

Concordia University  
Union of Support Staff  
Technical Sector

# CONSTITUTION

**Ratified December 08, 2010**

CUSS-TS FEESP (CSN)

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## **CHAPTER 1: PREAMBLE**

### **1. NAME**

The name of this association shall be “Concordia University Union of Support Staff – Technical Sector / Syndicat des Employé(e)s de soutien de l’université Concordia – secteur technique”, CUUSS-TS (CSN).

### **2. PURPOSE**

The purpose of the Association shall be to promote the professional, economic and socio-political interests of all employees in the Technical sector and may include any other employees so designated in future amendments to this constitution. These goals shall be pursued collectively and include the negotiation and conclusion of a collective agreement, precluding any form of discrimination, based on sex, language, political opinion, religion or sexual orientation. The Association shall cooperate with organizations having similar aims. This association subscribes to the declaration of principles of the CSN.

### **3. AFFILIATION**

- A. The Association is affiliated with the Federation des employées et employés de services publics. (CSN), Conseil Central de Montreal and the Confederation des Syndicats Nationaux.
- B. The Association shall abide by the constitution and bylaws of the organization mentioned above in the present Article, including the CSN Code for Rules of Order.
- C. Any proposal to change the affiliation of the Association shall be considered to be an amendment to this Constitution. These amendments will be voted on as prescribed in Article VII A.6d. at a General Assembly which will be convened after notification of at least one month prior to voting. A representative of the CSN will be invited to address the General Assembly before any vote takes place.

## **CHAPTER 2: MEMBERSHIP**

### **1. DEFINITION**

- A. Membership is available only to those persons identified in the accreditation certificate. Anyone seeking membership in the Association must pay an Initiation fee to the Treasurer, and sign an application for membership in the Association, which must contain a promise to comply with the constitution of the Association. The said application for membership must be accepted by the Association’s executive and ratified by the General Assembly.

Once accepted, membership shall be considered retroactive to the date that the application was signed. If refused, the applicant shall receive a refund of his or her initiation fee.

The Initiation fee for new members is \$ 2.00.

- B. Persons choosing not to exercise their right to membership are entitled to representation only for the purpose of grievance.
- C. Members will retain their rights, privileges and responsibilities even in the following circumstances:
  - When laid-off yet retaining the right to be recalled.
  - When dismissed with a filed grievance sustained by the Association.
  - When on paid or unpaid leave.
  - When on strike or lockout.

D. Members must not belong to any other Association whose social program is in conflict with that of this Association.

**2. PRIVILEGES**

Only members are eligible to speak at meetings, vote, and hold office.

All persons identified by the accreditation certificate have the right to obtain a copy of the Collective Agreement and a copy of the constitution.

All persons identified by the accreditation certificate are subject to the articles in this constitution.

**3. DUES**

The dues that all members must pay are determined by a vote at the Association's General Assembly.

**CHAPTER 3: RESIGNATION, SUSPENSION, EXCLUSION AND REJOINING THE ASSOCIATION**

**1. RESIGNATION**

Any signed-up member submitting their resignation shall forfeit all Association privileges. The said resignation must be submitted in writing to the Secretary of the Association.

**2. SUSPENSION OR EXCLUSION**

A. Any member shall be liable to a suspension or an exclusion from the Association by the Association's Executive who:

- Neglects to abide by decisions of the General Assembly.
- Causes a serious prejudice to the Association
- Is active in or spreads propaganda in favour of outside associations that are detrimental to the interests of the members of the Association.

B. Any member who has been suspended or excluded from the Association shall lose the right to all Association benefits and advantages for as long as the suspension or exclusion has not been lifted.

**3. SUSPENSION AND EXCLUSION PROCEDURE**

A. The suspension or exclusion of a member shall be declared by the Association's Executive.

B. Before bringing the suspension or exclusion to the General Assembly the Executive must inform the member in writing of the accusations against him/her. The member will have at least 8 days' notice of a meeting with the Executive to explain and defend him/herself.

