



**CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 500**

PUBLIC WORKS UNIT

BY-LAWS AND POLICIES

Approved by the Executive Committee: _____

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**CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 500
PUBLIC WORKS UNIT**

BY-LAWS

SECTION 1 - NAME

The name of this Unit shall be **Public Works Unit** of the Canadian Union of Public Employees, Local 500.

SECTION 2 - OBJECTIVES

The objectives of the Unit are:

- (a) secure adequate remuneration for work performed and generally advance the economic and social welfare of its members and of all workers;
- (b) support CUPE in reaching the goals set out in Article II of the CUPE Constitution;
- (c) provide an opportunity for its members to influence and shape their future through free democratic trade unionism;
- (d) encourage the settlement by negotiation and mediation of all disputes between the members and their employers;
- (e) eliminate all forms of harassment wherever they exist.

SECTION 3 - INTERPRETATIONS AND DEFINITIONS

Masculine pronouns shall be understood to include the feminine gender.

SECTION 4 - MEMBERSHIP MEETINGS – REGULAR AND SPECIAL

- (a) Regular membership meetings shall be held each month on the ~~third Wednesday at 7:00 p.m.~~ **fourth 4th Monday at 5:30 p.m** **third Monday of the month at 6pm**. Regular Executive meetings to be held semi-annually or at the call of the Chair.
- (b) Special membership meetings may be called by the Executive. The President shall immediately call a special meeting when so ordered or requested and shall see that all members receive at least twenty-four (24) hours' notice of the special meeting and the subject(s) to be discussed. No business shall be transacted at the special meeting other than that for which the meeting is called and notice given.

- (c) A quorum for the transaction of business at any regular or special meeting shall be at least four (4) members of the existing Executive.
- (d) The order of business at regular membership meetings is as follows:
1. Read Equality Statement
 2. Roll Call of Officers
 3. Reading of Minutes
 4. Matters Arising
 5. Treasurer's Report
 6. Communications and Bills
 7. Executive Committee Report
 8. Reports of Committees and Delegates
 9. Nominations, Elections or Installations
 10. Unfinished Business
 11. New Business
 12. Good of the Union
 13. Adjournment

SECTION 5 - OFFICERS AND TERMS

The Officers of the Unit shall be the President, First Vice-President, ~~Second Vice-President~~ (keep), Secretary-Treasurer, Recording Secretary, Warden, **and eight (8) (4) Division Vice-Presidents**. All Officers shall be elected by the membership.

The President and Recording Secretary shall be elected for a two (2) year term, in alternate years. Each year, one (1) trustee shall be elected for a three (3) year term. All other terms of office shall be one (1) year.

The Division Vice-Presidents shall be from the following:

- ~~Customer Services~~ **dismantled**
- ~~Finance and Administration~~ **dismantled**
- **Engineering** /Transportation, Planning and Traffic/ **Human Resources**
- Parks and Open Spaces
- ~~Engineering~~
- Streets Maintenance
- ~~Building Services~~ **Moved to Civic Services**
- ~~Fleet Services SOA/Glacial Sand and Gravel~~ **Changed to Fleet Management SOA**

SECTION 6 - NOMINATION, ELECTION AND INSTALLATION OF OFFICERS AND DELEGATES TO LOCAL 500 CENTRAL COUNCIL

(a) Nomination

- (1) Nominations shall be received at the regular membership meetings held in the months of September and October ~~except for the first Unit elections~~. To be eligible for the nomination to an officer position, a member shall have attended at least ~~twenty-five percent (25%)~~ **twenty-five percent (25%)** ~~fifty per cent (50%)~~ of the membership meetings held in the previous twelve (12) months.
- (2) For the nomination to be accepted, the member must be in attendance at the election meeting or have provided his or her consent in writing to the meeting.
- (3) To be eligible for nomination to a Division Vice-President, a member must be from that Division.

