

Canadian Union of Public Employees

Local 2195

By-Laws

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APPENDIX "A" TO THE BYLAWS OF LOCAL 2195 CUPE23

SECTION A: PREAMBLE

In order to improve the social and economic welfare of its members without regard to ability, age, class, language, ethnic origin, gender, gender identity, and gender expression, sexual orientation, colour, race or creed; to promote efficiency in public employment; and to manifest its belief in the value of unity of organized labour, this Local of the Canadian Union of Public Employees (herein after 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 2195, Youth Services Bureau of Ottawa.

SECTION 2. Objectives

The objectives of the Local are to:

- i) Secure adequate remuneration for work performed and generally advance the economic and social welfare of its members and all workers;
- ii) Support CUPE in reaching the goals set out in Article II of the CUPE Constitution;
- iii) Provide an opportunity for its members to influence and shape their future through free and democratic trade unionism;
- iv) Encourage the settlement of all disputes between the members and their employers by negotiation and mediation.

SECTION 3. Interpretation and Definitions

The CUPE Constitution can be found at www.cupe.ca Hard copies can be obtained by request from the Recording Secretary or a member of the Executive Committee.

- i) In the text of these By-Laws, unless otherwise stated, the term “member” shall refer to the member in good standing of this Local;

- ii) The abbreviation CUPE refers to National Office Headquarters in Ottawa and is always used in the National connotation unless otherwise stated;
- iii) For the purpose of this document, "UEC" means Union Executive Committee;
- iv) In the text of these By-Laws, references to all gender have been deleted in favour of they, them and their.

SECTION 4. Membership Meetings – General and Special

- i) The local shall hold monthly meetings except for the months of July and August to keep the Local informed on events and business and to provide members with an opportunity to speak to Local matters;
- ii) Advance notice of a General Meeting shall be posted with seven (7) calendar days on all Union boards.
- iii) Other business may be introduced and proceeded with at a General Meeting upon passage of an enabling motion;
- iv) Special meetings may be ordered at the written request of seven (7) members. Upon receipt of such a request, the President shall post a notice of the Special Meeting and its agenda on all Union bulletin boards;
- v) The order of business at regular membership meetings will generally be as follows:
 1. Call to Order
 2. Reading of the Equality Statement
 3. Roll call of Officers
 4. Voting on New Members and Initiation
 5. Reading of Minutes
 6. Matters arising
 7. Treasurer's report
 8. Communications and Bills
 9. Executive Committee 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

- vi) Quorum for all membership and special membership meetings shall consist of 10 members, of which at least 2 members shall be members of the Executive Committee.

SECTION 5. Voting of Funds

- i) Payment of Local Union Funds

Funds can only be spent for valid purposes of the Local Union under the following circumstances:

- a) When the expenditure is authorized by a budget approved by a majority of members present and voting at a regular or special membership meeting;
- b) When these bylaws approve the expenditure; or
- c) Through a vote of the majority of members present and voting at a regular or special membership meeting;
- d) All expenses must be paid by cheque signed by the Secretary-Treasurer and the President or another signing officer.

- ii) 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 \$100, 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.

No Officer or member of Local 2195 will be allowed to spend any Local Union funds without first having received authorization under Section 5 i) of these bylaws.

SECTION 6. Officers

- i) The Officers of the Executive shall be the President, First Vice President, Second Vice President, Secretary-Treasurer, Recording Secretary, Chief Steward, Bookkeeper, and three (3) Trustees. All officers shall be elected by the membership at a general or special membership meeting.
- ii) All signing Officers shall be bonded. Two signing Officers must sign each cheque. One of the signing Offices must be the Secretary-Treasurer.

- iii) No Officer shall act on behalf of the Union or the Local if they are appointed to an Acting Managerial position.
- iv) Should an Officer be in an Acting Managerial position for longer than six (6) months, they must tender their resignation from all Union Local positions held either by election or appointment.