C. The decision of the Executive shall only take effect upon ratification by the Association's General Assembly.

**4. RECOURSE AND APPEAL PROCEDURE**

The suspended or excluded member has the following recourse.

A. If the member, whose suspension or exclusion has been declared by the Association's Executive and subsequently ratified by the General Assembly, wishes to appeal the decision, the member must do so by informing the Secretary of the Association within ten (10) calendar days following the ratification vote by the General Assembly.

B. In the case of an appeal, the appellant shall nominate someone to act as his or her representative on the appeal panel, and the Executive of the Association shall do the same; both representatives shall

then try to agree to the appointment of a presiding panel member; failing such agreement the Executive of the Conseil Central shall make the choice.

- C. The two respective panel representatives must be nominated within ten (10) calendar days from the date that the appeal is filed; the designation of the President by the Executive of the Conseil Central must be accomplished within the ten (10) calendar days that they are advised of the matter.
- D. The designated panel shall itself determine the procedure it wishes to follow; however, the panel must hear the submissions of both parties before rendering a decision.
- E. The unanimous or majority decision of the panel shall be final and binding on both parties. It must be rendered within the shortest possible time.
- F. If the member should win the appeal, the Association shall assume the entire cost of the appeal procedure including any loss of earnings if applicable; however, should the member lose the appeal, said member must assume the responsibility of the payment of their representative's fees and expenses incurred, resulting from the submission of the case to the appeal panel.
- G. The expenses of the President of the panel shall be assumed by the Association.
- H. If both parties agree on the choice of a sole arbitrator, the association shall assume all the expenses of the case.
- I. The suspension or exclusion of said member shall remain effective throughout the appeal procedure.

**5. REJOINING THE ASSOCIATION**

To rejoin the Association, a member who has resigned must be re-accepted by the Association's Executive.

A member who has been suspended or excluded from the Association can rejoin the Association pursuant to the conditions determined by the Association's Executive or by the general meeting, as the case may be.

**CHAPTER 4: UNION GOVERNING STRUCTURES – THE GENERAL ASSEMBLY**

**1. COMPOSITION OF THE GENERAL ASSEMBLY**

The general Assembly shall be made up of all members in good standing.

**2. GENERAL ASSEMBLIES – QUORUM AND CRITERIA FOR A BINDING VOTE**

- a) The quorum of a General Assembly is equal to 10% of all members in good standing, except as noted below in section (d) of the present Article.
- b) Any vote of the General Assembly indicating that the majority of the members present support a given resolution shall be a binding decision, except for the cases indicated in Articles (III c.), and (VII A.6d) of the present constitution, which decisions shall be made according to the procedures described within said articles.
- c) Any vote of the General Assembly shall generally be taken by a show of hands, except in the cases indicated in sub-paragraph d) of the present Article. However, at any time a member may ask that a vote be taken by secret ballot and this without debate.
- d) The following decisions must be taken by a secret ballot vote to be binding and must respect the following conditions:

1. Approval of the Collective Agreement

A common majority (50% + 1) of the members present at the meeting. For a collective agreement vote to be valid and binding, the members must be advised in the notice of meeting that a collective agreement vote is on the agenda of the meeting.

2. Strike Vote

A two-thirds majority of the members present at the meeting or a common majority of the total membership. For a strike vote to be valid and binding, the members must be advised in the notice of meeting that a strike vote is on the agenda of the meeting.

3. Disaffiliation

A quorum for disaffiliation shall be set at two-thirds of the total membership. A common majority within this quorum will be decisive. For a disaffiliation vote to be valid and binding, the members must be advised in the notice of meeting that a disaffiliation vote is on the agenda of the meeting.

4. Modification of the Constitution

A two-thirds majority of the members present at the meeting or a common majority of the total membership.

