

PROPOSED AMENDMENTS TO LOCAL 786 BYLAWS

SECTION 5 – REGULAR AND SPECIAL MEMBERSHIP MEETINGS

CURRENT LANGUAGE

- a) Regular membership meetings of Local 786 shall be held every month, except for July and August. Meetings shall be held on the first Tuesday at 7:30pm. Notice of each regular membership meeting, outlining date, time and location shall be posted for the membership at least seven (7) days in advance of the meeting.

PROPOSED AMENDMENT

- a) Regular membership meetings of Local 786 shall be held every month, except for July and August. **Executives shall run the business of CUPE Local 786 for the months of July and August. Meetings shall be held in-person or virtually** ~~Meetings shall be held~~ on the first Tuesday at 7:30pm. Notice of each regular membership meeting, outlining date, time and location shall be posted for the membership at least seven (7) days in advance of the meeting.

REASON

There is no GMM in the months of July and August

CURRENT LANGUAGE

- e) The order of business at regular membership meetings is as follows:
1. Roll call of officers
 2. Reading of Equity Statement
 3. Voting on new members and initiation
 4. Reading and approval of minutes of previous meeting
 5. Matters arising
 6. Treasurer's report and approving expenditures
 7. Correspondence
 8. Executive Board report
 9. Reports of committees and delegates
 10. Nominations, Elections, or Oath of Office
 11. Unfinished business
 12. New business
 13. Good of the Union
 14. Adjournment

PROPOSED AMENDMENT

e) The order of business at regular membership meetings is as follows:

1. **Acknowledgement of Indigenous Territories**
2. Roll call of officers
3. Reading of Equity Statement
4. Voting on new members and initiation
5. Reading ~~and approval~~ of **the** minutes ~~of previous meeting~~
6. Matters arising **from the minutes**
7. **Secretary**-Treasurer's report ~~and approving expenditures~~
8. ~~Correspondence~~**Communications and bills**
9. Executive Board report
10. Reports of committees and delegates
11. Nominations, Elections, or ~~Oath of Office~~**Installations**
12. Unfinished business
13. New business
14. Good of the Union
15. Adjournment

REASON

Housekeeping to bring bylaws inline with the National Constitution

SECTION 8 – DUTIES OF OFFICERS

CURRENT LANGUAGE

Each Officer of Local 786 is required to participate in CUPE educational courses to enhance their leadership skills and expand their knowledge and expertise. All signing officers of Local 786 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. All Officers must attend Financial Officers Training and Leadership Executive Training within three (3) months of taking office.

PROPOSED AMENDMENT

Each Officer of Local 786 is required to participate in CUPE educational courses to enhance their leadership skills and expand their knowledge and expertise. All Officers must **be scheduled to** attend Financial Officers Training and Leadership Executive Training within three (3) months of taking office.

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 786 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)

REASON

Housekeeping

CURRENT LANGUAGE

- a) The President shall:
- Enforce the CUPE National Constitution, these Local Union bylaws, and the Equality Statement.
 - The Office of the President shall be a full-time position; booked-off from their position for the term of office; and, paid at the highest wage grade in any of the bargaining units.
 - Preside at all membership and Executive Board meetings and preserve order.
 - Decide all points of order and procedure (subject always to appeal to the membership).
 - Provide a detailed report to the Membership of their Union activities for each month at the Regular Membership and Executive Board meetings
 - Ensure that all Officers perform their assigned duties.
 - Fill committee vacancies where elections are not provided for.
 - Introduce new members and conduct them through the initiation ceremony.
 - Sign all cheques, except for payments to the President or when he/she is not available.
 - Ensure that the Local Union's funds are used only as authorized or directed by the CUPE National Constitution, Local Union bylaws, or vote of the membership.
 - Be allowed necessary and reasonable funds, to reimburse the President or any Officers for expenses incurred on behalf of the Local Union. Expense claims must be listed on a proper form outlining the expense, the reason for the expense and with supporting receipt(s) attached.
 - Be ex-officio (by virtue of office) member of all committees
 - The President or designate shall be a constitutional delegate to all conferences and conventions.
 - The President or designate shall attend all arbitrations and negotiations between each Unit and their Employer as per their respective collective agreements.
 - The President, or the President's designate, shall be the official spokesperson for the Local with the media.
 - On termination of office, surrender all books, papers, seals, documents, and any other property of the Local.

PROPOSED AMENDMENT

- Provide a ~~detailed~~ report to the Membership of their Union activities for each month at the Regular Membership and Executive Board meetings

REASON

Housekeeping (it is a report doesn't need the word detail)

CURRENT LANGUAGE

- b) The Vice-President shall:
- In the absence of the President, fulfill the duties of the office of President.
 - Be ex-officio to the redeployment committee.
 - If the office of the President falls vacant, be Acting President until a new President is elected.
 - Render assistance to any member of the Executive as directed by the Executive Board.
 - Sign all cheques in lieu of the President or Secretary-Treasurer when they are unavailable, except when payments are for the Vice-President.
 - Ensure that the Local Union's funds are used only as authorized or directed by the CUPE National Constitution, Local Union bylaws, or vote of the membership.
 - On termination of office, surrender all books, papers, seals, documents, and any other property of the Local.

