pm. If a statutory holiday intervenes, the Executive Board shall give one week's notice of any changes in the date of the regular meeting.
- (b) Special membership meetings may be ordered by the Executive Board or requested in writing by no fewer than twenty (20) members. The President shall immediately call a special meeting when so ordered or requested and shall see that all members receive at least twenty-four (24) hours' notice of the special meeting and the subject(s) to be discussed. No business shall be transacted at the special meeting other than that for which the meeting is called and notice given.
- (c) **A quorum for the transaction of business at any regular general or special meeting shall be 18 members, including at least two (2) members of the Executive Board.**
- (d) The order of business at regular membership meetings is as follows:
  - 1. **Equality Statement**
  - 2. Roll Call of Officers
  - 3. Voting on New Members and Initiation
  - 4. Reading of Minutes
  - 5. Matters Arising
  - 6. Treasurer's Report
  - 7. Communications and Bills
  - 8. Executive **Board** Reports
  - 9. Reports of Committees and Delegates
  - 10. Nominations, Elections or Installations
  - 11. Unfinished Business
  - 12. New Business
  - 13. Good of the Union
  - 14. Adjournment

(Article **B.6.1**)

#### **SECTION 5 - VOTING OF FUNDS**

- (a) Except for ordinary expenses and bills as approved at membership meetings, no sum over fifty dollars (\$50.00) shall be voted for the purpose of a grant or contribution to a member or any cause outside CUPE, except by a notice of motion that is seconded and passed by a majority vote. (Article B.4.4)
- (b) **Local 3953 commits to an annual donation to the CUPE Nova Scotia Solidarity Fund in the amount of one hundred dollars (\$100.00). This donation will be made at the CUPE Nova Scotia Annual Convention.**

**(c) SECTION 6 - OFFICERS**

The Officers of the Local shall be the President, Vice-President, Secretary-Treasurer, Recording Secretary, three (3) Trustees, five (5) Area Shop Stewards for Parrsboro, Springhill, Pugwash, Oxford and Amherst areas, and one (1) Chief Shop Steward. All officers shall be elected by the membership. (Articles B.2.1 & B.2.2)

**SECTION 7 - EXECUTIVE BOARD**

- (a) The Executive Board shall comprise all officers, except Trustees. (Article B.2.2)
- (b) The Executive Board shall meet at least **eight (8) times per year**. (Article B.3.14)
- (c) A majority of the Board constitutes a quorum.
- (d) The Board shall do the work delegated to it by the Local and shall be held responsible for the proper and effective functioning of all committees.
- (e) All charges against members or officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution. (Articles B.11.1 to B.11.5)
- (f) Should any Board member fail to answer the roll call for three (3) consecutive regular membership meetings or **three (3)** regular Board meetings without having submitted good reasons for those failures, his office shall be declared vacant and shall be filled by an election at the following membership meeting. (Article B.2.5)
- (g) **No member may hold more than one (1) elected position on the Executive Board.** (Article B.2.4)

**SECTION 8 - 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 3953 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.**

- (a) The **President** shall:
- enforce the CUPE Constitution and these by-laws;
  - preside at all membership and Executive Board meetings;
  - decide all points of order and procedure (subject always to appeal to the membership);
  - have a vote on all matters (except appeals against his/her rulings) and in case of a tie vote in any matter, including elections, **preside over a re-vote**;
  - ensure that all officers perform their assigned duties;
  - fill committee vacancies where elections are not provided for;
  - introduce new members and conduct them through the initiation ceremony;
  - sign all 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 \$50.00 monthly, to reimburse himself or any officers for expenses, supported by vouchers, incurred on behalf of the Local;
  - have first preference as a delegate to the CUPE National Convention.
- (Article B.3.1)
- (b) The **Vice-President** shall:
- if the President is absent or incapacitated, perform all duties of the President;
  - if the office of President falls vacant, be Acting President until a new President is elected;
  - render assistance to any member of the Board as directed by the Board.
- (Article B.3.2)
- (c) The **Recording Secretary** shall:
- keep full, accurate and impartial account of the proceedings of all regular or special membership and **Executive** Board meetings. **These records must also include a copy of the full financial report (Executive Board meetings) and the written financial report (membership meetings) presented by the Secretary-Treasurer. The record will also include Trustees' reports**;
  - record all alterations in the By-Laws;
  - answer correspondence and fulfil other secretarial duties as directed by the Board;
  - 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 auditors and Trustees;
  - 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 stenographic or other assistance to be paid for out of the Local's funds;
  - on termination of office, surrender all books, seals and other properties of the Local to his successor.
- (Article B.3.3)

