



BYLAWS

Canadian Union of Public Employees
Local 718

Approved by CUPE National on March 7, 2022

Table of Contents

INTRODUCTION	4
SECTION 1 – NAME & JURISDICTION	4
SECTION 2 – OBJECTIVES	5
SECTION 3 – REFERENCES	5
SECTION 4 – MEMBERSHIP	5
(A) MEMBERSHIP	5
(B) APPROVAL OF MEMBERSHIP	6
(C) OATH OF MEMBERSHIP	6
(D) CONTINUATION OF MEMBERSHIP	6
(E) MEMBER OBLIGATIONS	6
SECTION 5 – AFFILIATIONS	7
SECTION 6 – MEMBERSHIP MEETINGS	7
SECTION 7 – OFFICERS	9
SECTION 8 – ADMINISTRATIVE COMMITTEE	9
SECTION 9 – EXECUTIVE BOARD	10
SECTION 10 – DUTIES OF OFFICERS & EXECUTIVE BOARD	11
(A) PRESIDENT	11
(B) VICE-PRESIDENTS	12
(C) RECORDING-SECRETARY.....	12
(D) TREASURER.....	13
(E) TRUSTEES.....	14
(F) UNIT CHAIRS.....	14
(G) MEMBER AT LARGE (INDIGENOUS MEMBER)	15
SECTION 11 – STEWARDS	15
SECTION 12 – NOMINATIONS, ELECTIONS AND INSTALLATIONS	16
(A) NOMINATIONS AND ELECTIONS	16
(B) UNIT ELECTIONS.....	18
(C) MEMBER AT LARGE – INDIGENOUS	18
(D) INSTALLATION	18
SECTION 13 – FEES, DUES AND ASSESSMENTS	19
(A) INITIATION FEE.....	19
(B) MONTHLY DUES.....	20
(C) AMENDING MONTHLY DUES.....	20
(D) ASSESSMENTS.....	20
SECTION 14 – EXPENDITURES	20
(A) PAYMENT OF LOCAL UNION FUNDS.....	20
(B) PAYMENT OF PER CAPITA TAX AND AFFILIATION FEES	20
SECTION 15 – OUT-OF-POCKET EXPENSES	21

SECTION 16 – CHILD CARE, DEPENDENT CARE AND ELDER CARE	21
SECTION 17 – DELEGATES TO CONFERENCES, CONVENTIONS AND EDUCATIONALS	21
SECTION 18 – COMMITTEES	22
(A) SPECIAL COMMITTEES	22
1. <i>Bargaining Committee</i>	22
2. <i>Political Action Committee</i>	23
(B) PERMANENT COMMITTEES	23
1. <i>Grievance Committee</i>	23
2. <i>Health and Safety Committee</i>	23
3. <i>Member Engagement Committee</i>	24
SECTION 19 – COMPLAINTS AND TRIALS	24
SECTION 20 – RULES OF ORDER	24
SECTION 21 – AMENDMENTS	24
(A) CUPE CONSTITUTION	24
(B) ADDITIONAL BYLAWS	25
(C) EFFECTIVE DATE OF AMENDED OR ADDITIONAL BYLAWS	25
SECTION 22 – PRINTING AND DISTRIBUTION OF BYLAWS.....	25
APPENDIX A	26
CUPE NATIONAL EQUALITY STATEMENT	26
APPENDIX B.....	27
CODE OF CONDUCT	27
APPENDIX C.....	29
RULES OF ORDER	29
APPENDIX D	32
FINANCIAL POLICY	32

INTRODUCTION

Local 718 of the Canadian Union of Public Employees has been formed to:

- Improve the social and economic well-being of all of its members;
- Promote equality for all members and to oppose all types of harassment and discrimination;
- Promote the efficiency of public services; and
- Express its belief in the unity of organized labour.

The following bylaws are adopted by Local 718 in accordance with the CUPE National Constitution (Articles 13.3 and B.5.1), to protect the rights of all members, to provide for responsible governance of the Local Union, and to involve as many members of the Local Union as possible through the sharing of duties and responsibilities.

Local 718 respects and applies the CUPE National Equality Statement to all Local 718 activities. The CUPE National Equality Statement can be found in Appendix A to these bylaws.

Local 718 applies the CUPE National Code of Conduct to all Local 718 activities. The CUPE National Code of Conduct can be found in Appendix B to these bylaws.

SECTION 1 – NAME & JURISDICTION

The name of this Local Union shall be Canadian Union of Public Employees, Local 718 (Richmond Civic Employees’ Association), or CUPE 718.

- (a) The Richmond Civic Employees’ Association was established in 1953 and was chartered by the Canadian Union of Public Employees as a Local Union on October 1, 1956.
- (b) The jurisdiction of Local 718 shall include:

That group of employees generally known as “Inside Workers” employed by the City of Richmond, and the following Bargaining Units:

- The employees of Richmond Animal Protection Society (718-03)
- The employees of Richmond Fitness and Wellness Association (718-04)
- The employees of Richmond Public Library (718-05)

SECTION 2 – OBJECTIVES

The objectives of Local 718 are to:

Secure the best possible pay, benefits, working conditions, job security, pensions and retiree benefits for its members;

- (a) Provide an opportunity for its members to influence and shape their future through free democratic trade unionism;
- (b) Encourage the settlement by negotiation and mediation of all the disputes between the members and their employer(s);
- (c) Eliminate harassment and discrimination of any sort or on any basis; for the equality of treatment regardless of class, race, colour, nationality, age, sex/gender, language, sexual orientation, place of origin, ancestry, religious beliefs, or mental and physical disability; and the active opposition of discrimination of same wherever it occurs or appears;
- (d) Establish strong working relationships with the public we serve and the communities in which we work and live; and
- (e) Support CUPE in reaching all of the objectives set out in Article II of the CUPE National Constitution.

