

By-Laws



Canadian Union of Public Employees
Local 227

APPROVED BY THE NATIONAL PRESIDENT: March 2nd, 2026

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PREAMBLE

In order to improve the social and economic welfare of its members without regard to sex, colour, race, or creed, to promote efficiency in public employment and to manifest its belief in the value of the unity of organized labour, this Local 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) These by-laws have been prepared using a gender-neutral lens.
- (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 lose their seniority after their trial period is over; seniority can be extended through a vote of the executive, but extensions shall not exceed two (2) years.

SECTION 4 - MEMBERSHIP MEETINGS - REGULAR AND SPECIAL

- (a) Regular membership meetings shall be held each month within the first ten (10) days, on any day Monday through Thursday at 5:00 p.m. The date of the next meeting will be announced at the previous meeting, as well as in the Meeting Notice one (1) week prior to the meeting. Meetings can be hosted online, in person, or both as determined by the executive.
- (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. Special meetings can be hosted electronically, in person, or both as determined by the executive.
- (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) If a secret ballot vote is to be held at a meeting, it must be done by paper ballot if the meeting is in-person, done electronically if the meeting is hybrid or online.
- (e) The order of business at regular membership meetings is as follows:
 1. Acknowledgement of Indigenous nations, land, and presence
 2. Roll call of officers
 3. Reading of the Equality Statement
 4. Swearing in new members and initiation
 5. Reading of the minutes

6. Business arising
7. Treasurer's Report
8. Communications and bills
9. Executive Board Report
10. Reports of committees and delegates
11. Nominations, elections, or installations (if applicable)
12. Unfinished business
13. New business
14. Good of the Union
15. Adjournment

(f) **Care Reimbursement**

Caring for children, dependents or the elderly are barriers to actively attending general membership meetings. Local 227 is committed to removing barriers within its control so that all members have equal access to participation.

When it is practical and one week's advance notice is provided, the Local will reimburse the cost of care at a rate of thirty dollars per hour (\$30.00/hr) to a maximum of four (4) hours to aid the member to attend the meeting in person only. A receipt or other form of proof is required. Claims cannot be made for a spouse, partner, family member, or caregiver who normally provides care without charge, or for periods of time where a member would normally have paid for care such as during the normal hours of work at their job.

SECTION 5 - VOTING OF FUNDS

Except for ordinary expenses and bills as approved at membership meetings, no sum over two-hundred fifty dollars (\$250) 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 or e-transfer and shall be signed by the Secretary-Treasurer and countersigned by the President, Recording Secretary, or Vice President / Diversity Vice President as an authorized signer on behalf of the Local.

When a death occurs of a current Local 227 member or a Local 227 member who had retired within 5 years, the Local will make a donation of five-hundred dollars \$500.00 to a charity in that member's name, designated by the family of that member.

SECTION 6 - OFFICERS

The officers of the Local shall be the President, 2 Vice-Presidents, Diversity Vice President, Secretary-Treasurer, Recording Secretary, three (3) Trustees, and Membership Officer. All officers shall be elected by the membership.

The titles of the officers shall reflect the current equivalent titles within the CUPE National Constitution.

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 resign, provided proper notice is given prior to the next membership meeting or fail to answer the roll call for three consecutive regular membership meetings or three consecutive executive meetings without having submitted good reasons for those failures, their 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 (\$25) twenty-five dollars per officer for meal and travel allowance to attend the monthly Executive Board meeting.
- (i) The Executive Board will extend the Local's condolences in the event of the death of a member or one of their immediate family and make other appropriate gestures in accordance with these By-Laws, Section 5.

(j) **Executive Officer Leave of Absence**

- 1) An Executive Officer can elect to take an extended leave of absence, up to the end of their current term, for a family emergency or any other leave covered under Nova Scotia Labour Standards.
- 2) If such leave is taken, the Executive Officer can maintain any part of their duties that they are able to continue with or elect to forgo all their duties for the duration of the leave. During the leave, they will be exempt from the meeting requirements laid out in these bylaws.
- 3) During such leave, the Executive Board can delegate the duties of the Executive Officer taking leave. If the leave is more than or expected to be more than 3 months, a by-election will be had for a term replacement. The Executive Officer on leave can elect to attend executive meetings or maintain their position on any committee if able. If a Term Replacement Officer is elected, the voting rights for the Executive Officer on-leave will be transferred to the Term Replacement Officer for the duration of the leave.
- 4) Notice shall be given to the General Membership when an Executive Officer takes or returns from leave to inform the membership of their leave/return.
- 5) Any honorarium as laid out in Section 9 (a), will continue to be paid to the Executive Officer who continues to do a portion of their duties during a leave; if a Term Replacement Officer is elected, to replace or assist they will also receive the prorated honorarium for the duration of their term.

