

CUPE / *Canadian Union
of Public Employees*

BY-LAWS

CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 227

AMENDED MARCH 2015

TABLE OF CONTENTS

SECTION		PAGE
	PREAMBLE	4
1	NAME	5
2	OBJECTIVE	5
3	INTERPRETATION AND DEFINITIONS	5
4	MEMBERSHIP MEETINGS – REGULAR AND SPECIAL	6
5	VOTING OF FUNDS	6
6	OFFICERS	7
7	EXECUTIVE BOARD	7
8	DUTIES OF OFFICERS	8
	(A) PRESIDENT	8
	(B) VICE-PRESIDENT	9
	(C) RECORDING SECRETARY	9
	(D) SECRETARY-TREASURER	10
	(E) TRUSTEES	11
	(F) SERGEANT-AT-ARMS	12
9	OUT-OF-POCKET EXPENSES	13
10	FEES, DUES AND ASSESSMENTS	13
	(A) INITIATION FEE	13
	(B) RE-ADMITTANCE FEE	13
	(C) MONTHLY DUES	13
11	NON-PAYMENT OF DUES AND ASSESSMENTS	14
12	NOMINATION, ELECTION AND INSTALLATION OF OFFICERS	14
	(A) NOMINATION AND ELECTIONS	14
	(B) INSTALLATION	15
	(C) BY-ELECTION	15
13	DELEGATES TO CONVENTION	16

14	COMMITTEES	17
	(A) NEGOTIATING COMMITTEE	17
	(B) SPECIAL COMMITTEES	17
	(C) STANDING COMMITTEES	17
	(1) GRIEVANCE COMMITTEE	18
	(2) EDUCATION COMMITTEE	18
	(3) SICK COMMITTEE	19
	(4) SOCIAL COMMITTEE	19
15	RULES OF ORDER	20
16	AMENDMENT	20
	APPENDIX "A" – RULES OF ORDER	21

P R E A M B L E

In order to improve the social and economic welfare of its members without regard to sex, colour, race or creed, to promote efficiency in public employment and to manifest its belief in the value of the unity of organized labour, this Local 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. 227, Halifax Regional Water Commission (Outside Workers).

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) establish strong working relationships with the public we serve and the communities in which we work and live.

SECTION 3 - INTERPRETATION AND DEFINITIONS

1.
 - (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 most current CUPE Constitution which should be read in conjunction with these By-laws.
2. Managerial Position

Persons employed in a managerial position shall not be eligible for membership in this Union after their trial period has ended.

SECTION 4 - MEMBERSHIP MEETINGS - REGULAR AND SPECIAL

- (a) Regular membership meetings shall be held each month on the first Wednesday at 5:00 p.m. If a statutory holiday intervenes the Executive Board shall give a week's notice of any change 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 five (25) 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 or special meeting shall be ten (10) members, including at least three (3) members of the Executive Board.
- (d) The order of business at regular membership meetings is as follows:
 - 1. Roll call of officers
 - 2. Reading of the Equality Statement
 - 3. Swearing in new members and initiation
 - 4. Reading of the minutes
 - 5. Matter arising
 - 6. Treasurer's Report
 - 7. Communications and bills
 - 8. Executive Committee Report
 - 9. Reports of committees and delegates
 - 10. Nominations, elections, or installations
 - 11. Unfinished business
 - 12. New business
 - 13. Good of the Union
 - 14. Adjournment

SECTION 5 - VOTING OF FUNDS

Except for ordinary expenses and bills as approved at membership meetings, no sum over one-hundred fifty dollars (\$150.00) 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 given in writing and dealt with at the following membership meeting.

All expenditures shall be paid by cheque and shall be signed by the Secretary-Treasurer and countersigned by the President or Recording Secretary.

SECTION 6 - OFFICERS

The officers of the Local shall be the President, two (2) Vice-Presidents, Secretary-Treasurer, Recording Secretary, three (3) Trustees, and Sergeant at Arms. All officers shall be elected by the membership.

