



CUPE LOCAL 1019 BYLAWS

Amended January 2016

BY E-MAIL

December 14, 2015

Blaine Bittman
Recording Secretary
CUPE Local 1019
133 Front Street North, Unit 6
Thorold, ON L2V 0A3

Dear Brother Bittman:

I am writing in response to your email of June 16, 2015 to Sister Tammy Emond of my office with which you submitted for approval amendments to Local 1019's bylaws. Please accept my apologies for the delay in replying.

The proposals are in compliance with the National Constitution and I am therefore pleased to confirm my approval of them in accordance with the provisions of Article XIII.

When the local has a moment, I would appreciate receiving a copy of Local 1019's updated bylaws in order to update our file and to facilitate our review of future submissions.

In solidarity,



MARK HANCOCK
National President

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c.c. D. Burke; L. Thurston-Neeley; H. Grassick; M. Boyd; J. Bruñarski, President, CUPE Local 1019

PREAMBLE

In order to improve the social and economic welfare of its members without regard to sex, colour, race or creed, to believe in the efficiency in public employment and to manifest its 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, to safeguard the rights of all members, to provide for responsible administration of the Local, and to involve as many members as possible through the sharing of duties and responsibilities.

SECTION 1 – NAME

The name of this Local shall be: Canadian Union of Public Employees, Local 1019 (Niagara Paramedics and Dispatchers).

SECTION 2 – OBJECTIVES

The objectives of the local are to:

- (a) Secure adequate remuneration for work performed and generally advance the economic and social welfare of all of its members and all of its 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.

SECTION 3- INTERPRETATION AND DEFINITIONS

- (a) Masculine pronouns shall be understood to include the feminine gender.
- (b) Numbers of Articles at the end of sections or subsections refer to relevant articles of the CUPE Constitution (2009) which should be read in conjunction with these by-laws.

SECTION 4 – MEMBERSHIP MEETINGS – REGULAR AND SPECIAL

- (a) Regular membership meetings shall be held in the months of January, March, May, June,

September and November, preferably on Wednesdays. The meetings will be rotated each month through the A-D shift rotations. The meeting dates will be posted in November for the following year. Notice of date changes in any case shall be given with no less than 2 weeks notice of said date.

- (b) Special membership meetings may be ordered by the Executive Board or requested in writing by no fewer than six (6) members. 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 eight (8) members, including at least two (2) members of the Executive Board.
- (d) The order of business at the regular membership meetings is as follows:
 1. Roll Call of Officers
 2. Voting on new members and initiation
 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

(Article B.VIII)

SECTION 5 – VOTING OF FUNDS

Except for ordinary expenses and bills as approved at membership meetings, no sum over three hundred (300) dollars shall be voted upon for the purpose of a grant or contribution to a member or any cause outside CUPE, except by a notice of motion given in writing and dealt with at the following membership meeting. Discretionary expenses of up to three hundred (300) dollars shall not require prior approval of the membership.

(Article B. 4.4)

In the event there is no quorum at a membership meeting, the Executive Board may approve, by majority vote, expenditures related to grievances, arbitration, attendance at conferences and conventions. Such expenditure must be reported at the next general membership meeting.

SECTION 6 - OFFICERS

The Officers of the Local shall be the President, Vice-President, 2nd Vice-President, Secretary-Treasurer, Recording Secretary, Sergeant-At-Arms, and three (3) Trustees. All Officers shall be elected by the membership. Should an Officer end his/her service before end of term, the Executive Board may appoint a replacement on a temporary basis, but a by-election must be conducted as soon as possible. A Chief Steward may be appointed by the President, if required. A WSIB specialist shall be appointed as an advisor to the executive.

(Article B.2.1 - B.2.3)

SECTION 7-EXECUTIVE BOARD

(a) The Executive Board shall comprise all officers except trustees.

(Article B.2.2)

(b) The Board shall meet at least once every month .

(Article B.3.14)

(c) The majority of the Board constitutes a quorum.

(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 proposal to a membership meeting and having it approved.