PROPOSED AMENDMENT

ADD

- **The Office of the Vice-President shall be a full-time position; booked-off from their position for the term of office; and, paid at their regular salary.**
- **Review all part-time hours to facilitate full-time/part-time job positions**
- **Assist in all activities relating to full-time and part-time jobs.**
- **Maintain and track all month end movements (vacancies) of all CUPE Local 786 jobs.**
- **Oversee all return-to-work contracts.**
- **Oversee all workload complaints.**
- **The Vice-President shall be a constitutional delegate to all conferences and conventions.**
- **The Vice-President shall attend all arbitrations and negotiations between each unit and their Employer as per their respective collective agreements.**

REASONS

Increased workload, duties, and responsibilities, to ensure all FT/PT positions are maintained in the hospital, to ensure no loss of positions, to protect our members, to ensure accurate/seamless coverage of Presidential duties

CURRENT LANGUAGE

c) The Chief Steward shall:

- Conduct and chair all stewards' meetings and preside over all grievance committee meetings
- Be a full-time position; booked-off from their position for the term of office; and, paid at their regular salary.
- Coordinate all complaints, grievances, mediations, and arbitrations between the Local and the Employer.
- Coordinate on an as needed basis with the CUPE National Representative, and/or Union Stewards and the respective grievance committee members.
- Responsible for all reports of the grievance committee, that shall be submitted first to the Executive Board, then to the General Membership Meeting and to none other, except as may be directed by the Executive Board.
- Recommend to the Executive board any and all grievances to go, or not to go, to mediation and/or arbitration, based on the grievance's merit(s).
- Be ex-officio to the redeployment and scheduling committee.
- Assist in all activities relating to grievances and membership queries.
- For all newly elected stewards, provide orientation/shadowing meetings
- Make sure time limits are met or extended
- See that all stewards perform their duties as assigned and hold a meeting with all stewards 8 times per year adjacent to the Executive meetings.
- Keep the President and Vice-President informed of all steward activities
- On termination of office, surrender all books, papers, seals, documents, and any other property of the Local.

PROPOSED AMENDMENT

- See that all stewards perform their duties as assigned and hold a meeting with all stewards 8 times per year ~~adjacent to the Executive meetings.~~

REASON

Housekeeping (will have 8 meetings does not need to be after the executive)

CURRENT LANGUAGE

d) The Recording Secretary shall:

- Keep full, accurate, and impartial account of the proceedings of all regular or special membership and Executive Board meetings. These records must also include a copy of the full financial report (Executive Board meetings) and the written financial report (Membership meetings) presented by the Secretary-Treasurer. The record will also include Trustee reports.
- Record all amendments and/or additions in the bylaws and make certain that these are sent to the National President for approval.
- Answer correspondence and fulfil other administrative duties as directed by the Executive Board.
- Keep a record of all correspondence received and sent out.
- Prepare and distribute all notices to members, including electronic versions.
- Have all records ready on reasonable notice for the Trustees or auditors.
- Be empowered, with the approval of the membership, to employ administrative assistance to be paid for out of the Local Union's funds.
- Arrange for representation of the Local at any appropriate educational seminar or conference as directed by the Executive Board.
- Be an ex-officio member of the Local's Negotiating and Redeployment Committees, as deemed appropriate by the Executive Board.
- Be responsible for keeping all records of the Local for not less than seven (7) years, including meetings minutes, correspondence, and other records.
- Be afforded two paid Union Leave days per month to complete the duties of their office.
- Upon election to the position, be registered for the CUPE Recording-Secretary training course at the earliest convenience to properly fulfill the responsibilities and ensure the records of the Local are properly prepared and maintained.
- On termination of office, surrender all books, papers, seals, documents and any other property of the Local.

PROPOSED AMENDMENT

- Be afforded ~~two~~**four (4)** paid Union Leave days per month to complete the duties of their office.

ADD

- **Send all book off requests to the Employer for approval and keep full accurate records of approvals and denials.**
- **Oversee all social media and portal information to be put out by the local, including but not limited to email blasts and portal postings.**
- **Prepare all the documents needed by committees and for all membership meetings.**
- **Oversee registering members with approval to attend CUPE education and conferences.**
- **Arrange for the booking of halls and rooms for meetings as directed and/or approved by the executive board or membership.**
- **Maintain Portal.**

REASON

Increased workload, duties, and responsibilities, to ensure document accuracy, member engagement and updated on current events, to ensure organization and accuracy, housekeeping

CURRENT LANGUAGE

- e) The Secretary-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, except for payments to the Secretary-Treasurer or when he/she is unavailable.
 - Ensure that the Local Union's funds are used only as authorized or directed by the CUPE National Constitution, Local Union bylaws, or vote of the membership.
 - Shall arrange for the President, Vice-President and (1) other Executive member to provide secondary signatures on cheques if required.
 - 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 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, 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 Secretary-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, or the Vice-President. *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 twice each calendar year and within a reasonable time and 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.

