

Bylaws

*OF THE
EDUCATION WORKERS' STEERING COMMITTEE*



Amended October 2014

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EQUALITY STATEMENT

Union solidarity is based on the principle that union members are equal and deserve mutual respect at all levels. Any behaviour that creates conflict prevents us from working together to strengthen our union.

As unionists, mutual respect, cooperation and understanding are our goals. We should neither condone nor tolerate behaviour that undermines the dignity or self-esteem of any individual or creates an intimidating, hostile or offensive environment.

Discriminatory speech or conduct which is racist, sexist, transphobic or homophobic hurts and thereby divides us. So too, does discrimination on the basis of ability, age, class, religion and ethnic origin.

Sometimes discrimination takes the form of harassment. Harassment means using real or perceived power to abuse, devalue or humiliate. Harassment should not be treated as a joke. The uneasiness and resentment that it creates are not feelings that help us grow as a union.

Discrimination and harassment focus on characteristics that make us different; and they reduce our capacity to work together on shared concerns such as decent wages, safe working conditions, and justice in the workplace, society and in our union.

CUPE's policies and practices must reflect our commitment to equality. Members, staff and elected officers must be mindful that all sisters and brothers deserve dignity, equality and respect.

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EDUCATION WORKERS' STEERING COMMITTEE BYLAWS

PREAMBLE

WHEREAS it is deemed advisable that the Canadian Union of Public Employees Locals in the Education Field correlate their efforts in an endeavour to achieve the best results in economic security and general working conditions for their members;

THEREFORE BE IT RESOLVED that we establish within the jurisdiction of the Canadian Union of Public Employees, CUPE Saskatchewan, an organization to be known as the "Education Workers' Steering Committee of CUPE Saskatchewan".

ARTICLE 1 – NAME

This organization shall be known as the Education Workers' Steering Committee of CUPE Saskatchewan, hereafter referred to as the EWSC.

ARTICLE 2 – OBJECTIVES

The purpose of the EWSC shall be to unite Education Locals of the Canadian Union of Public Employees through motivating and involving our members. The EWSC will educate, coordinate, actively communicate and lobby on issues that affect our members. (2012)

ARTICLE 3 - MEMBERSHIP

All Education Locals of the Canadian Union of Public Employees in Saskatchewan shall be eligible for affiliation with the EWSC and all Education Locals shall be encouraged to be affiliated with CUPE Saskatchewan. (2013)

Should a local union wish to become re-affiliated to the Education Workers Steering Committee, the terms and conditions shall be negotiated between the Executive Board of the Education Workers Steering Committee and the local union Executive Board. (2012)

Where agreement cannot be reached, the matter shall be referred to the annual conference for a final and binding decision. (2013)

ARTICLE 4 - REVENUE

Effective January 1, 2007, the cost of operating the EWSC shall be borne by a Per Capita assessment of sixty cents (\$0.60) per member, per month from all participating Locals, of which five cents (\$0.05) shall be placed in a separate account designated for public relations and ten cents (\$0.10) shall be placed in a separate account designated to carry out specific political action and/or public awareness. The Per Capita assessment shall be forwarded at least quarterly to the Secretary-Treasurer of the EWSC. (2014)

ARTICLE 5 – EXPENDITURES

The expenditures of the EWSC shall be for the legitimate business of the EWSC and no disbursements shall be made for any business, which is considered to be the responsibility of the Canadian Union of Public Employees or its authorized bodies.

Where expenditures of the EWSC are not covered by these Bylaws, or as voted by the delegates at the Annual Conference, a motion must be made at a meeting of the Executive Board, or by motion on a duly recorded telephone conference call of the Executive Board **to cover these expenditures.** Emergency motions may be made by e-mail between regular Executive Board meetings as per the process in Appendix B. (2014)