(e) The Board shall do the work delegated to it by the Local and shall be held responsible for the proper and effective functioning of all committees.

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

(g) Should any Board member fail to answer the roll call for three consecutive regular membership meetings or four regular Board meetings without having submitted good reason for those failures, his/her office shall be declared vacant and shall be filled by an election at the following membership meeting.

(Article B.2.5)

(h) The immediate Past President and Stewards may attend executive meetings and shall have voice but no vote.

SECTION 8 – DUTIES OF OFFICERS

THE PRESIDENT SHALL:

- Enforce the CUPE Constitution and these By-laws;
- 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);
- Have a vote on all matters (except appeals against his/her rulings) and in case of a tie vote in any matter, including elections, have 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 and conduct them through the initiation ceremony;
- Sign all cheques and ensure that the Locals funds are used only as authorized or directed by the Constitution, By-laws, or vote of the membership;
- Have first preference as a delegate to CUPE National Convention;
- On termination of office, surrender all books, records and other properties of the Local to his/her successor.

(Article B.3.1)

THE VICE-PRESIDENT SHALL:

- If the President is absent or incapacitated, perform all duties of the President;
- If the office of President falls vacant, be Acting President until a new President is elected;
- Render assistance to any member of the Board as directed by the Board;
- On termination of office, surrender all books, records and other properties of the Local to his/her successor.

(Article B.3.2)

THE SECOND VICE-PRESIDENT SHALL:

- If the Vice-President is absent or incapacitated, perform all duties of the Vice-President;
- If the office of Vice-President falls vacant, be Acting Vice-President until a new Vice-President is elected;
- Render assistance to any member of the Board as directed by the Board;

On termination of office, surrender all books, records and other properties of the Local to his/her successor.

THE RECORDING SECRETARY SHALL:

Keep full, accurate and impartial account of the proceedings of all regular or special membership and Board meetings, ensuring that these records include a copy of the full financial report presented by the Secretary-Treasurer;

Record all alterations in By-laws;

Answer correspondence and fulfill other secretarial duties as directed by the Board;

File a copy of all letters sent out and keep on file all communications;

Prepare and distribute all circulars and notices to members;

Have all records ready on reasonable notice for auditors and Trustees;

Preside over membership and Board meetings in the absence of both the President and the Vice-President;

Be empowered with the approval of the membership to employ necessary stenographic or other assistance to be paid for out of the Locals funds;

Complete the CUPE Recording Secretary workshop within one year of taking office;

On termination of office, surrender all books, seals, and other properties of the Local to his/her successor.

(Article B.3.3)

THE SECRETARY-TREASURER SHALL:

Receive all revenue, initiation fees, dues and other assessments, keeping a record of each member's payments, and deposit promptly all monies with a bank or credit union;

Prepare all CUPE National per capita tax forms and remit payment no later than the last day of the following month;

Throughout his/her term, and on behalf of 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, receipts for all monies sent to CUPE headquarters, 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 Board and in accordance with good accounting practices;

Make a full financial report to the Local Union at meetings of the Locals Executive Board, as well as written financial report to each regular membership meeting, detailing income and expenditures during the reporting period;

Be bonded through the master bond held by National Office, and any Secretary-treasurer who cannot qualify for the Bond shall be disqualified from office;

Pay no money unless supported by a voucher duly signed by the President and one other member of the Board or any two other members of the Board, except that no voucher shall be required for payment of per capita fees to any organization to which the Local is affiliated;

Make all books available for inspection by the auditors and/or trustees on reasonable notice, and have the books audited at least once every 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;

Not later than February 28th of every year, furnish each member on the forms provided by National Office, with a statement showing the net amount of tax deductible dues paid by him/her during the preceding calendar year, if not already provided;

Be empowered, with the approval of the membership, to employ necessary clerical assistance to be paid for out of the Locals funds;

Notify all members who are one month in arrears and report to the Board all members two or more months in arrears of payment of union dues;

Complete the CUPE Treasurers workshop within one year of taking office;

On termination of office, surrender all books, records and other properties of the Local to his/her successor.