- Be afforded two paid Union Leave days per month to complete the duties of their office.
- Surrender to their successor, through the President's position, all properties, and assets, all monies, including funds, books, papers, records belonging to the local, seals, documents, receipts, and other property of the local.

PROPOSED AMENDMENT

- Be afforded ~~two~~**three (3)** paid Union Leave days per month to complete the duties of their office.

ADD

- **Have the local's budget completed and ready for approval no later than the February GMM.**
- **Effective post 2024 elections, the Secretary-Treasurer will arrange an independent audit to be done by a union certified auditor. To ensure accurate documentation, procedures, and expenditures for CUPE Local 786 to be completed every two (2) years.**

REASON

Financial assistance, Local financial protection, increased workload

CURRENT LANGUAGE

f) The Trustees shall:

- Three (3) Trustees shall be elected by the membership at large at the biennial elections, on a 1, 2, and 3-year basis, to have proper coverage.
- Act as an auditing committee on behalf of the members and audit the books and accounts of the Secretary-Treasurer, the Recording Secretary, and the Committees at least twice every calendar year. The Audits shall occur within four (4) months of each six (6) month period (Jan-June & July-Dec)
- Make a written report of their findings to the first membership meeting following the completion of each audit.
- Submit at the same time in writing to the President and Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local Union's funds, records, and accounts are being maintained by the Secretary-Treasurer in an organized, correct, and proper manner.
- Be responsible to ensure that monies have not been paid out without proper constitutional or membership authorization.
- Ensure that proper financial reports have been given to the membership.
- Audit the record of attendance.
- Inspect at least twice 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) Secretary-Treasurer Report to the Trustees
- iv) Recommendations made to the President and Secretary-Treasurer of the Local Union
- v) A copy of the Secretary-Treasurers or membership response to the recommendations/concerns they have raised.
- Upon election to this position, the Trustee shall be registered for the CUPE Financial Officer Training course at earliest convenience to ensure proper training to fulfill the duties and responsibilities of this office.

PROPOSED AMENDMENT

- f) The Trustees shall:
- Three (3) Trustees shall be elected by the membership at large at the biennial elections, on a 1, 2, and 3-year basis, to have proper coverage.
 - ~~Act as an auditing committee on behalf of the members and audit the books and accounts of the Secretary-Treasurer, the Recording Secretary, and the Committees~~ **at least Trustees must audit the financial records of the Local Union and examine or inspect all property and assets of the Local Union,** twice every calendar year. The Audits shall occur within four (4) months of each six (6) month period (Jan-June & July-Dec)
 - **After completing the audit, the Trustees must make a written report of any recommendations or concerns about how the Secretary-Treasurer keeps the financial records, funds, and accounts of the Local Union. The written report will be sent to the President and Secretary-Treasurer.**
 - **After completing the audit, the Trustees will report in writing on the conditions of the funds and accounts and the number of members in good standing, admitted, expelled, suspended, or withdrawn to the next regular membership meeting of the Local Union. Make a written report of their findings to the first membership meeting following the completion of each audit.**
 - ~~Submit at the same time in writing to the President and Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local Union's funds, records, and accounts are being maintained by the Secretary-Treasurer in an organized, correct, and proper manner.~~
 - Be responsible to ensure that monies have not been paid out without proper constitutional or membership authorization.
 - ~~Ensure that proper financial reports have been given to the membership.~~
 - ~~Audit the record of attendance.~~
 - ~~Inspect at least twice 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.~~
 - **The Trustees must send to the National Secretary-Treasurer and to the assigned National Representative:**
 - i) **a Trustees' Report on the form approved by the National Secretary-Treasurer;**

- ii) a copy of their written report to the membership;
- iii) a copy of the written report made to the President and Secretary-Treasurer under Article B.3.12(a); and
- iv) a copy of the written response of the Secretary-Treasurer.

~~• 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) Secretary-Treasurer Report to the Trustees~~
- ~~iv) Recommendations made to the President and Secretary-Treasurer of the Local Union~~
- ~~v) A copy of the Secretary-Treasurer's or membership response to the recommendations/concerns they have raised.~~

- Upon election to this position, the Trustee shall be registered for the CUPE Financial Officer Training course at earliest convenience to ensure proper training to fulfill the duties and responsibilities of this office.