ARTICLE 6 - CONFERENCES AND MEETINGS

1. There shall be one Annual Conference of the EWSC; the time and place of such conference shall be determined by the EWSC Executive Board.
2. A quorum shall consist of fifty (50%) percent of registered eligible delegates for the Annual Conference of the EWSC. This quorum must also include at least four (4) members of the EWSC Executive.
3. Notice of the Annual Conference shall be sent to all Locals at least ninety (90) days prior to the date of the conference.
4. The EWSC Executive Board shall appoint a Credentials Committee for the Annual Conference. This committee shall be given all credentials received from affiliated locals, determine the legitimacy of the credentials received and submit their report to the Annual Conference. The committee shall consist of the Secretary-Treasurer of the EWSC and two (2) members chosen from those credentials that have been received.
5. Special meetings or conferences shall be held when deemed advisable by the majority of the EWSC Executive Board, or on written petition from thirty (30) members, representing seven (7) or more Locals, such meeting shall be held within sixty (60) days of the decision of the EWSC Executive Board or receipt of the petition, the total cost of special meetings/conferences shall be borne by the Locals in attendance except where called by the EWSC.
6. Special meetings will be limited to dealing with only the business for which the meeting was called.
7. Notice of special meetings or conferences shall be sent to all Locals at least twenty-one (21) days prior to the date of the special meeting or conference.
8. When attending the Annual Conference or EWSC sponsored events, delegates or delegates' expenses shall be the responsibility of their Local Union.
9. CUPE Officers, National Executive Board Members, CUPE Provincial Division Officers and Staff Representatives may attend conferences/meetings with voice but without vote. (2011)

ARTICLE 7- REPRESENTATIONS

In order to maintain the utmost participation by member Locals, there will be no limit as to the number of delegates appointed to attend the Annual Conference or EWSC sponsored events. However, for formal voting purposes, representation shall be in accordance with the following criteria in an effort to reflect similar representation guidelines as found in the CUPE Saskatchewan Constitution and Bylaws:

Up to 100 members	- Four (4) Delegates
Up to 200 members	- Six (6) Delegates
Up to 300 members	- Eight (8) Delegates
Up to 400 members	- Ten (10) Delegates
Up to 500 members	- Twelve (12) Delegates
For each additional 300 members or portion thereof	- Two (2) Delegates

Delegates from locals which are more than four (4) months in arrears with per capita payments shall not be seated as voting delegates, but as visitors. (2011)

Visitors shall have voice, but no vote, and shall not move or second motions. (2013)

If a delegate(s) is unable to attend the Annual Conference, refunds shall be given, where appropriate notice before the conference has been provided to the Secretary-Treasurer. Refunds shall be calculated in the following manner:

- One calendar month's notice (or more) – full refund
- More than two weeks, but less than one month's notice – full refund minus an administration fee of \$50.00
- Less than two weeks notice: no refund. (2013)

ARTICLE 8 - EXECUTIVE BOARD

To expedite the business of the Annual Conference, an Executive Board shall be set up, hereafter referred to as the Executive Board. The following regulations will govern the functioning of the Executive Board:

1. The Chairperson, Vice-Chairperson, Secretary-Treasurer, Recording Secretary, and **four (4)** Executive Members shall be elected by the delegates at the Annual Conference. Staff Representatives shall be appointed by the Regional Director of the Canadian Union of Public Employees, and they shall act as co-ordinators and advisors to the EWSC. The Table Officers shall be the Chairperson, Vice-Chairperson, Secretary-Treasurer and Recording Secretary. (2014)
2. The Executive Board shall be the governing body of the EWSC when the Annual Conference is not in session. It shall take such action and render such decisions as may be necessary to carry out fully the decisions and instructions of the Conference, and to enforce the provisions contained in these Bylaws. The Executive Board will require a majority vote for all expenditures not already approved at the Annual Conference.

3. The Executive Board shall meet not less than three (3) times between conferences. (2011)
4. Quorum for an Executive Board meeting shall consist of fifty (50%) percent of the Executive Members including two (2) Table Officers. (2011)
5. Should any officer, elected to the Executive Board, fail to answer the roll call for three (3) consecutive Executive Board meetings without having good and sufficient cause, acceptable to the Executive Board, the position shall be declared vacant and filled in accordance with Article 7. (2011)

6. Duties and Responsibilities:

The Executive Board shall be responsible for taking action to further the objectives of the EWSC.

It shall be responsible for establishing and maintaining lines of communication in order to keep member Locals posted on happenings, which may be of benefit or concern to member Locals.

a) The duties and responsibilities of the Chairperson shall be to:

- call meetings; (2013)
- enforce the Bylaws of the EWSC; (2013)
- preside over all meetings and to preserve order; (2013)
- report to the Executive Board meetings; (2013)
- maintain communication between the Executive Board and the locals within assigned district(s);
- sign cheques and to ensure that EWSC funds are used only as authorized, as directed by the Bylaws, or as voted by the delegates at the Annual Conference; (2013)
- carry out duties assigned by the EWSC Executive Board or membership.
- **act as an ex-officio member on all EWSC committees** (2014)