(Articles B.3.4 to B.3.9)

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 written report of their findings to the first membership meeting following the completion of each audit;

Submit in writing to the President and Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure the Locals funds ,records and accounts are being maintained

by the Secretary-Treasurer in an organized, correct and proper manner;

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, and titles and deeds to property that may at any time be owned by the Local, and report their findings to the membership;

Send a copy of the completed audit report (on the prescribed form provided by the National Secretary-Treasurer) as well as a copy of their report to the Local Union membership along with a copy of their recommendations and/or concerns to the President and Secretary-Treasurer and the Secretary-Treasurers response, to the National Secretary-Treasurer of the Canadian Union of Public Employees, with a copy to the assigned servicing representative;

Complete the CUPE Trustees workshop within one year of taking office;

On termination of office, surrender all books, records and other properties of the Local to his/her successor.

(Articles B.3.10 to B.3.12)

THE WSIB SPECIALIST SHALL:

Be appointed by the Executive Board;

Attend such mandatory training as is necessary to perform his/her duties within 2 years of being elected;

Be responsible for assisting members with WSIB claims, appeals and settlements;

Assist members with Short-term- and Long-term-disability claims, appeals and settlements;

On termination of office, surrender all books, records and other properties of the Local to his/her successor.

HEALTH AND SAFETY REPRESENTATIVES:

Shall be elected by majority vote;

Shall be elected at the time of the executive elections;

STEWARDS SHALL:

Be elected by majority vote;

Be elected on a rotating basis (3 first year, 3 second year, 2 third year);

Be the initial contact by the membership regarding grievances and other workplace issues;

Complete the CUPE Effective Stewarding workshop within one year of taking office;

Complete the CUPE Advanced Stewarding workshop within two years of taking office;

All officers shall be allowed necessary funds, not to exceed thirty dollars (30.00) per instance while in the Region of Niagara and not to exceed seventy dollars (70.00) per instance while outside of the Region of Niagara, to reimburse him/herself for expenses incurred on behalf of the local.

SECTION 9 – HONORARIUM

PRESIDENT	1400.00 per year of two year term
VICE-PRESIDENT	1100.00 per year of two year term
2ND VICE-PRESIDENT	1000.00 per year of two year term
SECRETARY-TREASURER	1100.00 per year of two year term
RECORDING SECRETARY	1100.00 per year of two year term
CHIEF STEWARD	600.00 per year of two year term
SERGEANT AT ARMS	300.00 per year of two year term
H&S OFFICER	300.00 per year of two year term
TRUSTEES	120.00 per audit completed
STEWARDS	220.00 per year of two year term
WSIB SPECIALIST	1100.00 per year

The Local shall provide the President a cell phone (billing to be received directly to the local) with data capabilities for the purpose of conducting union business and shall pay the billings and other communication devices at the request of the executive.

To conduct mandatory business of the local, executive members shall be provided child care expenses substantiated by receipts as approved by the President.

According to federal tax laws, any honourarium must be reported by the recipient as taxable income and honoraria over certain amounts must be reported by the Local (by way of T4) to Revenue Canada (for current information, check with your local taxation office)

Honoraria will be paid out and prorated if necessary at the end of the year in question, due to elections, or officers leaving office prematurely.

SECTION 10- FEES, DUES AND ASSESSMENTS

(a) INITIATION FEE

Each application for membership in the Local shall be directed to the Secretary-Treasurer and shall be accompanied by an initiation fee of one dollar (1.00), which shall be in addition to monthly dues. This fee is to be paid for by the Local on behalf of the member.

(Articles B.4.1&B.10.2)

(b) RE-ADMITTANCE FEE

The re-admittance fee shall be one dollar (1.00). This fee is to be paid for by the Local on behalf of the member.

(Articles B.4.1&B.11.2)

(c) MONTHLY DUES

The monthly dues shall be 1.8% and shall be reviewed on a yearly basis.

(Article B.4.3)

Changes in the level of Initiation fee, Re-admittance fee, or the monthly dues can be effected only by following the procedure for amendment of these by-laws (see section 16), with the additional provision that the vote must be by secret ballot.