REASON

To align with the 2021 CUPE Constitution

CURRENT LANGUAGE

- g) The Membership Officer shall:
 - Guard the inner door at membership meetings and admit no one but members in good standing or officers and officials of CUPE, except on the order of the President and with consent of the members present.
 - Assist in maintaining the record of membership attendance at meetings.
 - Review and report on the monthly dues, month end and part-time hours reports.
 - Arrange for the booking of halls and rooms for meetings as directed and/or approved by the Executive Board or membership.
 - Attend and represent the Local at all orientation sessions for new hires.
 - Perform such other duties as may be assigned by the Executive Board from time to time.

PROPOSED AMENDMENT

- g) The Membership Officer shall:
 - Guard the inner door at membership meetings (**virtual/in-person**) and admit no one but members in good standing or officers and officials of CUPE, except on the order of the President and with consent of the members present.
 - Assist in maintaining the record of membership attendance at meetings.
 - Review and report on the monthly dues, month end and part-time hours reports.

- ~~• Arrange for the booking of halls and rooms for meetings as directed and/or approved by the Executive Board or membership.~~
- Attend and represent the Local at all orientation sessions for new hires.
- **Maintain a detailed log of all members status for good standing accuracy and ensuring all members are CUPE Local 786.00 and 786.02 members and a re in good standing.**
- **All documentations and records are to be kept at the Local Union office.**
- **Completing and dispersing all CUPE membership cards.**
- Perform such other duties as may be assigned by the Executive Board from time to time.

REASON

Duties assigned to Recording Secretary, housekeeping

CURRENT LANGUAGE

- h) The Health & Safety Officer shall:
- Complete Level 1 Health and Safety training and may be required to complete any other workplace specific health and safety training as directed by the Executive Board and/or general membership.
 - Coordinate all needed education for members on Health and Safety committees
 - Ensure that all Joint Health and Safety Committees in the workplace(s) are functioning properly. Receive and report all incidents', accidents, outstanding Hazardous conditions, or other related business of health and safety to the Executive Board with recommendations and forward such to the general membership.
 - Work within the guidelines of the respective Collective Agreement, the Ontario Occupational Health and Safety Act, the Health Care Regulations, and any other Legislation that will enable them to help protect our Local Members from Injury.
 - On termination of office, surrender all books, papers, seals, documents, and any other property of the Local.

PROPOSED AMENDMENT

- h) The Health & Safety Officer shall:
- Complete Level 1 **& 2** Health and Safety **certification** training and may be required to complete any other workplace specific health and safety training as directed by the Executive Board and/or general membership.
 - ~~• Coordinate all needed education for members on Health and Safety committees~~
 - Ensure that all Joint Health and Safety Committees in the workplace(s) are functioning properly. Receive and report all incidents', accidents, outstanding Hazardous conditions, or other related business of health and safety to the Executive Board with recommendations and forward such to the general membership.

- Work within the guidelines of the respective Collective Agreement, the Ontario Occupational Health and Safety Act, the Health Care Regulations, and any other Legislation that will enable them to help protect our Local Members from Injury.
- **Coordinate all required and pertinent education/information for members on the health and safety committee**
- **Appoint health and safety reps for each site committee.**
- **Provide guidance and assistance on any of the health and safety needs.**
- **Fill and/or backup all H&S meeting minutes, Section 52s, follow up on 52's, notes, and pertinent information onto the local's server.**
- **Organize, prepare, and chair meetings with all Health and Safety reps, minimal four (4) times per year.**
- **Liaise with WSIB/RTW officer.**
- **Responsible for providing reference material for Health and Safety reps.**
- **Communicate with members and employer to improve/resolve health and safety issues in the workplace.**
- **Be afforded two (2) paid union leave days per month to complete the duties of their office.**
- **Complete inspections of all sites.**
- **Review all incident reports of loss of time related to health and safety issues.**
- **Be able to attend and assist on any local grievances dealing with health and safety issues.**
- **Monitor that all health and safety reps are performing their duties.**
- On termination of office, surrender all books, papers, seals, documents, and any other property of the Local.

REASON

Duties assigned to Recording Secretary, housekeeping

CURRENT LANGUAGE

- i) The WSIB/RTW Officer shall:
- Complete Level 1 WSIB training and may be required to complete any other WSIB/RTW training as directed by the Executive Board and/or general membership.
 - Assist all members requiring help related to Workplace Safety Insurance Board (WSIB) Claims, accommodation, and return-to-work (RTW) plans.
 - Attend all WSIB/RTW meetings with the members and their respective employer.
 - Coordinate with the National Representative any W.S.I.B. claims from the Local approved for advocacy.
 - On termination of office, surrender all books, papers, seals, documents, and any other property of the Local.