The Chairperson shall have a vote on all matters, but shall not vote against matters under appeal or against his/her own rulings. In cases of a tie in any matter, excluding elections, the Chairperson shall have the right to cast an additional vote to break the tie. (2013)

The Chairperson will be allowed up to one (1) day off per month with wage reimbursement in order to fulfill the duties of the Chairperson's office. (2013)

d) The Vice-Chairperson will be assigned a district(s) for the purpose of communication and the effective working of the committee. The duties and responsibilities of the Vice-Chairperson shall be to: (2013)

- perform all duties of the Chairperson in the event of his/her absence; (2013)
- act as Chairperson, in the event the office of Chairperson falls vacant, and until a new Chairperson is elected; (2013)
- maintain communication between the Executive Board and the locals within the assigned district(s); (2013)

- carry out duties assigned by the EWSC Executive Board or membership; (2013)
 - Report to the Executive Board (2013)
- e) The Secretary-Treasurer shall be bonded through the master bond held by CUPE National. Any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office. The duties and responsibilities of the Secretary-Treasurer shall be to: (2013)
- receive all revenue, keeping a record of each Local's payments and deposits promptly all money with a Bank or Credit Union; (2013)
 - record all financial transactions in accordance with good accounting practices
 - make available a financial report at the Executive Board meetings and annual conference;
 - pay no money unless supported by a voucher duly signed by the Chairperson, or designate, and one other member of the Executive Board;
 - surrender all books, records and other properties of the EWSC to his/her successor upon termination of office; (2013)
 - carry out duties assigned by the EWSC Executive Board or membership; (2013)
 - notify affiliated union locals that are in arrears (2013)
 - report to the meetings of the Executive Board (2013)
 - **maintain and electronically back up all financial transactions** (2014)
 - **maintain a list of EWSC assets** (2014)
 - **develop a list of unionized hotels and negotiate rates with those hotels after each Annual Conference and will make all arrangements for hotel accommodations for attendees at meetings of the Executive Board or sub-committees** (2014)

The Secretary-Treasurer will be allowed up to one (1) day off per month with wage reimbursement in order to fulfil the duties of the office.

- f) The duties and responsibilities of the Recording Secretary shall be to: (2013)
- keep a roll-call of attendance of Executive Board members;
 - keep a correct and impartial record of the proceedings of all meetings of the Executive Board and of the Annual Conference, and to include copies of all financial and trustee reports in such minutes; (2013)
 - receive and process all correspondence; (2012)
 - file a copy of all correspondence conveyed by the EWSC; (2013)
 - have all records, including amended minutes, ready on reasonable notice for the CUPE Saskatchewan trustees audit; (2013)
 - forward amended minutes to the Executive Board no less than 10 days prior to the next EWSC meeting; (2013)
 - report to the meetings of the Executive Board; (2013)
 - carry out duties assigned by the EWSC Executive Board or membership; (2013)
 - fulfill other administrative duties as directed by the Executive Board.
- g) Executive members will be assigned districts for the purpose of communication and the effective working of the committee. The duties and responsibilities of Executive

Members shall be **to**: (2013)

- maintain communication between the Executive Board and the locals within his/her assigned district(s);
- report to the meetings of the Executive Board; (2013)
- carry out duties assigned by the EWSC Executive Board or membership. (2013)

ARTICLE 9 – EXECUTIVE BOARD SUB-COMMITTEES

1. The EWSC Executive Board shall have the power to establish sub-committees of the Executive Board when necessary, or when directed by the EWSC Annual Conference. The Executive Board will instruct each sub-committee on its duties and sub-committees shall report to the EWSC. (2013)
2. At its first meeting, a sub-committee shall develop a budget and a schedule of future meetings for approval by the EWSC Executive board. (2013)
3. All monies budgeted and raised for the work of the sub-committee shall be held by the Secretary-Treasurer of the EWSC. Upon dissolution of a sub-committee unspent funds shall revert to the EWSC. (2013)
4. Sub-committees established by the EWSC Executive Board shall submit minutes of any meetings to the EWSC Executive Board. (2013)
5. Quorum for such committees shall be greater than one-half (1/2) of their sub-committee members. (2013)
6. The EWSC Executive Board may dissolve any sub-committee established under this article by two thirds (2/3) majority vote of the EWSC Executive Board. (2013)