SECTION 8 - DUTIES OF OFFICERS & SHOP STEWARDS

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 227 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) **President**

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) only vote during election of Executive officers in the event of a tie. The president will vote on all other matters (except appeals against their rulings).
- 5) ensure that all officers perform their assigned duties.
- 6) introduce new members and conduct them through the initiation ceremony.
- 7) sign cheques or authorize/ approve e-transfers 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.
- 8) be allowed necessary funds, not to exceed \$25.00 monthly, to reimburse themselves or any officers for expenses supported by vouchers, incurred on behalf of the Local.
- 9) have first preference as a delegate to the CUPE National Convention and any other labour body.

(b) Vice-President

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.
- 4) Must be bondable before they may be an authorized signer for bank accounts to authorize/ approve e-transfers or co-sign cheques as needed.

(c) Diversity Vice-President

The Diversity Vice-President, shall:

- 1) The Diversity Vice-President shall be a representative from equity seeking groups (women, members of colour, aboriginal members, members with disabilities, members from LGBTQ2+, or any equity seeking group recognized by CUPE Nova Scotia or CUPE National).
- 2) The Diversity Vice-President shall have full voice and vote at all executive meetings and executive functions.
- 3) If the President is absent or incapacitated, the Vice-President or Diversity Vice President who has held this position for the longer period of time, shall perform all duties of the President.
- 4) If the office of President falls vacant, the Vice-President or Diversity Vice President that has served on the executive longest shall be Acting President until a new President is elected.
- 5) Render assistance to any member of the Board as directed by the Board.
- 6) Must be bondable before they may be an authorized signer for bank accounts to authorize/ approve e-transfers or co-sign cheques as needed.

(d) Recording Secretary

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 and the Trustees.
- 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 both Vice-Presidents.
- 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 or authorize /approve e-transfers 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.
- 10) on termination of office, surrender all books, seals, and other properties of the Local to the successor.

(e) Secretary-Treasurer

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 their 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 two members of the Board, no Board member shall sign their own voucher. 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) Be empowered, with the approval of the membership, to employ necessary clerical assistance to be paid for out of the Local's funds.
- 11) Sign all cheques or authorize / approve transfers and have them countersigned by the President, the Recording Secretary, or other

authorized signer 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.

- 12) On termination of office, surrender all books, records, and other properties of the Local to the successor.

(f) Trustees

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 Membership Officer.
- 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.

(g) Membership Officer

The Membership Officer shall:

- 1) Guard the inner door at in person 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 logbook.
- 3) Perform such other duties as may be assigned by the Board from time to time.
- 4) Shall ensure the proper distribution of ballots for all elections held in person based on attendance. Also, ensure that the doors are tiled during an in-person election, allowing no one to enter or exit until the election is complete and ballots are destroyed.
- 5) To maintain order at all in person general membership meetings and ensure that the integrity of the Equality Statement is upheld.

(h) Shop Stewards

The duties of a shop steward are:

- Investigate, write, and submit grievances on behalf of members to the grievance committee.
- 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.
- Stand up as a strong ally with members from equity-seeking groups.
- Mobilize members to support the union's role in bargaining, to attend
- Union meetings and events, 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.

There shall be a maximum of twenty-five (25) Shop Stewards as follows:

Two (2) for Cowie Hill
One (1) for Mann Street
One (1) for Park Avenue
One (1) for Neptune Depot
One (1) for Bissett Road Depot
One (1) for Water Plants
One (1) for Harbour Solutions

One (1) for Wastewater Plants
One (1) for Field Service Technicians
One (1) for Technical Services
Fourteen (14) Shop Stewards at large

If a member has a preferred union representative outside of the Shop Steward or Executive Board member appointed to their work location or grievance, they shall be able to request that representative.

