

CUPE Local 1623 Bylaws Amendments

**Proposed by the Bylaw
Committee**

Part 1

*THE BYLAWS COMMITTEE RESERVES THE RIGHT TO ADD TO, AMEND, ALTER,
DELETE OR OTHERWISE MODIFY ITS PROPOSALS PRIOR THE MEETING ON
DECEMBER 02, 2019*

CURRENT LANGUAGE

YOU ARE THE UNION

- DO Study the By-Laws
- DO Study the Constitution
- DO Study the Agreement
- DO Attend as many meetings as possible
- DO Get acquainted with the steward in your department
- DO Learn the difference between a legitimate grievance and a complaint whether such be frivolous or well founded
- DO Memorize the order of business and follow it when attending meetings (when in doubt ask the guidance of the chair)
- DO Think before we vote
- DON'T Say "Why doesn't the Union ..."
Instead of "Why don't we ..."
- DON'T Stay away from meetings and gripe about "unwise" decisions afterwards
- DON'T Go "over the head" of our steward
- DON'T Think that if things are not to our liking there just isn't anything we as individuals can do about it
- DON'T Believe the Union is not vitally important to us. Next to our home and family, the Union is our most important interest
- DON'T Hesitate to bring to the attention of the meeting your problems; they are the Union's problems, too
- DON'T Leave this booklet at home - carry it at all times.

PROPOSED LANGUAGE

Delete

CURRENT LANGUAGE

PREAMBLE

These By-laws are designed to give proper balance to the administration of the Local Union.

In order to improve the social and economic welfare of its members without regard to sex, colour, race or creed, to promote efficiency in public employment and to manifest its belief in the value of the unity of organized labour, this Local of the Canadian Union of Public Employees [hereinafter referred to as CUPE] has been formed.

The following By-laws are adopted by the Local pursuant to, and to supplement Appendix "B" of the CUPE Constitution, and Article 13.3 to safeguard the rights of all members as possible through the sharing of duties and responsibilities.

PROPOSED LANGUAGE

INTRODUCTION

Local 1623 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;
- Express its belief in the unity of organized labour.

The following bylaws are adopted by Local 1623 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.

CUPE chartered organizations shall respect and apply the CUPE National Equality Statement to all of the chartered organizations' activities. The CUPE National Equality Statement can be found in Appendix A to these bylaws.

CUPE chartered organizations may also wish to adopt a Local Union Code of Conduct that would apply to membership meetings and other functions organized by the chartered organization. The Local Union Code of Conduct can be found in Appendix B to these bylaws.

CURRENT LANGUAGE

SECTION 1 - IDENTIFICATION

The name of this Local shall be: Canadian Union of Public Employees, Local 1623 - Health Sciences North and St. Joseph Continuing Care Centre (SJCCC).

PROPOSED LANGUAGE

SECTION 1 - IDENTIFICATION

The name of this Local shall be: Canadian Union of Public Employees, Local 1623 - Health Sciences North (HSN) and St. Joseph Continuing Care Centre (SJCCC).

Local 1623 consists of the following bargaining units:

- Local 1623-00 (Service) Health Sciences North
- Local 1623-01 (Clerical) Health Sciences North
- Local 1623-03 (RPN) t. Joseph Continuing Care Centre (SJCCC).

For the purpose of these bylaws, the local will recognize the following HSN Divisions:

- "A" Division Kapuskasing, ON
- "B" Division Kirkland Lake, ON
- "C" Division Temiskaming, ON
- "D" Division Elliot Lake, ON
- "E" Division Little Current, ON
- "F" Division Parry Sound, ON
- "G" Division Chapleau, ON
- "H" Division Espanola, ON

CURRENT LANGUAGE

SECTION 2 - PRINCIPLES AND OBJECTIVES

The objectives of the Local are to:

- (a) support CUPE in its objectives as set out in Article 2 of the CUPE Constitution;
- (b) secure satisfactory remuneration for work performed and generally advance the economic and social welfare of its members and of all workers;
- (c) provide an opportunity for its members to influence and shape their future through free democratic trade unionism;
- (d) encourage the settlement of all disputes between the members and the Hospital's administration by negotiation, conciliation and arbitration;
- (e) place the various occupations of the membership upon a high plane of efficiency and skill;
- (f) reduce the hours of labour and provide more leisure hours and recreation for all workers and their families and of this membership in particular.

PROPOSED LANGUAGE

SECTION 2 - PRINCIPLES AND OBJECTIVES

The objectives of the Local **1623** are to:

- (a) support CUPE in its objectives as set out in Article 2 of the CUPE **National** Constitution;
- (b) secure **best possible pay, benefits, working conditions, job security, pensions and retiree benefits for its members;** ~~satisfactory remuneration for work performed and generally advance the economic and social welfare of its members and of all workers;~~
- ~~(k) place the various occupations of the membership upon a high plane of efficiency and skill;~~
- (l) reduce the hours of labour and provide more leisure hours and recreation for all workers and their families and of this membership in particular.

NEW **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;

NEW Establish strong working relationships with the public we serve and the communities in which we work and live;

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PROPOSED NEW SECTION

SECTION 4 – MEMBERSHIP

(a) Membership

An individual employed within the jurisdiction of Local 1623 can apply for membership in Local 1623 by signing an application and paying the initiation fee set out in Section 11(a) of these bylaws.

(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 unless a majority of members present at the meeting object, the applicant(s) will be accepted into membership.

(Article B.8.2)

(c) Oath of Membership

New members will take this oath:

“I promise to support and obey 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 and these bylaws as amended from time to time.

Members will provide the Recording Secretary with their current address, home telephone contact number and where available, an e-mail 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. Such communication will take the form of mail, e-mail blasts or telephone town halls.

In the case of a telephone town hall, the telephone number may be shared with a service provider under contract to the Local Union to provide the technical equipment to support such a virtual meeting.

