



CANADIAN UNION OF PUBLIC EMPLOYEES

LOCAL 1842

HASTINGS COUNTY

PARAMEDICS

BY-LAWS

**Approved by National with amendments bolded withing – Aug. 21, 2023
Anything bolded has not been approved.**

Approved by Local – March 8, 2023

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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 Bylaws 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. 1842.

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

- (a) Masculine pronouns shall be understood to include all persons.
- (b) Numbers of Articles at the end of sections or sub-sections refer to relevant articles of the current CUPE Constitution, which should be read in conjunction with these bylaws.

SECTION 4 - MEMBERSHIP MEETINGS - Regular and Special

- (a) Regular membership meetings shall be held every three (3) months on a date pre-determined by the executive. Notice to the membership for meetings shall be given no less than seven (7) days in advance. Such notice shall give the time, date, location and subject matter if indicated.
- (b) Special membership meetings may be ordered by the Executive Board or requested in writing by no fewer than 15 members. The President shall immediately call a special meeting when so ordered or requested and shall see that all members receive at least forty-eight (48) 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 10 members, including at least four (4) members of the Executive Board including the President and/or Vice President.
- (d) The order of business at regular membership meetings is as follows:
 - 1. Roll call of Officers
 - 2. Reading of the Equality Statement
 - 3. Reading of the Land Acknowledgement of the Indigenous nations as whose lands the meeting is taking place. (see Appendix C)**
 - 3. Voting on new members and Initiation
 - 4. Reading of Minutes
 - 4. Matters arising
 - 5. Treasurer's report
 - 6. Communications and bills
 - 7. Executive Board Report
 - 8. Reports of committees and delegates
 - 9. Nominations, Elections, or Installations
 - 10. Unfinished business
 - 11. New business
 - 12. Good of the Union
 - 13. Adjournment

(Article B.6.1)

SECTION 5 - VOTING OF FUNDS

Except for ordinary expenses and bills as approved at membership meetings, no sum over five hundred (\$500.00) dollars 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. (Article B.4.4)

The Grievance Committee may forward a grievance to mediation or arbitration without requiring membership vote. All mediation and arbitration expenses will be reported to the membership.

SECTION 6 - OFFICERS

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

(Articles B.2.1 & B.2.2)

SECTION 7 - EXECUTIVE BOARD

- (a) The Executive Board shall be comprised of President, Vice-President, Treasurer, Secretary and seven (7) Shop Stewards, and (2) two Alternate Stewards. (Article B.2.2)
- (b) The Board shall meet at least eight times per year. (Article B.3.14)
- (c) Meetings may be held face to face or by any form of communication platform but must meet face to face at least fifty percent (50%) of the yearly executive meetings.
- (d) A majority of the Board constitutes a quorum.
- (e) 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.
- (f) 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.
- (g) All charges against members or officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution. (Articles B.11.1 to B.11.5)
- (h) Should any Board member fail to answer the roll call for three consecutive membership meetings or three (3) consecutive executive meetings without having submitted good reasons for those failures, his office shall be declared vacant and shall be filled by an election at the following membership meeting. (Article B.2.5)

SECTION 8 - DUTIES OF OFFICERS, CHIEF STEWARD AND 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 1842 shall be bonded through the master bond held by CUPE National. Any Officer who cannot qualify for the bond shall be disqualified from having signing authority.