(b) Elections

- (1) The voting shall take place at the regular membership meeting in October. The vote shall be by secret ballot.
- (2) Voting to fill one (1) office shall be conducted and completed, and recounts dealt with, before balloting may begin to fill another office.
- (3) A majority of votes cast shall be required before any candidate can be declared elected, and second and subsequent ballots shall be taken, if necessary, to obtain a majority. On the second and subsequent ballots the candidate receiving the lowest number of votes in the previous ballot shall be dropped.
- (4) The order of election shall be President, 1st Vice-President, ~~2nd Vice-President~~ **(keep)**, Recording Secretary, Treasurer, Warden, Divisional Vice Presidents, Trustees.

(c) Installation

- (1) All duly elected officers shall be installed at the meeting at which elections are held and shall continue in office for the ensuing term 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 terms of office for Trustees shall be as laid down in Article B.3.10 of the CUPE Constitution.

(d) By-Election

With the exception of the President, should an office fall vacant and/or not be filled in accordance with the above noted procedures a by-election will be conducted at the subsequent meeting(s) until the office is filled.

(e) Delegates to Central Council

- (1) There shall be eight (8) delegates from the Public Works Unit.
- (2) The President, First Vice-President, Secretary-Treasurer and Recording Secretary shall receive delegate status. **Second vice president and warden**
- (3) The remaining delegates will be elected from the general membership upon the conclusion of the instalment of the Unit Officers.

SECTION 7 - UNIT EXECUTIVE

- (a) The Unit Executive shall comprise all Officers **except that the Trustees shall not be members of the Executive Board.**
- ~~(b) A majority of the Executive constitutes a quorum;~~ **At minium 3 memebers of the table officers constitutes a quorum**
- (c) The Executive shall do the work delegated to it by the Unit and shall be held responsible for the proper and effective functioning of all committees.
- (d) All charges against members or Officers must be made in writing and dealt with in accordance with the provisions of the CUPE constitution.
- (e) Should any Executive member **or delegate** fail to answer the roll call for three (3) consecutive regular membership meetings or three (3) regular Executive meetings without having submitted good reason for those failures, his office shall be declared vacant and shall be filled by an election at the following membership meeting.
- (f) The authorized signing officers of the Unit are President, First Vice-President and Secretary-Treasurer **and Recording Secretary.**

SECTION 8 - DUTIES OF OFFICERS

- (a) The President shall:
 - Enforce the CUPE Constitution and these by-laws;
 - Preside at all membership meetings and preserve order;

- Decide all points of order and procedure (subject always to appeal to the membership);
- Have a vote on all matters (except appeals against his rulings) and in case of a tie vote in any matter, have the right to cast an additional vote to break the tie;
- Ensure that all Officers perform their assigned duties;
- Fill committee vacancies where elections are not provided for;
- Introduce new members;
- Ensure that the Unit's funds are used only as authorized or directed by the Constitution, by-laws, or vote of the membership.

(b) The First Vice-President shall:

- If the President is absent or incapacitated, perform all duties of the President;
- If the office of President falls vacant, assume the office of President for the remainder of the term;
- Chair Executive meetings;
- Render assistance to any member of the Board as directed by the Board.

(c) The Second Vice President shall:

- If the 1st Vice President is absent or incapacitated, perform all the duties of the 1st Vice President;
- Chair Executive meetings in the absence of the 1st Vice President;
- Render assistance to any member of the Board as directed by the Board.

(d) The Recording Secretary shall:

- Keep full, accurate and impartial account of the proceedings of all regular or special membership and Executive meetings, ensuring that these records include a copy of the full financial report presented by the Secretary-Treasurer;
- Record all alterations in the by-laws;
- Answer correspondence and fulfil other secretarial duties as directed by the Executive;
- File a copy of all letters sent out and keep on file all communications;
- Prepare and ensure distribution of all circulars and notices to members;
- Have all records ready on reasonable notice for auditors and Trustees;
- Preside over membership and Executive meetings in the absence of both the President and the Vice-Presidents;
- Be empowered, with the approval of the membership, to employ necessary stenographic or other assistance to be paid for out of the Unit's funds;
- On termination of office, surrender all books, seals and other properties of the Unit to his successor.