- (e) The **Secretary-Treasurer** shall:
- receive all revenue, initiation fees, dues, and assessments, keeping a record of each member's payments, and deposit promptly all money with a bank or credit union;
  - 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;
  - record all financial transactions in a manner acceptable to the Board and in accordance with good accounting practices;
  - **sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the CUPE Constitution, Local Union bylaws, or vote of the membership. In consultation with the Executive Board, designate a signing officer during prolonged absences;**
  - make a full financial report to meetings of the Local's Executive Board, as well as a written financial report to each regular membership meeting, detailing all income and expenditures for the period;
  - be bonded through the master bond held by the National Office, and any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office;
  - pay no money unless supported by a voucher duly signed by the President and one other member of the Board or any two other 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;
  - make all books available for inspection by the auditors and/or Trustees on reasonable notice, and have the books audited at least once each calendar year and within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees;
  - provide the Trustees 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. (Article B.3.4 to **B.3.8**)

- (f) The **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 at least once every calendar year;
  - make a written report of their findings to the first membership meeting following the completion of each audit;
  - submit, in writing, to the President and Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local Union's funds, records, and accounts are being maintained by the Secretary-Treasurer in an organized, correct and proper

- manner;
- be responsible to ensure that monies are not paid out without proper constitutional or membership authorization;
- ensure that proper financial reports are made to the membership;
- 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. (Article B.3.10 to B.3.12)

(g) The **Area Shop Stewards** shall:

- Investigate, write, and file grievances on behalf of members.
- Help to solve problems outside the grievance procedure
- Ensure good communication between the members and the executive
- Educate members about the collective agreement, about the union's role in the workplace – and about important social issues.
- Stand up as a strong ally with members from equality-seeking groups.
- Mobilize members to support the union's role in bargaining, to attend public rallies, etc.
- Act as a mediator when members are in conflict with each other.
- Help a member get accommodation or return to work after an injury or illness.

(h) The **Chief Shop Steward** shall:

- Share the same duties and the Shop Stewards in (g)
- Fill in for Areas Shop Stewards when required,
- Keep track of all active grievances and maintain proper timelines as defined in the Collective Agreement
- Assist the Area Shop Stewards with the writing and presenting of grievances as requested
- Attend any grievance meeting as requested by the Local Executive
- Report to the Members at the regular general membership meetings the status of all active grievances

## **SECTION 9 - OUT-OF-POCKET EXPENSES**

The following expenses allowance shall be provided:

- all long distance calls;
- kms (at provincial rate) for all Standing Committee meetings, courses and/or conventions. These kms will include from home to place of meeting and from meeting to home.
- Time spent in disciplinary meetings as a Shop Steward if not being paid by the Employer following the Collective Agreement.

## **SECTION 10 - FEES, DUES, AND ASSESSMENTS**

(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. A readmission fee of \$10.00 shall apply, where applicable. (Articles B.4.1 & **B.8.2**)

(b) **Monthly Dues**

The monthly dues shall be 1.5% of gross earnings. (Article **B.4.3**)

Changes in the levels of the Initiation Fee, or the Monthly Dues can only be effected by following the procedure for amendment of these bylaws (see Section **15**), with the additional provision that the vote must be by secret ballot. (Article **B.4.3**)

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.