Should any Shop Steward fail to answer the roll call for six (6) consecutive Regular Membership meetings without having submitted regrets for those failures and has not been involved with a grievance or otherwise union related matter within the same time period, their office shall be declared vacant.

The Executive Board will endeavour to enlist and regularly advertise for Shop Stewards where a vacancy occurs.

SECTION 9 – HONORARIUMS

(a) The following Honorarium shall be provided:

President	\$495
Vice-Presidents	\$495
Vice-President, Diversity	\$495
Secretary-Treasurer	\$495
Recording Secretary	\$495
Membership Officer	\$495
Shop Stewards	\$100

The Honorarium will be paid to each Executive Member within CUPE Local 227 once annually at the Executive Board Meeting in the month of March. If a member holds two positions eligible for an honorarium, only the higher honorarium shall be issued.

- (b) 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.
- (c) Active Shop Stewards will be paid in March at the Executive Board meeting.
- (d) The Term Replacement Officer will be paid a prorated honorarium for the length of term at the Executive Board meeting in March or end of their term whichever comes first or both if their term goes beyond March.

SECTION 10 - FEES, DUES AND ASSESSMENTS

(a) Initiation Fee

The initiation fee of \$2.00 is deducted from the first pay cheque for each Employee through an automatic deduction on pay roll. If the application is rejected the fee shall be returned.

(b) Readmittance Fee

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

(c) Union Dues

The Union 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 Union Dues can be affected 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 their 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, they shall pay the readmittance fee but may not be required to pay their 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 prior to the elections of the Executive Board. The Elections Committee shall include members of the local who are neither Officers nor candidates for office. The vote will be by secret ballot; voting will be conducted in-person using paper ballots, or electronically by a method approved by CUPE National and the membership. The voting method will be specified in the notice for that election or call for nomination. Nominations shall be received in the month prior to the elections. Elections shall take place electronically or at the regular membership meeting held in the month of March for all Executive positions. No nomination shall be accepted unless the member is in attendance at the meeting or consented in writing to an Executive Board officer and their nominator. No member shall be eligible for nomination if they are 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 unless the voting is being done electronically. If the election is being done electronically, and one person is running for multiple positions, a ranked choice ballot will be used for those positions. When a ranked ballot is used for a vote, members will have the option to select or rank any number of candidates, up to a maximum of 6 if there are more than 6 candidates. The election order will be as follows; President, Vice-President, Secretary-Treasurer, Recording Secretary, Membership Officer, and Trustees. Any member that accepts an Executive Board position will be withdrawn from subsequent elections.
- (3) A majority of unspoiled votes cast shall be required before any officers 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.

For all other elections, a simple plurality will be required to establish the winning candidate/s (the candidate/s that receive the most votes will be deemed the election winner/s, with no subsequent ballots being taken).

- (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).
- (6) There shall be no proxy voting.
- (7) Ties will be dealt with as per Section 8 (a)(4).
- (8) The Executive Board may choose to do electronic voting for their election of the Executive Board, any Committee member voting, or any other secret ballot voting required. When the Executive Board makes this decision, the nominations will be held at the meeting prior to the vote/election. The voting will take place through an approved voting system such as Simply Voting. Elections will be run subsequent to the meeting for nominations. The voting shall be open for a period of no less than two (2) days. They will remain open for longer if there are any known issues with the voting such as a widespread power failure or some other extenuating circumstances.

For an Executive Board Position:

The member with the majority of ballots cast will be declared elected. On the second and subsequent ballots the candidate receiving the lowest number of votes in the previous ballot shall be dropped.

For a Committee/Training/Conference or any other reason:

The member or members with the most votes cast shall be declared the winner.

(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 (2) 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, Diversity Vice-President, and Recording Secretary will be elected in the even years. Vice-President 2, Secretary-Treasurer and Membership Officer will be elected in the odd years. A three-year Trustee shall be elected each year.
- (2) The terms of office for Trustees shall be as laid down in Article B.2.4 of the CUPE Constitution.

- (3) For election held electronically, the Executive Board Member(s) declared elected shall be sworn in at the next general membership meeting and shall continue to be in office for two years or until a successor has been elected and installed.