(a) The President shall:

- enforce the CUPE Constitution and these bylaws;
- preside at all membership and Executive Board meetings and preserve order;
- decide all points of order and procedure (subject always to appeal to the membership);
- have a vote on all matters (except appeals against his rulings);
- ensure that all officers perform their assigned duties;
- fill committee vacancies where elections are not provided for;
- introduce new members and conduct them through the initiation ceremony;
- sign all cheques and ensure that the Local's funds are used only as authorized or directed by the Constitution, bylaws, or vote of the membership;
- be allowed necessary funds, not to exceed \$500.00 monthly, to reimburse himself or any officers for expenses supported by vouchers, incurred on behalf of the Local;
- have first preference as a delegate to any and all conventions and conferences;
- Have the power to call "Emergency Meetings" and decide what constitutes an "Emergency".
(Article B.3.1)

(b) The Vice-President shall:

- if the President is absent or incapacitated, perform all duties of the President;
- if the office of President falls vacant, be Acting President until a new President is elected;
- render assistance to any member of the Board as directed by the Board.
- If the Chief Steward is absent or not eligible, perform all duties of Chief Steward.
(Article B.3.2)

(c) The Recording Secretary shall:

- keep full, accurate and impartial account of the proceedings of all regular or special membership and Executive Board meetings. These records must also include a copy of the full financial report (Executive Board meetings) and the written financial report (membership meetings) presented by the Secretary-Treasurer. The record will also include Trustees' reports.
- record all alterations in the bylaws;

- answer correspondence and fulfil other secretarial duties as directed by the Board;
- file a copy of all letters sent out and keep on file all communications;
- prepare and distribute all circulars and notices to members;
- have all records ready on reasonable notice for auditors and Trustees;
- be empowered, with the approval of the membership, to employ necessary stenographic or other assistance to be paid for out of the Local's funds;
- on termination of office, surrender all books, seals and other properties of the Local to his successor. (Article B.3.3)

(d) The 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. (Articles B.3.4 to B.3.8)
- 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;
- prepare all CUPE National per capita tax forms and remit payment no later than the last day of the following month;
- throughout his/her term, and on behalf of the Local Union membership, be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or vouchers for every disbursement made, receipts for all money sent to CUPE headquarters, as well as records and supporting documents for all income received by the Local Union;
- record all financial transactions in a manner acceptable to the Board and in accordance with good accounting practices;

(d) The Treasurer shall: - Continued

- make a full financial report to meetings of the Local's Executive Board, as well as a written financial report to each regular membership meeting, detailing all income and expenditures for the period;
- be bonded through the master bond held by the National Office, and any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office;
- preside over membership and Board meetings in the absence of both the President and the Vice-President;
- pay no money unless supported by a voucher duly signed by the President and one other member of the Board or any two other members of the Board, except that no voucher shall be required for payment of per capita fees to any organization to which the Local is affiliated;

- make all books available for inspection by the auditors and/or Trustees with thirty (30) days' 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 by or before the next two (2) membership meetings;
- provide the Trustees with any information they may need to complete the audit report forms supplied by CUPE;
- not later than February 28th each year, 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;
- be empowered, with the approval of the membership, to employ necessary clerical assistance to be paid for out of the Local's funds;
- notify all members who are one month in arrears and report to the Board all members two or more months in arrears in the payment of union dues;
- on termination of office, surrender all books, records and other properties of the Local to his successor.

(Articles B.3.4 to B.3.8)

(e) The Trustees shall:

- act as an auditing committee on behalf of the members and audit the books and accounts of the Secretary-Treasurer, the Recording Secretary and the Standing Committees at least once every calendar year;
- make a written report of their findings to the first membership meeting following the completion of each audit;
- submit in writing to the President and Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local Union's funds, records, and accounts are being maintained by the Secretary-Treasurer in an organized, correct and proper manner;
- be responsible to ensure that monies are not paid out without proper constitutional or membership authorization;
- ensure that proper financial reports are made to the membership;
- audit the record of attendance;
- inspect at least once a year any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may at any time be owned by the Local, and report their findings to the membership;
- send a copy of the completed audit report (on the prescribed form provided by the National Secretary-Treasurer), as well as a copy of their report to the Local Union membership along with a copy of their recommendations and/or concerns to the President and Secretary-Treasurer and the Secretary-Treasurer's response, to the National Secretary-Treasurer of the Canadian Union of Public Employees, with a copy to the assigned servicing representative. (Articles B.3.10 to B.3.12)

