

**CANADIAN UNION OF PUBLIC EMPLOYEES**  
**• 2026 BY-LAWS •**

**DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD**

**PREAMBLE**

These by-laws are designed to give proper balance to the administration of the local union. This local has been formed and does now establish these by-laws for its government.

**SECTION 1 - NAME**

The name of this Local shall be: The Canadian Union of Public Employees, Local 2026 (Dufferin-Peel Catholic District School Board)

**SECTION 2 - PRINCIPLES AND OBJECTIVES**

- a. To secure the improvement of remuneration for work performed and generally advance the economic and social welfare of its members and all workers.
- b. Encourage the settlement of all disputes between the members and the Employer's administration by mediation and negotiations.
- c. Place the various occupations of the membership upon a high plane of efficiency and skill.
- d. To establish strong working relationships with the public and the communities in which we work and live.

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**SECTION 3- GENERAL MEMBERSHIP MEETINGS**

- a. All General Meetings will convene on the third Tuesday of September, November, January, March, and the first week of June at 5:00 p.m. If a holiday falls on a date of a general membership meeting, the meeting will convene on the following week.
- b. Notice of all general membership meetings shall be distributed to all work locations for posting on bulletin boards at least seven (7) days in advance.
- c. A quorum for the transaction of business at any General Membership meeting shall consist of at least fifteen (15) members in good standing, including at least three (3) members of the duly elected officers.
- d. Between membership meetings, the Executive shall make day to day decisions on behalf of the Local but shall report such action to the next membership meeting. The Executive shall also be empowered to transact such business as would properly have come before any scheduled membership meeting for which a quorum was not obtained, but must report such action to the next membership meeting.
- e. Order of Business
  - 1. Roll call of officers
  - 2. Reading of minutes of previous meeting
  - 3. Matters arising out of minutes
  - 4. Treasurer's report
  - 5. Communications and bills
  - 6. Report on new members
  - 7. Executive committee report
  - 8. Reports of committees and delegates
  - 9. Nominations, elections and installations
  - 10. Unfinished business
  - 11. New business
  - 12. Adjournment

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**SECTION 4 - SPECIAL MEETINGS**

Special meetings may be called by order of the Executive Committee or by written request of fifteen (15) members in good standing. At least five working days notice shall be given by the Recording Secretary of a Special Meeting, and no business other than that set out in the notice shall be transacted.

**SECTION 5 - EMERGENCY MEETINGS**

In the event that an Emergency Meeting is required during the months of July and August, reasonable notice of such will be given verbally via a telephone tree system. Two separate attempts to reach each member by telephone will be made. A chronological record of these calls will be kept by the designated telephone tree team members and submitted to the Recording Secretary of the Locals.

**SECTION 6 - EXECUTIVE MEETINGS**

The Executive Committee shall consist of President, Vice-President, Chief Steward, Recording Secretary, Treasurer, and Membership Secretary. Any four (4) of these shall consist a quorum for the transaction of such business as may properly come before it. The Executive Committee shall meet at least once a month throughout the calendar year (refer to section 3, item d.)

**SECTION 7 - STEWARD MEETINGS**

The steward body shall meet on a regular basis at date and time called by the Chief Steward. They shall meet at least four (4) times a year. Duties of Stewards are defined in the Collective Agreement and Section 2 of these By-Laws. Stewards are supervised by and report directly to the Chief Steward. Should any steward fail to answer the roll call for three (3) consecutive meetings (meeting shall be construed to mean General and Special Meetings and General and Special Steward Meeting), without having submitted a good reason for such absence, the office shall be declared vacant and the same filled by an election upon the recommendation of the Executive Committee at the following membership meeting.

**SECTION 8 - OFFICERS**

The term of office shall be for a period of three (3) years provided, however, that no term of office shall be longer than three years.

- a. All charges against members or officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution. (Article B 6.1).

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- b. The Executive shall be required to make decisions on behalf of the Local between meetings when the action required will occur before the next regular membership meeting. (Articles B.5.1 to B.5.7)
- c. Should any Executive Board member fail to answer the roll call for three consecutive regular membership meetings or four regular Board meetings without having submitted good reasons for those failures, her/his office shall be filled by an election at the following membership meeting. (Article B.2.5)
- d. Executive Board to comprise of all officers except Trustees.

**SECTION 9-DUTIES OF OFFICERS**

a. **PRESIDENT:**

It shall be the duty of the President to preside at all meetings of the Local, to preserve order and enforce the Constitution and By-Laws, to see that all officers perform their respective duties, to fill vacancies on committees where elections are not provided, and to decide all questions of order, subject to an appeal by a member of the Local (the President shall not vote on such appeal).