(c) By-Election

Should an office of a union officer fall vacant, nominations and the by-election shall be held at the next Regular Membership meeting. Notice will be given of the by-election prior to the Regular Monthly meeting. The by-election voting will be held the same way as a regular election for the position that was held, electronically or in person. If it is a committee member position which falls vacant, the position will be filled by the alternate, and the Executive will fill remaining position(s) with a member(s) who is willing to offer for the remainder of the term. The membership will be canvassed for interested members. Any other position (i.e., Training or Conference) will be filled by the Executive Board recommendation.

SECTION 13 - DELEGATES TO CONVENTIONS AND EDUCATIONALS

- (a) Except for the President's option [Section 8 (a)], all delegates to conventions shall be chosen by election at a general membership meeting at the same time and process as the yearly election of the Executive Board and Committee members. The members with the most votes will be considered selected to attend with the alternates selected from the next willing member(s) nominated by descending order of the number of votes cast.
- (b) An official reporter for these delegates shall be appointed annually by the President from among these delegates, and they 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 attend 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, and receive union paid leave for all regular work hours missed by attendance at the convention. 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 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.

- (e) Representation at educational institutes and seminars shall be on the recommendation of the Education Committee, subject to final approval by the membership.
- (f) All delegates elected to conventions or attending education functions shall receive reimbursement for mileage at the current CUPE National rate, and the following meal allowances:
- Within the Halifax Regional Municipality, full day (8 hours) attendance, an allowance of fifty (\$50) dollars.
 - Within the Halifax Regional Municipality, half (½) day (4 hours) attendance, an allowance of twenty-five (\$25) dollars.
 - Outside the Halifax Regional Municipality, travel and attendance equaling less than four (4) hours, an allowance of fifty (\$50) dollars.
 - Outside the Halifax Regional Municipality, travel and attendance equaling four (4) hours or more, an allowance of one hundred (\$100) dollars.

SECTION 14 - COMMITTEES

All Committee members represent CUPE Local 227. Committee Members serve at the discretion of the President, who has the right to rescind any appointment with a majority vote of the Executive.

(a) **Bargaining Committee**

This shall be a special ad hoc committee established at the March monthly meeting 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. In addition, there shall be two (2) alternates, one (1) from water and one (1) from wastewater. If the quota of either wastewater or water members is not met, then members of any division will be eligible for nomination. All members, regular and alternates, shall be elected at a membership meeting or electronically as per the Executive decision and Section 12.

The Local shall include alternates during committee caucuses. The alternates shall be included as a full voting member when replacing a regular committee member. In the event an alternate is required to sit in place of a regular member preference shall be given to the alternate that reflects the division of the regular member.

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 and mileage reimbursement (whether meeting as a Union Committee or with the Employer) in accordance with Section 13 (f).

(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. If elected, the election and nominations will be held in accordance with Section 12 at the same time as the election for Executive Board members. 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 at the same time as the election for Executive Board members by the members in accordance with Section 12. The Chairperson and the Executive Board may, with the concurrence of the membership, jointly appoint other members to serve on a committee. One of the Vice-Presidents shall be a member, ex-officio, of each committee. Members who sit on Committees as laid out below will take the appropriate training as directed by the Executive Board in a timely manner or will relinquish their position.

There shall be six (6) standing committees as follows:

(1) Grievance Committee

This committee shall process all grievances not settled at Stage 1 of the Grievance procedure. Grievances must be in writing on the forms provided by the National Office and be signed by either the complainant(s) or an Executive Board member or Shop Steward, as provided for in the collective agreement. The committee shall be the Executive Board and four (4) members from among the Shop Stewards to be elected as per Section 12 of these Bylaws by members. The Election will occur in even years. Term shall be for two (2) years.

(2) Education Committee

It shall be the duty of this committee to:

- To prepare the advertisement for the Local's annual Wayne Brown Bursary and convene to select and award the bursary to the appropriate candidate.
- The Local will award annually a bursary to a maximum of \$1000.00 (one thousand dollars) to a member attending an accredited post-secondary institution; proof will be required of successful admission. The award amount cannot exceed the total cost that the member has incurred. The bursary will be advertised in April and awarded in June. The committee will review applications select a winner and announce the winner.
- The Education Committee shall be elected by the membership as per Section 12 of these Bylaws and occur in the odd years.
- Term shall be for two (2) years.