SECTION 7 - EXECUTIVE BOARD

- (a) The Executive Board shall comprise all officers, except Trustees.
- (b) The Board shall meet at least once every month.
- (c) A majority of the Board constitutes a quorum.
- (d) The Executive officers shall hold title to any real estate of the Local as trustees for the Local. They shall have no right to sell, convey, or encumber any real estate without first giving notice and then submitting the proposition to a membership meeting and having it approved.
- (e) 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.
- (f) All charges against members or officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution.
- (g) Should any Board member fail to answer the roll call for three consecutive regular membership meetings or four 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.

- (h) The Executive Board members shall be paid a per diem of twenty-five dollars (\$25.00) per officer for meal and travel allowance to attend the monthly Executive Board meeting.

SECTION 8 - DUTIES OF OFFICERS

- (a) The President shall:

- 1) enforce the CUPE Constitution and these By-laws;
- 2) preside at all membership and Executive Board meetings and preserve order;
- 3) decide all points of order and procedure (subject always to appeal to the membership);
- 4) have a vote on all matters (except appeals against his rulings) and in case of a tie vote in any matter, including elections, have the right to cast an additional vote to break the tie;
- 5) ensure that all officers perform their assigned duties;
- 6) fill committee vacancies where elections are not provided for;
- 7) introduce new members and conduct them through the initiation ceremony;
- 8) sign cheques and ensure that the Local's funds are used only as authorized or directed by the Constitution, By-laws, or vote of the membership as per Section 5;
- 9) be allowed necessary funds, not to exceed \$25.00 monthly, to reimburse himself or any officers for expenses supported by vouchers, incurred on behalf of the Local;
- 10) have first preference as a delegate to the CUPE National Convention and any other labour body.

(b) The Vice-President shall:

- 1) if the President is absent or incapacitated, the Vice-President who has held this position for the longer period of time, shall perform all duties of the President;
- 2) if the office of President falls vacant, be Acting President until a new President is elected;
- 3) render assistance to any member of the Board as directed by the Board.

(c) The Recording Secretary shall:

- 1) keep full, accurate and impartial account of the proceedings of all regular or special membership and Board meetings, ensuring that these records include a copy of the full financial report presented by the Secretary-Treasurer;
- 2) record all alterations in the By-laws;
- 3) answer correspondence and fulfil other secretarial duties as directed by the Board;
- 4) file a copy of all letters sent out and keep on file all communications;
- 5) prepare and distribute all circulars and notices to members;
- 6) have all records ready on reasonable notice for auditors and Trustees;
- 7) preside over membership and Board meetings in the absence of both the President and the Vice-President;
- 8) 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;

- 9) sign cheques and ensure that the Local's funds are used as only as authorized or directed by the Constitution, By-laws or vote of the membership as per Section 5;
- 10) on termination of office, surrender all books, seals and other properties of the Local to his successor.

(d) The Secretary-Treasurer shall:

- 1) 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;
- 2) prepare all CUPE National per capita tax forms and remit payment no later than the last day of the following month;
- 3) 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;
- 4) record all financial transactions in a manner acceptable to the Board and in accordance with good accounting practices;
- 5) 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;
- 6) 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;
- 7) 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;

- 8) 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;
- 9) provide the Trustees with any information they may need to complete the audit report forms supplied by CUPE;
- 10) not later than February 28th each year, if not shown on the Employers T-4 Slip, furnish each member, on the forms supplied by the National Office, with a statement showing the net amount of tax-deductible dues paid by him during the preceding calendar year;
- 11) be empowered, with the approval of the membership, to employ necessary clerical assistance to be paid for out of the Local's funds;
- 12) sign all cheques and have them countersigned by the President or the Recording Secretary and ensure that the Local's funds are used only as authorized or directed by the Constitution, By-laws or vote of the membership as per Section 5;
- 13) on termination of office, surrender all books, records and other properties of the Local to his successor.

(e) The Trustees shall:

- 1) 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;
- 2) make a written report of their findings to the first membership meeting following the completion of each audit;
- 3) 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;

- 4) be responsible to ensure that monies are not paid out without proper constitutional or membership authorization;
- 5) ensure that proper financial reports are made to the membership;
- 6) audit the record of attendance kept by the Sergeant-at-Arms;
- 7) 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;
- 8) 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.