SECTION 3 – REFERENCES

- (a) Numbers of articles at the end of sections or sub-sections in these bylaws refer to relevant articles of the CUPE National Constitution which should be read together with these bylaws.
- (b) The fiscal year of the Local Union for accounting purposes shall be May 1st to the next following April 30th.

SECTION 4 – MEMBERSHIP

(a) Membership

All members of the Richmond Civic Employees' Association as of October 1, 1956, on which date this Local Union became a chartered Local of the Canadian Union of Public Employees, shall be members of Local 718 for as long as they are eligible and maintain themselves in good standing. An individual employed within the jurisdiction of Local 718 becomes a member in

Local 718 by signing an application and paying the initiation fee set out in Section 13(a) of these bylaws, on the date of hire.

(Article B.8.1)

(b) Approval of Membership

At the first membership meeting after the application has been submitted, the name(s) of the applicant(s) will be read out and/or displayed and unless a majority of members present at the meeting object, the applicant(s) will be accepted into the membership.

(Article B.8.2)

(c) Oath of Membership

New members will take this oath:

"I promise to support and comply with the Constitution of this Union, to work to improve the economic and social conditions of other members and other workers, to defend and work to improve the democratic rights and liberties of workers and that I will not purposely or knowingly harm or assist in harming another member of the Union."

(Article B.8.4)

(d) Continuation of Membership

Once accepted, a member continues as a member in good standing while employed within the jurisdiction of the Local Union unless the member loses good standing under the provisions of the CUPE National Constitution.

(Article B.8.3)

(e) Member Obligations

Members are obligated to abide by the CUPE National Constitution, these bylaws, and the CUPE National Equality Statement and Code of Conduct as amended from time to time.

Members will provide the Recording-Secretary with their current mailing address, personal telephone number and email address. The member will advise the Recording-Secretary of any changes to their contact information. This information will be protected and used to communicate with members.

The Local Union may utilize a service provider to facilitate communications, in which case contact information may be shared with a service provider under contract to the Local Union to provide the technical services to support such communications.

Upon request, the Local Union will share the members contact information with CUPE National and CUPE BC. The purpose of sharing this information with CUPE National or CUPE BC is so that the National Union or Provincial Division can communicate with members on important matters.

SECTION 5 – AFFILIATIONS

In order to strengthen the labour movement and work toward common goals and objectives, Local 718 shall be affiliated to and pay per capita tax to the following Canadian Union of Public Employees (CUPE) and Canadian Labour Congress (CLC) organization(s):

- CUPE BC (CUPE)
- Metropolitan Vancouver District Council (CUPE)
- B.C. Federation of Labour (CLC)
- Vancouver & District Labour Council (CLC)

And shall hold Membership in the following Organization(s):

- B.C. Libraries Association (BCLA)

SECTION 6 – MEMBERSHIP MEETINGS

(a) Regular Membership Meetings

Regular membership meetings of Local 718 may be held virtually and/or in-person in the following months: February, April, June, September and November. The April membership meeting shall be the Annual General Membership meeting. Notice of each membership meeting outlining the date, time and location shall be provided to members at least seven (7) days in advance of the meeting.

When a statutory holiday or a situation beyond the control of the Local Union arises which causes the cancellation of a membership meeting, the Executive Board shall reschedule the membership meeting, and will give members seven days notice of the date of the rescheduled membership meeting.

(b) Special Membership Meetings

Special membership meetings of Local 718 may be required and shall be called by the Executive Board or may be requested in writing by no fewer than 20 members. Special Membership Meetings may be held virtually and/or in-person. The President and/or the Recording-Secretary shall immediately advise members when a special meeting is called and ensure that all members receive at least twenty-four (24) hours notice of the special meeting, the subject(s) to be discussed, the time, date and place of the meeting. No business shall be transacted at the special meeting other than that for which the meeting is called, and notice was provided.

(c) Quorum

The minimum number of members required to be in attendance for the transaction of business at any regular membership meeting shall be ten (10) members plus two (2) members of the Executive Board.

In the event a quorum is not attained, the Executive Board shall pay all bills and shall carry out the regular business of the Local Union until the next meeting. All decisions of the Executive Board which have been acted upon shall be reported to the members at the next regular membership meeting. A motion to endorse the actions of the Executive Board shall be put forward at that meeting.

(d) Membership Meeting Agenda

The order of business at membership meetings, other than special membership meetings, shall include:

1. Acknowledgement of Indigenous territory
2. Roll call of officers
3. Reading of the Equality Statement
4. Voting on new members and initiation
5. Reading of the minutes
6. Matters arising from the minutes
7. Treasurer's Report
8. Communications and bills
9. Executive Board Report
10. Reports of committees and delegates
11. Nominations, elections or installations
12. Unfinished business
13. New business
14. Good of the Union
15. Adjournment

(Article B.6.1)

(e) In order to provide information to members working on various shifts, up to one (1) Unit Chair and one (1) steward or up to two (2) stewards per Unit may be booked off to attend meetings at the discretion of the President if their regular working hours would otherwise prevent them from attending.

(f) Minutes of all regular and special membership meetings shall be written up in an impersonal and factual manner; debates shall not be recorded.

(g) At each regular membership meeting the minutes of the previous membership meeting and the minutes of any subsequent special membership meeting shall be presented. If no errors, omissions or corrections are raised, the presiding officer shall declare the minutes adopted as presented. Any errors, omissions or corrections shall be noted by the presiding officer, and they shall instruct the Recording-Secretary to make any changes to the minutes deemed necessary. No debate shall be permitted on the acceptance of the minutes and the ruling of the presiding officer shall be final.