(e) The Secretary-Treasurer shall:

- Receive all revenue, dues, and assessments, and deposit promptly all money with a bank or credit union;
- Throughout his/her term, and on behalf of the Local Union membership, be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or vouchers for every disbursement made, as well as records and supporting documents for all income received by the Unit;
- Record all financial transactions in a manner acceptable to the Executive and in accordance with good accounting practices;
- Regularly make a full financial report to meetings of the Unit's Executive, as well as a written financial report to each regular membership meeting, detailing all income and expenditures for the period;
- Be bonded through the master bond held by the National Office, and any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office;
- Pay no money unless supported by a motion duly authorized by the Unit and/or the Executive or directed by the Unit's by-laws;
- Make all books available for inspection by the auditors and/or Trustees on reasonable notice, and have the books audited at least twice each calendar year and within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees;
- Provide the Trustees with any information they may need to complete the audit report forms supplied by CUPE;
- Provide the Local with a yearly Trustee's Report to the Secretary-Treasurer of CUPE Local 500 no later than January 31st of each year;
- Provide the Local's Recording Secretary annually with the name of the Unit's credit union, account number and signing officers;
- On termination of office, surrender all books, records and other properties of the Unit to his successor.

(f) The Trustees shall:

- Act as an auditing committee on behalf of the members and audit the books and accounts of the Secretary-Treasurer, the Recording Secretary and the Standing Committees at least **once** every calendar year;
- Make a report of their findings to the first membership meeting following the completion of each audit;
- Be responsible to ensure that monies are not paid out without proper constitutional or membership authorization;
- Ensure that proper financial reports are made to the membership;
- Audit the record of attendance;

- Inspect at least once a year any stocks, bonds, securities, office furniture and equipment that may at any time be owned by the Unit, and report their findings to the membership;
- Use audit forms supplied by CUPE Local 500.

(g) The Warden shall:

- Check and record all present at the meetings of the Unit and Executive and ascertain whether they are in good standing and entitled to be present. The Warden shall see that no one enters the meetings of the Unit or Executive while business is being transacted, unless they are in good standing or on the order of the Unit.

(h) The Division Vice-Presidents shall:

- Be responsible for union business pertaining to their particular division, **and maintain fifty per cent (50%) attendance at Unit meetings.**

**CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 500
PUBLIC WORKS UNIT**

POLICIES

SECTION 1 - HONORARIUMS

Office	P.P. #1 2009	P.P. #1 2016
President	\$914.00 \$974.00	\$1200.00
1 st Vice President	\$792.00 \$844.00	\$917.00
2 nd Vice President	\$792.00 \$844.00	\$917.00
Secretary Treasurer	\$792.00 \$844.00	\$917.00
Recording Secretary	\$792.00 \$456.00	\$917.00
Warden	\$427.00 \$456.00	\$517.00
Trustees	\$427.00 \$456.00	\$350.00
Divisional Vice Presidents (except 1 st Vice President)		
-0-199 members		
Fleet	\$427.00 \$456.00	\$425.00
Engineering / Transportation, Planning and Traffic / Human Resources	\$456.00	\$425.00
-200-over + members		
Parks & Open Space		
Streets Maintenance	\$646.00 \$604.00	\$475.00

Increases or decreases to be tied into wage increases or decreases of the Local, rounded off to the nearest dollar.