SECTION 7. Executive Committee

- i) The Executive Committee shall be comprised of all Officers, except the Bookkeeper and Trustees.
- ii) The Executive Committee shall meet at least once per month, and prior to a General or Special Membership Meeting.
- iii) The majority of the Executive constitutes a quorum.
- iv) The UEC will manage itself under a “consensus model” with equal value given to the voice and vote of each UEC member. The UEC will achieve majority consent on all business passed before it.
- v) The President will chair all UEC meetings and ensure any motion put forward on behalf of any member is received.
- vi) The Executive Officers shall hold title to any real estate of the Local as trustees of the Local. They shall have no right to sell, convey, or encumber any real estate without first giving notice and then submitting the proposition to a Membership Meeting and having it approved.
- vii) All UEC members shall do the work delegated to it by the Local and shall be held responsible for the proper and effective functioning of all Committees.
- viii) All charges against members or Officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution.
- x) As per Article B.2.5 of the National Constitution, if an Officer fails to attend 3 consecutive membership meetings or 3 consecutive executive meetings without good and sufficient reason, their office will be declared vacant and filled at the next meeting.
- xi) Should a UEC post become vacant due to the resignation of UEC member, a by-election consistent with the procedure for the UEC will be held for that post at the next General Membership Meeting.

SECTION 8. Duties of Officers

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

President

The President shall:

- Enforce the CUPE Constitution and these bylaws;
- Preside at all Membership and Executive Meetings and preserve order;
- Decide all points of order and procedure (subject always to appeal to appeal to the membership);
- Have a vote on all matters (except appeals against his rulings). In the case of a tie vote, the Local will turn back to the membership for a re-vote.
- Assign duties to each of the Vice-President;
- Ensure that all Officers perform their assigned duties;
- Fill committee vacancies where elections aren't provided for;
- Be a member of the Negotiation Committees when this committee is struck;
- Be an ex-officio member of all committees;
- Be the official spokesperson to deal directly with the Employer in all written and verbal communications for the Local and its members, other than grievances;
- Introduce new members and conduct them through the initiation ceremony;
- Sign all cheques and ensure that the Local's fund are used only as authorized or directed by the Constitution, By-Laws, or vote of the membership;
- Be allowed necessary funds, not to exceed twenty-five dollars (\$25.00) monthly, to reimburse themselves 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.

Vice-President

The First Vice-President shall:

- Perform all the duties of the President if the President is absent or incapacitated;
- Be Acting President until a new President is elected should the office fall vacant;
- Render assistance to any member of the UEC as directed by the UEC.
- Ensure proper communication of meetings, reports, audit material, and matters of interest to the Local's trustees;
- Audit internally the ongoing financial records, statements and receipts held by the Secretary-Treasurer on a monthly basis;
- Audit internally the ongoing record of meetings and correspondence held by the Recording Secretary on a monthly basis;
- Bring forward all discrepancies or matters of interest arising from these duties to the President and UEC members;
- Act upon all duties assigned by the President.
- In partnership with the Recording Secretary, provide oversight and coordinate training needs for the Local
- Be a member of the Labour/Management Committee

The Second Vice-President shall:

- Perform all the duties of the President if both the President and First Vice-President are absent or incapacitated;
- Be Acting first Vice-President if the office of the first Vice-President becomes vacant or if the office of the President becomes vacant and the first Vice-President assumes those duties, until an election is held;
- Render assistance to any member of the UEC as directed by the UEC;
- Bring forward all discrepancies or matters of interest arising from these duties to the President and UEC members;

- Act upon all duties assigned by the President.
- Perform all duties of the Recording Secretary if the Recording Secretary is absent or incapacitated
- Be a member of the Bylaw Review Committee when this Committee is struck
- Be a member of the Labour/Management Committee
- Chair the Mobilization and Education Committee

Recording Secretary

The Recording Secretary shall:

- Keep full, accurate and impartial account of the proceedings of all Membership meetings, UEC Meetings, record and list all motions carried, Secretary Treasurer reports as well as reports of the Trustees;
- Attend and record all Local meetings;
- Record all alterations in the By-Laws;
- Answer all correspondence and fulfill other secretarial duties as directed by the UEC;
- 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 Trustees;
- Preside over Membership and UEC Meetings in the absence of the President and Vice-Presidents;
- 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 their successor;
- The Recording Secretary shall be a member of the Executive Committee.
- Chair the Bylaw Review Committee
- In partnership with the First Vice-President, provide oversight and coordinate training needs for the Local

Secretary-Treasurer

The Secretary-Treasurer shall:

- 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.
- Be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or expense claims for every disbursement made, receipts for all money sent to CUPE National, as well as records and supporting documents for all income received by the Local Union.
- Make all books available for inspection by the Trustees and/or auditors on reasonable notice. Ensure that the books are audited at least once each calendar year and within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees.
- Receive all revenue, initiation fees, dues, and assessments, keeping a record of each member's payments, and deposit promptly all money all money with a bank or credit union;
- Ensure that the Employer process the Direct Remittance to the National Office of CUPE in a timely manner and that Rebate cheques are deposited in a timely manner as well;
- Record all financial transactions in a manner which is acceptable to the UEC and in accordance with good accounting practices;
- Make a regular and full written financial report to the Local at Membership Meetings and to UEC meetings;
- Co-sign all financial instruments with the President;
- Present to the First Vice-President a review of financial records, statements, and receipts, as requested;
- Make all books and records available for inspection by the Auditors and/or Trustees on reasonable notice, and have the books audited semi-annually;
- Provide the Trustees with any information that may be needed to complete the Audit Report Forms supplied by CUPE;
- Be empowered, with the approval of the membership, to employ necessary clerical assistance to be paid for out of the Local's funds;

- Be bonded through the master bond held by CUPE National. Any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office;
- Pay no money unless supported by a cheque requisition or expense form or request for payment duly signed by the President and one other member of the Executive Board as determined by the Executive Board. No request shall be required for payment of per capita fees to any organization to which the Local Union is affiliated;
- On termination of office, surrender all books and other properties of the Local to their successor;
- The Treasurer shall be a member of the Executive Committee.

Bookkeeper:

- Duties as assigned by the Secretary-Treasurer

Trustees:

- Act as an auditing committee on behalf of the members and audit the books and accounts of the Secretary-Treasurer, the Recording Secretary, and committees at least once every calendar year.
- Inspect at least once a year, any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may at any time be owned by the Local Union, and report their findings to the membership
- The Trustees shall audit the books of the Treasurer and shall exercise general supervision over the property of the Local Union. Such general supervision shall include, but not be limited to, ensuring the Treasurer complies with the provisions of Articles B.3.6 and B.3.7 of the CUPE Constitution.
- The Trustees shall examine the books and records of the Treasurer and inspect or examine all properties, bonds, and all other assets of the Local at least once each calendar year.
- At the completion of their audit, the Trustees shall submit in writing to the President and Treasurer of the Local 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 Treasurer in an organized, correct, and proper manner.

- The Trustees shall make a written report to the next Executive Committee meeting and the Regular Membership meetings following the audit on the condition of the funds and accounts, the number of members in good standing, the number initiates, expelled or suspended, admitted or withdrawn, together with such other information they may deem necessary to the efficient and honest administration of the Local Union, along with a copy of the written recommendations and/or concerns submitted to the Treasurer, and the Treasurer's written response.
- The Trustees shall 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 as well as a copy of their recommendations and/or concerns to the Chair and Treasurer and the Treasurer's response, to the National Secretary-Treasurer of the Canadian Union of Public Employees, with a copy to the assigned National Representative.
- The terms of office for Trustees shall be as followed: At the first election of officers to the 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 of office.

Chief Steward:

- The Chief Steward is a member of the Negotiations Committee when this committee is struck, and a member on the Labour Management Committee.
- The Chief Steward shall report to the President or Executive designate.
- Represent members at all complaint stage meetings, and grievance or disciplinary issues/meetings.
- The Chief Steward shall keep current and secure all records pertaining to grievances, as well as assigning case numbers to grievances.
- All correspondence regarding grievances shall be the responsibility of the Chief Steward.
- The Chief Steward shall act as liaison between members and the employer.
- The Chief Steward shall mediate disputes between members.

- The Chief Steward will inform the members as to the deliberations of the local union.