(h) Notices of Motion must be provided to the membership at least sixty (60) days in advance in writing or at least seven (7) days in advance at a membership meeting.

(i) Bargaining Unit Meetings

- Bargaining Unit meetings may be called by the President or Unit Chair to deal with matters that affect only members of the bargaining Unit. Bargaining Unit meetings may be held virtually and/or in-person. Such meetings are not to be used to replace regular membership meetings and will not make decisions that affect the Local Union as a whole or another bargaining unit. The President or Unit Chair shall advise members of the bargaining Unit seven (7) days in advance of the time, date and place of the meeting.
- Union Officers, Unit Chairs and Stewards may be booked off to attend meetings at the discretion of the President.

SECTION 7 – OFFICERS

The Officers of Local 718 shall be the President, two (2) Vice-Presidents, Treasurer, Recording-Secretary and three (3) Trustees.

The President shall be a full-time paid Officer of CUPE Local 718.

(Articles B.2.1 and B.2.2)

SECTION 8 – ADMINISTRATIVE COMMITTEE

- (a) The Administrative Committee shall consist of the following officers of Local 718:
- President
 - Two (2) Vice-Presidents
 - Treasurer
 - Recording-Secretary
- (b) The Administrative Committee shall be responsible for the administration of the affairs and activities of the Local, when the Executive Board is not in session.
- (c) The Administrative Committee shall meet virtually and/or in-person prior to each meeting of the Executive Board, and at the call of the chair but not less than eight (8) times per year.
- (d) Review these bylaws and all policies or procedures annually and make recommendations to the Executive Board on proposed amendments.
- (e) When in session a majority of the Administrative Committee shall constitute a quorum.

SECTION 9 – EXECUTIVE BOARD

- (a) The Executive Board shall consist of the following:
 President, Treasurer, two (2) Vice Presidents, Recording-Secretary and ten (10) Unit Chairs and one (1) Member at large (Indigenous Member).

The Unit Chairs shall be representatives from the following work units and Indigenous Caucus:

- 1 - City (Aquatics Dept.)
- 1 - City (Community Safety Division, other than Police Services)
- 1 - City (Community Services Division, other than Aquatics Dept. and Public Works Yard)
- 1 - City (Engineering Division, other than Public Works Yard)
- 1 - City (Finance & Corporate Services Division)
- 1 - City (Planning & Development Division)
- 1 - City (Police Services)
- 1 - City (Public Works Yard)
- 1 - Richmond Public Library
- 1 - Regional Animal Protection Society (RAPS)
- 1 - Member at Large (Indigenous Member)

The term of office for the President shall be three (3) years, effective 2022. The terms of office for elected Officers, Unit Chairs and Member at large (Indigenous Member) shall be two (2) years on a rotating basis, elected as follows:

Even Years

- Vice President
- Recording-Secretary
- 1 - City (Community Safety)
- 1 - City (Aquatics)
- 1 - City (Engineering)
- 1 - City (Planning & Development)
- 1 - Regional Animal Protection Society

Odd Years

- Vice President
- Treasurer
- 1 - City (Police Support Services)
- 1 - City (Community Services)
- 1 - City (Public Works Yard)
- 1 - City (Finance & Corporate Services)
- 1 - Member at large (Indigenous Member)
- 1 - Richmond Public Library

(Article B.2.2)

- (b) The Executive Board shall meet virtually and/or in-person at least eight (8) times per year.
 (Article B.3.14)
- (c) A majority of the Executive Board’s filled positions constitutes a quorum.
- (d) The Executive Board shall hold title to any real estate of the Local Union as trustees for the Local Union. They shall have no right to sell, convey, or encumber any real estate without

first giving notice and then submitting the proposal to a membership meeting and having it approved.

- (e) The Executive Board shall do the work delegated to it by the Local Membership and shall be held responsible for the proper and effective functioning of all committees.
- (f) Should any Executive Board member fail to answer the roll call for three consecutive regular meetings or three (3) consecutive regular Executive Board meetings without having submitted good reasons, their office shall be declared vacant and shall be filled by an election.

(Article B.2.5)

SECTION 10 – DUTIES OF OFFICERS & EXECUTIVE BOARD

Each Officer of Local 718 is encouraged to participate in CUPE educational courses to enhance their leadership skills and expand their knowledge and expertise.

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.

(Article B.3.9)

All signing Officers of Local 718 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.

(Article B.3.5)

(a) President

The President shall:

- Enforce the CUPE National Constitution, these Local Union bylaws, the Equality Statement and Code of Conduct.
- Interpret these bylaws as required.
- Oversee the operation of the Local Union and shall serve as the Chief Executive Officer of the Local Union and shall exercise supervision over the affairs and employees of the Local Union.
- Sign all official documents of the Local Union.
- Preside at all meetings of the Local Union and preserve order.
- Decide all points of order and procedure (subject always to appeal to the membership).
- Have the same right to vote as other members. In the case of a tie vote, the motion is defeated.
- Ensure that all Officers, Unit Chairs, Member at Large and Stewards perform their assigned duties.
- Fill committee vacancies where elections are not provided. Such appointments shall be subject to approval by the Executive Board.
- Introduce new members and conduct them through the initiation ceremony.

- Sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the CUPE Constitution, these bylaws or vote of the membership.
- Be allowed necessary and reasonable funds to reimburse the Officers, members of the Executive Board and Stewards for expenses incurred on behalf of the Local Union. Expenses must be pre-approved and claims must be listed on a proper form outlining the expense, the reason for the expense, and with supporting receipt(s) attached.
- Primary spokesperson for the Local Union for the purpose of communicating with the media.
- Appoint a Membership Officer as required.
- Provide a quarterly Member's Newsletter and other updates as required.
- Serve as ex-officio member of all committees of the Local Union and all Bargaining, Occupational Health & Safety and Labour Management Committees.
- Have first preference as a delegate to all conventions, conferences and education.

(Article B.3.1)

(b) Vice-Presidents

The Vice-Presidents shall:

- Carry out the duties of the President if the President is absent, at the request of the President and when the President is unable to perform the duties.
- Render assistance to any member of the Executive as directed by the President, Administrative Committee and/or the Executive Board.
- In the event that the office of President becomes vacant, be appointed by the Executive Board to perform the duties of the President until a new president is elected through a by-election. Only one of the two Vice-Presidents shall be appointed.
- Have preference as a delegate to all conventions, conferences and education.

(Article B.3.2)

(c) Recording-Secretary

The Recording-Secretary shall:

- Keep a full, accurate, and impartial account of the proceedings of all regular or special membership, Administrative Committee 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 Treasurer. The record will also include Trustees' reports.
- Record all amendments and/or additions in the bylaws and make certain that these are sent to the National President for approval prior to implementing.
- Record all amendments and/or additions to Local 718 Policies and Procedures.
- Answer correspondence and fulfil other administrative duties as directed by the President, Administration Committee and/or the Executive Board.
- Keep a record of all correspondence received and sent out.
- Prepare and distribute notices to members.
- Have all records ready on reasonable notice for the Trustees or auditors.
- Maintain the record of membership attendance at meetings.

- Performs other duties required by the Local Union, its bylaws or the National Constitution.
- Be empowered, with the approval of the membership, to employ administrative assistance to be paid for out of the Local Union's funds.
- Preside over Membership and Executive Board meetings in the absence of the President and Vice-Presidents.
- Have preference as a delegate to all conventions, conferences and education.

(Article B.3.3)

(d) Treasurer

The Treasurer shall:

- Receive all revenue, initiation fees, dues, and assessments, keeping a record of each member's payments, and deposit promptly all money with a bank or credit union.
- Sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the CUPE Constitution, these bylaws or vote of the membership. In consultation with the Executive Board, designate a signing officer during prolonged absences.
- Ensure that per capita tax is paid by direct remittance, or where per capita is not paid by direct remittance, prepare all CUPE National per capita tax forms and remit payment, including \$1.00 of each initiation fee on all members admitted, no later than the last day of the following month.
- Be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or expense claims for every disbursement made, receipts for all money sent to CUPE National, CUPE BC and affiliates, 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 Executive Board and in accordance with good accounting practices.
- Make a full financial report to meetings of the Local Union's Executive Board.
- Make 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 CUPE National. Any Treasurer who cannot qualify for the bond shall be disqualified from office.
- Pay no money unless supported by a cheque requisition or expense form or request for payment duly signed by the President and one other member of the Executive Board as determined by the Executive Board. No request shall be required for payment of per capita fees to any organization to which the Local Union is affiliated.
- Make all books available for inspection by the Trustees and/or auditors on reasonable notice. Ensure that the books are audited at least once each fiscal year and within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees.
- Provide the Trustees with any information the Trustees require to complete the audit, including forms provided by CUPE National.

- Be empowered, with the approval of the membership, to employ necessary administrative assistance to be paid for out of the Local Union's funds.
- Have preference as a delegate to all conventions, conferences and education.

(Articles B.3.4 to B.3.8)

(e) Trustees

The Trustees shall:

- Act as an auditing committee on behalf of the members and audit the books and accounts of the Treasurer, the Recording-Secretary, and the committees at least once every fiscal 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 Treasurer any recommendations or concerns they feel should be reviewed in order to ensure that the Local Union's funds, records, and accounts are being maintained by the Treasurer in an organized, correct, and proper manner.
- Be responsible to ensure that monies have not been paid out without proper constitutional, bylaw or membership authorization.
- Ensure that proper financial reports have been given 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 Union and report their findings to the membership.
- Send to the National Secretary-Treasurer, with a copy to the assigned Servicing Representative, the following documents:
 - i. Completed Trustee Audit Program
 - ii. Completed Trustees' Report
 - iii. Treasurer Report to the Trustees
 - iv. Recommendations made to the President and Treasurer of the Local Union
 - v. Treasurer's response to recommendations
 - vi. Concerns that have not been addressed by the Local Union Executive Board.

(Articles B.3.10 to B.3.12)

(f) Unit Chairs

The Unit Chairs shall:

- Attend and represent their Unit on the Executive Board.
- Provide a verbal or written report to the Executive Board
- Report back Executive Board decisions and other Union business to the members in their work Unit.
- Call and chair Unit meetings as required.
- Participate in meetings with the Employer.
- Support Stewards and Joint Occupational Health and Safety Committee (JOH&SC) representatives in their Unit and ensure Shop Steward and JOH&SC vacancies are filled.
- Ensure Stewards acquaint new members with the Union.

- Attend classes in union education wherever possible.
- Be responsible for ensuring that all Unit grievances are appropriately handled
- Assign Shop Stewards as required
- Ensure all forms, notes and documents related to all grievances are securely stored and forwarded to the President and Recording-Secretary
- Shall be a member of their bargaining unit Labour-Management Committee and Bargaining Committee pursuant to Section 18(a) of these bylaws.

The Richmond Public Library Unit Chair shall have preference as a delegate to all conventions, conferences and education.