(f) The Sergeant-at-Arms shall:

- 1) guard the inner door at membership meetings and admit no one but members in good standing or officers and officials of CUPE, except on the order of the President and by consent of the members present;
- 2) maintain the record of membership attendance at meetings by recording such names in the attendance log book;
- 3) perform such other duties as may be assigned by the Board from time to time.

SECTION 9 - OUT-OF-POCKET EXPENSES

(a) The following expense allowance shall be provided:

President	- \$495
Vice-Presidents	- \$495
Secretary-Treasurer	- \$495
Recording Secretary	- \$495
Sergeant-at-Arms	- \$100
Shop Stewards	- \$50

(b) Honorariums will be paid to each Executive Member within CUPE Local 227 annually in the month of September.

The amount paid to each member who attends at various committee meetings and who attends conferences, seminars and CUPE education functions are covered in each of the articles which describe the committee's work and the function attended.

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 two (\$2) dollars which shall be in addition to monthly dues. The Secretary-Treasurer shall issue a receipt. If the application is rejected the fee shall be returned.

(b) Readmittance Fee

The readmittance fee shall be ten (\$10) dollars.

(c) Monthly Dues

The monthly dues shall be one point five percent (1.5%) of the members basic monthly wages (excluding overtime and premiums).

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 By-laws (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 By-laws 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 - NON-PAYMENT OF DUES AND ASSESSMENTS

Any member in arrears for a period of three months or more shall be automatically suspended and his suspension shall be reported to the Executive Board by the Secretary-Treasurer. The Executive Board shall report to the next membership meeting with a recommendation. Any member under suspension wishing to be reinstated shall, upon application, pay the readmittance 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 sickness, he shall pay the readmittance fee but may not be required to pay his arrears.

SECTION 12 - NOMINATION, ELECTION AND INSTALLATION OF OFFICERS

(a) Nomination and Elections

- (1) CUPE Local 227 will select an Election Committee at the General Membership meeting one month prior to the elections of union officers. Nominations shall be received one month prior to the elections of Union Officers. Elections shall take place at the regular membership meeting held in the month of January. No nomination shall be accepted unless the member is in attendance at the meeting or has allowed to be filed at the meeting his consent in writing, duly witnessed by another member. No member shall be eligible for nomination if he is in arrears of dues and/or assessments.
- (2) Voting to fill one office shall be conducted and completed, and recounts dealt with, before balloting may begin to fill another office.
- (3) 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.

- (4) When two 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.
- (5) 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 (c).

(b) Installation

- (1) All duly elected officers shall be installed at the meeting at which elections are held and shall continue in office for two years or until a successor has been elected and installed. To ensure continuity of the Executive, the Executive will be divided into two separate groups and elections for each group will be held on consecutive years. The President, Vice-President 1 and Recording Secretary will be elected one year and the following year the Vice-President 2, Treasurer and Sergeant-at-Arms will be elected.
- (2) The terms of office for Trustees shall be as laid down in Article B.3.10 of the CUPE Constitution.

(c) By-Election

Should an office fall vacant pursuant to Section 7 (g) 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 and it shall be held at the next regular membership meeting following the position becoming vacant.

SECTION 13 - 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 Nova Scotia Division and its Convention shall be elected annually. An official reporter for these delegates shall be appointed annually by the President from among these delegates, and he shall be required to report at each membership meeting of the Local on proceedings at recent meetings of the Council.
- (c) All delegates elected to conventions or education functions held where overnight accommodation or a full day's attendance is required shall be paid transportation expenses (at economy, tourist or coach rates), hotel costs, a per diem allowance of eighty (\$80) dollars for expenses, and an amount equal to any loss of salary incurred by attendance at the convention. Local travel will be covered as per Section 14 (a).
- (d) Delegates to conventions or education functions held where one-half (1/2) day attendance is required shall receive a per diem allowance of forty (\$40) dollars and compensation for any loss of salary incurred by attendance at the convention. If travelling more than 150 kilometres one way there shall be the option of one night's accommodation for safety and convenience consideration and an eighty (\$80) dollar per diem.
- (e) Representation at educational institutes and seminars shall be on the recommendation of the Education Committee, subject to final approval by the membership.
- (f) Delegates elected or appointed to attend education institutes or seminars where room and board is provided as a part of the registration costs, shall receive travel allowance as per section 14 (a), the per diem allowance of twenty (\$20) dollars per day and compensation for any loss of salary incurred by attendance at the education function;
- (g) In order to be elected to represent the Local at conventions a member must have at least 50% attendance at the general monthly meetings of the Local during the previous twelve (12) month period.