**3. POWERS AND FUNCTIONS OF THE GENERAL ASSEMBLY**

The General Assembly is the ultimate authority of the Association.

More specifically, it has the power:

- a) to determine the overall policies of the Association.
- b) to elect the Association's officers.
- c) to receive, amend, accept or reject all reports and accounts emanating from members of the Association, Union council and the Executive.
- d) to ratify, to amend, or to annul any decision emanating from the Executive.
- e) to create any committee that it deems necessary to fulfill the Association's functions and particularly to designate the bargaining committee for the Collective Agreement.
- f) to decide upon contract proposals, to accept or reject the employer's offer(s), to decide on strike action or other forms of protest.
- g) to modify the Association's constitution and bylaws.
- h) to set the amount of dues.
- i) to vote upon annual budgets that have been submitted for approval by the Association's Executive.
- j) to deal with documents related to the administration of the Association's funds.
- k) to act upon and decide on all matters that are so judged to be in the interests of the proper functioning of the Association.

**4. REGULAR GENERAL ASSEMBLIES**

There must be at least one regular General Assembly of all members during each of the fall and winter terms. The fall General Assembly shall be considered the annual General Assembly and shall be scheduled as outlined in the section entitled "Annual General Assembly".

**5. THE ANNUAL GENERAL ASSEMBLY**

- a) The annual General Assembly will take place no later than seven (7) months after the end of the fiscal year which terminates on May 31.
- b) At least (2) two weeks notification must be given prior to the annual General Assembly. This will be done jointly by regular mail, electronic mail and through the Union Council.
- c) The Agenda that is to be proposed to the General Assembly should be clearly indicated on the notice of meeting. The following information must also be transmitted at that time:
  - the date of the meeting:
  - the time of the meeting:
  - the location of the meeting:
- d) The annual General Assembly must include:
  - the presentation and adoption of the financial statements for the fiscal year just ended and the budgetary provisions for the coming year.
  - Election of Executive officers as necessary.

**6. SPECIAL AND EMERGENCY GENERAL ASSEMBLIES**

- a) Special General Assemblies may be convened by the President of the Association, upon approval of the Executive of the Association; usually after an official notice of at least twenty-four (24) hours. However, in an emergency situation, the Executive of the Association may call such a meeting within less than 24 hours but within a reasonable period of time. The notice of meeting must indicate the reason(s) for the said meeting. Only this (these) subject(s) can be discussed at the said meeting.
- b) At any time, the number of members corresponding to the quorum of a General Assembly, may obtain the calling of a special General Assembly by submitting to the President of the Association a written petition signed by them which indicates the purpose(s) or subject(s) of such a meeting. The President of the Association must then proceed to convene the said special General Assembly within the eight (8) days following receipt of the petition, respecting the procedure and time limits outlined above.
- c) The Executive of the Association must call a special General Assembly when so requested by the Executive of the Federation, the Conseil Central or the CSN, which bodies will request such a meeting only when the reasons are serious and judged to be in the Interest of the Association's members and the labour movement in general.

**CHAPTER 5: UNION GOVERNING STRUCTURES – THE EXECUTIVE**

**1. LEADERSHIP OF THE ASSOCIATION**

The Association shall be headed by an Executive.

**2. COMPOSITION**

The Executive shall be made up of five (5) Executive officers:

- a) the President
- b) the First Vice-President
- c) the Secretary
- d) the Treasurer
- e) the Second Vice-President

**3. ELIGIBILITY**

Any member, in good standing, is eligible to become an Association officer.

When an election for Association officers is held, a member unable to attend may accept the nomination to a position providing that that member's nomination is put forward by a member present at the election meeting, who must provide a signed document from the absent member which states his/her acceptance of the nomination.