Upon request, the Local Union will share the telephone contact information with CUPE National or CUPE Ontario. The purpose of sharing this telephone contact information with CUPE National or CUPE Ontario is so that the National Union or Provincial Division can conduct a telephone town hall with members on important matters.

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PROPOSED NEW SECTION

SECTION 5 – AFFILIATIONS

In order to strengthen the labour movement and work toward common goals and objectives, Local 1623 shall be affiliated to and pay per capita tax to the following organization(s):

- CUPE Ontario Provincial Division
- Sudbury CUPE Council
- OCHU – Ontario Council of Hospital Unions

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CURRENT LANGUAGE

SECTION 4 - MEETINGS

(a)

- i) Regular General Membership Meetings of Local 1623, shall be held on the third [3rd] Wednesday of each month at 7:30 p.m. (19:30 hrs). Sergeant-at-Arms will be appointed at each meeting.
 - ii) Whenever an additional membership meeting is needed for shift workers (to be determined by executive, or as directed by the membership), quorum requirements shall be ten [10] members of which at least three [3] must be Executive Board members.
 - iii) Regular General Membership Meetings shall be suspended for the month of March, July, August, and December.
 - iv) Regular General Membership Meetings may be moved by Membership approval.
- (b) Special General Membership Meetings may be ordered by the Executive Board or requested in writing by no fewer than ten [10] members. Sectional meetings may be ordered by the Executive Board or requested by no fewer than ten percent [10%] of the members within that bargaining unit. The President shall immediately call a special general or sectional meeting when so ordered or requested and shall see that such notice is posted at least forty-eight [48] hours prior to the special meeting indicating the subject(s) to be discussed. No business shall be transacted at the special meeting other than that for which the meeting is called and notice given.
- (c) The Executive Board meeting shall be held on the 2nd Thursday of each month, with the exception of July and August which will be determined by the Executive board. Special Executive Board meetings may be called by the President or if a quorum of the Executive Board directs the President in writing to call a Special Executive Meeting and all Executive members shall receive at least twenty-four [24] hours notice of said meeting and the Agenda to be discussed. No business shall be transacted at this meeting other than that for which the meeting was called. A quorum of the Executive Board shall consist of 50% + 1 members of the Executive Board (determined by the filled positions) of the Local.
- (d) A quorum for the transaction of business at any regular general or special meeting shall be ten [10] members of which at least three [3] must be Executive Board members. A quorum for the transaction of business at a sectional meeting shall be ten percent [10%] of the members within that bargaining unit or five [5] members, whichever is less, including two [2] Executive members (President or designate, Recording Secretary, Sectional Chair).
- (e) The order of business at a regular membership meeting is as follows:
1. Roll call of Officers
 2. Reading of the Equality Statement
 3. Voting on new members and initiation
 4. Reading of minutes of previous meeting
 5. Matters arising out of the minutes
 6. Treasurer's report
 7. Communications and bills

8. Executive Board report
9. Reports of committees and delegates
10. Nominations, elections and installations
11. Unfinished business
12. New business
13. Good of the Union
14. Adjournment

- (f) When a quorum cannot be convened within twenty [20] minutes of the regular scheduled meeting time of the regular general meeting or special general. The Executive Board will dispose of any matters that would have been decided by the Local; but shall not dispose of matters relating to these By-laws. Such decision(s) shall be presented to the members at the next membership meeting for ratification. It is noted any time sensitive issues will be discussed.

PROPOSED LANGUAGE

SECTION 4-6 – MEMBERSHIP MEETINGS

(a) **Regular General Membership Meetings**

Regular General Membership Meetings of Local 1623, shall be held on the third [3rd] Wednesday of **April, June, September and November each month at 2:00 p.m. (14h00 hrs) and 7:30 p.m. (19:30 hrs).** Sergeant-at-Arms will be appointed at each meeting.

Every HSN Division will set up a meeting location for the HSN Division members to participate via conference call from the location meeting. Members in attendance at the established meeting locations participating by conference call shall be considered as part of the quorum requirement.

~~ii) Whenever an additional membership meeting is needed for shift workers (to be determined by executive, or as directed by the membership), quorum requirements shall be ten [10] members of which at least three [3] must be Executive Board members.~~

~~iii) Regular General Membership Meetings shall be suspended for the month of March, July, August, and December.~~

~~iv) Regular General Membership Meetings may be moved by Membership approval.~~

b) Special General Membership Meetings

Special General Membership Meetings may be ordered by the Executive Board or requested in writing by no fewer than ten [10] members. Sectional meetings may be ordered by the Executive Board or requested by no fewer than ten percent [10%] of the members within that bargaining unit. The President shall immediately call a special general or sectional meeting when so ordered or requested and shall see that such notice is posted at least forty-eight [48] hours prior to the special meeting indicating the subject(s) to be discussed. No business shall be transacted at the special meeting other than that for which the meeting is called and notice given.

~~c) The Executive Board meeting shall be held on the 2nd Thursday of each month, with the exception of July and August which will be determined by the Executive board. Special Executive Board meetings may be called by the President or if a quorum of the Executive Board directs the President in writing to call a Special Executive Meeting and all Executive members shall receive at least twenty four [24] hours notice of said meeting and the Agenda to be discussed. No business shall be transacted at this meeting other than that for which the meeting was called. A quorum of the Executive Board shall consist of 50% + 1 members of the Executive Board (determined by the filled positions) of the Local.~~

c) Bargaining Unit Meetings

Bargaining Unit meetings may be called to deal with matters that affect only members of the bargaining unit. 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 shall advise members of the bargaining unit seven days in advance of the meeting providing the time and location and an agenda.

d) Quorum

A quorum for the transaction of business at any regular general or special meeting shall be ten [10] members of which at least three [3] must be Executive Board members. A quorum for the transaction of business at a sectional meeting shall be ten percent [10%] of the members within that bargaining unit or five [5] members, whichever is less, including two [2] Executive members (President or designate, Recording Secretary, Sectional Chair).