(g) Member at Large (Indigenous Member)

The Member at Large (Indigenous Member) shall:

- Attend Executive Board meetings.
- Be a resource for members.
- Represent the Local Union at events as requested.
- Perform additional duties as may be assigned by the President, Administration Committee and/or Executive Board.

SECTION 11 – STEWARDS

- (a) Any members working together may, by majority vote, elect one or more Stewards. The number of Stewards representing any particular Unit shall be determined by the Executive Board and shall be dependent upon the circumstances and problems of the members directly concerned.
- (b) The term of office for the Steward shall be two (2) years.
- (c) Stewards shall:
- Gather all pertinent information relative to grievances and process the grievances through the initial stages of the procedure contained in the appropriate Collective Agreement on the advice of the Unit Chair and/or President.
 - Take those measures necessary to ensure that the provisions and conditions of the Collective Agreement are upheld and notify the Unit Chair and/or the President of the apparent violations.
 - Familiarize the members of their rights, privileges and obligations, as such matters relate to the CUPE National Constitution, these Bylaws and the Collective Agreement in effect with the Local Union.
 - Know thoroughly the Collective Agreement, Constitution, these Bylaws and work for their enforcement both on the job and at meetings of the Union.
 - Whenever possible, meet with all new members in their Unit, department or section and keep all members advised of the time, date and place of all Membership meetings.

- Actively encourage all members to attend Membership meetings.
 - Take Union Education as necessary to carry out the duties of Steward.
 - Attend Unit meetings.
- (d) Attend Executive Board meetings:
- Stewards may be requested by their Unit Chair and/or the President to attend an Executive Board meeting in the absence of the Unit Chair.
 - Stewards shall meet with the Executive Board two (2) times a year.
 - Stewards shall provide information to the Executive Board and shall not be entitled to a vote.

SECTION 12 – NOMINATIONS, ELECTIONS AND INSTALLATIONS

(a) Nominations and Elections

1. When an election is held the Executive shall appoint an Election Committee, subject to approval of the membership, of at least three (3) members. Members of the Election Committee shall not be eligible to run for any office nor will they currently hold any Executive Board or Trustee position.
2. The Election Committee shall:
 - Designate one of its members as the Elections Returning Officer.
 - Conduct the election(s) working with an independent service provider selected by the Executive Board to conduct electronic voting.
 - Declare the elected candidate(s) in each contest who receives a majority of votes. The majority of votes shall be more than fifty (50) percent.
3. The Elections Returning Officer shall:
 - Investigate and rule upon any election complaints. The decision of the Elections Returning Officer shall be final and binding upon all parties.
 - Provide an Elections Committee report signed by all members of the Election Committee at the Annual General Meeting.
 - Swear-in those duly elected.
4. Ballots:
 - When more than one member is to be elected to an office, the member voting shall be required to vote for the full number of candidates to be elected or else the electronic vote will be declared spoiled.
5. The Elections Committee shall send a notice calling for nominations forty-five (45) calendar days prior to the Annual General Meeting.

6. Nominations for Officers, Executive Board and Trustees shall be accepted in writing by the Elections Committee at least thirty-five (35) calendar days prior to the Annual General Meeting.
7. The name(s) of all candidates qualified and accepting nominations must be received in writing by the Elections Committee at least twenty-eight (28) calendar days prior to the Annual General Meeting and be circulated to the membership at least twenty-one (21) calendar days prior to the Annual General Meeting.
8. To be eligible for election to any position the member on the date of being nominated must be a member in good standing.
9. A member may accept nomination for one office only.
10. A member may accept nomination for a position while holding office in any position. If successful in the election, their resignation from their current position will take effect at that time.
11. The Officers and Trustees shall be voted for by the entire membership.
12. Candidates for the position of Unit Chair are only eligible to run for the Unit in which they are employed and must be nominated by a member of that Unit. If, after elected to office, the member relocates to a new Unit for more than three months, their position will be considered vacant. Only members of a Unit as defined in Section 9 may vote for the Unit Chair from the same Unit.
13. In the event that there is only one (1) nominee for any position the Elections Returning Officer shall declare that nominee elected by acclamation.
14. Elections shall be conducted electronically using a service provider selected by the Executive Board prior to the nominations opening. The service provider selected must have demonstrated capability to carry out the electronic vote and the capacity to ensure all voting is secret. The Election Committee shall arrange for one or more electronic voting stations including one at the Union Hall. The Election Committee shall arrange adequate notice to the membership at least fourteen days (14) calendar days prior to Annual General Meeting, with all pertinent information pertaining to the election. Electronic voting will be open seven (7) calendar days prior to the Annual General Meeting and remain open until midnight on the day preceding the Annual General Meeting.
15. The results, including notice of run off votes (if any) shall be announced at the Annual General Meeting, posted on the Local Union's website, and sent via email to all members who have provided personal email addresses. A majority of votes cast will be required before any candidate can be declared elected, and second and subsequent ballots will 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 will be dropped.

16. In the event runoff votes are required the online polls will re-open at 10:00 a.m. on the Monday following the Annual General Meeting and remain open until 10:00 a.m. the following Friday. The results will then be posted on the union's website and sent via email to all members who have provided personal email addresses. Should a subsequent run off vote be required, the online polls will reopen the following Monday(s) at 10:00 a.m. and remain open until 10:00 a.m. of the following Friday(s). In the event of a tie vote, a second and subsequent ballot(s) will be taken, if necessary, until a candidate receives a majority of votes cast and can be declared elected.
17. In the event of a by-election the election timelines established in Section 12(a) shall apply to the next regular Membership meeting.
18. The Elections Returning Officer shall have authority to investigate and rule upon any election complaints. The decision of the Elections Returning Officer shall be final and binding upon all parties. If a candidate requests a recount of the results of their Election, the Elections Returning Officer shall in the presence of a representative from each candidate concerned, and in the presence of the CUPE National Representative or a CUPE designate, meet with the service provider carrying out the vote to recount the vote.