#### **4. POWERS AND FUNCTIONS OF THE EXECUTIVE**

The duties of the Executive are as follows:

- a) to guide the Association's affairs.
- b) to determine the time and place of General Assemblies, union council meetings and executive committee meetings.
- c) to authorize expenditures set out in the budget whose maximum amount has been determined by the General Assembly; to check the Treasurer's accounting books and reports.
- d) to adopt budgetary provisions for recommendation to the General Assembly.
- e) to ensure that the rules and regulations adopted by the General Assembly are respected.
- f) to set up any committee required to study, to discuss, to promote or to further the goals of the Association.
- g) to name people to represent the Association to the various bodies in which the Association participates.
- h) to accept new members.
- i) to receive individual member's complaints, to examine and deal with them.
- j) to receive and examine all communications and information submitted to them by the General Assembly, and to report back to the General Assembly.
- k) to abide by the decisions made by the General Assembly, which constitute a mandate to be executed on behalf of all of the members of the Association.
- l) to submit to the General Assembly any question or issue requiring a vote by the members.
- m) to present a report of the previous year's activities and accomplishments to the annual General Assembly.
- n) to temporarily replace the President when an absence of a short period of time occurs, as per article 7b below (duties of Executive Officers).
- o) to make arrangements for the maintenance of an office for the Association.
- p) to be voting members and to be counted in the quorum of the General Assembly. The President shall chair the General Assembly but will vote only in the case of a tie.

#### **5. MEETINGS**

The Executive shall meet once a month, in accordance with the provisions that they, themselves, shall determine.

#### **6. QUORUM AND CRITERIA FOR A BINDING VOTE**

The quorum of the Executive is 60% of the people that have been duly elected to the Executive. The decisions of the Executive shall be made by a majority vote of the members present.

#### **7. DUTIES AND AUTHORITY OF EXECUTIVE OFFICERS**

**A. THE PRESIDENT**

- shall chair the General Assembly, Special and Emergency General Assemblies.
- to oversee the proper application of the union’s bylaws and to make sure that each officer of the union carefully executes the duties of their mandate.
- to jointly sign the union’s cheques and financial statements along with the Treasurer.
- to be responsible for the union’s external statements (to the media, to affiliated union bodies etc.)
- to sit ex-officio on all union committees.
- has the right to vote only in the case of a tie vote.

**B. VICE-PRESIDENTS**

In the absence of the President or in the case of his or her inability to act the Vice-Presidents shall replace the President.

They are responsible for the proper handling of any particular file that the executive committee may attribute to them.

**C. SECRETARY**

- to ensure that the minutes of the General Assembly and Union Council are recorded and are available to the membership.
- to communicate with the membership regarding time and place of meetings and other union events.
- to maintain files of all union correspondence.
- to prepare all necessary documents for the General Assembly, Executive Committee and Union Council.
- to track the Bank of Hours.

**D. TREASURER**

- to be responsible for the union’s financial administration.
- to ensure that all financial transactions are properly recorded as per the system established by the CSN.
- to collect all union dues and any monies owed to the union.
- to make all disbursements authorized by the Executive Committee and to sign cheques jointly with the President.
- to make available to any union member all accounting documentation.
- to prepare the budgetary provisions and the annual financial statement, and ensure their presentation to the Executive Committee, The Union Council and the General Assembly.
- to make available, at all times, the union’s ledgers and all other necessary documents to the duly authorized representative of the Executive Committee of the CSN and to the union’s own auditing committee.

**8. LENGTH OF TERM OF OFFICE**

The term of office of the Executive officers shall be as follows:

three (3) years – President and First Vice-President

two (2) years – Second Vice-President, Secretary, and Treasurer

**9. ELECTION PROCEDURE**

- a. The meeting at which Association Executive elections are held shall name a chairperson of the election, someone to take the minutes of the election and Scrutineers to participate in the counting of the ballots. The Preceding persons may not be nominated to any of the positions being filled.
- b. If only one person accepts the nomination to any of the positions to be filled, that person shall be declared elected by acclamation.