(Articles B.4.1&B.4.3)

Notwithstanding the above provisions, if the CUPE Convention raises the minimum fees and/or dues above the level herein established, these by-laws will be deemed to have been automatically amended to the new CUPE minimum .

Special assessments may be levied in accordance with Article B.4.2 of the CUPE Constitution.

CUPE 1019 has designated one dollar per member per pay out of the existing 1.8% to be placed into a separate Strike Fund, along with two dollars per member per pay into a dedicated Defense Fund. (Note that these funds are NOT in addition to the existing dues deductions.

SECTION 11 – NON-PAYMENT OF DUES AND ASSESSMENTS

Any member in arrears for a period of three (3) months or more shall be automatically suspended and his/her suspension shall be reported to the Executive Board by the Secretary-Treasurer. The Executive Board shall report to the next general membership meeting with a recommendation. Any member under suspension wishing to be reinstated shall, upon application, pay the re-admittance fee, plus any dues and assessments in arrears. This money will be returned if the application is rejected. If a member has been unemployed or unable to work because of illness, he/she shall pay the re-admittance fee but may not be required to pay his/her arrears.

(Article B.11.1)

SECTION 12 -- NOMINATIONS, ELECTIONS AND INSTALLATION OF OFFICERS

(a) NOMINATIONS

Nominations shall be received at the regular membership meeting held in the month of January of the odd numbered years. To be eligible for nomination the member shall have attended at least fifty percent (50%) of the membership meetings held in the previous twelve (12) months or in the period he/she was a member, if less than a year, unless a valid reason, acceptable to the Local, has been given for non-attendance. No nomination shall be accepted unless the member is in attendance at the meeting or has allowed to be filed at the meeting his/her consent, in writing, duly witnessed by another member. No member shall be eligible if he/she is in arrears of dues and/or assessments.

(b) ELECTIONS

Elections will also be conducted at the January meeting noted above.

Voting shall be by secret ballot.

A simple majority (50% + 1) 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 with the lowest number of votes shall be dropped. In case of a final tie vote, the presiding officer shall decide the election by the toss of a coin.

When two (2) or more nominees are to be elected to any office by ballot, each member voting shall be entitled to vote for the full number of candidates to be elected, but the member's ballot will not be declared spoiled should he/she vote for fewer than the number to be elected.

(c) INSTALLATION

(1) All duly elected officers shall be installed at the meeting at which elections are held and shall continue in office for two (2) years or until a successor has been elected and installed, provided, however, that no term of office shall be longer than three (3) years.

(Article B.2.4)

(2) The terms of office for Trustees shall be laid down in accordance with Article B.3.10 of the CUPE Constitution.

(d) BY-ELECTIONS

Should any office fall vacant pursuant to Section 7 (g) of these By-laws or for any other reason, the resulting by-election should be conducted as closely as possible in conformity of this section.

SECTION 13 – DELEGATES TO CONVENTION

(a) Except for the President's option (section 8 (a)), all delegates to conventions shall be chosen by election at membership meetings. To be considered eligible for conventions and conferences, members must have attended at least fifty (50) percent of the General Membership Meetings during the preceding twelve (12) months that don't conflict with existing work schedules unless a valid

reason acceptable to the Local has been given for non-attendance.

- (b) Delegates to the CUPE area District Council shall be elected annually. An official reporter for these delegates shall be appointed annually by the President from among these delegates, and he/she shall be required to report at each membership meeting of the Local on the proceedings of recent meetings of the Council.
- (c) All delegates elected to the conventions held outside Niagara area shall be paid transportation expenses (at economy, tourist or coach rates, or RMON mileage rate per klm if their own vehicle is used), a per diem allowance of seventy-five (75) dollars for expenses and an amount equal to any loss of salary incurred by attendance at the convention/school/conference, etc. Km allowance is tied to the Region of Niagara rate, which is 45 cents currently. The rate will follow the Region's rate. Daycare at the CUPE schedule shall be provided as approved by the President.
- (d) Delegates to conventions/schools/conferences, etc. held locally shall have RMON mileage rate for use of own vehicle. There shall be a per diem allowance of forty-five (45) dollars and compensation for any loss of salary to attend.
- (e) Members attending conferences/education/conventions on days off will be compensated with other days off from work.