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

1. Acknowledgment of Indigenous territory
2. Roll call of officers
3. Reading of the Equality Statement
4. Voting on new members and initiation

5. Reading of minutes of previous meeting
6. Matters arising out of from the minutes
7. **Secretary**-Treasurer's report
8. Communications and bills
9. Executive Board report
10. Reports of committees and delegates
11. Nominations, elections and installations
12. Unfinished business
13. New business
14. Good of the Union
15. Adjournment

~~f) When a quorum cannot be convened within twenty [20] minutes of the regular scheduled meeting time of the regular general meeting or special general. The Executive Board will dispose of any matters that would have been decided by the Local; but shall not dispose of matters relating to these By laws. Such decision(s) shall be presented to the members at the next membership meeting for ratification. It is noted any time sensitive issues will be discussed.~~

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CURRENT LANGUAGE

SECTION 5 - OFFICERS

The Officers of the Local Union shall be, the President, First Vice-President, Recording-Secretary, Secretary-Treasurer and three (3) Trustees all elected at large by the general membership; Five (5) Sectional Vice-Presidents, (2) Service Chief Stewards, (2) Clerical Chief Stewards; shall be elected by their respective Section (Service or Clerical) as follows:

- Health Sciences North
 - Service Sectional Vice Presidents (2)
 - Clerical Sectional Vice Presidents (2)
 - Service Chief Stewards (2)
 - Clerical Chief Stewards (2)

- St-Joseph Continuing Care Centre - Service Sectional Vice President / Chief Steward(1)

PROPOSED LANGUAGE

SECTION 5 7 - OFFICERS

The Officers of the Local Union shall be, the President, **First** Vice-President, Recording-Secretary, Secretary-Treasurer, Membership Officer and three (3) Trustees all elected at large by the general membership; Five (5) Sectional Vice-Presidents, **(2) bargaining Unit 1623-00 (Service) Chief Stewards, (2) bargaining Unit 1623-01 (Clerical) Chief Stewards;** shall be elected by their respective **bargaining units** Section ~~(Service or Clerical)~~ as follows:

- ~~Health Sciences North~~
 - ~~- Service Sectional Vice Presidents (2)~~
 - ~~- Clerical Sectional Vice Presidents (2)~~
 - ~~- Service Chief Stewards (2)~~
 - ~~- Clerical Chief Stewards (2)~~

- Bargaining Unit 1623-00 (Service)**
 - **Sectional Vice President - Fulltime (1)**
 - **Sectional Vice President - Partime/Casual (1)**
 - **Chief Steward (1)**

- Bargaining Unit 1623-01 (Clerical)**
 - **Sectional Vice President - Fulltime (1)**
 - **Sectional Vice President – Partime/Casual (1)**
 - **Chief Steward (1)**

- Bargaining Unit 1623-03 (SJCCC)**
- St-Joseph Continuing Care Centre - Sectional Vice President / Chief Steward(1)

CURRENT LANGUAGE

SECTION 7 - EXECUTIVE BOARD

- (a) The Executive Board shall meet at least once every month and shall comprise all Officers including chief stewards and excluding the Trustees.
(Article B.2.2 & B.3.14)
- (b) Quorum of the Board is a total of 50% +1 Executive Board Members. Based on filled positions.
- (c) The Executive Officers shall hold title to any real estate of the Local as trustees for the Local. They shall have no right to sell, convey or encumber any real estate without first giving notice and then submitting the proposition to a Regular General membership meeting and having such proposition approved.
- (d) The Executive Board shall do the work delegated to it by these By-laws and the Local Union membership. They shall deal with all grievances of the members as submitted by the grievance committee with the final decision being made by the membership. If there is no quorum for a membership meeting and a decision on a grievance must be made, the Executive Board shall make that decision in consultation with the grievor(s). The Executive Board shall be held responsible for the proper and effective functioning of the Local including all committees. All committees must report to the Executive prior to documents being signed off.
- (e) All charges against members of officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution. (Article B11)
- (f) Executive Board members will be appointed to each standing committee to help assist on such committees.
- (g) All Executive Board members shall be required, if working, to book-off shift for all Executive Board Meetings, and shall be reimbursed for lost time incurred by the Local if in attendance at said meetings.
- (h) All executive boards meetings will consist of a minimum of 8 hours, no other meetings or personal business will be booked on that day. No executive board member will leave early unless approved by the executive board.
- (i) No regularly scheduled meetings will proceed with only one Executive Board member present.

PROPOSED LANGUAGE

SECTION 7 8 - EXECUTIVE BOARD

(a) The Executive Board shall include all Officers, except Trustees and Membership Officer.

(Article B.2.2)

(b) The Executive Board shall meet at least (8) times per year. ~~once every month and shall comprise all Officers including chief stewards and excluding the Trustees.~~

(Article B.2.2 & B.3.14)

(c) Quorum of the Board is a total of 50% +1 Executive Board Members. Based on filled positions.

(d) The Executive Officers shall hold title to any real estate of the Local as trustees for the Local. They shall have no right to sell, convey or encumber any real estate without first giving notice and then submitting the proposition to a Regular General membership meeting and having such proposition approved.

(e) The Executive Board shall do the work delegated to it by these By-laws and the Local Union membership. They shall deal with all grievances of the members as submitted by the grievance committee with the final decision being made by the membership. If there is no quorum for a membership meeting and a decision on a grievance must be made, the Executive Board shall make that decision in consultation with the grievor(s). The Executive Board shall be held responsible for the proper and effective functioning of the Local including all committees. All committees must report to the Executive prior to documents being signed off.

(f) All charges against members of officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution. (Article B11)

(g) Executive Board members will be appointed to each standing committee to help assist on such committees.

(h) All Executive Board members shall be required, if working, to book-off shift for all Executive Board Meetings, and shall be reimbursed for lost time incurred by the Local if in attendance at said meetings.