Honorarium to be paid ~~bi-annually April and October.~~ **Quarterly**

SECTION 2 - SCHOOLS, CONFERENCES AND CONVENTIONS

Any signed up member in good standing of the Unit will be able to attend schools, conferences and conventions in accordance with the following:

(a) **CUPE National Conventions**

- (1) The Table(keep) **following** Officers will be given first preference in this order: President, First Vice-President, ~~Second Vice-President~~, (keep) Recording Secretary, Secretary-Treasurer, Warden, ~~Division Vice Presidents~~, and Trustees.
- (2) ~~In the event an officer is unable to attend, members may be elected from the floor.~~
- (3) ~~Members will be sent by the Unit based on the Unit's ability to fund.~~
- (4) ~~To be eligible to attend, members will need fifty per cent (50%) attendance at general meetings in the year prior to the convention call.~~

(b) ~~**Canadian Labour Congress Convention**~~

- (1) ~~The Table Officers will be given first preference in this order: President, First Vice President, Second Vice President, Recording Secretary, Secretary Treasurer, Warden, Division Vice Presidents, and Trustees.~~
- (2) ~~In the event an officer is unable to attend, members may be elected from the floor.~~
- (3) ~~Members will be sent by the Unit based on the Unit's ability to fund.~~
- (4) ~~To be eligible to attend, members will need 50% attendance at general meetings in the year prior to the convention call.~~

(c) **CUPE Manitoba Convention**

- (1) The Table Officers will be given first preference in this order: President, First Vice-President, ~~Second Vice President~~,(keep) Recording Secretary, Secretary-Treasurer, Warden, Division Vice-Presidents, and Trustees.
- (2) In the event an officer is unable to attend, members may be elected from the floor.
- (3) Members will be sent by the Unit based on the Unit's ability to fund.
- (4) To be eligible to attend, members will need 50% attendance at general meetings in the year prior to the convention call.

(d) ~~**Manitoba Federation of Labour Convention**~~

- (1) ~~The Table Officers will be given first preference in this order: President, First Vice President, Second Vice President, Recording Secretary, Secretary Treasurer, Warden, Division Vice Presidents, and Trustees.~~
- (2) ~~In the event an officer is unable to attend, members may be elected from the floor.~~

~~(3) Members will be sent by the Unit based on the Unit's ability to fund.~~

~~(4) To be eligible to attend, members will need 50% attendance at general meetings in the year prior to the convention call.~~

(e) **Schools**

(1) The Unit shall endeavour to send ~~anyone they can~~ **stewards** to weekend schools based on the Unit's ability to pay.

(2) To be eligible to attend out-of-town schools or weeklong schools, ~~members~~ **stewards** must have attended one weekend school ~~or the CUPE winter school,~~ and **had fifty per cent (50%) (25%) attendance at regular meetings** in the year previous.

(f) **Conferences**

The Unit shall consider sending members to conferences based on the needs of the union, the interests of the members and the ability of the Unit to pay. To be eligible to attend, members will ~~need fifty percent (50%)~~ **(25%) attendance at general meetings** in the year prior to the conference call.

(g) **Attendance**

Each time a ~~member~~ **executive or delegate** is unable to attend a meeting for a legitimate reason, he or she will notify a member of the Executive prior to the meeting, with the reason for not attending or raise the matter at the next meeting and provide the reason then. If the members consider the reason valid, the attendance record can be so noted.

(h) **Schools, Conferences and Conventions Per Diems**

Out of town/in province – ~~Fifty-five dollars (\$55.00)~~ **sixty dollars** per day for the duration of the
 convention or school and single room accommodation and one (1) day travelling time.

Out of province – ~~Seventy-five dollars (\$75.00)~~ **one hundred dollars** per day for the duration of the
 convention or school and single room accommodation and one (1) day travelling time.

In town – ~~Seventeen dollars (\$17.00)~~ **twenty dollars** per day for duration of a convention or school

~~Eight dollars and fifty cents (\$8.50)~~ **ten dollars** per half day for duration of convention or school

~~Seventeen dollars (\$17.00)~~ twenty dollars per diems will be paid for conventions, weeklong, weekend or evening schools where meals are provided out of town.

(i) **Transportation**

See Local 500 bylaws.

SECTION 3 - COMMITTEES(a) **Negotiating Committee**

The President or his/her designate shall represent the Unit on the Local 500 Negotiating Committee.