SECTION 9. STEWARDSHIP

The Steward shall:

- i) Encourage all members to be involved in their Local;
- ii) Represent the concerns of the members of their shop to the Local;
- iii) Bring forward concerns and work towards their resolution in the best interests of both the individual members and the Local;
- iv) Inform all members of upcoming Membership Meetings and report back to members on the outcome of these meetings;
- v) Ensure all members are aware of their rights under their Collective Agreement, the Grievance Procedure, and the Employment Standard Legislation;
- vi) Work closely with the Chief Steward to investigate the best alternatives towards resolving all issues in the shop;
- vii) Attend disciplinary meetings between the Employer and a member when requested by the members;
- viii) Initiate all new members and ensure all members have a copy of their Collective Agreement and job description;
- ix) Ensure all Union postings are posted, and Union boards are maintained for the Local's business;
- x) Attend all Local and Steward meetings;
- xi) Take advantage of all training opportunities offered by the Local;
- xii) No steward shall act on behalf of the Union or the Local if they are appointed to an Acting Managerial position;
- xiii) Should a steward be in an Acting Managerial position for longer than six (6) months, they must tender their resignation from all Union Local positions held either by election or appointment.

Appointment of Stewards:

- i) Each program covered by the Collective Agreement of this Local shall be represented by a minimum of one (1) Shop Steward.
- ii) Should a program exceed twenty (20) full-time positions, it shall be represented by a minimum of two (2) Shop Stewards.
- iii) Should a program exceed thirty (30) full-time positions, it shall be represented by a minimum of three (3) Shop Stewards.
- iv) The Chief Steward shall be one of the Local's Officers and sit on the UEC.
- v) Stewards shall be elected from the members in their own work units. Some members may be identified as working in multiple work units and will be entitled to participate in the election process as a member of each individual work unit. Nominations will take place every two (2) years in the month of October, falling on even years. Nominations process for Steward elections shall be the following:
 - a) Recording Secretary shall circulate notice to the general membership that Nomination for Stewards is open during the first week of October, as well as details of the vote location and time. This notice will be posted on the union board of each work unit, notifying members of the election process.
 - b) Nominations will be accepted by the Recording Secretary for one week, during the first week of October, even years. Nominations will be accepted by email or in writing. Members are able to either self nominate or nominate fellow members.
 - c) The Executive Committee shall decide the form of the ballot and ensure that sufficient quantities are made available in good time to the Recording Secretary.
 - d) The voting shall take place at a location and time identified at the October General Membership meeting by the Executive Committee, which will be at least two weeks from the date of the October meeting
 - e) 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 ballots shall be dropped.
 - f) When two or more Stewards are to be elected to any one work unit 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

- g) Any member may request a recount of the votes for any election and a recount shall be conducted if the request is supported, in a vote, by at least the number of members equal to the quorum for a membership meeting as laid down in Section 4 Membership Meetings. This request must be presented at the next General Membership meeting.
- h) If the Recording Secretary only receives the number of individual nominations within a work unit that is consistent with the number of vacant positions within that same work unit, that work unit will not be subjected to a further vote – instead that Nominee(s) will be acclaimed into the position.
- i) All duly elected Stewards will be installed at the following General Membership Meeting at which elections were held and shall continue in office for two (2) years or until a successor has been elected and installed, provided, however, that no term of office shall be longer than two years.
- j) Should an office fall vacant, the resulting by-election process should be initiated at a Regular Membership meeting as closely as possible to the vacancy occurring or at a Special Membership meeting if a delay is problematic. The by-election process will follow a similar process as general Steward elections in that nominations will be accepted by the Recording Secretary for one week after the following Membership meeting, with a vote to take place at a location and time identified by the President at said Membership meeting - at least two weeks from the date of the General Membership meeting.

SECTION 10. Fees, Dues and Assessments

i) Initiation Fee

Each application for membership in the Local shall be directed to the Treasurer and shall be accompanied by an initiation fee of ONE DOLLAR, which shall be in addition to monthly dues. The Treasurer shall issue a receipt. If the application is rejected the fee shall be returned.

ii) Remittance Fee

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

iii) Monthly Dues

The monthly dues shall be based on 1.4% of gross wages.

Changes in the levels of the Initiation Fee, the Readmittance Fee, or the Monthly Dues can be effected only by following the procedure for amendment of these bylaws (see Section 16), with the additional provision that the vote must be by secret ballot.