- c. If a vote is necessary, it is to be conducted by secret ballot. The scrutineers shall count the ballots and report the results to the chairperson of the election; the latter shall only vote in the case of a tie.
- d. Only members present at the meeting shall be entitled to vote.
- e. To be elected the candidate must obtain the plurality of votes cast.

**10. COMPENSATION**

The officers of the Executive of the Association are not entitled to any remuneration or stipend (allowance for presence). However they shall be compensated for travel expenses, accommodation expenses, meal expenses, or babysitter fees that are incurred in the course of Association duties and as needed, subject to the standards of the CSN.

When Association duties require an absence from work, the remuneration allotted shall not exceed the regular pay of the member who has been discharged from work.

**11. IMPEACHMENT OF MEMBERS OF THE EXECUTIVE**

- a. The impeachment of a member of the Executive is initiated when a petition of Impeachment, circulated by any member in good standing, is signed by fifteen percent of the membership.
- b. Copies of said Petition, dated and duly signed, are to be submitted to the subject of impeachment and to any other member of the Executive who will then chair the impeachment proceedings.
- c. The said Chairperson shall convene a special General Assembly of the Association. Notice of the meeting shall be circulated to the general membership within one week of the receipt of the Petition of Impeachment. The special General Assembly will take place within three weeks of receipt of the aforesaid petition. The meeting may take place so long as a quorum of 15% of the membership is present. The Petitioner shall present the grounds for Impeachment at this meeting. The subject may then present a defense against these charges. The Petition of Impeachment shall be adopted if two-thirds of those present at the proceedings or a common majority of the total membership vote in its favour. Should the petition be adopted the subject will be deemed to be dismissed from office. In that case the usual regulations pertaining to a vacancy in the Executive shall be in effect.

**CHAPTER 6: UNION COUNCIL**

**1. COMPOSITION:**

Union Council shall be made up of the Executive Committee and the Area Representatives. Area representatives shall be determined on the basis of geographical location and/or Departmental affiliation with a view to effective communication between members and balanced representation for all members.

**2. ELIGIBILITY:**

Any member in good standing is eligible for election to Union Council.

**3. ATTRIBUTES OF UNION COUNCIL:**

Union Council shall give advice and support to the executive and serve as a liaison between the Executive and the membership at large.

**4. DUTIES OF THE AREA REPRESENTATIVE:**

- To inform the group he/she represents of the decisions and concerns of the council and to bring the suggestions and concerns of the membership to the attention of council.
- To personally convene the members in the group he/she represents to all General Assemblies.

- To accompany, or designate an alternate to accompany members of his/her area in meetings with the employer.
- To advise members of his/her area of their rights under the Collective Agreement.
- To ensure that newly hired personnel join the union.

**5. ELECTION OF MEMBERS TO UNION COUNCIL:**

The Executive shall ensure that all areas have fair and adequate representation on Union Council. Area Reps are chosen by the members in their area. Their election may be by acclamation or by secret ballot as the case may be. Representatives may be recalled by petition to the Executive, which may investigate and hold new elections. The term shall be two years.

**6. UNION COUNCIL CHAIR:**

Union Council shall elect, from among council members, a chair who will serve for a term of two years. The Chair, in consultation with the Executive, shall ensure that council meets on a regular basis. The Chair, in consultation with the Union President, other Executive Committee members, and council members shall prepare an agenda for meetings. The Chair may also include on the agenda items brought forward by the membership at large and will ensure that all union committees report at least once a year to council.

**CHAPTER 7: FINANCIAL STATEMENTS AND AUDITING COMMITTEE**

**1. FISCAL YEAR AND ANNUAL REPORT**

- a. The fiscal year of the Association shall be from June 1 to 31 May of the following year.
- b. The treasurer shall prepare the annual financial statement, and ensure its presentation to the Executive Committee, The Union Council and the General Assembly.
- c. Copies of the annual financial statement shall be made available upon request to members of the Association. A condensed version of these statements shall be prepared by the Treasurer and shall be circulated to each member in the same mailing which announces the general meeting at which they will be discussed. Original copies of the statements shall bear the signatures of the Treasurer and one other member of the Executive.