ARTICLE 10 – ELECTIONS

1. To be eligible for election or re-election to any office, **the** candidate must be **an** accredited delegate of **an** affiliated Local and **such** Local **must be** in good standing as per Article 7 of the EWSC at the Annual Conference. Affiliated Locals shall be considered as those Locals who are paying dues in the current year. (2014)
2. Nominations, elections and installations of officers shall take place at the Annual Conference.
3. If legitimate circumstances prevent a member from seeking office because he/she cannot attend the Conference in person, that member shall be allowed to run, provided the following criteria are met:
 - a) they must be duly accredited and credentialed delegate from their Local; and
 - b) they shall present in writing their wish to seek office; and

- c) they shall be nominated from the floor of the Conference by a credentialed delegate; and
 - d) if elected, they shall be duly sworn in as an officer at the next Executive Board meeting following the Conference at which they were elected.
4. The Table Officers shall be elected for a two-year term with the Chairperson and Recording-Secretary elected in even numbered years and the Vice-Chairperson and Secretary-Treasurer elected in odd numbered years.

Beginning in 2015, two (2) Executive Member positions will be elected in odd-numbered years and, in 2016, two (2) Executive Member positions will be elected in even-numbered years.

5. Elections Committee

At the Annual Conference the Chair shall, subject to the approval of the members present, appoint an Elections Committee consisting of a Returning Officer and assistant(s). This Committee shall include members who are neither officers nor candidates for office. The committee shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential.

The Elections Committee shall ensure that the proper procedures of the nominations for election are followed. They shall also oversee all proceedings of the election to ensure compliance with procedure and protocol. It also shall be the Returning Officer's duty to report to the conference delegates the results of the election. Ballots may only be destroyed through a motion of the conference.

Candidates will be allowed not more than three (3) minutes to address the membership at the Candidates' Forum. (2013)

- a) The EWSC Executive Board shall ensure that sufficient quantities of ballots are made available.
- b) The Elections Committee shall be responsible for collecting, counting and destroying the ballots.
- c) The voting shall take place at the Annual Conference and shall be by secret ballot.
- d) Voting to fill one office will be conducted and completed, and recounts dealt with before balloting may begin to fill another office.
- e) 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.
- f) When two or more nominees are to be elected by ballot, each member voting shall be required to vote for the full number of candidates to be elected or the member's ballot will be declared spoiled.
- g) All candidates are entitled to appoint a scrutineer. (2011)

6. Installation

Subject to Section 10 – Elections, 3 d), all duly elected officers shall be installed at the conference at which elections are held. The term of office of all elected officers shall commence immediately following the adjournment of the Annual Conference.

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.” (2011)

7. Vacancies

When vacancies occur between the Annual Conferences or when there are insufficient nominees for the various elected positions, the following procedure will take place:

- a) In the event of a vacancy in the office of the Chair the Vice-Chair shall assume the position of Chair until the next Annual Conference where elections for a new Chair will occur.
- b) If a vacancy occurs within the positions other than the Chair, the Executive Board shall be empowered to fill the vacancy and appoint a member to that position.
- c) All appointed positions or officers shall be subject to an election by the members at the following Annual Conference. (2011)

ARTICLE 11 – REMUNERATION

When attending meetings of the Executive Board, or of Sub-Committees:

Members of the Executive Board shall be entitled to remuneration for **mileage**, hotel and **out-of-pocket expenses**, as well as wages and benefits lost, in carrying out the business of the EWSC. (2013)

1. Such remuneration shall be as follows:

Mileage:

A minimum **mileage rate** of forty-one cents (\$0.41) per kilometre shall be paid to members that are required to drive their vehicle, with the appropriate adjustment being made upon an increase to the CUPE National mileage rate for the review period. Reimbursement shall also be provided for the following, upon provision of appropriate receipts: (2014)

- Parking fees (2013)

- Public transportation (2013)

Hotel:

Hotel room fees, taxes and parking fees will be paid by the EWSC. (2013)

Private Accommodation Allowance:

In lieu of hotel costs, those wishing to stay with friends or family will be provided with an additional **\$35.00** per night that would have been reasonably spent in a hotel. (2014)

Out-of-Pocket Expenses:

\$50.00 per day for out-of-pocket expenses shall be paid. (2010)

Wages and Benefits:

Actual loss, as invoiced by the Executive Member's employer, or the local, **shall be paid.** (2014)