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. Finances

- i) All expenditures of funds in excess of one hundred dollars (\$100.00) must be motioned as business during a General or Special Membership Meeting and be approved by the Local before disbursement;
- ii) All expenditures of funds less than one hundred dollars (\$100.00) and greater than twenty dollars (\$20.00) must be presented to the local by the Secretary-Treasurer at the next General Membership Meeting and recorded into the minutes of that meeting. Any expenditure of funds under this subsection must be approved by the president prior to expenditure;
- iii) Any Executive Members or Committee Chairperson may expend funds to a maximum of fifty dollars (\$50.00) in one calendar week, provided those expenditures are duly reported to the UEC at the next UEC Meeting;
- iv) All expenditures of funds under subsection i, ii, and iii of this section must be supported by receipts indicating the time, amount, date and vendor, and be given to the Secretary-Treasurer no later than one week from disbursement;
- v) The Secretary- Treasurer will deposit those deducted dues with the Local and forward the CUPE portion and other CUPE monetary obligations, to CUPE, in accordance with accepted procedure;
- vi) The Local's fiscal year shall commence on the 1st day of November of each calendar year and terminate on the 31st day of October of the following calendar year;
- vii) The President shall receive the sum of two-thousand and ninety dollars (\$2,090.00) for out of pocket expenses to be paid in four quarterly

installments on or about January 31st, April 30th, July 31st, and October 31st;

- viii) The 1st and 2nd Vice-Presidents shall receive the sum of one thousand two hundred and sixty-five dollars (\$1265.00) for out of pocket expenses to be paid in four quarterly installments on or about January 31st, April 30th, July 31st, and October 31st;
- ix) The Secretary-Treasurer shall receive the sum of nine-hundred and ninety dollars (\$990.00) for out of pocket expenses to be paid in four quarterly installments on or about January 31st, April 30th, July 31st, and October 31st;
- x) The Recording-Secretary shall receive the sum of nine-hundred and ninety dollars (\$990.00) for out of pocket expenses to be paid in four quarterly installments on or about January 31st, April 30th, July 31st, and October 31st;
- xi) The Chief Steward shall receive the sum of one thousand two hundred and sixty-five dollars (\$1265.00) for out of pocket expenses to be paid in four quarterly installments on or about January 31st, April 30th, July 31st, and October 31st;
- xii) Shop Stewards shall receive the sum of four-hundred and forty dollars (\$440.00) for out of pocket expenses to be paid in four quarterly installments on or about January 31st, April 30th, July 31st, and October 31st;
- xiii) All member of the UEC will be given an allowance of sixty (60) dollars monthly for the cost of a cell phone plan.
- xiv) The Bookkeeper shall receive the sum of five-hundred dollars (\$500.00) for out of pocket expenses to be paid in four quarterly installments on or about January 31st, April 30th, July 31st, and October 31st;
- xv) The Trustees shall receive the sum of five-hundred dollars (\$500.00) for out of pocket expenses to be paid in four quarterly installments on or about January 31st, April 30th, July 31st, and October 31st.

SECTION 12. Non-payment of Dues and Assessments

Any member in arrears for a period of three (3) months automatically suspended and his or her suspension shall be reported to the Executive Committee by the Treasurer. The Executive Committee shall report to the next General Membership meeting with a recommendation. Any Member under suspension wishing to be reinstated shall upon application, pay the re-admittance fee, plus any dues and assessments in arrears. This money will be returned if the application is rejected. If a member has been unemployed or unable to work because of illness, they shall pay the re-admittance fee but may not be required to pay the dues and assessments in arrears.

SECTION 13. NOMINATION, ELECTION AND INSTALLATION OF OFFICERS

- i) Nominations
 - a) Nominations will be received at the regular membership meeting held in the month of October.
 - b) Nominations will be accepted from members in attendance at the nomination meeting or from those members who have allowed their name to be filed in writing at the meeting, witnessed by another member.
 - c) To be eligible for nomination, the nominee must have been accepted into membership and continue to be a member in good standing.
 - d) A member may accept nomination for one position only.
 - e) A member may accept nomination for a position while holding office in any position. If successful in the election, their resignation from their current position will take effect at that time.
 - f) No member will be eligible for nomination if they are in arrears of dues and/or assessments.
- ii) Elections
 - a) At a membership meeting, at least one month prior to Election Day, the President will, subject to the approval of the members present, appoint an Elections Committee consisting of a Chief Returning Officer and assistant(s). The committee will include members of the Local Union who are neither Officers nor candidates for office. The

Elections Committee shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential. The National Representative assigned to the Local Union shall serve as an advisor to the committee when requested by the Local Union.