PROPOSED AMENDMENT

- i) The WSIB/RTW Officer shall:
- Complete Level 1 & 2 WSIB training and may be required to complete any other WSIB/RTW training as directed by the Executive Board and/or general membership.
 - Assist all members requiring help related to Workplace Safety Insurance Board (WSIB) Claims/**appeals**, accommodation, and return-to-work (RTW) plans.
 - Attend all WSIB/RTW meetings with the members and their respective employer.
 - Coordinate with the National Representative any W.S.I.B. claims from the Local approved for advocacy.
 - **Be afforded four (4) paid union leave days per month to complete the duties of their office.**
 - **Follow-up with WSIB Specialist and members.**
 - **File and/or backup all WSIB/RTW meeting minutes, notes, and pertinent information onto the local server.**
 - On termination of office, surrender all books, papers, seals, documents, and any other property of the Local.

REASON

Increased workload, housekeeping

CURRENT LANGUAGE

- k) The Site Chairs shall:
- Be employed within the Unit and Site in which they represent.
 - Attend meetings related to their specific Bargaining Unit as directed by the Executive Board and/or the President.
 - Be a member of the Grievance Committee and any other committee that pertains to their respective Bargaining Unit as directed by the Executive Board.
 - Within three (3) months of assuming office complete Introduction to Stewarding.

PROPOSED AMENDMENT

- k) The **Honeywell** Site Chairs shall:
- Be employed within the Unit and Site in which they represent.
 - Attend meetings related to their specific Bargaining Unit as directed by the Executive Board and/or the President.
 - Be a member of the Grievance Committee (**786.02**) and any other committee that pertains to their respective Bargaining Unit as directed by the Executive Board.
 - **Chair all committees that fall under Honeywell.**
 - **Coordinate all complaints, grievances, mediations, and arbitrations between Local 786.02 (Honeywell) and the Employer.**

- **Coordinate, on an as need basis, with the CUPE National Representative and/or Union stewards and the respective grievance committee members.**
- **Responsible for all reports of the grievance committee, that shall be submitted first to the Executive Board and then to the general membership meeting and to no other, except as may be directed by the Executive Board.**
- **Recommend to the Executive Board of any and all grievances to proceed, or not proceed, to mediation and/or arbitration based on the grievances merit(s).**
- **Ensure timelines are met or extended.**
- **Within three (3) months of assuming office complete Introduction to Stewarding.**

REASON

Housekeeping, increased workload

CURRENT LANGUAGE

N/A

PROPOSED LANGUAGE

I) The Honeywell Stewards shall:

- **Act as the Union's representative in the workplace and shall ensure that members issues are dealt with in a professional and timely manner, and grievances are filed where the Employer fails to comply with the terms of the collective agreement, relevant policies or legislation.**
- **Be non-probationary employees.**
- **Attend education and/or Learning Series Modules as directed by the Executive Board.**
- **Attend no less than three (3) consecutive regular meetings, and/or seven (7) regular steward meetings. Should any Steward fail to answer the roll call without having submitted good reasons, their stewardship shall be declared vacant.**
- **Within six (6) months of their first term, all Stewards are required to complete the Introduction to Steward training.**
- **Where a Steward fails to do so, their stewardship will be removed until the course is completed**
- **Be responsible to post and monitor postings on all union boards in their own work location.**
- **Upon accepting duties which take them out of the scope of Local 786.02 Collective Agreements, be deemed to have immediately resigned from such union office or position for the duration of the term.**

- **Temporary Vacancies expected to last in excess of 60 days will be posted in the workplace and the temporary Steward will remain until the absent Steward returns or until steward elections.**

REASON

New role added to the bylaws, already in the Honeywell C/A

SECTION 9 – NOMINATION, ELECTION, AND INSTALLATION OF OFFICERS

CURRENT LANGUAGE

- b) Elections
1. Executive Board and Steward elections shall be held biennially in November of even numbered years. Trustee elections shall be held annually in November.
 2. At a membership meeting, at least two (2) months prior to Election Day, the President will appoint an Elections Committee consisting of a Returning Officer and assistant(s). The Committee will include members of the Local Union who are neither Officers nor candidates for office. The Committee shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential.
 3. All campaign material (such as posters, flyers, website content, etc.) must be submitted to the Election committee within two weeks of the nomination for approval by the election committee prior to distribution or posting.
 4. Any candidate seeking election may request to have their posters printed by the Local. Candidates may also opt to purchase their own paper or print at their own expense. A candidate who has their poster printed outside of Local 786 will be responsible for all costs. All candidates are responsible for preparing their own artwork and text for posters.
 5. Any candidate who has their posters printed at a location other than the union office, must conform to all union standards and timelines as set out by the election committee.
 6. All candidates using campaign material or campaigning using social media must follow all rules as laid out by the election committee. Postings are to be respectful and follow the CUPE Equality Statement. Candidates posting offensive material will be asked to alter or remove the offending material.
 7. Voting shall be by electronic vote and the Election Committee will determine the independent firm to conduct the electronic voting.