2. In the event of a meeting of the Executive Board or of a sub-committee being held in conjunction with the Annual Conference or EWSC sponsored events, they shall be entitled to remuneration only for such time or expenses incurred outside of the Annual Conference. (2013)
3. The **Executive Board** shall attend the Annual Conference at the expense of the EWSC unless they are duly elected delegates from their local. **They shall have voice, but no voting privileges.** (2014)
4. Out-of-Pocket Expenses (2013)

(Chairperson, Secretary, Secretary-Treasurer)

The following Table Officers (Chairperson, Secretary, and Secretary-Treasurer) shall receive \$50.00 per month for out-of-pocket expenses, to be paid at the Annual Conference and then six months after that. (2013)

5. **Long distance phone call charges incurred while conducting EWSC business shall be reimbursed upon provision of appropriate receipts.** (2014)

ARTICLE 12 - GENERAL PROVISIONS

1. There shall be four signing officers of the EWSC. The signing officers shall be the four table officers of the EWSC. The Secretary-Treasurer and one other signing officer shall sign each cheque. The Chair shall be the second officer to sign a cheque unless he/she is not available. (2010)
2. When there is a motion made from the floor of **the Annual Conference** to double donations collected, they shall only be doubled when the donation is being made to striking workers and shall be limited to the actual amount collected from individuals on the floor. (2014)

ARTICLE 13 – LOCAL ASSISTANCE

1. The EWSC shall reimburse Local Unions of fifty (50) members or less for fifty (50%) percent of the cost to the Local, to a maximum of two hundred and fifty (\$250.00) dollars to offset lost wages, hotel and transportation of one (1) delegate to attend an EWSC Annual Conference and to any schools or meetings sponsored by the EWSC. (2011)
2. The EWSC shall reimburse Local Unions who register a young worker (under 30 years of age) for fifty (50%) percent of the cost to the local, to a maximum of two hundred and fifty (\$250.00) Dollars. This amount is intended to offset lost wages, hotel and transportation for one (1) delegate who has been designated as a young worker to attend an EWSC Annual Conference and to any Schools or Meetings sponsored by the EWSC. This will be limited to the first three Locals who apply for young worker assistance. (2011)
3. Requests for reimbursement are to be in the hands of the Secretary-Treasurer, within sixty (60) days **of** the close of the **Annual Conference**, school or meeting provided that all Locals applying for reimbursement shall have a dues structure of no less than 1.5%. (2014)

ARTICLE 14 – CHILDCARE, DEPENDENT CARE AND ELDER CARE

Caring for children, dependents or the elderly are barriers to actively participating in the union or to attending membership meetings. The EWSC is committed to removing barriers within its control so that all members have equal access to participations.

1. When it is practical and demand warrants, the EWSC will provide on-site child care at the Annual Conference or EWSC sponsored events. Where on-site child care is not provided, and in the case of dependent care or elder care, members will be reimbursed to a maximum of fifty (\$50.00) dollars per day. Reimbursement will be provided upon proof of payment.
2. Any member who is on authorized EWSC business shall be eligible for child care, dependent care, and/or elder care expenses where required. Upon proof of payment, claims shall be reimbursed to a maximum of fifty (\$50.00) dollars per day of care required.
3. Claims will not be paid for a spouse, partner, or a family member who normally provides care without charges. Claims will not be paid for periods of time where a member would normally have paid for care such as during normal hours of work at their job. (2011)

ARTICLE 15 – LIAISON

In order to co-ordinate **with** the Canadian Union of Public Employees, the EWSC shall maintain close liaison with the Saskatchewan Regional Director and CUPE Saskatchewan, and they shall be notified of the Annual Conferences and other EWSC sponsored events. (2014)

ARTICLE 16 – REPRESENTATION ON THE CUPE SASKATCHEWAN EXECUTIVE

The EWSC Executive Board shall put forward the name of one (1) Executive Board member and one (1) alternate to the CUPE Saskatchewan Convention Education Sector Caucus and recommend them for selection by the caucus delegates when electing the CUPE Saskatchewan Education Executive member and alternate. (2014)

ARTICLE 17 – RESOLUTIONS AND BYLAW AMENDMENTS

1. No less than ninety (90) days prior to the Annual Conference, notice shall be provided in the first call to affiliated Locals, advising they may submit resolutions and bylaw amendments to the EWSC Recording Secretary. (2012)

No less than 60 days prior to the Annual Conference, Resolutions and Bylaw amendments shall be received by the EWSC Recording Secretary. Resolutions and bylaw amendments to be introduced at the Annual Conference must be signed by the president and recording secretary of an affiliated Local or the Chairperson and Recording Secretary of the EWSC. (2012)