- b) The Elections Committee will determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Chief Returning Officer.
- c) The Chief Returning Officer will be responsible for issuing, collecting, and counting ballots. The Chief Returning Officer must be fair and impartial and see that all arrangements are unquestionably democratic.
- d) The elections will be held by referendum-style voting at a polling station located at 1378 Triole St., at least seven days before the November regular membership meeting. Members will receive an advance notice of at least seven days as to the location, time, positions and candidates for the elections.
- e) Polls will be open between the hours of 12:00 – 2:00 pm and 7:00 – 9:00 pm, and will be monitored by the Chief Returning Officer, or a member of the Elections Committee at all times. The vote will be by secret ballot.
- f) When two or more nominees are to be elected to any office by ballot, each member voting will be required to vote for the full number of candidates to be elected or the member's ballot will be declared spoiled.
- g) The candidate with the most votes (plurality) shall be declared elected. The election results will be announced at the November regular membership meeting by the Chief Returning Officer. In the event of a tie vote, 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
- h) All election complaints by candidates will be submitted in writing to the Chief Returning Officer as soon as possible but in no circumstance, will a complaint be valid if it is filed later than 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 to the very next regular membership meeting.

iii) Installation of Officers

- a) All duly elected Officers shall be installed at the November regular membership meeting and shall continue in office for two year(s) or until a successor has been elected and installed, provided, however, that no term of office shall be less than one year and no longer than three years.
- b) The terms of office for Trustees shall be so that one serves for a period of three years, one for two years, and one for one year, as laid down in Article B.2.4 of the CUPE National Constitution. Each year thereafter, the Local Union shall elect one Trustee for a three-year period. No member who has been a signing Officer for the Local Union is eligible to run for Trustee, until at least one full term of office has elapsed.
- c) The Oath of Office to be read by the newly-elected Officers is:

"I, _____, promise to perform the duties of my office, as set out in the Constitution and laws of the Canadian Union of Public Employees, faithfully and to the best of my ability for my term of office. As an Officer of the Union, I will always promote the harmony and dignity of its sessions by counsel and example. I also promise to turn over all property of the Union to my successor at the end of my term."

iv) By-elections

Should an office fall vacant for any 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.

SECTION 14. Delegates to Conventions

Delegates to conventions shall be elected by the Local Union membership at the Regular Membership meeting or at a Special Membership meeting when possible. Otherwise the Union Executive Committee shall, by a simple majority vote, appoint a delegate to Conventions. Delegates shall provide a report to the membership within thirty (30) days after completion of the convention.

SECTION 15. Committees

Special Committees

A special ad hoc committee may be established for a specified purpose and a specified period of time by the membership at a meeting. The members shall be elected at a membership meeting, or may, by specific authorization of the membership, be appointed by the President or the Executive Board. The President and one member of the UEC may sit on any special committee as ex-officio members.

Negotiations Committee:

This shall be a special ad hoc committee established at least six (6) 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 solicit input from the general membership, prepare collective bargaining proposals and to negotiate a collective agreement. The Committee shall consist of President, Chief Steward and two (2) other members, one of which will be the alternate, The President and Chief Steward together will all appoint the other two members and will be, subject to ratification at a General Membership meeting. The CUPE representative assigned to the Local shall act in a consultative capacity as an additional non-voting member of the Committee.

Labour Management Committee:

The Union Team on the Labour Management Committee shall be composed of a minimum of two members: one being the President or First Vice-President and the Chief Steward. The Team shall participate in Labour Management Committee meetings, make recommendations to the Union and to the Employer on matters of mutual concern, and fulfill the Union's obligations as per the Terms of Reference of the Labour Management Committee in the Collective Agreement.

Pension Advisory Committee

With respect to the Collective Bargaining Agreement between CUPE 2195 and The Youth Services Bureau of Ottawa, two bargaining members in good standing will be appointed by the President to represent CUPE 2195 as voting members of the Pension Advisory Committee. The two members, along with the President, will respect the guidelines and duties as outlined in the Pension Advisory Committee's responsibilities in relation to the joint Pension Plan.

The Grievance Committee:

The Grievance Committee shall be chaired by the Chief Steward and shall be composed of a minimum of two other members to a maximum of five committee

members (including the Chair). Members are able to join the Grievance Committee by identifying their interest to the Chief Steward and UEC. The Grievance Committee is tasked with deciding once the first two (2) steps of the grievance process has been exhausted, whether a grievance will move to the arbitration process. The decision whether to move to the arbitration process is decided by majority vote on the Committee, after a pros and cons discussion, where at least 3 members must be in attendance for a vote to be deemed valid.