(b) Unit Elections

Only members of a Unit as defined in Section 9 may vote for the Unit Chair. Nominations and elections for Unit positions will take place at the same time as general elections, as defined in Section 12(a).

(c) Member at Large – Indigenous

Only members who identify as Indigenous (First Nations, Inuit, Metis) may participate in the Indigenous Caucus to select the Member at Large (Indigenous) position. The Indigenous Caucus may meet in person or virtually between the fourteen (14) and seven (7) calendar days prior to the Annual General Meeting, as determined by Elections Committee. The Caucus selection will be announced at the Annual General Meeting. In the event a selection has not been made, an election will be held at the time of the selection process to elect the Member at Large (Indigenous).

(d) Installation

1. The duly elected:
 - President shall be installed at the meeting at which elections are held and shall continue in office for three (3) years or until a successor has been elected and installed,
 - Officers and members of the Executive Board 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.

- In each of the above cases 1 (i) and 1 (ii) no term of office shall be less than one (1) year, and no longer than three (3) years.

(Articles B.2.4)

2. The terms of office for Trustees shall be so that one serves for a period of three (3) years, one for two (2) years, and one for one (1) year, as laid down in Article B.2.4 of the CUPE National Constitution. Each year thereafter, the Local Union shall elect one Trustee for a three (3) year period.

3. Those declared elected shall take the oath of office as follows:

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

(Article 11.7(b))

4. Officers and members of the Executive Board who are absent from three consecutive membership meetings or three consecutive regular Executive Board meetings without a legitimate reason shall have their office declared vacant. Reasons shall be conveyed to the Executive Board at the time of absence.

5. When an Officer, member of the Executive Board, Trustee or Steward accepts temporary employment outside the bargaining units within the jurisdiction of this Local Union for any period less than four (4) months will be relieved of their duties, responsibilities and rights for the period of employment. If the employment outside the current bargaining units of this Local Union is for a period exceeding four (4) months they will have their office declared vacant.

6. When a vacancy occurs for any Officer, member of the Executive Board or a Trustee, a by-election shall be held pursuant to Section 12 to complete the unexpired term provided that the unexpired term is greater than three (3) months at the time of the vacancy.

7. The term of office for any position filled through a by-election will be the term that the vacated position was initially elected to fulfill.

SECTION 13 – FEES, DUES AND ASSESSMENTS

(a) Initiation Fee

Payment of initiation fees is a tangible confirmation of the desire to become a member of the Local Union and the Canadian Union of Public Employees. Each application for membership in Local 718 will be directed to the Treasurer and will be accompanied by an initiation fee of \$1.00 dollar which shall be in addition to monthly dues.

(b) Monthly Dues

The monthly dues shall be 1.9% of gross wages.

(Article B.4.3)

(c) Amending Monthly Dues

The regular monthly dues may be amended at a regular or special membership meeting. The vote must be by secret ballot. Notice of at least seven days at a previous meeting or 60 days in writing must be given.

(Article B.4.3)

(d) Assessments

Assessments may be levied in accordance with the CUPE Constitution. Assessments do not mean or include regular monthly dues and are applied for a specific purpose or specific length of time. Membership approval is required and the assessment will only be applied after the National President approves the assessment.

(Article B.4.2)

A member who fails to pay dues and assessments for three months is automatically suspended from membership. The suspension will be reported to the Executive Board by the Treasurer. The Executive Board will report all suspensions to the next membership meeting. The member may return to membership in good standing by paying a readmission fee of \$10.00 and any arrears.

A member who has been unemployed or unable to work because of sickness will not be required to pay a re-initiation fee or arrears.

(Article B.8.6)

SECTION 14 – EXPENDITURES

(a) Payment of Local Union Funds

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

- When the expenditure is authorized by a budget approved by a majority of members present and voting at a regular or special membership meeting;
- When these bylaws approve the expenditure; or
- Through a vote of the majority of members present and voting at a regular or special membership meeting.

(Article B.4.4)

(b) Payment of Per Capita Tax and Affiliation Fees

- Authorization to pay per capita tax to CUPE National, CUPE BC or any labour organization the Local Union is affiliated with, is not required.

- No Officer or member of Local 718 will be allowed to spend any Local Union funds without first having received authorization under Section 14 of these bylaws.

SECTION 15 – OUT-OF-POCKET EXPENSES

Any member who is on authorized Local Union business shall be reimbursed pursuant to the Financial Policy. The Financial Policy can be found in Appendix D to these bylaws.

SECTION 16 – CHILD CARE, DEPENDENT CARE AND ELDER CARE

Caring for children, dependents or the elderly are barriers to actively participating in the union or to attending membership meetings. Local 718 is committed to removing barriers within its control so that all members have equal access to participation.

- (a) When it is practical and demand warrants, Local 718 will provide on-site childcare at all in-person Local Union membership meetings. Where on-site childcare is not provided, and in the case of dependent care or elder care, members will be reimbursed to a maximum of the living wage for the area for each hour of required care. Reimbursement will be provided upon proof of payment.
- (b) Any member who is on authorized Local 718 business shall be eligible for childcare, dependent care, and/or elder care expenses where required. Upon proof of payment, claims shall be reimbursed pursuant to Section 14 of these bylaws.
- (c) Claims will not be paid for a spouse, partner, or a family member who normally provides care without charges. Claims will not be paid for periods of time where a member would normally have paid for care such as during normal hours of work at their job.