8. The Returning Officer must be fair and impartial and see that all arrangements are unquestionably democratic.
9. The Returning Officer and assistants shall make all decisions regarding the election process, and their decision shall be final and binding.
10. There shall be only one vote for each candidate on the ballot. The person with the most votes (first past the post) shall be declared elected. Therefore, the determination is plurality not majority.
11. When two (2) or more nominees are to be elected to any office by ballot, each member voting will be required to vote for the full number of candidates to be elected or the member's ballot will be declared spoiled.
12. The Election committee report shall include (but not be limited to); the number of ballots cast, total segregated ballots unresolved (or withheld) and total spoiled ballots.
13. After the report is presented to the membership, the information will be posted on the website.
14. A candidate may request a recount of the votes for their election within 10 days, and a recount will be conducted if the request is supported at the next General Membership meeting, in a vote, by at least the number of members equal to the quorum for a membership meeting as set out in Section 5(d).
15. Any complaint regarding the Elections process must be filed with the Returning Officer/Committee within ten (10) days of the election results being announced. Election ballots will be destroyed sixty (60) days after the election results have been announced

PROPOSED AMENDMENT

b) Elections

1. Executive Board and Steward elections shall be held biennially in November of even numbered years. Trustee elections shall be held annually in November.
2. At a membership meeting, at least two (2) months prior to Election Day, the President will, **subject to the approval of the members present, appoint the Returning Officer. The membership will elect two (2) other members to sit on the election committee for a two (2) year term.**~~appoint an Elections Committee consisting of a Returning Officer and assistant(s).~~ The Committee will include members of the Local Union who are neither Officers nor candidates for office. The Committee shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential.

3. All campaign material (such as posters, flyers, website content, etc.) must be submitted to the Election committee within two weeks of the nomination for approval by the election committee prior to distribution or posting. **Only one (1) poster per candidate is to be posted on the Union bulletin boards as set out in the collective agreement and portal. Posters are to be posted by the election committee.**
4. Any candidate seeking election may request to have **up to fifteen (15)** ~~their~~ posters printed by the Local. Candidates may also opt to purchase their own paper or print at their own expense. A candidate who has their poster printed outside of Local 786 will be responsible for all costs. All candidates are responsible for preparing their own artwork and text for posters.
5. Any candidate who has their posters printed at a location other than the union office, must conform to all union standards and timelines as set out by the election committee.
6. All candidates using campaign material or campaigning using social media must follow all rules as laid out by the election committee. Postings are to be respectful and follow the CUPE Equality Statement. Candidates posting offensive material will be asked to alter or remove the offending material **immediately**.
7. Voting shall be by electronic vote and the Election Committee will determine the independent firm to conduct the electronic voting.
8. The Returning Officer must be fair and impartial and see that all arrangements are unquestionably democratic. **Assistance can be provided by the election committee upon request.**
9. The Returning Officer and assistants shall make all decisions regarding the election process, and their decision shall be final and binding.
10. There shall be only one vote for each candidate on the ballot. The person with the most votes (first past the post) shall be declared elected. Therefore, the determination is plurality not majority.
11. When two (2) or more nominees are to be elected to any office by ballot, each member voting will be required to vote for the full number of candidates to be elected or the member's ballot will be declared spoiled.
12. The Election committee report shall include (but not be limited to); the number of ballots cast, total segregated ballots unresolved (or withheld), ~~and~~ total spoiled ballots **and final election count**.
13. After the report is presented to the membership, the information will be posted on the website.

14. A candidate may request a ~~recount of the votes~~ **review of the electronic votes**, for their election within **ten (10) days in writing to the election committee**, and a ~~recount~~ **review** will be conducted if the request is supported at the next General Membership meeting, in a vote, by at least the number of members equal to the quorum for a membership meeting as set out in Section 5(d).
15. Any complaint regarding the Elections process must be filed with the Returning Officer/Committee **in writing** within ten (10) days of the election results being announced. Election ballots will be destroyed sixty (60) days after the election results have been announced

REASON

Housekeeping

SECTION 10 – FEES, DUES, AND ASSESSMENTS

CURRENT LANGUAGE

- a) Monthly Dues
The regular monthly dues shall be established or altered by the Local Union only at a regular or special membership meeting, provided that at least seven (7) days notice at a previous meeting or at least sixty (60) days written notice has been given. Current monthly dues are 1.6% of gross wages.

PROPOSED AMENDMENT

- a) Monthly Dues
The regular monthly dues shall be established or altered by the Local Union only at a regular or special membership meeting, provided that at least seven (7) days notice at a previous meeting or at least sixty (60) days written notice has been given. Current monthly dues are 1.6% of ~~gross~~ **regular** wages.