The Bylaw sub-committee of the EWSC Executive Board shall review the resolutions and bylaws. The sub-committee shall develop a report for the Executive Board no less than forty-five (45) days prior to the Annual Conference. (2014)

Thirty (30) days prior to the Annual Conference, the Resolutions and bylaw amendments will be circulated to all locals. (2014)

Bylaws of the EWSC shall be amended by a two-thirds (2/3) majority vote where notice of amendment has been circulated to the Locals. (2012)

Resolutions shall be amended by a majority vote. (2012)

Resolutions submitted in any other manner than those above can only **debated by the delegates** at the **Annual Conference if agreed** by a two-thirds (2/3) **majority** vote. (2014)

2. Once approved by the delegates, the bylaw changes shall be forwarded by the EWSC Chairperson to the President of CUPE Saskatchewan for approval.
3. Upon approval by the CUPE Saskatchewan executive, the bylaws shall be forwarded by the EWSC Chairperson to the National President for approval.
4. Staff advisors will assist in processing the bylaws as requested. (2011)

ARTICLE 18 – COMMUNICATIONS AND MEDIA

The EWSC shall maintain proprietary rights to all intellectual properties and multi-media. Such property shall include, but not be limited to, EWSC printed documents, flyers, brochures, advertising, electronic media (webpage, digital images, sound or video recordings) produced on behalf of EWSC members.

All efforts will be made to ensure that production of said intellectual properties will be done by a union shop with preference given to a CUPE media specialist or CUPE affiliate. (2014)

APPENDIX "A"

RULES OF ORDER

1. If a delegate, while speaking, is called to order, the delegate shall, at the request of the Chair, take their seat until the question or order has been decided.
2. Should one or more delegates rise to speak at the same time, the Chair shall decide who is entitled to the floor.
3. No delegate shall interrupt another in their remarks, except it be call to a point of order.
4. A delegate shall not speak more than once upon a question until all who wish to speak have had an opportunity to do so.
5. Delegates shall be allowed five minutes when moving a motion; other delegates shall have three minutes to speak to a motion.
6. When a question is pending before the Conference, no motion shall be in order except:
 - to adjourn
 - to refer
 - for the previous question
 - to postpone indefinitely
 - to postpone for a certain time
 - to divide or amend
7. A motion to reconsider shall not be entertained unless made by a delegate who voted in the majority, and shall receive a majority vote.
8. Reports of committees are not subject to amendment except such as is acceptable to the committee, but a motion to refer back to the committee for reconsideration shall be in order.
9. Delegates wishing to speak on any subject shall, after they have been recognized by the Chair, announce their name and that of the local which they represent.
10. Canadian Union of Public Employees staff will be given full voice but no vote on all items before the Conference.
11. All rules and proceedings of debate not herein provided for shall be decided in accordance with Bourinot's Rules of Order.
12. All visitors shall have the right to voice but no vote.

APPENDIX “B”

PROTOCOL FOR EMAIL MOTIONS

If a member of the Executive Board wants to make a motion by email the following protocol must be followed:

1. The subject line of the email must say Motion and a brief description of the motion, e.g. “Motion re: CUPE SK convention”.
2. Only the motion and relevant justification are to be included in that email. No other subject should be discussed.
3. The email must be submitted to the entire Executive Board.
4. No one votes until someone has seconded the motion and discussion has occurred. If the motion is not seconded within **forty-eight (48)** hours, the motion does not proceed. (2014)
5. Once the motion is seconded, discussion on the motion via email can take place for **forty-eight (48)** hours. Do not vote in that email. (2014)
6. In the case of an amendment to the original motion, the timelines on the main motion shall be suspended and the procedure and timelines for the amendment shall be as above. Once the amendment has been dealt with the timelines for the main motion will resume.
7. At the end of discussion period, the Recording Secretary will copy the motion (or the amendment if applicable), including the mover and seconder, into a separate email and voting may commence.
8. Those voting shall simply state any one of the following: in favour, opposed, abstained.
9. At the end of forty-eight (48) hours, voting will close and the matter decided.
10. In the case of an amendment the voting will occur on the amendment first, followed by a separate vote on the main motion.
11. It shall be the responsibility of the Recording Secretary to track the voting and advise the executive of the results.
12. In the event of a tie vote the Chairperson shall cast the deciding vote. (2011)

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