(f) The Chief Steward shall:

- Review all grievances
- Assist Stewards preparing grievances
- Ensure the Collective Agreement is upheld
- Assist members of Executive Board as needed
- In addition, perform all duties performed by a Steward

(g) The Steward shall:

- Be elected by majority vote
- Be elected on a rotating basis as outlined in the election section
- Be the initial contract by the membership regarding grievances and other workplace issues
- May not file personal grievance on their own behalf

(h) The Alternate Steward shall:

- Be elected by majority vote
- Be elected on a rotating basis as outlined in the election section
- Be a resource to the membership regarding workplace issues
- will fill vacant steward positions on temporary or permanent basis when required
- render assistance to any member of the Board as directed by the Board
- May not file a personal grievance on their own behalf

Note: While the employer does not recognize an alternate steward, the steward in this position cannot file grievances with the employer or represent members in front of the employer. For an alternate steward to be recognized, the president or designate will notify the employer of the transition.

SECTION 9 - OUT-OF-POCKET EXPENSES

The following expense allowance shall be provided:

All out-of-pocket expenses incurred by the Executive with respect to business directly related to the Local will be reimbursed to the member after providing proper receipts for such expenses. The Executive shall be given five hundred (\$500.00) dollars per person annually to cover out-of-pocket expenses. The annual out of pocket amount will be prorated if an executive board member fails to be active in their role.

Executive will receive \$41.66 (forty-one dollars and sixty-six cents) for every month that they are in attendance for a majority of local/ executive meetings and are actively working for the local and/or conducting other Union business for CUPE i.e.: Grievance handling etc. This shall be paid between December 1st and December 10th annually.

- (a) When conducting union business, Mileage shall be compensated at the equivalent rate as the County of Hastings travel policy.
- (b) When conducting Union business, Executive and/or members are entitled to claim a full day per diem if they are not on wage replacement and are conducting union business for more than four (4) hours. This shall include travel time. A half day will be claimed for business requiring less than 4 hours of work.
- (c) Business conducted outside of an Executive and/or Members town of residence defined as greater than thirty (30) kms shall deem them eligible for per diem allowance of seventy-five (\$75.00) dollars for expenses.
- (d) Business conducted within an Executive and/or Members town of residence, shall deem them eligible for per diem allowance of fifty (\$50.00 dollars) for expenses.

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 one (\$1.00) dollar 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. (Articles B.4.1 & B.8.2)

(b) Readmittance Fee

The readmittance fee shall be \$1.00.

(c) Monthly Dues

The monthly dues shall be 2% of the member's average monthly wages. (Article B.4.3)

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.

(Articles B.4.3)

Notwithstanding the above provisions, if the CUPE Convention raises minimum fees and/or dues above the level herein established, these bylaws will be deemed to have been automatically amended to conform to the new CUPE minima.

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

SECTION 11 - 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 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 illness or disability, he shall pay the re-admittance fee but will be exempt from paying his arrears. (Article B.8.6)

SECTION 12 - NOMINATION, ELECTION & INSTALLATION OF OFFICERS

The election process for all Union officers will start no later than October 1st, 3 months prior to the installation date of the new executive, January 1st.

Elections shall be conducted electronically using a third-party firm selected by the Executive Board two months prior to nominations opening. The firm selected must have demonstrated capability to carry out the electronic vote and also the capacity to ensure the integrity of the vote, and that all voting is secret.

(a) Nomination

Nominations shall be received by the local's electronic mail address for a period of two weeks. A posting shall be placed on the Union's bulletin board and must include positions available, date and time nominations will commence and terminate. A Chief Elections Officer (must be fair and impartial and see that all arrangements are unquestionably democratic), who shall be appointed by the President, shall collect and print all nominations from eligible members including the e-mail header information containing the author, date and time of e-mail. The Chief Elections Officer will then contact each member who has been nominated to determine if they are willing to stand for election. The final list of candidates will then be used to create a ballot. Ballots will be drawn up showing all candidates wishing to be elected, the position and number of people to be selected for each position. Members who have been acclaimed will also be placed on the ballot clearly indicating that they have been acclaimed. The Election Officer shall conduct the election(s) working with a firm selected by the Executive Board to conduct electronic voting. No member shall be eligible for nomination if he is in arrears of dues and/or assessment.