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

## **SECTION 11 - NOMINATION, ELECTIONS AND INSTALLATION OF OFFICERS**

(a) **Nominations**

Nominations shall be received at the regular membership meeting held in the month of April. 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.

**(b) Elections**

- (1) At a membership meeting at least one month prior to Election Day, the President shall, subject to the approval of the members present, appoint an Election Committee consisting of a Returning Officer and assistant(s). The Committee shall include members of the Local who are neither officers nor candidates for office, and it shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential.
- (2) The Executive Board shall determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Returning Officer
- (3) The Returning Officer shall be responsible for issuing, collecting, and counting ballots. He must be fair and impartial and see that all arrangements are unquestionably democratic.
- (4) The voting shall take place at the regular membership meeting held in April. The vote shall be by secret ballot.
- (5) Voting to fill one office shall be conducted and completed, and recounts dealt with, before balloting may begin to fill another office.
- (6) A majority of votes cast shall be required before any candidate can be declared elected, and second and subsequent ballots shall be taken, if necessary, to obtain a majority. On the second and subsequent ballots, the candidate receiving the lowest number of votes in the previous ballot shall be dropped. In case of a tie vote, **a re-vote will be conducted.**
- (7) When two (2) or more nominees are to be elected to any office 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.
- (8) Any member may request a recount of the votes for any election and a recount shall be conducted if the request is supported, by a vote, by at least the number of members equal to the quorum for a membership meeting as laid down in Section 4.

**(c) Installation**

All duly elected officers shall be installed at the meeting at which elections were held and shall continue in office for one (1) year or until a successor has been elected and installed, provided, however, that no term of office shall be longer than three (3) years. (Article B.2.4)

The following positions shall be elected on even years:

President  
Secretary-Treasurer  
Shop Stewards – Oxford, Pugwash and Amherst  
Education Committee Members (2)  
Cumberland District Labour Council Members (2)  
Occupational Health & Safety Members (2)

The following positions shall be elected on odd years:

Vice-President  
Recording Secretary  
Chief Shop Steward  
Shop Stewards – Parrsboro/River Hebert and Springhill  
Labour Management Committee (3)  
Home Support Committee (3)

**The term of office for Trustees shall be as laid down in Article B.2.4 of the CUPE Constitution.**

**(d) By-Elections**

Should an office fall vacant pursuant to Section 7 (f) of these By-Laws or for any other reason, the resulting by-election should be conducted as closely as possible in conformity with this Section.

**SECTION 12 - DELEGATES TO CONVENTIONS**

- (a) Except for the President's option [Section 8(a)], all delegates to conventions shall be chosen by election at membership meetings.
- (b) Delegates to the Cumberland District Labour Council shall be elected in accordance with Section 11(c)(1). An officer reporter for these delegates shall be appointed annually by the President from among the delegates, and he/she shall be required to report at each membership meeting of the Local on the proceedings at recent meetings of the Council.
- (c) All delegates elected to conventions **and/or courses** held outside **of their home town and/or community** shall be paid transportation expenses (provincial rate), a per diem allowance of **\$45.00 per day** for meals when overnight and a per diem of **\$35.00 per day** when out-of-town for the day, and an equal amount to any loss of

wages incurred by attendance at conventions and/or courses.

- (d) All delegates elected to conventions **and/or** courses held locally shall be paid **transportation expenses (provincial rate), a per diem of \$25.00 per day for meals and an equal amount to any loss of wages incurred by attendance at conventions and/or courses.**
- (e) Any member attending Union business on their days off shall be entitled to a \$50.00 per diem allowance, to assist in covering with the cost of family care. Each claim will include a receipt for such costs.
- (f) Representation at educational courses shall be on the recommendation of the Education Committee, subject to final approval by the membership.