~~(i) All executive boards meetings will consist of a minimum of 8 hours, no other meetings or personal business will be booked on that day. No executive board member will leave early unless approved by the executive board.~~

~~(j) No regularly scheduled meetings will proceed with only one Executive Board member present.~~

New Should any Executive Board member fail to answer the roll call for three consecutive regular meetings or three consecutive regular Executive Board meetings without having

submitted good reasons, their office shall be declared vacant and shall be filled by an election at the following membership meeting.

(Article B.2.5)

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PROPOSED LANGUAGE

SECTION 69 - DUTIES OF OFFICERS AND OTHERS

Each Officer of Local 1623 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 1623 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:

1. Enforce the CUPE **National** Constitution, **and** these By-laws **and the Equality Statement**;
2. Decide all "Question of Order" and procedure (subject always to an appeal to the Membership, but the President shall not vote on such appeal);
3. Have a vote on all matters including election of Officers (except appeals against their own rulings);
4. In the case of a tie vote in any matter, including elections, the President also has the right to cast the deciding vote;
5. Fill vacancies on committees where elections are not provided for; subject to Executive Board approval;
6. Have the power to call special meetings when requested in writing as set out in Section 4 of these By-laws;
7. Enforce Board or Membership decisions on fines and penalties;
8. Preside at all membership and Executive Board meetings and preserve order.
9. See that all Officers perform their respective and assigned duties;
10. Ensure that the Signing Officer of the Treasury be the Treasurer and either President or **1st** Vice-President. During the absence of the Treasurer, the Executive Board may direct the President and the **1st** Vice-President;
11. Sign cheques except all those payable to the President, and ensure that the Local's funds are used only as authorized or directed by the Constitution, By-laws or vote of the Regular General membership;

12. Perform such other duties as the Constitution and these By-laws may require;
13. Be Ex-officio of all standing and special committees;
14. Have first preference as a delegate to all conventions and/or conferences;
15. At the end of their term of Office, the President shall turn over to their successor all properties and assets, including funds, books and records belonging to the Local Union;
16. Be bonded as per the Master Bond of CUPE National;
17. A detailed written report will be required for your office day activities. This report is to be given to the Recording Secretary and reported at the Executive Meeting.
18. Introduce new members and conduct them through the initiation ceremony.

(Article B.3.1)

b) Vice-President

The FIRST VICE PRESIDENT shall:

1. In the absence of the President, perform all duties pertaining to the office of President;
2. If the office of President falls vacant, be acting President until a new President is elected;
3. Be designated a signing officer of the Local in the absence of the President **or Treasurer**;
4. Be bonded in the amount of not less than five thousand (\$5,000.00);
5. Render assistance to any member of the Executive Board as directed by the board (Article B.3.2);
6. Chair the Composite Grievance Committee and Stage 2 Grievance Meetings;
7. Receive all grievances filed at stage II hearing with management in order to have time to review all facts;
8. Chair and call a stewards meeting as required and provide new steward with training on a regular basis.
9. At the end of their term of Office, the First Vice President shall turn over to their successor all properties and assets, including funds, books and records belonging to the Local Union;

10. A detailed written report will be required for your office day monthly activities. This report is to be given to the Recording Secretary and reported at the Executive Meeting.

(Article B.3.2)

c) RECORDING SECRETARY

The Recording Secretary shall:

1. Keep full, accurate, and impartial account of the proceedings of all regular special membership and Executive Board meetings. These records must also include a copy of the full financial report (Executive Board meetings) and the written financial report (membership meetings) presented by the Secretary-Treasurer. The record will also include Trustees' reports. All minutes, reports and correspondence will be kept on the office computer.
2. Record all alterations in the By-laws by motion or amendment;
3. Shall prepare the following packages for the Executive Committee; agenda, minutes (typed), list of correspondence/communication, treasurer report, composite meeting, minutes of all committees and affiliations and other material required for the meeting;
4. Fulfil other secretarial duties as directed by the President;
5. Shall render assistance to any member of the Board as directed by the Board;
6. Have at all times, all books and papers ready on reasonable notice for Auditors and Trustees;
7. Shall ensure that all correspondence is received and forwarded to the appropriate committees and Board members, and ensure that all correspondence be forwarded to a central location designated by the Local Union Executive Board in a designated file cabinet;
8. File a copy of all letters sent out and keep on file all communications;
9. Prepares notices for membership meetings, sends to Sectional Officers who will post;
10. Update the Bulletin board and the local website with the following: accurate list of executive officers and stewards. This is to be done within 5 days of an election and/or change. A copy is to be given to the hospital;
11. Keep a record of members in attendance at meetings;
- ~~12. At the end of their term of Office, the Recording Secretary shall turn over to their successor, all properties and assets, including funds, books and records belonging to the Local Union;~~
13. A detailed written report will be required for your office day activities. This report is to be given to the Recording Secretary and reported at the Executive Meeting.

d) SECRETARY-TREASURER

The Secretary-Treasurer shall:

1. Receive all revenue, initiation fees, dues and assessments;
2. Deposit promptly all money with the designated bank or credit union;
3. Record all transaction in a manner acceptable to the Board and in accordance with good accounting practices utilizing the appropriate CUPE ledger;
4. ~~Ensure that the Signing Officers (refer to Section 8A – President) be bonded for not less than fifty thousand dollars (\$50,000.00) through the Master Bond held by the National Office;~~
5. 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 calendar year and within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees.
6. Provide the Trustees with any information they may need to complete the audit report form supplied by CUPE and be present as a resource person, with information;
7. Sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the CUPE Constitution, Local Union bylaws, or vote of the membership. In consultation with the Executive Board, designate a signing officer during prolonged absences.
8. Pay no money unless supported by a voucher duly signed by the President or Vice-President and Secretary-Treasurer, except that no voucher shall be required for payment of per capita fees to the National or to any body to which the Local is affiliated;
9. 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.
10. Shall be responsible for signing off and administering in a manner prescribed by the Executive Board all leaves of absence for union business as approved at a membership meeting or by the Executive Board;
11. Shall forward to the National Secretary-Treasurer of the Canadian Union on a monthly report forms provided, not later than the thirtieth (30th) day of each month, all financial obligations owing to the Canadian Union as per the Constitution;