Candidates accepting nomination are eligible to campaign starting the date that nominations close and ending on the election closing date. If candidates wish to distribute written campaign documents, they will be accepted by the elections officer by email and distributed to the membership via the local's email address.

SEE PRESIDENTS LETTER DATED Aug. 21/23

(b) Election

- (i) Electronic voting will be open for a period of fourteen (14) days. The Election Officer shall arrange adequate notice to the membership, at least seven (7) days prior to the voting day, with all pertinent information pertaining to the election.

For the purpose of voting, Stewards will be considered one position, members receiving the most votes for these spots will be deemed the successful candidate.

- (ii) Elections are to be staggered between Group (a) and (b).

Group (a) President, Recording Secretary, three (3) Union Stewards
(three (3) year term).

Group (b) Vice President, Secretary-Treasurer, four (4) Union Stewards
(three (3) year term).

For the election year of 2021, Group (a) will be elected for the full three (3) year term. Group (b) will be voted on for a two (2) year term to create opposite election terms. Going forward, Group (b) will then be voted in for three (3) year terms.

- iii) In the election year of 2021 Trustee's will be elected to serve terms of one (1), two (2), and three (3) years. In the following years, at the end of their terms, each trustee will be elected for a three (3) year term to preserve overlapping terms.

Starting in the election year of 2021 the next four years would look like this:

Trustee 1 would be elected for a one (1) year term
Trustee 2 would be elected for a two (2) year term
Trustee 3 would be elected for a three (3) year term

Trustee 1 would then be elected for a three (3) year term in 2022.
Trustee 2 would then be elected for a three (3) year term in 2023.
Trustee 3 would then be elected for a three (3) year term in 2024.

Continuing from this it would remain that one (1) trustee would be voted in every year for a three (3) year term.

- iv) A majority of unspoiled electronic votes cast shall determine the successful candidate for the positions of Union officers as outlined in section 6 of these bylaws. A plurality of unspoiled electronic votes cast shall be sufficient to elect the stewards and health and safety representatives.

If no one (1) candidate running for a position of officer receives a majority vote, then the candidates with the lowest number of votes will be dropped from the ballot. The two (2) candidates with the highest number of votes cast will go on to a second round of voting for that position. This second round of voting will begin within one (1) week and will be open for voting for a period of seven (7) days.

- v) In case of a tie vote, there shall be an electronic vote run-off amongst the tied candidates beginning within one (1) week and will be open for voting for a period of seven (7) days. The Election Officer shall report all the election results via email to the membership.
- vi) Members are permitted to stand for as many nominations as they choose. If a member is elected in to more than one position, they shall choose only one (1) position to hold within the executive, in accordance with the National constitution. Their name will then be withdrawn from all other positions. If those remaining positions require a majority vote, then they will go onto a second round of voting with the two (2) candidates with the highest number of votes. The second round of voting will begin within one (1) week and will be open for voting for a period of seven (7) days. If the remaining position is one of the stewards, their name will be removed and the member with the next highest number of votes will be considered the successful candidate.
- vii) When two or more nominees are to be elected to any office by electronic vote, each member voting shall vote for the full number of candidates otherwise the electronic vote will be declared spoiled.
- (viii) Any member may request a recount of the votes for any election within ten (10) days 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). When nominees are being called to see if they want to stand for their nomination, they should have twenty-four (24) hours to respond. If no response is received after twenty-four (24) hours has passed, the nomination will be considered declined. The evidence of electronic voting will be destroyed after all recounts and complaints, if any, are dealt with.
- (ix) Electronic voting shall be used for Officer, Executive, and Health & Safety representative positions.