SECTION 17 – DELEGATES TO CONFERENCES, CONVENTIONS AND EDUCATIONALS

- (a) Except for the Officers' option [Section 10(a) – (d)] and Richmond Public Library Unit Chair option [Section 10(f)] all delegates to conventions, conferences, and education shall be selected by the Executive Board between membership meetings, otherwise approved by the membership at membership meetings.
- (b) Delegates to the Metropolitan Vancouver District Council shall be selected annually by the Executive Board. The president will appoint one member from the selected delegates to report on proceedings at recent meetings of the Council. The Local Union will reimburse the member's employer for any loss of wages.

- (c) Delegates to the Vancouver and District Labour Council shall be selected annually by the Executive Board. The president will appoint one member from the selected delegates to report on proceedings at recent meetings of the Council. The Local Union will reimburse the member's employer for any loss of wages.
- (d) All delegates attending conventions, conferences, or education shall be reimbursed pursuant to Section 14 of these bylaws. The Local Union will reimburse the member's employer for any loss of wages.
- (e) Local 718 will provide members with their per diem allowance prior to their attending the convention, conference, or education.
- (f) Local 718 encourages the participation of all equity-seeking groups in their delegation to conventions, conferences, and education.

SECTION 18 – COMMITTEES

(a) Special Committees

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

1. Bargaining Committee

This will be a special committee established at least 9 months prior to the expiry of the Local Union's collective agreements 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. Each Unit will elect its own Bargaining Committee at a Unit Meeting.

The Bargaining Committees shall consist of:

- City of Richmond – President, Vice Presidents, Treasurer and Recording-Secretary.
- RPL – President, Unit Chair and additionally two (2) members and one (1) alternate.
- RAPS – President and Unit Chair and one (1) alternate.

The National Representative assigned to the Local Union 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.

All members of Local 718's negotiating committees shall attend relevant courses of CUPE's collective bargaining education.

2. Political Action Committee

This will be a special committee established at least 9 months prior to a local government election, and as required for other elections. The function of the committee is to engage the Membership and provide candidate(s) and/or political party(s) recommendations.

The Political Action Committee shall consist of five (5) members selected by the Executive Board.

(b) Permanent Committees

The Executive Board, unless otherwise stated in Section 18(b) of these bylaws, shall appoint members on each permanent committee and assign an Executive Board member as the chairperson to the committee. The committee shall appoint its secretary from among its members. Permanent committees will have a term of two years. Committees will provide reports to the Executive Board and at each regular membership meeting. The President shall be a member, ex-officio, of each committee.

There shall be 3 permanent committees as follows:

1. Grievance Committee

This committee will:

- When a grievance is not settled in the initial steps provided for in the collective agreement, this committee will decide whether the grievance shall proceed to arbitration.
- If the decision is to not proceed, the grievor(s) may appeal the decision to the Executive Board within fourteen (14) calendar days.

The committee members shall be the Vice Presidents, Unit Chair and/or a Shop Steward for the affected area. The committee shall appoint its secretary from among its members. The National Representative assigned to the Local Union shall be a non-voting member of the committee and shall be consulted at all stages.

2. Health and Safety Committee

(a) This committee will:

- Work to educate members on the importance of workplace health and safety.
- Prepare and present reports to the Executive Board and regular membership meetings.
- Organize an April 28th Day of Mourning ceremony each year.
- Participate on the Joint Occupational Health and Safety Committees (JOH&SC) at their workplace.
- Promote safe work procedures and environments, so as to prevent illness and injury as a result of workplace factors.
- Immediately bring to the attention of the employer any workplace hazard that has the potential to cause members' illness or injury.

- Work to eliminate all workplace hazards, be they physical, environmental, or social.
- (b) The committee members will be selected by the Executive Board with one member from each JOH&SC.

3. Member Engagement Committee

This committee will:

- Arrange and conduct all social, cultural, and recreational activities of the Local Union, either on the committee's own initiative or as a result of decisions taken at Executive Board or membership meetings. The committee shall submit reports and proposals to the Treasurer.

A budget for the committee will be fixed annually by the membership but, other than that, all social, cultural, and recreational events and activities shall be self-supporting.

The committee members will be the chairperson and 6 members. The committee shall appoint its secretary from among its members.

The committee members will be selected by the Executive Board and consist of a Chair and 6 members

SECTION 19 – COMPLAINTS AND TRIALS

All charges against members or Officers must be made in writing and dealt with in accordance with the Trial Procedure provisions of the CUPE National Constitution.

(Articles B.11.1 to B.11.5)

SECTION 20 – RULES OF ORDER

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

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

SECTION 21 – AMENDMENTS

(a) CUPE Constitution

These bylaws are always subordinate to the CUPE Constitution 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. The National President has the sole authority to interpret the CUPE Constitution.

(Articles 9.2(c), 13.3 and B.5.1)

(b) Additional Bylaws

These bylaws can be amended or added to only if:

- (i) the amended or additional bylaws do not conflict with the CUPE Constitution;
- (ii) the amended or additional bylaws are approved by majority vote at a regular membership meeting or at a special membership meeting called for that purpose; and
- (iii) notice of the intention to propose the amended or additional bylaws was given at least seven days before at a previous membership meeting or 60 days before in writing.

(Articles 13.3 and B.5.1)

(c) Effective Date of Amended or Additional Bylaws

The amended or additional bylaws do not come into effect until they have been approved in writing by the National President. The National President will decide whether to approve the amended or additional bylaws within 90 days of receiving them and will withhold approval only where they conflict with the CUPE Constitution.