(3) 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. In advance of all social and recreational activities the committee will present for review and vote at a Regular Membership meeting.

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.

The Committee shall be elected as per Section 12 and occur in the even years.

Term shall be for two (2) years.

(4) Labour Management Committee

There shall be a Labour Management Committee in accordance with the Collective Agreement. The committee shall be comprised of the president, one executive officer and one alternate executive officer as chosen by the executive board, two non-executive board officers and one alternate will be elected from the general membership as per Section 12 of these Bylaws and will occur in the even years.

- The committee will address issues under the mandate of the collective agreement and will report any progress or changes to policies.
- The committee will present any items on upcoming agendas to the membership for discussion prior to meeting, as this committee meets every two months. This will allow for any immediate concerns to be addressed and allow for more frequent meeting if required, in accordance with the Collective Agreement.
- Term shall be for two (2) years.

(5) Pension & Benefits Committee

There shall be two (2) regular members and one (1) alternate member all elected from the Membership as per Section 12 to represent the Local on the Pension & Benefits Committee with the employer. This committee shall prepare and present reports to the regular Membership meetings.

- The committee will address all and any issues concerning the Pension and Benefits of all members of Local 227 in either Halifax Water or HRM pension plans.
- The committee will endeavour to update on changes and attain information that represents either pension group. To provide continuity on the Committee there shall be one person elected each year by way of Section 12 of these Bylaws.
- Term shall be for three (3) years.

(6) Depot Safety Representatives and Main Safety Committee Reps

Depot safety representatives will function as safety representatives for the membership, they will hear, advise, and relay concerns at depot meetings, correspond with management in safety related matters, and represent the Local at the depot and main safety committees. The executive will call for interested members to express their interest in being a safety representative no less than once every three years. Safety representatives will be appointed by the executive at both the depot and the main committee levels. By executive vote, a safety representative can be removed.

To ensure the membership is properly represented, upon appointment, a safety representative will be required to take introduction to shop stewarding, CUPE occupational health and safety training, and any other relevant training requested by the executive.

Term shall be for two (2) years.

(d) Serving on Committees

Members serving on committees shall set regular meetings annually and must have at least fifty (50%) percent attendance during the previous twelve (12) month period and must not miss more than three (3) consecutive committee meetings or their seat on the committee will be deemed vacant. Members will be notified of all meetings as much in advance as possible.

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 (7) days' notice at a previous meeting or at least thirty (30) 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" RULES OF ORDER

RULE OF ORDER

1. The President or, in their absence, the Vice-President, or Diversity Vice-President, shall take the chair at all membership meetings. In the absence of both the President, both Vice-Presidents, and Diversity Vice-President, the Recording Secretary shall act as President.
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, they shall rise in their place and respectfully address the presiding officer, but except to state that they rise to a point of order or on a question of privilege, they 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, they shall cease speaking until the point is determined; if it is decided they are in order, they 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, they may in addition give a casting vote, or, if they choose 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, they 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 their challenge. The Chairperson may then state briefly the basis for their 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.

APPENDIX "B" CUPE CODE OF CONDUCT

The mandate of our union, the Canadian Union of Public Employees (CUPE), is to organize and defend workers and to promote economic and social justice for our members and for all workers. In carrying out our work, we in CUPE strive to promote our core values which include the principles of solidarity, equality, democracy, integrity, and respect. We are committed to mobilizing our energy and skills to work together to promote these values and to attain these goals in our union, our communities, and globally.

CUPE is committed at all levels to creating a union which is inclusive, welcoming, and free from harassment, discrimination and all types of bullying and intimidation. CUPE needs to ensure that we provide a safe environment for members, staff, and elected officers to carry out our work. CUPE's expectation is that mutual respect, understanding and co-operation will be the basis of all our interaction.

The Code of Conduct sets out standards of behaviour for participants at national convention, national conferences, schools, meetings, and all other events organized by CUPE National. It is also applicable to structures of CUPE – locals, Provincial and Service Divisions, District Councils, Provincial Unions, Councils of Unions, Provincial Councils of Unions, and Provincial Sectoral Groups. It is consistent with the expectations outlined in the Equality Statement and the CUPE National Constitution.