**2. AUDITING THE UNION'S BOOKS**

At any time, a person authorized to represent the federation, central council or the CSN may proceed with an audit of the books of the union. The treasurer shall submit all books and any other necessary documents requested by this authorized representative.

- a. Three members of the union shall be elected as the union's auditors in the same manner as other committees of the union. No executive member may act as a member of this committee.
- b. The auditing committee shall meet annually to audit the previous year's books. The treasurer must be present at these meetings, unless the committee asks to meet without him or her present. The quorum for these meetings is two (2) members of the committee.
- c. The auditing committee shall examine all revenues and expenses; examine, authenticate and reconcile the union's bank account, the Treasurer's report, as well as any other relevant financial accounts.
- d. Upon completion of its work the auditing committee shall report to the Executive, Union Council and the General Assembly.

## **CHAPTER 8: AMENDMENTS TO THE CONSTITUTION**

### **1. GENERAL PROTOCOL FOR AMENDMENT**

- a. Any motion aiming to modify, in total or in part, the present constitution, or wishing to change the name of the Association must be presented, in writing, to the Executive at least one month prior to the general assembly.
- b. Any modification of the constitution must be approved by either a two-thirds majority of the members present or by a common majority of the total membership. A copy of any modification of the constitution must be forwarded to the Federation, the Central Council and the CSN.
- c. Any modifications to this constitution affecting the union's affiliation with the CSN, Federation or Central Council must adhere to the provisions of Chapter 1, Paragraph 3 regarding affiliation.

### **2. DISSOLUTION OF THE ASSOCIATION**

The voluntary dissolution of the Association shall be declared when two-thirds (2/3) of the members present or a common majority of the total membership at a special meeting convened for this purpose so approve.

Upon declaration of the dissolution of the Association, the assets of the Association shall be forwarded to the Professional Defense Fund (FDP) of the CSN, unless the general meeting has decided otherwise.

## **APPENDICES**

**RULES OF ORDER:** CUUSS-TS, while reserving the right to apply the CSN's Code in a manner that reflects its own particular environment, does respect the spirit and letters of the CSN's Code for Rules of Order at all its General Assemblies and at any other meetings where it deems this procedure is required. A summary of our best practice is outlined below and is based on the CSN's summary of its rules of order in the September 13, 2005 document entitled "STANDARD CONSTITUTION OF A CSN UNION".

### **RULES OF ORDER**

#### **ARTICLE 1 - CALLING THE MEETING TO ORDER AND THE AGENDA**

The president shall call the meeting to order at the prescribed time. The president shall not depart from the agenda, unless a majority of the members present so decide.

#### **ARTICLE 2 - PUTTING A QUESTION TO VOTE**

Except where otherwise specified, a majority of the members present shall be necessary for a motion to be binding. Only in the case of a tie vote shall the president have the right to vote.

#### **ARTICLE 3 - VOTE**

When a vote is called all discussion shall cease; the question shall be put to a vote by a show of hands, unless a secret ballot is duly requested.

Any member may request that a vote be taken by secret ballot, as long as the member has so requested before the president has called for the vote. However, as outlined in the constitution, secret ballot voting shall apply in all matters relating to elections, approval of a collective agreement, strike votes, disaffiliation, and modification to the constitution and dissolution of the union.

#### **ARTICLE 4 - NOTICE OF MOTION (MOTION TO RECONSIDER)**

To rescind a motion that has already been duly adopted by the general meeting one must proceed as follows:

- a) A notice of motion must be presented to a general meeting by a union member. Said notice of motion cannot be discussed at the meeting at which it is presented.
- b) At the following general meeting, the member who has presented the motion must be present. After said member has spoken on the motion, said motion must receive the support of a majority of the members present so as to put the original motion that is to be reconsidered back on the table. Once the original motion is back on the table a majority vote of the members present is again necessary.