The President shall announce the results of all votes, and shall have power to call special meetings by order of the Executive Committee or when requested in writing by fifteen (15) members. The President shall introduce new members and conduct them through the initiation ceremony. The President shall have a vote on all matters. The President shall sign all orders on the Treasury for such money as shall be allowed by the Constitution and By-Laws, cheques and drafts on bank or credit union and perform such other duties as the Constitution and By-Laws of the local may require. The President shall be allowed necessary funds not to exceed one hundred dollars (\$100.00) monthly to reimburse any officers for expenses, supported by voucher, incurred on behalf of the Local. The President shall not have the power to sign any cheques made out to the President. The President in office at the time of the convention of the Canadian Union of Public Employees shall have first preference as a delegate to that convention.

b. **VICE-PRESIDENT:**

It shall be the duty of the Vice-President, in the absence of the President, to preside and to perform all duties pertaining to the office of President, and to render such assistance as may be required. In case of a vacancy in the office of the President, the Vice-President shall conduct the business of the local until the following General Membership meeting where election will be held to fill the President's position. The Vice-President shall serve on committees as assigned by the President.

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**c. TREASURER:**

The Treasurer shall pay no money, except for receipts or vouchers duly signed by the President. The signing officers shall be the President, Vice-President and the Treasurer. All cheques shall be signed by the Secretary-Treasurer and one other designated officer. No voucher shall be required for payment of per capita tax, or to any organization to which the local is affiliated.

- receive all revenue, initiation fees, dues, and assessments, keeping a record of each member's payments, and deposit promptly all money with a bank or credit union;
- 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 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 money 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 meetings of the local's Executive Board, as well as a written financial report to each regular membership meeting, detailing all income and expenditures for the period;
- 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 inspections by the auditors and/or Trustees on reasonable notice, and have the books audited at least once 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 reports forms supplied by CUPE;
- no later than February 28th each year, furnish each member, on the forms supplied by the National Office, with a statement showing the net amount of tax-deductible dues paid by him during the preceding calendar year

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- be empowered, with the approval of the membership, to employ necessary clerical assistance to be paid for out of the Local's funds;
- notify all members who are one month in arrears and report to the Board all members two or more months in arrears in the payment of union dues;
- on termination of office, surrender all books, records and other properties of the Local to his successor.

d. **CHIEF STEWARD:**

It shall be the responsibility of the Chief Steward to oversee all activities of the Local related to grievances and arbitrations, co-ordinate the filing of, and oversee the progress of all grievances. The Chief Steward shall report to the Executive and the Membership on the status of grievances and arbitration. The Chief Steward shall be an active member of any Negotiating Committee and Employee Relations Committee struck during their elected tenure. Maintain a current list of all stewards for each Family of Schools, the CEC and Keaton.

e. **RECORDING SECRETARY:**

The Recording Secretary shall keep a full and accurate account of the proceedings of all general, special, emergency and executive meetings, shall record all motions, with the mover's and seconder's name, in the record or minute book of the Local, shall record all alterations in the Rules and By-Laws by motion or amendment, and shall fulfill other secretarial duties as directed by the President and Executive Board. The Recording Secretary shall file a copy of all letters sent out and shall keep on file all communications and answer all correspondence. The Recording Secretary shall prepare all circulars and notices for issuance to the members and distribute same to the membership. The Recording Secretary shall have all books and papers ready at all times for a request notice by the Auditors/Trustees. Upon termination of office, shall surrender all books, seals and other properties of the Local to the successor.

f. **MEMBERSHIP OFFICER:**

The Membership Officer shall maintain the record of membership attendance at meetings of the Local, maintain all membership records and issue all membership cards. The Membership secretary shall ensure that a complete record is kept of union members who have transferred, resigned, retired, or were terminated. It shall be the duty of the Membership Secretary to guard the inner door and to admit no one but members in good standing or officers and officials of the Canadian Union, except on the order of the President and by the consent of the members.

g. **STEWARDS:**

The duties of the stewards shall be:

- defining, detecting, preparing and presenting grievances at the initial stages.
- generally knowing and policing the collective agreement and provincial and federal legislation.

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- providing communication and information from the members in the union to the Chief Steward, including distribution of union literature and newsletters.
- encourage the participation of all members of the unit in union activities.
- maintain contact with the members to provide ongoing union awareness and education.

h. TRUSTEES:

- 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 that the Local Union's funds, records, and accounts are being maintained by the Secretary-Treasurer in an organized, correct and proper manner;
- be responsible to ensure that monies 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 or 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-Treasurer's response, to the national Secretary-Treasurer of the Canadian Union of Public Employees, with a copy to the assigned servicing representative.