(b) **Special Committee**

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

(c) **Standing Committees**

The Unit's representatives for the CUPE Local 500 Standing Committees shall be determined at a General Membership meeting the month following the annual Unit elections. The Unit will endeavour to have representation on each standing committee.

SECTION 4 - PER DIEMS - GENERAL

~~\$7.50~~ **\$8.50** 10 per evening meeting(s)

~~\$7.50~~ **\$8.50** 10 per half-day meeting

~~\$15.00~~ **\$17.00** 20 per full day meeting

Parking will ~~not~~ be covered by the Unit. **Upon submission of receipt and approval from table officers**

Meeting per diems shall be paid to Unit Table Officers, ~~Trustees, and~~ Unit Shop Stewards for attendance at union-related meetings or business that is not paid for by other organizations.

Per diems shall be paid quarterly or **monthly on approval from executive** (every 3 months):

- i.e.
- 1) October, November, December
 - 2) January, February, March
 - 3) April, May, June
 - 4) July, August, September

Per diem sheets shall be handed in at the third general membership meeting, i.e. January, April, July and October.

Under no circumstances shall any member receive payment for meetings attended beyond a six (6) month period. Attendance for the purpose of this clause shall mean the act of being present at the meeting.

SECTION 5 - CHILD CARE EXPENSES

Any members attending union-related meetings, schools, conferences, conventions or business on behalf of the Unit will be reimbursed for out-of-pocket expenses incurred for childcare. Reimbursement will be as follows:

- 1) ~~\$20.00~~ 30.00 per full day
- 2) \$10.00 20.00 per half day or evening
- 3) \$40.00 per day for 24-hour child care (out of town functions).

This shall be paid monthly on receipt of a verified statement.

SECTION 6 - DEATH AND SICKNESS

A card shall be sent to the family of a deceased member by the Recording Secretary.

If a member is in hospital, or at home sick for an extended period of time, a "Get Well" card will be sent by the Recording Secretary. ~~It will be the duty of any member of the Unit to present himself/herself in person at the first available general meeting to confirm member being off sick or else to contact one of the Unit Table Officers.~~

SECTION 7 - DONATIONS

All donations made by the Public Works Unit must be approved at the general membership meeting.

The total amount donated by the Public Works Unit will not exceed a yearly maximum of \$1,000.00.

SECTION 8 - LOST WAGES

Lost wages shall be paid by the Public Works Unit to any Public Works member doing union business, attending conventions or schools. Lost wages will be deemed to include only actual money lost to the member. A member taking holidays or compensating time off, shall be paid for this the same as lost wages.

For the purpose of this article, regular layoff shall not be included.

Any overtime pay lost due to union business will not be paid by the Public Works Unit.

SECTION 9 - AMENDMENTS

Proposed amendments to these By-Laws shall be forwarded in writing to the Recording Secretary prior to the Executive meeting of the Unit to be read at the General Membership meeting as a Notice of Motion. Upon the reading of the Notice of Motion it shall lay on the table to be dealt with at the following General Membership meeting. These By-Laws to be amended shall require a majority (50% + 1) of votes of the membership present and upon final approval of CUPE Local 500 Central Council.

SECTION 10 - RULES OF ORDER

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

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

APPENDIX "A"**TO THE BY-LAWS OF THE PUBLIC WORKS UNIT
CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 500****RULE S OF ORDER**