This Code of Conduct is intended to deal with complaints of inappropriate behaviour at events organized by CUPE National. It does not apply to complaints arising in the workplace, as those are dealt with through the grievance procedure and/or the applicable workplace harassment policy.

As CUPE members, staff, and elected officers, we commit to one another and to the union to be governed by the principles of the Code of Conduct and agree to:

- Abide by the provisions of the Equality Statement.
- Respect the views of others, even when we disagree.
- Recognize and value individual differences.
- Communicate openly.
- Support and encourage each other.
- Make sure that we do not harass or discriminate against each other.
- Commit to not engaging in offensive comment or conduct.
- Make sure that we do not act in ways that are aggressive, bullying, or intimidating.
- Take responsibility for not engaging in inappropriate behaviour due to use of alcohol or other drugs while participating in union activities, including social events.

Harassment is objectionable behaviour which may include actions, language, gestures, and/or written material, and which the harasser knows or ought reasonably to know is abusive and unwelcome. Bullying is a form of harassment which is serious ongoing behaviour which targets an individual or group and which threatens that person or persons' mental and/or physical well-being.

A complaint regarding the Code of Conduct will be handled as follows:

1. If possible, a member may attempt to deal directly with the person alleged to have engaged in behaviour contrary to the Code, by asking them to stop such behaviour. If that is not possible, or if it does not resolve the problem, a member may bring forward a complaint.
2. At national convention, national conferences, schools, meetings, and all other events organized by CUPE National, a complaint shall be brought to the attention of an ombudsperson.
3. At a meeting, event, or activity held by a structure of CUPE, should an ombudsperson be available, the same process would be used. Should an ombudsperson not be available, a person properly appointed and designated to be in charge shall receive the complaint.
4. If the complaint involves a staff member, it shall be referred to the appropriate director for investigation and the complaint shall be dealt with in accordance with the applicable staff collective agreement. If the complaint involves a staff member employed by another part of CUPE, the person responsible for their employment will be the one to whom a complaint is referred and the relevant collective agreement, should it exist, would be applicable.
5. Once a complaint is received where an ombudsperson is being used, the ombudsperson will work to seek a resolution.
6. If this fails to resolve the matter, the ombudsperson shall report the matter to the person in charge, who shall determine whether there is need to remove the member. The person in charge has the authority to expel members from the event for serious or persistent offenses.
7. At CUPE National events where an ombudsperson is not available, a person properly appointed and designated to be in charge shall receive the complaint. Depending on the nature of the problem, the person in charge may attempt to resolve it through conflict resolution. If this fails to resolve the matter, the person in charge shall determine whether there is a need to remove the member. The person in charge has the authority to expel members from the event for serious or persistent offenses. The same process is to be used for other parts of CUPE where an ombudsperson is not available.

8. For National events, if the person in charge is a party to the complaint, the director or designate shall assume that role. For all other parts of CUPE, an alternate will be designated to assume the role.
9. In a case where a member has been expelled from an event, the National President shall receive a report on the matter. For all other structures of CUPE, the presiding officer shall receive a report on the matter.
10. For events organized by CUPE National, the National President shall determine if further remedial action is appropriate, including restricting a member's participation in future events organized by CUPE National. A similar process may be applicable to the other parts of CUPE, done in consultation with the National President.

This Code of Conduct is designed to create a safe, respectful, and supportive environment within all parts of CUPE. It is meant to enhance the rights and obligations outlined in the CUPE National Constitution, the Equality Statement, and applicable human rights legislation, not replace them.

All chartered organizations are subject to this Code of Conduct, to apply to conventions, conferences, schools, and meetings which they organize.

APPENDIX "C" EQUALITY STATEMENT



EQUALITY STATEMENT

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

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

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

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

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

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

A handwritten signature in black ink, appearing to read "Mark Hancock", written over a white background.

MARK HANCOCK
National President

A handwritten signature in black ink, appearing to read "Candace Rennick", written over a white background.

CANDACE RENNICK
National Secretary-Treasurer

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