(Articles 13.3 and B.5.1)

SECTION 22 – PRINTING AND DISTRIBUTION OF BYLAWS

Members will receive a copy of Local 718 bylaws by email and a copy shall be posted on the Local Union's website.

Appendix A

CUPE NATIONAL EQUALITY STATEMENT

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

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

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

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

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

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

Appendix B

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.

This Code of Conduct sets out standards of behaviour for participants at national convention, conferences, schools, meetings, and any other union events organized by CUPE National, Local 718, 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.

Appendix C

RULES OF ORDER

1. The President will be the Chairperson at all membership meetings. In the absence of the President, a Vice-President will be the Chairperson at the membership meeting. In the absence of the President and Vice-Presidents, the Recording-Secretary will be the Chairperson. In the absence of the Recording Secretary, members at the membership meeting will select the Chairperson by majority vote. Quorum rules must be met.
2. Members are not allowed to speak about an issue for more than three (3) minutes. Members can only speak to an issue once unless there is agreement by the members at a meeting, or where all those wishing to speak have had the opportunity to speak.
3. The Chairperson of a committee who is making a report or the mover of a motion may speak for up to five (5) minutes. With the agreement of the members present, the five (5) minutes may be expanded.
4. The Chairperson will state every motion presented at a membership meeting before allowing debate on the motion. Before putting a motion to a vote, the Chairperson will ask: "Is the Local ready for the motion?" If no member rises to speak, the motion will be voted upon.
5. A motion must be moved and seconded. The mover and seconder must be recognized by the Chairperson.
6. A motion to amend a motion, or a motion to amend an amendment are allowed, however a motion to amend an amendment to an amendment is not allowed.
7. An amendment to a motion or an amendment to an amendment to a motion that is a direct negative to the main motion is never permitted.
8. On motion, the regular order of business at a membership meeting may be suspended where two-thirds of those present vote to do so. The regular order of business should only be suspended to deal with urgent business.
9. Motions other than those named in Rule 19, or motions to accept or adopt the report of a committee, will, if requested by the Chairperson, be put in writing prior to beginning debate and vote.
10. At the request of a member, and upon a majority vote, a motion which contains more than one action or issue can be divided.

11. The mover of a motion can withdraw the motion upon the consent of the seconder prior to the end of debate. Once debate has ended on a motion, the motion can only be withdrawn upon unanimous vote of the members present.
12. A member who wishes to speak on a motion, or a member who wishes to move a motion, shall rise and respectfully address the Chairperson. The member shall not proceed until the member is recognized by the Chairperson except where the member rises to a point of order or on a question of privilege.
13. The Chairperson, or delegate will keep a list of speakers and, in all cases, will determine the order of speakers including those circumstances where two or more members rise to speak at the same time.
14. A member, while speaking, will speak only to the issue under debate. Members shall not personally attack other members. Members will refrain from using language that is offensive or in poor taste. Members will generally not speak in a manner that reflects poorly on the Local Union or other members.
15. A member that is called to order will stop speaking until the point of order is determined. If it is decided that the member is in order, then the member may continue speaking.
16. Religious discussion of any kind is not permitted.
17. The Chairperson will not take part in any debate. Where the Chairperson wishes to speak on a resolution or motion, or where the Chairperson wishes to move a motion, the Chairperson must rise from the chair and hand the chair over as outlined in Rule #1.
18. The Chairperson will have the same right to vote as other members. In the case of a tie vote, the Chairperson may cast another vote, or the Chairperson may refrain from casting an additional vote, in which case the motion is defeated.
19. When a motion is before the members, no other motion is in order except a motion to:
 - (a) adjourn;
 - (b) put the previous question;
 - (c) lay on the table;
 - (d) postpone for a definite time;
 - (e) refer; or
 - (f) divide or amend.

These six motions shall have precedence in the order indicated. Motions 1 through 3 shall be decided without debate.

20. The Chairperson will ask “Will the main question be now put?” where a motion for the previous question is moved and seconded. If approved, the Chairperson will then take

votes on the motion and amendments to the motion (if any) in order of priority. If an amendment or an amendment to an amendment is approved, then members will be asked to vote on the motion as amended.

21. A motion to adjourn is in order except when a member is speaking or when members are voting.
22. A motion to adjourn, if lost, is not in order if there is further business before the Local Union, until fifteen minutes have elapsed.
23. After the Chairperson declares the vote results on a question, and before the Local Union proceeds to another order of business, any member can ask for a division. A standing vote on the division will be taken and the Recording Secretary will count the standing vote.
24. If a member wishes to appeal a decision of the Chairperson, the member must appeal at the time the decision is made. If the appeal is seconded, the member will be asked to state briefly the basis for the appeal. The Chairperson will then state briefly the reasons for the decision. Following immediately and without debate, the Chairperson will ask, "Will the decision of the chair be upheld?" A majority vote shall decide. In the event of a tie vote, the decision of the chair is upheld.
25. At a membership meeting where a question has been decided any two members who voted with the majority can give notice of a motion to reconsider a decision of the membership at the next membership meeting. The motion to reconsider requires the support of a two-thirds majority of members who vote. If two-thirds majority of members support reconsideration, the question will be placed in front of the membership for debate and a subsequent vote.
26. Members are allowed to leave a meeting with the permission of the Chairperson; however, in no case will a member leave during the reading of minutes, the initiation of new members, the installation of Officers, or the taking of a vote.
27. The Local Union's business and the proceedings of meetings are not to be divulged to any persons outside the Local Union, or the Canadian Union of Public Employees.

Appendix D
FINANCIAL POLICY