Installation

- (1) Duly elected officers, stewards, and health and safety representatives shall take office on January 1st of the following calendar year. The past and present executive will meet in January to officially hand over information, documents, and assets etc from the previous term.

(2) By-Election

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

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) CUPE 1842 commits to sending 3 delegates to Ontario Division convention and CACO (CUPE Ambulance Committee of Ontario) conference annually. The local will also send 3 delegates to CUPE National convention biennially. One alternate may also be elected to go subject to membership approval.
- (c) All delegates elected to the convention held outside their town of residence shall be transportation expenses and a per diem allowance of seventy-five (\$75.00) dollars for expenses. Delegates to convention held within their town of residence shall receive a per diem allowance of fifty (\$50.00) dollars.
- (d) Delegates will not suffer any loss of wage while conducting union business. The union will reimburse the employer for all approved Union leave.
- (e) Representation at educational institutes and seminars shall be on the recommendation of the Education Committee, subject to final approval by the membership.

SECTION 14 - COMMITTEES

(a) Negotiating Committee

This shall be a special ad hoc committee established at least six 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.

Elections shall be conducted at a membership meeting. The committee shall consist of seven (7) ~~five~~ members. The negotiating team shall consist of the President, a part-time representative, a full-time representative and a member at large. The last three (3) positions will be designated as alternates with one being a part-time member, one being a full-time member and one being a member at large.

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.

If a member is unable to attend the membership meeting where voting is to take place, they may stand for nomination by supplying a letter of intention to the Elections officer at least 2 days prior to the meeting where elections take place. The letter must be co-signed by a member who agrees to nominate the candidate.

(b) Special Committees

A special ad hoc committee or individual special project 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. There shall be four standing committees as follows:

(d) 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 Grievance Committee will have authority to advance a grievance to Mediation and/or Arbitration.

The Grievance Committee shall be comprised of the President, Vice-President, Secretary, Treasurer and the Shop Stewards.

(e) Education committee

This committee shall evaluate and recommend the need for Union training amongst the local executive and membership. The Education Committee shall be comprised of the President, Vice-President, Secretary, Treasurer and the Shop Stewards. The Chair of the Education Committee shall be the Vice-President.

(f) Health and Safety Committee

This committee will be comprised of the base representatives from each of the six (6) bases. They will meet quarterly face to face or by conference call. Health and safety representatives will be elected for three (3) year terms starting in the election year 2021 using the same process as set out in Section 12. The base representative elected at Millennium and Bancroft base will hold a seat as the health and safety representative on their respective Joint Health and Safety Committees.

(g) Labour Management Committee

This committee will meet with the employer quarterly in order to attempt to resolve ongoing issues and concerns between the Union and the Employer. Any outcomes that may affect the membership as a whole will be discussed and decided upon in collaboration with the executive board. Members of Labour Management Committee will be appointed by the President with approval of the executive board. The outcome of these meetings will be reported upon at the following membership meeting.

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 bylaws as Appendix "A". These rules shall be considered as an integral part of the bylaws and may be amended only by the same procedure used to amend the bylaws.

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 bylaws 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 bylaws and the CUPE Constitution the latter shall govern. Constitutional interpretation, including determination of conflict, is the prerogative of the National President.
(Articles 9.2(c), 13.3, & B.5.1)

(b) These bylaws 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.
(Article B.13.3 & B.5.1)

(c) No change in these bylaws shall be valid and take effect until approved by the National President of CUPE. The validity shall date from the letter of approval of the National President.
(Articles 13.3 & B.5.1)

APPENDIX "A" TO THE BYLAWS OF LOCAL 1842, 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.

APPENDIX “B” TO THE BY-LAWS OF LOCAL 1842, CUPE

1. Union Training

It is understood that union education is very important. All Shop Stewards shall be educated by CUPE and complete the steward learning passport as soon as possible after being elected. Stewards will participate in further training as required and recommended by the Education Committee and ratified at a membership meeting.