12. The Treasurer will be entrusted with the Local's insurance portfolio and what it includes;
13. Make a full written financial report to meetings of the Local's Executive Board, as well as a written financial report to each regular membership meeting, detailing all income and expenditures for the period. At each regular membership meeting members in attendance shall be provided a copy of such written financial report for their own safekeeping;
14. Any Secretary-Treasurer who cannot qualify for a bond shall be disqualified from their Office and the Local Union shall proceed with the election of another Secretary-Treasurer;
- ~~15. At the end of their term of Office, the Secretary Treasurer shall turn over to their successor, all properties and assets, including funds, books and records belonging to the Local Union;~~
16. Chairs Budget Committee annually. ~~Prepares the budget, meets with the trustees annually.~~ Presents **the budget for the following year** to the executive **board** in November and the Membership in November **for approval**;
17. A detailed written report will be required for your office day activities. This report is to be given to the Recording Secretary and reported at the Executive Meeting.

18. Shall render assistance to any member of the Board as directed by the Board:

(Articles B.3.4 to B.3.8)

e) SECTIONAL VICE-PRESIDENT

The Sectional Vice-President shall:

1. Ensure proper functioning of all committees within their section(s);
2. Introduce new members from their Section;
3. Shall be ex-officio to all committees within their Section;
4. Render assistance to any member of the Board as directed by the Board;
5. Assist chief stewards with their duties;
6. Sectional Vice-Presidents shall be responsible for ensuring that new members are provided with the proper orientation as outlined in the Collective Agreement and in accordance with the policies of the Local Union;
7. Shall attend all meetings required by the Executive Board.

~~8. At the end of their term of Office, the Sectional Vice President shall turn over to their successor~~

all properties and assets, including funds, books and records belonging to the Local Union;

~~9. Will be responsible for ensuring one Sectional Vice President will attend the Sudbury & District Labour Council meetings which are held on a monthly basis;~~

10. A detailed written report will be required for your ~~office day~~ **monthly** activities. This report is to be given to the Recording Secretary and reported at the Executive Meeting.

11. Shall attend all meetings of the Composite grievance committee.

f) CHIEF STEWARD

The **Chief Steward** in each Section shall:

1. Keep and file complete records of all grievances and grievance correspondence;
2. Ensure that completed fact sheets accompany all grievances; ensure grievor attends meetings, list grievances, issues and number or settlements at all Executive meetings;
3. Provide a copy of all grievance settlements to the Recording Secretary for proper storage.
4. Advance and handle all grievances after Stage one [1] and two [2] including responsibility for insuring time limits are properly followed or when required, requesting extensions to such time limits;

~~5. Attend Stewards' meetings when called by the Composite Chair.~~

6. Attend all meetings as required by the executive Board.

7. Shall ~~assist the chair of~~ **attend all meetings of** the composite grievance committee;

~~8. At the end of their term of Office, the Chief Steward shall turn over to their successor all properties and assets including funds, books, and records belonging to the Local Union;~~

9. A detailed written report will be required for your ~~office day~~ **monthly** activities. This report is to be given to the Recording Secretary and reported at the Executive Meeting.

g) TRUSTEES

The Trustees shall:

1. Act as an Auditing Committee and audit the books and accounts of the Treasurer, Recording Secretary and Standing Committees **at least once every calendar year.** ~~annually as of the period~~

ending October 31st of each year;

2. Submit in writing to the President and Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local Union's funds, records, and accounts are being maintained by the Secretary-Treasurer in an organized, correct, and proper manner.
3. Report their findings in writing to the Executive Board prior to the first [1st] Regular General membership meeting following the completion of each audit including the Budget report. All findings to be kept confidential prior to the membership meeting;
4. Be responsible to ensure that monies have not been paid out without proper Constitutional or membership authorization;
5. Ensure that proper financial reports have been made to the membership;
6. Inspect or examine all properties, bonds and all other assets of the Local at least (yearly);
7. Use audit forms supplied by the National Office and send a copy of each yearly audit to National Secretary Treasurer in accordance with the provisions of the CUPE Constitution; (Article B.3.10 to B.3.12)
 - 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. Secretary-Treasurer's response to recommendations
 - vi. Concerns that have not been addressed by the Local Union Executive Board.
8. Shall audit the books when a change in the Office of the Secretary-Treasurer occurs;
9. No Trustee shall hold any other position on the Executive Board during their term of office;
10. At the end of their term of Office the Trustee shall turn over to their successor all properties and assets, including funds, books and records belonging to the Local Union.

(Article B.3.10 to B.3.12)

h) STEWARD(S)

The **Steward** shall:

1. Distribute information to the members of their Section;
2. Be responsible for handling the complaints and grievances of members **in their area**; and report to Chief Steward of any problems **in their area**;
3. Ensure that a fact sheet is completed for each and every grievance;
4. **Stewards** shall attend stewards' meeting when called;
5. Shall attend membership meetings except when working; advise the President 24 hours in advance that you will not be in attendance and provide a valid reason.
6. ~~At the end of their term of Office, the Steward shall turn over to their successor all properties and assets including funds, books and records belonging to the Local Union.~~

(Article B.3.9)

i) ATTENDANCE

~~Should any Executive Board member fail to answer the roll call for three consecutive membership meetings or three consecutive regular Executive Board meetings without having submitted with good reasons in writing to the President with 48 hours notice, their office shall be declared vacant and shall be filled by an election at the following membership meeting.~~

(f) Membership Officer

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.**
- **Maintain the record of membership attendance at meetings.**
- **Perform such other duties as may be assigned by the Executive Board from time to time.**

CURRENT LANGUAGE

SECTION 8 - FEES, DUES AND ASSESSMENTS

(a) **INITIATION FEE**

Each application for membership in the Local shall be directed to the Treasurer and shall be accompanied by an initiation fee of one dollar [\$1.00].