REASON

Update language around dues

SECTION 13 – DELEGATES TO CONFERENCES, CONVENTIONS AND EDUCATIONALS

CURRENT LANGUAGE

Delegates to conferences, conventions and educationals are required to submit a written report to the Executive Board summarizing their experience and sharing information of interest to the membership.

PROPOSED AMENDMENT

Delegates to conferences, conventions and educationals are required to submit a written report **within thirty (30) days** to the Executive Board summarizing their experience and sharing information of interest to the membership.

REASON

Housekeeping

SECTION 14 – COMMITTEES

CURRENT LANGUAGE

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 (2) members of the Board may sit on any special committee as ex-officio members.

PROPOSED AMENDMENT

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 (2) members of the Board may sit on any special committee as ex-officio members. **The Chairperson of each special committee will be elected by the members of said committee. The Chairperson will provide written reports to each regular membership meeting.**

REASON

Housekeeping

CURRENT LANGUAGE

N/A

PROPOSED LANGUAGE

b) Permanent Committees

The Chairperson of each permanent committee will be elected by the members of said committee. Permanent committees will have a term of two (2) years. The Executive Board may, with the approval of the membership, appoint members to serve on a committee. Committees will provide written reports to each regular membership meeting. The Vice-President shall be a member, ex-officio, of each committee.

REASON

New language to be added to bylaw around committee

CURRENT LANGUAGE

N/A

PROPOSED LANGUAGE

2. RPN Committee

- a) The RPN Committee shall consist of 5 members. The 5 members shall be elected from the membership at large. The members of the committee shall appoint a Chairperson. The committee shall appoint a secretary from among its members.**

The committee shall:

- Arrange and conduct all RPN activities of the Local Union. The committee shall submit reports and proposals to the Executive Board.**

REASON

New language in bylaws around a permanent committee

CURRENT LANGUAGE

N/A

PROPOSED LANGUAGE

3. Equity Committee

- a) **The Equity Committee shall consist of 5 members from equity seeking groups. The 5 members shall be elected from the membership at large. The members of the committee shall appoint a Chairperson. The committee shall appoint a secretary from among its members.**

The committee shall:

- **Committee members will be involved in communication, education, events and will work to support the diversity of our members**

REASON

New language in bylaws around a permanent committee

SECTION 17 – PRINTING AND DISTRIBUTION OF BYLAWS

CURRENT LANGUAGE

Members will receive a copy of Local 786 bylaws, either in paper format upon request or via the Local Union web site at cupe786.org.

PROPOSED AMENDMENT

Members will receive a copy of Local 786 bylaws, either in paper format upon request or via the Local Union web site ~~at cupe786.org~~.

REASON

Housekeeping (cupe786.org might get changed)

APPENDIX "B" - RULES OF ORDER

PROPOSED AMENDMENT

ADD

26. **When meetings are held virtually, members must be signed in with their full name for identification and voting purposes. Those that do not comply may be removed from the meeting. Cameras during virtual meetings are preferred.**

REASON

Housekeeping (Since Covid hit we had to learn and adapt on how to do meetings virtual)

APPENDIX "D" - LOCAL 786 EXPENSE REIMBURSEMENT POLICIES

CURRENT LANGUAGE

Travel to Conventions, Conferences, Forums and Schools

In order to minimize travel expenses, it is expected that where there is more than one (1) delegate attending a function the delegates will coordinate their travel to the extent possible. Where such coordination is not possible the reasons must be identified.

Regardless of the travel mode chosen, the local will reimburse delegate travel expenses where expenses are incurred capped at an amount equal to the costs associated with the most economical means of travel.

PROPOSED AMENDMENT

Travel to Conventions, Conferences, Forums and Schools

In order to minimize travel expenses, ~~it is expected that~~ where there is more than one (1) delegate attending a function the delegates will coordinate their travel to the extent possible. Where such coordination is not possible the reasons must be identified.

Regardless of the travel mode chosen, the local will reimburse delegate travel expenses where expenses are incurred capped at an amount equal to the costs associated with the most economical means of travel.

REASON

Housekeeping (remove the word expected to force people to car pool)

CURRENT LANGUAGE

APPENDIX "E" – CONFIDENTIALITY AGREEMENT CUPE LOCAL 786

I _____, promise to respect and preserve confidentiality in all matters related to the business of CUPE Local 786. This includes any and all information relating to all the Employers' departments and agencies, employees, as listed in CUPE 786 Operating By-Laws, all members, their families and retirees, past and present. I acknowledge and understand that CUPE Local 786 is subject to the provisions of the *Freedom of Information and Protection of Privacy Act (FIPPA)*. I will not divulge any personal information relayed to me, or to which I may have access, to anyone within or outside of CUPE Local 786 except in circumstances where there is a legitimate business purpose being served or I am compelled by law to do so. I will not access any information for any purpose other than for those activities legitimately arising out of my job responsibilities. I will not access, permit access to or share information for my own purposes or purposes unrelated to CUPE Local 786's legitimate business, for any reason, except as may be required by law. I recognize that it is necessary and appropriate to divulge information in some circumstances. I will consult with the President/Recording Secretary for direction prior to the release of such information. And, before personal information is divulged, I will ensure, where required by law, that the person is advised that this information may be divulged and/or that his/her permission is sought. If I have any questions related to confidentiality, appropriate access to and/or use of CUPE Local 786 records and information or the application of FIPPA, I agree to consult the Local's President or Recording Secretary for assistance. I understand that failure to abide by this agreement may result in further action, and further violations of the CUPE Constitution. I acknowledge receipt of a copy of this agreement.