SECTION 14 – COMMITTEES

(a) NEGOTIATING COMMITTEE

This shall be a special ad hoc committee established at least 5 months prior to the expiry of the Locals collective agreement and automatically disbanded when a new collective agreement has been signed. The function of the committee is to prepare collective bargaining proposals and to negotiate a collective agreement. The committee shall consist of the President and five (5) members, all elected at a membership meeting. The CUPE representative assigned to the local shall be a non-voting member of the committee and shall be consulted at all stages from formulating proposals, through negotiations, to contract ratification by the membership.

(b) SPECIAL COMMITTEES

A special ad hoc committee may be established for a specific purpose and period by the membership at a meeting. The members shall be elected at the same or another membership meeting or may, by special 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 exoficio members.

(c) GRIEVANCE COMMITTEE

This shall be a standing committee comprised of the President and/or Chief Steward and the Stewards. The function of the committee is to properly process grievances through the process defined through the Collective Agreement and to make recommendations to the

general membership regarding grievances.

(d) LABOUR MANAGEMENT COMMITTEE

The composition of this committee shall be defined by the Collective Agreement, however it is otherwise understood that the President or his/her designate shall be a standing member of this committee.

(e) HEALTH AND SAFETY COMMITTEE

The Health and Safety Committee shall be comprised of the Health and Safety Representative and three (3) elected members. Two (2) of these members shall be Paramedics and one (1) shall be an SSC. The President shall also be a member of this committee. An allowance of one (1) alternate due to increasing size of the Local, however, not required by these by-laws. Certification of at least one member is the responsibility of the employer. One member will be appointed by the President as a Co-chair of the Joint Occupational Health and Safety Committee (JOHSC). The Co-chair shall attend at least fifty percent of the General Membership Meetings. All members shall attend at least fifty percent of the JOHSC meetings (the alternate fifty percent of meetings invited to).

(f) ELIGIBILITY

To be considered eligible for committees, members must have attended at least fifty (50) percent of the General Membership Meetings during the preceding twelve (12) months that don't conflict with existing work schedules unless a valid reason acceptable to the Local has been given for non-attendance.

SECTION 15 – RULES OF ORDER

All meetings of the Local 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 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.

SECTION 16 – AMENDMENTS

- (a) These By-laws are always subordinate to the CUPE Constitution (including Appendix "B") as it now exists or may be amended from time to time, and in the event of any conflict between these By-laws and the CUPE Constitution the latter shall govern. Constitutional interpretation, including determination of conflict, is the prerogative of the National President.

(Articles 9.2(c), 13.3, B.7.1)

- (b) These By-laws shall not be amended, added to, or suspended except upon a majority vote of

those present and voting at a regular or special membership meeting following seven (7) days notice at a previous meeting or at least sixty (60) days written notice.

(Article B.7.1)

(c) No change in these By-laws shall be valid and take effect until approved by the National President of CUPE. The validity shall date from the letter of approval of the National President.

(Articles 13.3 & B.7.1)

SECTION 17 – AFFILIATION

This Local shall be affiliated with , at a minimum, with the following organizations:

1. CUPE Ontario Division
2. Ontario Federation of Labour
3. CUPE District Council
4. Niagara Area Labour Councils
5. CUPE Ambulance Committee Ontario

APPENDIX "A" TO THE BYLAWS OF LOCAL 1019, CUPE

RULES 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.
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, and before allowing debate thereon, and again immediately before putting it to a vote, shall ask: "Is the Local 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.
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 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, 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, 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.
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, until fifteen minutes have elapsed.
21. After the presiding officer declares the vote on a question, and before the Local 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 business, and proceedings of meetings, are not to be divulged to any persons outside the Local or the Canadian Union of Public Employees.