#### **ARTICLE 5 - ADJOURNMENT OR CLOSING THE MEETING**

A motion to adjourn a meeting can always be received by the chair, however it can be defeated by a majority vote of the members present. The president shall close the meeting when the agenda has been completed.

#### **ARTICLE 6 - MOTION**

Every motion must be seconded, written down in the minutes by the secretary and read to the meeting before the discussion begins. At this point, the motion belongs to the meeting and it cannot be called back without the unanimous approval of the meeting.

#### **ARTICLE 7 - PRECEDENCE OF A MOTION**

As long as a motion has not been disposed of, no other motion may be received by the chair except one aiming to amend, to table, to refer to a committee, to put immediately to a vote (previous question) or to adjourn the meeting.

#### **ARTICLE 8 - AMENDMENT**

An amendment must refer to the subject of the principal motion. The amendment cannot bring up a totally new matter, however it shall be received by the chair even if altogether changes the nature of the principal motion, without straying from the subject. On the other hand, without seeking to change the nature of the principal motion, an amendment may simply delete, add or replace certain words in the original motion.

#### **ARTICLE 9 - SUB-AMENDMENT**

A sub-amendment must only refer to the terms of the amendment. It must only aim to delete, to add, or to replace certain words in the amendment. It must not seek to bring back the terms of the original motion that were modified by the amendment.

#### **ARTICLE 10 - PREVIOUS QUESTION**

The previous question permits discussion to be terminated, if at least five (5) speakers have already spoken to the motion, the amendment or the sub-amendment, thereby forcing the meeting to immediately decide and vote on the question at hand. The member who moves the previous question must not have spoken earlier on the motion. To be carried, the previous question must receive the support of two-thirds (2/3) of the members present. If the previous question is defeated, it may not be presented again until there have been five (5) more speakers.

The member who presents the previous question must indicate whether it applies to the sub-amendment, the amendment or the principal motion. Moreover, said member must indicate whether they permit those inscribed on the speaker's list to speak.

#### **ARTICLE 11 - PRIVILEGED MOTIONS**

Privileged motions are designed to permit a member, at any time during a meeting, to raise any pressing matter dealing with a unique item or a question of widespread interest to the union.

#### **ARTICLE 12 - ETIQUETTE**

Once a meeting has been called to order, members must remain seated and strictly quiet so as not to disturb the proceedings.

When a member is given the floor, he or she must stand and address the chair. He or she must not stray from the subject under study and must avoid insults, contempt, threats, racist or sexist comments, personalizing any comments, as well as crude language. When several members ask for the floor at the same time, the president shall decide who shall be called upon first.

#### **ARTICLE 13 - RIGHT TO SPEAK**

The president shall give the floor to speakers who so desire, in the sequence that said speakers have indicated their desire to speak, however, a speaker shall not be recognized a second time until all who desire to speak on the first turn have done so. The same shall apply for succeeding turns. The president may require that speakers limit their statements to five (5) minutes on their first turn and three (3) minutes on their second.

#### **ARTICLE 14 - TO CALL BACK TO ORDER**

Any member who strays from the subject, or who uses injurious language shall be immediately call back to order by the president; in the case of a recurrence, the latter, on the instruction of the meeting, shall no longer recognize the member's right to speak for the duration of the meeting.

#### **ARTICLE 15 - POINT OF ORDER**

When a point of order is raised, all discussion shall cease. The president shall dispose of the point of order, unless an appeal is put to the general meeting.

#### **ARTICLE 16 - PROCEDURAL DISPUTE**

Where there is a dispute regarding a procedure not covered by the present constitution, the rules of order of the CSN shall prevail.