(b) **RE-ADMITTANCE FEE**

The re-admittance fee shall be two dollars [\$2.00].

(c) **ASSESSMENTS**

An assessment can be levied only for a specific purpose and for a specific period, and a continuing assessment must be reviewed at a Regular General Membership meeting at least every six [6] months. Any assessment voted by the membership must be approved by the National President in advance of being levied. An assessment does not refer to or include regular monthly union dues. (Article B.4.2)

(d) **MONTHLY DUES**

The regular dues of each member shall not be less than the National per capita tax.

The monthly dues of Local 1623 shall be two percent [2%] of regular earnings for all members.

(e) **ALTERATIONS**

Alterations to the levels of the initiation fee, the re-admittance fee, and the monthly dues, or the institution of a special assessment shall only occur in the following manner:

By a majority vote of those members in attendance 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.

Such vote must be by secret ballot. Notwithstanding the above provision, if the CUPE Convention raises minimum fees and/or dues above the level herein established, these By-laws will be deemed to have been automatically amended to conform to the new CUPE minimums.

(f) **NON PAYMENT OF DUES AND ASSESSMENTS**

A member who fails to pay dues and assessment for three months is automatically suspended from membership. The suspension will be reported to the Executive Board by the Secretary-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 and any other penalty set by the Local Union. The readmission fee cannot be less than the initiation fee of the Local Union.

A member who has been unemployed or unable to work because of sickness shall pay the readmission fee but may not be required to pay arrears. (Article B.8.6)

PROPOSED LANGUAGE

SECTION ~~8~~ 10 - FEES, DUES AND ASSESSMENTS

(f) **INITIATION FEE**

Payment of initiation fees is a tangible confirmation of the desire to become a member of your Local Union and the Canadian Union of Public Employees. Each application for membership in the Local shall be directed to the Treasurer and shall be accompanied by an initiation fee of one dollar [\$1.00]; which shall be in addition to monthly dues. The Secretary-Treasurer shall issue a receipt. If the application is rejected, the fee shall be returned.

(Articles B.4.1 and B.8.2)

(g) **RE-ADMITTANCE FEE**

The re-admittance fee shall be two dollars [\$2.00].

(Articles B.4.1)

(h) **ASSESSMENTS**

An assessment can be levied only for a specific purpose and for a specific period, and a continuing assessment must be reviewed at a Regular General Membership meeting at least every six [6] months. Any assessment voted by the membership must be approved by the National President in advance of being levied. An assessment does not refer to or include regular monthly union dues. (Article B.4.2)

(i) **MONTHLY DUES**

The regular dues of each member shall not be less than the National per capita tax.

The monthly dues of Local 1623 shall be two percent [2%] of regular earnings for all members.

(Articles B.4.3)

(j) **ALTERATIONS**

Alterations to the levels of the initiation fee, the re-admittance fee, and the monthly dues, or the institution of a special assessment shall be amended by referendum vote. only occur in the following manner: 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.

~~By a majority vote of those members in attendance 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.~~

~~Such vote must be by secret ballot.~~ Notwithstanding the above provision, if the CUPE Convention raises minimum fees and/or dues above the level herein established, these By-laws will be deemed to have been automatically amended to conform to the new CUPE minimums.

(a) **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)

PROPOSED NEW SECTION

Section 11

NON PAYMENT OF DUES AND ASSESSMENTS

A member who fails to pay dues and assessment for three months is automatically suspended from membership. The suspension will be reported to the Executive Board by the Secretary-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 and any other penalty set by the Local Union. The readmission fee cannot be less than the initiation fee of the Local Union.

A member who has been unemployed or unable to work because of sickness shall pay the readmission fee but may not be required to pay arrears.

(Article B.8.6)

DRAFT

CURRENT LANGUAGE

SECTION 9 - OUT-OF-POCKET EXPENSES

Out-of-pocket expenses shall be paid out as outlined in the official policies of Cupe Local 1623.

PROPOSED LANGUAGE

SECTION 9-12 - OUT-OF-POCKET EXPENSES

Out-of-pocket expenses shall be paid out as outlined in the official policies of Cupe Local 1623.

DRAFT

PROPOSED NEW LANGUAGE

SECTION 13 – 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, to CUPE Ontario Provincial Division, or any labour organization the Local Union is affiliated with, is not required.

DRAFT

CURRENT LANGUAGE

SECTION 10 - NOMINATION, ELECTION AND INSTALLATION OF OFFICER

(a) NOMINATION

Nominations for the President, Vice-President, Recording Secretary and Secretary/Treasurer shall be received at the regular membership meeting in September in the even numbered years.

Nominations for the Sectional Vice Presidents, Chief Stewards and Standing Committees shall be received at the regular membership meeting in September in the odd numbered years.

Nominations will be accepted from members in attendance at the nomination meeting or from those members who have allowed their name to be filed in writing at the meeting, witnessed by another member.

No nomination shall be accepted unless the member is in attendance at the meeting or has provided a letter to a nominator to be filed at the meeting, the letter shall detail the position the member is being nominated for, the name of the member being nominated, and the member's (signed) consent in writing.

No member shall be eligible for nomination if they are in arrears of dues and/or assessments and who have been found guilty of an offense under the trial provisions of the National Constitution. No member may be elected to more than one office on the Executive Board.

(b) ELECTIONS

Voting shall be by secret ballot. The Returning Officer shall be empowered to have the ballots prepared for the General Election. The Returning Officer must be scrupulously fair and impartial and see that all arrangements are unquestionably democratic on Election Day.

The location of the voting poll shall be announced at the September nomination meeting.

The official ballot form will be approved by the Executive Board prior to the elections.