1. The President or, in his absence, the Vice-President, shall take the chair at all membership meetings. In the absence of both the President and Vice-President, the Recording Secretary shall act as President, and in his absence a President pro-tem shall be chosen by the Local Unit.
2. No member, except the Chairperson of a committee making a report or the mover of a resolution, shall speak more than five minutes, or more than once on the same question without the consent of the meeting or until all who wish to speak have had an opportunity. Chairpersons and movers of a resolution shall be limited to fifteen minutes, except with the consent of the meeting.
3. The President shall state every question coming before the Local Unit, and before allowing debate thereon, and again immediately before putting it to a vote, shall ask: "Is the Local Unit ready for the question?" Should no member rise to speak, the question shall then be put.
4. A motion to be entertained by the presiding officer must be moved and seconded; both mover and seconder must rise and be recognized by the chair.
5. A motion to amend, or to amend an amendment, shall be in order, but no motion to amend an amendment to an amendment shall be permitted. No amendment, or amendment to an amendment, which is a direct negative of the resolution shall be in order.
6. On motion, the regular order of business may be suspended by a two-thirds vote of those present, to deal with any urgent business.
7. All resolutions and motions other than those named in Rule 17, or those to accept or adopt the report of a committee, shall, if requested by the presiding officer, be presented in writing before being put to the Local Unit.
8. At the request of any member, and upon a majority vote of those present, a question may be divided when the sense will admit of it.
9. Any member having made a motion can withdraw it with the consent of the seconder, except that any motion, once debated, cannot be withdrawn except by a majority vote of those present.

10. When a member wishes to speak on a question or to make a motion, he shall rise in his place and respectfully address the presiding officer, but, except to state that he rises to a point of order or on a question of privilege, he shall not proceed further until recognized by the chair.
11. When two or more members rise to speak at the same time, the presiding officer shall decide which one is entitled to the floor.
12. Every member, while speaking, shall adhere to the question under debate and avoid all personal, indecorous, or offensive language, as well as any poor reflection on the ~~Local~~ **Unit** or member thereof.
13. If a member, while speaking, is called to order, he shall cease speaking until the point is determined; if it is decided he is in order, he may again proceed.
14. No religious discussion shall be permitted.
15. The President shall take no part in debate while presiding, but may yield the chair to the Vice-President in order to speak on any question before the ~~Local~~ **Unit**, or to introduce a new question.
16. The presiding officer shall have the same rights as other members to vote on any question. In case of a tie, he may in addition give a casting vote, or, if he chooses, refrain from breaking the tie, in which case the motion is lost.
17. When a motion is before the ~~Local~~ **Unit**, no other motion shall be in order except (1) to adjourn (2) to put the previous question (3) to lay on the table (4) to postpone for a definite time (5) to refer (6) to divide or amend, which motions shall have precedence in the order named. The first three of these shall be decided without debate.
18. A motion for the previous question, when regularly moved and seconded, shall be put in this form: "Shall the main question be now put?" If it is adopted, the President shall proceed to take the vote on the resolution and amendments thereto (if any) according to their priority. If an amendment or an amendment to an amendment is adopted, the original resolution, as amended, shall be put to the ~~Local~~ **Unit**.
19. A motion to adjourn is in order except (1) when a member has the floor, and (2) when members are voting.
20. A motion to adjourn, having been put and lost, shall not be in order again, if there is further business before the ~~Local~~ **Unit**, until fifteen minutes have elapsed.
21. After the presiding officer declares the vote on a question, and before the ~~Local~~ **Unit** proceeds to another order of business, any member may ask for a division. A standing vote shall then be taken and the Secretary shall count same.

22. If any member wishes to challenge (appeal) a decision of the chair, he must do so at the time the decision is made. If the challenge is seconded, the member shall be asked to state briefly the basis for his challenge. The Chairperson may then state briefly the basis for his decision, following which the Chairperson shall immediately and without debate put the question: "Shall the decision of the chair be sustained?" A majority vote shall decide except that in the event of a tie the chair is sustained.
23. After a question has been decided, any two members who have voted in the majority may, at the same or next meeting, move reconsideration thereof.
24. No member shall enter or leave a meeting during the reading of the minutes, the initiation of new members, the installation of officers, or the taking of a vote; and no member shall be allowed to leave without the permission of the Vice-President.
25. The Local's **Unit** business, and proceedings of meetings, are not to be divulged to any persons outside the Local **Unit** or the Canadian Union of Public Employees.

Retroactive Jan. 1 2016

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