The Treasurer shall be educated by CUPE taking all necessary courses related to his position. The President and Vice-President shall be educated in any courses that may benefit the local. Union officers on training shall be mindful of the expense to be incurred by the local and shall take steps to incur as little expense as possible. The daily allowance for those undergoing union training, when outside of their town of residence. The daily allowance for training conducted within the member’s town of residence shall be \$50.00. Accommodations shall be provided when a candidate is expected to commence classes before 1000 the next day and/or finish classes after 2000 when training is greater than 175 kms from member residence.

All executive board members shall be educated by CUPE in Parliamentary Procedures.

Health and Safety representatives shall be educated by CUPE in “Health and Safety 101” at minimum. Further training as required will be recommended by the Education Committee and voted on at a membership meeting.

Trustees shall be educated by CUPE, taking all necessary courses related to his position.

2. Emergency Spending

Emergency spending shall be defined as the spending of union funds for issues of an urgent nature that cannot wait until a general membership meeting can be established. All emergency spending shall be with the approval of a majority of the Executive Board and shall not exceed \$5000.00. Any decision made by the Executive Board will be reported back for ratification at the next membership meeting.

3. Executive Union Leave

In addition to leave required for membership and executive meetings, training and conferences, etc., the President shall be granted an additional twelve (12) days union leave per year for the purposes of conducting union business. The Vice-President, Treasurer and Secretary shall each be granted eight (8) days per year for this purpose.

4. Union Equipment

The local shall acquire and maintain six (6) notebook computers. Computers will be distributed to the President, Vice President, Secretary, Treasurer and Chief Steward. One computer will be designated as a ‘spare’ and will be made available to the Negotiations Committee, Trustees or may be used by members, on approval by the executive board, for any other Union related business.

5. Coffee Fund and Station Social Activities

In addition to the 2.0% regular union dues, an additional .25% shall be collected and deposited into a separate account for the purpose of coffee fund and station social activities. Each base shall receive a flat rate of three hundred dollars (\$300.00) per month from the union for this purpose.

6. Amanda Latham Award

The local shall donate five hundred (\$500) dollars annually towards the paramedic program and five hundred (\$500) dollars annually to members enrolled in honour of Amanda Latham.

APPENDIX “C” TO THE BY-LAWS OF LOCAL 1842, CUPE
LAND ACKNOWLEDGEMENT

We would like to begin by acknowledging the land on which we gather is a Traditional territory of Mohawk Algonquin. Today, this meeting’s place is still home to many indigenous people, and we are grateful to have an opportunity to Live and Work on this land. Covered by the Crawford Purchased Treaty 1783. We pay our respects to the elders and the past, present, future.

APPENDIX “D” TO THE BY-LAWS OF LOCAL 1842, 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, Local 115, or any other CUPE Chartered body. 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, and at events, meetings, and activities by other CUPE bodies. 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. A complaint shall be brought to the attention of an ombudsperson when there is one available. Should an ombudsperson not be available, a person properly appointed and designated to be in charge shall receive the complaint.**
- 3. The ombudsperson or the person in charge will work to seek a resolution. If this fails to resolve the matter, the ombudsperson shall report the matter to the person in charge. The person in charge has the authority to expel members from the event for serious or persistent offenses.**
- 4. If the complaint involves a national 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 CUPE, chartered organization, the complaint shall be referred to the person responsible for their employment.**
- 5. If the person in charge is a party to the complaint, an alternate will be designated to assume the role.**
- 6. In a case where a member has been expelled from a National event, the National President shall receive a report on the matter. For other events, the presiding officer shall receive a report on the matter.**
- 7. 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. For other events, the presiding officer shall consult the National President.**

This Code of Conduct is designed to create a safe, respectful and supportive environment within 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.

This Code of Conduct does not replace a member's right to access the trial provisions under Appendix F of the CUPE National Constitution.