### SECTION 10 - EXECUTIVE RELEASE TIME

The positions of President and Chief Steward may opt for specified release time as required to deal with union business for the duration of the term of office. Any positions within the executive may, with the prior approval of the members at a membership meeting, request release time.

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**SECTION 11-EXTRAORDINARY EXPENSES**

All members on the Executive Board who are eligible to receive the following annual expenses, must complete their full year in elective office. If any member is unable to complete the full year, or was elected other than in the full calendar year, they shall receive the annual allowance on a pro-rated basis.

In order to compensate them for out of pocket expenses incurred in carrying out their duties, the following representatives of this Local shall be given a monthly allowance, per annum on a paid quarterly basis, not to exceed an annual amount of:

*President	\$ 2,400.00
Vice-President	\$ 800.00
* Chief Steward	\$ 2,000.00
Treasurer	\$ 800.00
Recording Secretary	\$ 400.00
Membership Officer	\$ 300.00
Stewards	\$ 100.00
Trustees	\$ 150.00

\* As outlined in Section 10.

The above representatives shall receive a per diem allowance of twenty-five dollars (\$25.00) not to exceed one meeting per day, to cover out of pocket expenses including meals and mileage. When there is no per diem allowance given, transportation costs (including parking, mileage rate as per collective agreement, and child care) incurred while performing duties of the office may be claimed. The local has no provisions regarding a per diem should members attend conferences, conventions and may wish to establish these.

All expense claim forms for a calendar year must be submitted to the Treasurer for payment no later than February 28th of the following year. No submissions will be paid after the above deadline.

**SECTION 12-UNION DUES, FEES AND ASSESSMENT:**

- a. Initiation Fees: Each application for membership in the Local shall be directed to the Membership Officer and shall be accompanied by an initiation fee of two dollars (\$2.00). This shall be in addition to monthly dues. The Membership Officer shall issue a receipt.
- b. Re-admittance Fee: The re-admittance fee shall be one (\$1.00).

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- c. Membership Dues: The dues will be deducted every pay period at the rate of one (one) hour per paid period.
- d. Changes in the levels of the Initiation Fee, the Re-admittance Fee, or the Monthly Dues/Assessment can be affected only by following the procedure under Amendments and Alterations of the By-laws Section 20.
- e. Special assessment may be levied in accordance with Article B 4.2 of the CUPE Constitution.
- f. Notwithstanding the above provisions, if the CUPE Convention raises minimum fees and/or dues above the level herein established, these By-Laws will be deemed automatically amended to conform to the new CUPE minima.

**SECTION 13- VOTING OF FUNDS**

Except for ordinary expenses and bills as approved by the general membership, no sum over one hundred (\$100.00) shall be voted for the purpose of a grant or contribution to a member or any cause outside of the Canadian Union of Public Employees except as approved at a general membership meeting.

The cost of flowers should not to exceed sixty-five (\$65.00) dollars, excluding taxes and delivery, for hospitalization or absence due to illness of a member for three (3) or more weeks. For death of a member or member's parents, spouse, child, sister or brother, a cheque in the amount of sixty five (\$65.00) dollars to be sent on flowers or the charity chosen by the family or a memorial gift.

No sum over fifty (\$50.00) dollars shall be voted for the purpose of a grant or contribution to any cause within the Canadian Union of Public Employees except by approval at the general membership meeting.

Notwithstanding the foregoing, the Executive Committee is authorized to make a donation of up to one hundred (\$100.00) dollars to any CUPE local that engages in strike action. Such donation will be reported to the next regular membership meeting.

**SECTION 14- NOMINATIONS AND ELECTIONS**

- a. The election shall be held every three (3) years at the regular membership meeting in the month of March and the method of election will be by secret ballot.
- b. All nominations shall be received by a Nomination Committee two (2) weeks before a regular membership meeting at which time elections are to be held. To be eligible for

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nomination a member shall have attended at least three (3) of the regular membership meetings held in the previous twelve (12) months or in the period she/he was a member, if less than a year, unless a valid reason acceptable to the local has been given for non-attendance. Regular membership meeting is to be held in the month of March for the election of new officers.

- c. No member shall be elected for more than one office.
- d. Nothing contained in (a) of this article shall be deemed to conflict with the provision of the CUPE constitution, appendix "b" article 11 - officers.
- 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 such a majority.

On the second and subsequent ballots, the candidate receiving the lowest number of votes in the previous ballot shall be dropped. In case of a final tie vote, the presiding officer may cast the deciding vote.