Witness Signature

Signature

Date

PROPOSED AMENDMENT

**APPENDIX "E" – CONFIDENTIALITY AGREEMENT CUPE LOCAL
786/786.02**

I _____, promise to respect and preserve confidentiality in all matters related to the business of CUPE Local 786/786.02. This includes any and all information relating to all the Employers' departments and agencies, employees, as listed in CUPE 786/786.02 Operating By-Laws, all members, their families and retirees, past and present. I acknowledge and understand that CUPE Local 786/786.02 is subject to the provisions of the *Freedom of Information and Protection of Privacy Act (FIPPA)*. I will not divulge any personal information relayed to me, or to which I may have access, to anyone within or outside of CUPE Local 786/786.02 except in circumstances where there is a legitimate business purpose being served or I am compelled by law to do so. I will not access any information for any purpose other than for those activities legitimately arising out of my job responsibilities. I will not access, permit access to or share information for my own purposes or

purposes unrelated to CUPE Local 786/**786.02**'s legitimate business, for any reason, except as may be required by law. I recognize that it is necessary and appropriate to divulge information in some circumstances. I will consult with the President/Recording Secretary for direction prior to the release of such information. And, before personal information is divulged, I will ensure, where required by law, that the person is advised that this information may be divulged and/or that his/her permission is sought. If I have any questions related to confidentiality, appropriate access to and/or use of CUPE Local 786/**786.02** records and information or the application of FIPPA, I agree to consult the Local's President or Recording Secretary for assistance. I understand that failure to abide by this agreement may result in further action, and further violations of the CUPE Constitution. I acknowledge receipt of a copy of this agreement.

REASON

Housekeeping (we are adding Honeywell 786.2)

CURRENT LANGUAGE

N/A

PROPOSED LANGUAGE

APPENDIX "F" – CODE OF CONDUCT

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

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

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

This Code of Conduct is intended to deal with complaints of inappropriate behaviour at events organized by CUPE National and at events, meetings and activities by other parts of CUPE referenced above. It does not apply to complaints arising in the

workplace, as those are dealt with through the grievance procedure and/or the applicable workplace harassment policy.

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

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

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

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

1. If possible, a member may attempt to deal directly with the person alleged to have engaged in behaviour contrary to the Code, by asking them to stop such behaviour. If that is not possible, or if it does not resolve the problem, a member may bring forward a complaint.
2. At national convention, national conferences, schools, meetings, and all other events organized by CUPE National, a complaint shall be brought to the attention of an ombudsperson.
3. At a meeting, event, or activity held by a structure of CUPE, should an ombudsperson be available, the same process would be used. Should an ombudsperson not be available, a person properly appointed and designated to be in charge shall receive the complaint.
4. If the complaint involves a 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 part of CUPE, the person responsible for their employment will be the one to whom a complaint is referred and the relevant collective agreement, should it exist, would be applicable.

5. **Once a complaint is received where an ombudsperson is being used, the ombudsperson will work to seek a resolution.**
6. **If this fails to resolve the matter, the ombudsperson shall report the matter to the person in charge, who shall determine whether there is need to remove the member. The person in charge has the authority to expel members from the event for serious or persistent offenses.**
7. **At CUPE National events where an ombudsperson is not available, a person properly appointed and designated to be in charge shall receive the complaint. Depending on the nature of the problem, the person in charge may attempt to resolve it through conflict resolution. If this fails to resolve the matter, the person in charge shall determine whether there is a need to remove the member. The person in charge has the authority to expel members from the event for serious or persistent offenses. The same process is to be used for other parts of CUPE where an ombudsperson is not available.**
8. **For National events, if the person in charge is a party to the complaint, the director or designate shall assume that role. For all other parts of CUPE, an alternate will be designated to assume the role.**
9. **In a case where a member has been expelled from a National event, the National President shall receive a report on the matter. For all other structures of CUPE, the presiding officer shall receive a report on the matter.**
10. **For events organized by CUPE National, the National President shall determine if further remedial action is appropriate, including restricting a member's participation in future events organized by CUPE National. A similar process may be applicable to the other parts of CUPE, done in consultation with the National President.**

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

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

REASON

Housekeeping to bring bylaws in line with CUPE Constitution 2021