### **SECTION 13 - COMMITTEES**

- (a) **Negotiating Committee**  
This shall be a special ad hoc committee established at least **ten (10)** months prior to the expiry of the Local's collective agreement and automatically disbanded when a new collective agreement has been signed. The function of the committee is to prepare collective bargaining proposals and to negotiate a collective agreement. The committee shall consist of three (3) members, all elected at the membership meeting, **and President of the Local, for a total of four (4) committee members to coincide with Section 9.03 of the 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.
- (b) **Special Ad Hoc 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 may, by specific authorization of the membership, be appointed by the President or the Executive Board. Two members of the Board may sit on any special committee as ex-officio members.
- (c) **Standing Committees**  
The members at a membership meeting shall elect a Chairperson of each standing committee. The Chairperson and the Executive Board may, with the concurrence of the membership, jointly appoint other members to serve on a committee. The Vice-President shall be a member, ex-officio, of each committee. There shall be three (3) standing committees as follows:

(1) **Grievance Committee**

This committee shall process all grievances not settled at the initial stage and its report shall be submitted to the CUPE representative, and then to a membership meeting. Grievances must be in writing on the forms supplied by National Office and be signed by the complainant or complainants, as provided in the Collective Agreement. The committee shall be comprised of the elected Executive Board and five (5) other members (the Shop Stewards) - (Totalling 9).

(2) **Education Committee**

It shall be the duty of this committee, comprised of two (2) elected members, in accordance with Section 11(c)(1), to:

- arrange for representation of the Local at any appropriate and available education seminar or conference and submit recommendations accordingly to the Executive Board;
- instruct delegates in the preparation of reports to the membership on seminars and conferences and maintain a reference file of these reports;
- complete all registration forms for attending delegates to seminars and conferences and ensure that they are sent on time in accordance with the deadline provided.

(3) **Provincial Home Care Coordinating Committee (New Committee)**

This committee shall be comprised of three (3) representatives – the Local President and two (2) others, all elected annually during election of officers, in April of each year. These three (3) elected representatives will also be representatives for the Provincial Health Care Worker Coordinating Committee.

As per the Collective Agreement, there shall also be a Labour/Management Committee and an Occupational Health & Safety Committee. The committee members shall be elected at the membership meeting held in April and in accordance with Section 11(c)(1). The duties of these committee members shall be:

- attend the meetings, held monthly and/or quarterly in accordance with the Collective Agreement;
- report back to the Local at the next membership meeting following the committee's meeting;
- attend appropriate training deemed necessary by the Executive.

## **SECTION 14 - RULES OF ORDER**

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

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

## **SECTION 15 - AMENDMENT**

- (a) These by-laws are always subordinate to the CUPE Constitution (including Appendix "B") as it now exists or may be amended from time to time, and in the event of any conflict between these by-laws and the CUPE Constitution, the latter shall govern. Constitutional interpretation, including determination of conflict, is the prerogative of the National President. (Articles 9.2 (c), 13.3, & **B.5.1**)
- (b) These by-laws shall not be amended, added to, or suspended except upon a majority vote of those present and voting at a regular membership meeting following seven (7) days' notice given at a previous meeting or twenty-five (25) days' written notice. (**Articles 13.3 & B.5.1**)
- (c) 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**)

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## **APPENDIX "A" TO THE BY-LAWS OF LOCAL 3953 - C.U.P.E.**

### **R U L E S   O F   O R D E R**

1. The President, or in his absence, the Vice-President, shall take the chair at all membership meetings. In the absence of both the President and Vice-President, the Recording Secretary shall act as President, and in his 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. Chairpersons 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, he shall rise in his place and respectfully address the presiding officer, but except to state that

he rises to a point of order or on a question of privilege, he 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, he shall cease speaking until the point is determined; if it is decided he is in order, he 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, he may in addition give a casting vote; or, if he 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 (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 he must do so at the time the decision is made. If the challenge is seconded, the member shall be asked to state briefly the basis for his challenge. The chairperson may then state briefly the basis for his decision, following which the chairperson shall immediately and without debate put the question: "Shall the decision of the chair be sustained?" A majority vote shall decide except that in the event of a tie the chair is sustained.
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 members 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.

## **APPENDIX 'B'**

### **CUPE National 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 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.**

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