At the Regular General membership meeting in September, immediately prior to the opening of nominations the President shall, subject to the approval of the members present, appoint an Election Committee, consisting of a Returning Officer and two [2] Assistants or more, one [1] from each of the three [3] remaining Sections.

The Returning Officer and two assistants will have a meeting for a minimum of 4 hours the week prior to the election for training and orientation. They will receive (\$70.00) seventy dollars as out of pocket expenses.

Voting shall take place on the same date as the Regular General Membership meeting in October during the hours of 7:00 a.m. to 6:00 p.m. at which time the ballot box shall be sealed and transported to the location of the Regular General Membership meeting. The ballot box will reopen for the period of 7:00 p.m. to 7:30 p.m. to allow those attending the Regular Membership Meeting to cast their ballots should they so chose. The votes shall be counted by the Returning Officer and assistants during the Regular General Membership. The results of the election will be announced during the Nominations and Elections section of the Agenda.

Election of the President, Vice-President, Recording Secretary and Secretary/Treasurer shall take place in October in the even numbered years.

Election of for the Sectional Chairs, Chief Stewards and Standing Committees shall be received at the regular membership meeting in October in the odd numbered years beginning in 2011.

The Returning Officers (3) shall, prior to the meeting, inform all those nominated at the advance nomination, of the duties of the position(s) they are nominated for.

A list of eligible candidates, dates, polling place and hours of elections shall be posted for a period of seven (7) days prior to the Regular Membership Meeting in October at which elections shall be held.

A plurality of unspoiled ballots cast shall be sufficient to elect any candidate. In case of a tie vote, there shall be a second ballot run-off amongst the tied candidates within fourteen (14) calendar days (this means whoever gets the most votes, not 50% + 1).

In any case in which only one eligible Member has been nominated for an Office and that Member has indicated acceptance of the nomination in the manner prescribed, no election need be held for that Office, and the Member who has been no nominated shall be deemed elected.

When two 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.

Order of nominations and elections:

Core Executive:

1. President
2. First Vice-President
3. Recording Secretary
4. Secretary Treasurer

Officers:

5. Sectional Vice-Presidents

6. Chief Stewards (2 Service/2 Clerical/1 SJCCC /Sec. V.P./Chief Steward)
7. Three (3) Trustees

Names of standing nominees shall be recorded on the board at the front of the room prior to voting.

Any member may request a recount of the votes for any election and a recount shall be conducted if the request is supported in a vote by the majority of the members in attendance.

Sectional Vice-Presidents shall be elected only by the members from their Section (Service and Clerical). When possible, Stewards shall be elected by the members from the area(s) they will represent. Chief Stewards shall be elected at large by the members of their section.

In the event that a Steward's position is not filled by election, at the election meeting, the Executive Board upon recommendation of the Sectional Vice-President and/or Chief Steward shall appoint a Steward for that area. Such appointment shall be ratified at the following General Membership meeting.

(c) **INSTALLATION**

All duly Elected Officers, shall be installed immediately following the announcement of the results of the election and will continue in office for two [2] years or until a successor has been elected and installed, provided, however that no term of Office shall be longer than three years. The President, Vice-President, Recording Secretary and Secretary Treasurer elected in 2008 shall have their term of office extended to 2011. There shall be a turnover day for outgoing officers with newly elected officer following elections within 15 days of the elections.

(d) **TRUSTEES**

Three [3] Trustees shall be elected by the Local in the same manner as the Officers. Initially the Trustee receiving the largest number of votes shall be elected for three [3] years, the Trustee receiving the second [2nd] largest number of votes shall be elected for two [2] years and the Trustee receiving the third [3rd] largest number of votes shall be elected for one [1] year. Subsequently, one Trustee shall retire each year as the term for which such Trustee was elected expires.

(e) **BY-ELECTIONS**

In the event that any Elected Office becomes vacant during the normal period between elections, a special election shall be held to fill the vacancy at the next Regular General membership meeting. Such by-election is to complete the term of Office.

PROPOSED NEW SECTION

SECTION 103 - NOMINATION, ELECTION AND INSTALLATION OF OFFICER

(Once the bylaws are approved in writing by the National President)

The first elections will exceptionally have the following timelines:

- The appointment of the Election Committee will be done as per Section 13(a) 1, by the Administrator.
- Notice of election for the position of the Local President, Vice President, Recording Secretary, Secretary Treasurer, Membership Officer and Trustees shall be sent out within 15 days of the appointment of the Election Committee.
- Nominations shall be received no later than 11 days of the notice of election.
- The Election Committee will send out the referendum ballot information as per Section 13 (b) 7.
- The Electronic voting will commence as per Section 13 (b) 8.
- The mandate for the Local President, Local Recording Secretary and Membership Officer shall be from the day they are elected in by the membership as a whole and in 2023 nominations will follow their course as set out in Section 13.
- The mandate for the local Vice-President and Secretary-Treasurer shall be from the day they are elected by the membership as a whole until the next even year 2022 nominations will follow their course as set out in Section 13.
- The mandate for the Local Trustees is as per Section 13 (c) 3.
- Nominations for the Sectoral Vice Presidents (where applicable), Sectional Vice President / Chief Steward (where applicable) and Chief Steward (where applicable) shall take place 30 days after the results of the elections for the position of the Local President, Vice President, Recording Secretary, Secretary Treasurer, Membership Officer and Trustees have been published.

Except where otherwise provided for in these By-Laws or the National Constitution of the Canadian Union of Public Employees all Table Officers, Table Officers, Executive Board Members, Officers and Trustees, shall be elected. In the event that no member stands for election for a particular position the Executive Board may, subject to Membership approval, appoint a member to that particular position.

a) Nominations

- 1) The Local President, in consultation with the executive, will appoint an election committee no later than January 15th consisting of at least three (3) members, (at least one from the bargaining Unit 1623-00, at least one from the bargaining Unit 1623-01 and at least one from bargaining unit 1623-03. Members of the Election Committee shall not be eligible to run for any office nor will they currently hold an Executive

Board or Trustee position. The Election Committee shall designate one of the members as the Chief Returning Officer.