Grievance Reports from the Chief Steward and the Grievance Committee will be presented to the UEC, to the membership at General Meetings, and to the National Representative on a monthly basis, except during the months of July and August when no Membership meetings are held.

The Mobilization and Education Committee

The Mobilization and Education Committee shall be chaired by the Second Vice President and shall be composed of a minimum of two other members. Members are able to join this Committee by identifying their interest to the Chair and with the approval of the UEC. The Mobilization and Education Committee works to build CUPE 2195 members engagement within the Local, and within CUPE Ontario and CUPE National, including working to build members' capacity and awareness related to political action. Key areas of work for the Mobilization and Education Committee including (1) Partnering with the UEC to coordinate and facilitate the yearly CUPE 2195 Steward Retreat (2) Recommending and facilitating training and education opportunities to the UEC and membership at large (3) Planning of engagement and social events for the Local (4) Supporting the management of Local 2195 communication tools (5) Supporting the components of welcoming and orienting new members to Local 2195 (6) Linking to local, Provincial, and National CUPE education and political action campaigns.

The Bylaw Committee

The Bylaw Committee shall be chaired by the Recording Secretary and shall be composed of a minimum of two other members, one of which is the Second Vice President. Members are able to join this Committee by identifying to the Recording Secretary their interest in participating, as long as membership on the Committee has not exceeded more than 5 people. The Bylaw Committee facilitates the yearly review and re-confirmation of CUPE 2195 Bylaws: documented guidelines to protect the rights of members and ensure responsible administration of the Local including proper practices of standards and procedures. The yearly review of the Bylaws shall include facilitating open communication with the membership to request feedback and/or recommended changes, reviewing the CUPE Constitution and any recommended updates to CUPE bylaws from CUPE National, and following proper voting process to affirm

any proposed changes or amendments. The Bylaw review process shall be conducted by the Bylaw Committee during the period of April to June, each calendar year.

SECTION 16. Amendments to the By-Laws

These By-Laws are 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 of CUPE.

These By-Laws shall not be amended, added to, or suspended except through the amended or additional bylaw process confirmed in the CUPE Constitution.

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.

APPENDIX "A" TO THE BYLAWS OF LOCAL 2195 CUPE

RULES OF ORDER

All meetings of the Local Union will be conducted in accordance with the basic principles of Canadian Parliamentary procedure. Some of the more important rules to ensure free and fair debate are appended to these bylaws as Appendix C. These rules shall be considered as an integral part of the bylaws and may be amended only by the same procedures used to amend the bylaws.

In situations not covered by these bylaws, the CUPE National Constitution may provide guidance but, if the situation is dealt with there, Bourinot's Rules of order shall be consulted and applied.

1. The Chair or, in his absence, the Vice-Chair, shall take the chair at all membership meetings. In the absence of both the Chair and Vice-Chair, the Recording Secretary shall act as Chair, and in his absence a Chair pro-tern 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 Chair 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 Chair shall take no part in debate while presiding, but may yield the chair to the Vice-Chair 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 Chair shall proceed to take the vote on the resolution and amendments thereto (if any) according to their priority. If an amendment or an amendment to an amendment is adopted, the original resolution, as amended, shall be put to the local.

19. A motion to adjourn is in order except (1) when a member has the floor, and (2) when members are voting.
20. A motion to adjourn, having been put and lost, shall not be in order again, if there is further business before the local, until fifteen minutes have elapsed.
21. After the presiding officer declares the vote on a question, and before the local proceeds to another order of business, any member may ask for a division. A standing vote shall then be taken and the Secretary shall count same.
22. If any member wishes to challenge (appeal) a decision of the chair, 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: pexcept that in the event of a tie the chair is sustained.
23. After a question has been decided, any two members who have voted in the majority may, at the same or next meeting, move reconsideration thereof.
24. No member shall enter or leave a meeting during the reading of the minutes, the initiation of new members, the installation of officers, or the taking of a vote; and no member shall be allowed to leave without the permission of the Vice-Chair.
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 Employee.

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October 25, 2017