SECTION 14 - COMMITTEES

- (a) Negotiating 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 prepare collective bargaining proposals and to negotiate a collective agreement. The committee shall consist of the President and four (4) members, two (2) from the water section and two (2) from the wastewater section, all elected at a membership meeting. 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.

Members on this committee shall receive a meal allowance of twenty (20) dollars per day (whether meeting with Union Committee or Employer) plus kilometrage at a rate that mirrors the CUPE National rate (and changes when the National rate changes) from home to the meetings and return to home – car pooling is expected.

(b) Special Committees

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 Chairperson of each standing committee shall be elected by the members at a membership meeting. 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 four standing committees as follows:

(1) Grievance Committee

This committee shall process all grievances not settled at the initial stage and its reports shall be submitted first to the Executive Board, with a copy to the CUPE representative, and then to a membership meeting. Grievances must be in writing on the forms provided by the National Office and be signed by the complainant or complainants, as provided for in the collective agreement. The committee shall comprise the elected chairperson and three (3) other members to be selected from among the shop stewards. The committee shall appoint its secretary from among its members.

There shall be ten (10) Shop Stewards as follows:

One (1) in each of the six Depots for a total of six (6)
One (1) for Water Plants
One (1) for Harbour Solutions
One (1) for Wastewater Plants
One (1) for Field Service Technicians

(2) Education Committee

It shall be the duty of this committee to:

- arrange for representation of the Local at any appropriate and available educational 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;
- cooperate with the Executive Board in preparing press releases and other publicity material;
- cooperate with the Union Development Department (Education) and Communications Branch of CUPE, and with the regional education representative, in implementing both the Local's and CUPE's policies in these fields. The committee shall comprise between two (2) and four (4) members and shall appoint its secretary from among its members.

(3) Sick Committee

This committee may:

- visit members who are ill;
- if a member is ill for more than a week, have sent some token of the Local's concern and desire to help, whether the member is at home or in hospital;
- extend the Local's condolences in the event of the death of a member or one of his immediate family and make other appropriate gestures in accordance with custom or the wishes of the family concerned;
- The committee shall comprise between two (2) and three (3) members and may appoint a secretary-treasurer from among its members. It shall be reimbursed by the Executive Board for expenses incurred in the performance of its duties.

(4) Social Committee

It is the function of this committee to arrange and conduct all social and recreational activities of the Local either on the committee's own initiative or as a result of decisions taken at membership meetings. The committee shall submit reports and proposals to the Executive Board or to the membership as required. A ceiling for the committee's net expenditures shall be fixed annually by the membership but, other than that, all social and recreational events and activities shall be self-supporting.

The Executive Board shall be held responsible for the proper and effective functioning of this committee. The committee shall comprise between two (2) and four (4) members and may appoint a secretary-treasurer from among its members.

- (d) Members serving on committees must have at least 50% attendance during the previous twelve (12) month period and must not miss more than three consecutive committee meetings or their seat on the committee will be deemed vacant.

- (e) The term for Committee members will be two years at which time their seat will be up for election.

SECTION 15 - RULES OF ORDER

All meetings of the Local shall 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 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 16 - 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.
- (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 or special membership meeting following seven days notice at a previous meeting or at least sixty days written notice.
- (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.

APPENDIX "A" TO THE BY-LAWS OF LOCAL 227, CUPE

RULES OF ORDER

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 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: "Shall the decision of the chair be sustained?" A majority vote shall decide except that in the event of a tie the chair is sustained.
23. After a question has been decided, any two members who have voted in the majority may, at the same or next meeting, move reconsideration thereof.
24. No member shall enter or leave a meeting during the reading of the minutes, the initiation of new members, the installation of officers, or the taking of a vote; and no member shall be allowed to leave without the permission of the Vice-President.
25. The Local's business, and proceedings of meetings, are not to be divulged to any persons outside the Local or the Canadian Union of Public Employees.