- 2) Notice of election shall be sent out no later than January 30th of each election year. Nominations and acceptance of nominations in writing can only be accepted from the Election committee. A scanned copy via e-mail with both the candidate and nominators signatures are acceptable. Nominations must be received no later than February 10th.
 - a. Nominations will include:
 - i. Name of Candidate
 - ii. Position being sought
 - iii. Statement from the Candidate accepting the nomination
 - iv. Name of Nominator
 - v. Resume (each candidate can provide the Election Committee with a one page resume)
- 3) To be eligible for election to an Officer or Trustee position, on the date of being nominated, a member must:
 - i. be a member in good standing; and
 - ii. have not less than thirty (30) days continuous membership in the Local Union.
- 4) A member may accept nomination for a position while holding office. If successful in the election, their resignation from their current position will take effect at that time.
- 5) A member may accept nomination for one office only.
- 6) In the event that there is only one (1) nominee for any position, the Chief Returning Officer shall declare that nominee elected by acclamation.
- 7) No member will be eligible for nomination if they are in arrears of dues and/or assessments.

b) Elections

- 1) Elections shall be conducted electronically using a third-party firm selected by the Executive Board prior to nominations opening. The firm selected must have demonstrated capability to carry out the electronic vote and also the capacity to ensure all voting is secret.
- 2) The Election Committee shall arrange for one or more electronic voting stations including one at a Union Hall.

- 3) Voting for the President, Vice President, Recording Secretary, Secretary Treasurer, Membership Officer, and Trustees shall be elected by the Membership at large.
- 4) Voting for the Sectional Vice Presidents (where applicable), Chief Stewards (where applicable), Sectional Vice President / Chief Steward (where applicable), and Stewards shall be elected by a respective Sectional Membership.
- 5) There shall be two electronic votes. One electronic vote shall be for those positions to be elected by the Membership at large. One electronic vote shall be for those positions to be elected by a respective Sectional Membership. The electronic form shall list the position contested followed by the names of the candidates for the position in alphabetical order, last name first. The order of sequence for positions listed on the Membership at-large, electronic vote form, shall be as follows: President, Vice President, Recording Secretary, Secretary Treasurer, Trustee(s) and Membership Officer. The order of sequence for positions listed on the Sectional electronic vote form shall be as follows: Sectional Vice Presidents (where applicable), Sectional Vice President / Chief Steward (where applicable), Chief Steward (where applicable), and Stewards.
- 6) The Chief Returning Officer shall ensure the integrity of the voting process by taking measures that the Election Committee deems reasonable in the circumstances.
- 7) The Election Committee will send out the referendum ballot information to the membership within 20 days following the receipt of the nomination deadline. Voting information and a candidate's statement no longer than one page (letter size) will be included in this package).
- 8) The Electronic voting will commence seven (7) days following the submission of the referendum ballot information to the membership.
- 9) The Electronic voting will be open for seven (7) days.
- 10) The Election Committee shall declare the elected candidate(s) in each contest who receive the greatest number of unspoiled electronic votes (plurality/first past the post).
- 11) In case of a tie vote, there shall be a second electronic vote run-off amongst the tied candidates within fourteen (14) days.

- 12) The results shall be posted on the Local union's Website, Local union's Bulletin Boards, and sent via email to all members who have provided email addresses within 5 days after the vote.
- 13) When two or more nominees are to be elected to any office by electronic vote, each member voting shall be required to vote for the full number of candidates otherwise the electronic vote will be declared spoiled.
- 14) A candidate may request a recount of the votes for the election of the position to which they were nominated, within 15 days of the results of the elections.
- 15) The Chief Returning Officer shall investigate and rule upon any election complaints. The decision of the Chief Returning Officer shall be final and binding upon all parties. If a candidate requests a recount of the results of their Election in accordance with Section 13b)15., the Chief Returning Officer shall in the presence of a representative meet with the independent firm carrying out the vote to recount the vote.
- 16) The evidence of electronic voting will be destroyed after all recounts and complaints if any are dealt with.
- 17) The report of the Election Committee shall be signed by all members of the committee and shall be reported at the next General Membership Meeting by the Chief Returning Officer.

C) Installation

Option A

- 1) The Local President, Local Recording Secretary, Membership Officer, Local 1623-01 Sectional Vice Presidents, Local 1623-01 Chief Steward and Local 1623-03 Sectional Vice President / Chief Steward shall be elected in odd years.

The Local Vice-President, Secretary-Treasurer, Local 1623-00 Sectional Vice Presidents and Local 1623-00 Chief Steward in even years for a term of two (2) years or until a successor has been elected and installed, provided, however, that no term of office shall be longer than three (3) years.

Option B

The Local President, Local Recording Secretary, Membership Officer, Local 1623-00 Sectional Vice Presidents, Local 1623-01 Sectional Vice Presidents and the Local 1623-03 Sectional Vice President / Steward shall be elected in odd years.

The Local Vice-President, Secretary-Treasurer, Local 1623-00 Chief Steward and Local 1623-01 Chief Steward in even years for a term of two (2) years or until a successor has been elected and installed, provided, however, that no term of office shall be longer than three (3) years.

- 2) The Local Trustees will be elected by the membership for a one (1), two (2), and three (3) year terms. The terms of office for the Trustees shall be as laid down in Article B.2.4 of the CUPE National Constitution.
- 3) All duly elected Table Officers, Executive Board Members, Sergeant-at-Arms and Stewards shall be installed at the next Executive Board Meeting or General Membership Meeting.
- 4) Members elected to office shall not take office until such time as the Member is properly installed.
- 5) The Oath of Office to be read by the newly-elected Officers is:

"I, _____, promise to perform the duties of my office, as set out in the Constitution and laws 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 11.6b)

D) By-Election

Should an office fall vacant for any reason, the resulting by-election should be conducted as quickly as possible. 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.