Any candidate may appeal for a recount of the votes or the membership itself, without any appeal, may order a recount of any or all elections provided, however, that in either instance a majority of the members present at the meeting shall vote in favour of such recount. Such recount shall be taken immediately and prior to election of any other office.

- f. The number of election votes per each candidate shall be declared and recorded in Local minute book.
- g. All ballots are to be destroyed by CUPE National Rep. after declaration of successful candidate( s).
- h. The Executive Board shall determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Returning Officer.
- i. The voting shall take place at the regular membership meeting in March. The vote shall be by secret ballot.
- J. Each member shall be entitled to one vote. Proxy votes are not acceptable in any form or for any reason of voting. A candidate must obtain a majority of votes to be declared elected. When no candidate obtains a majority, the candidate receiving the fewest votes shall be dropped and a second ballot taken. The process shall continue until one candidate receives a majority.

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- k. The Returning Officer shall be responsible for issuing, collecting, and counting ballots. She/he must be fair and impartial and see that all arrangements are unquestionably democratic.
- l. Voting to fill one office shall be conducted and completed and recounts dealt with, before balloting may begin to fill another office.
- m. In case of a final tie vote, the residing officer may cast the deciding vote.

**SECTION 15 - INSTALLATION OF OFFICERS**

- a. All duly elected officers shall be installed at the meeting at which elections are held and shall continue in office for three (3) years or until such time as a successor has been elected and installed.
- b. In the event that any elected office becomes vacant during the normal period between elections, a special election shall be held to fill a vacancy for the remainder of the term at the first membership meeting after the position becomes vacant.

**SECTION 16 - DELEGATES TO CONVENTIONS, SEMINARS AND EDUCATION**

- a. Except as provided in Section 9 (a) all delegates to conventions, conferences, seminars and education shall be as recommended by the Executive and approved by the membership.
- b. All delegates to conventions, seminars and educationals shall be paid:
  - (I) when required to stay in a hotel, with prior approval of the executive, the following expenses will be covered - economy airfare, train fare or mileage distance according to CAA (mileage rate as per collective agreement) parking or transfer expenses, hotel accommodation, a per diem allowance of seventy (\$70.00) for expenses and an amount equal to any loss of salary necessitated by attendance at the convention, seminar or education.
  - (II) When not staying in a hotel, a per diem allowance of (\$70.00) for all expenses and an amount equal to any loss of salary necessitated by attendance at the convention, seminar or education. No expenses other than the above shall be paid without prior approval of the membership.

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- c. Members, who with the approval of the executive, attend evening meetings shall receive an allowance of twenty five (\$25.00) dollars per evening for all expenses. Full time paid officers of the union will not be eligible for this.
- d. The local union shall reimburse any executive members twenty five (\$25.00) to help defray the cost of child care incurred when attending any executive, special or emergency membership meeting or approved seminar, upon presentation of a voucher, signed by the care giver.
- e. All expenses claim forms must be submitted monthly to the Treasurer for payment. No submission will be paid after June 30th.
- f. Representation at education institutes and seminars shall be on the recommendation of the Executive Committee, subject to final approval by the membership.
- g. Delegates affiliated to councils shall be appointed by the Education Committee.
- h. Except in the case of an emergency or illness, any delegates unable to attend a convention, seminar or education must inform an Executive Committee member of their inability to attend, at least seven (7) days prior to same.

**SECTION 17 - COMMITTEES**

All Committee chairs shall report to a designated member of the Executive Committee.

- a. **EXECUTIVE COMMITTEE:**
  - (i) The Executive committee shall administer and carry out all work delegated to it by the Local Union and receive, consider and report all grievances made by members as submitted by the Chief Steward. Grievances must, in all cases, be in writing on the forms provided by the Local, and signed by the complainant or complainants, as provided for in the Union agreement.
  - (ii) All charges against members or officials must also be made in writing and submitted to the Executive Committee Constitution will be dealt with in accordance with the provision of Article B.VI of the National Constitution.
  - (iii) Should any officer fail to answer to roll call for three (3) consecutive meetings (meeting shall be construed to mean General and Special Meetings, and General and Special Executive meetings), the office shall be declared vacant and the same filled by an election upon the recommendation of the Executive Committee at the following meeting.

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**b. NEGOTIATING COMMITTEE:**

- (i) The Negotiating Committee shall consist of the President, Chief Steward and the number of members specified in the collective agreement as voted by the membership, and having regard for the recommendation of the Executive Committee. The various departments and schools shall whenever possible be equitably represented, the qualifications of persons on the negotiating committee being borne in mind. In addition, the CUPE representative assigned to the local will be a non-voting member of the committee.
- (ii) Prior to the expiry date of the Collective Agreement, the negotiating committee shall prepare a new proposed agreement. It shall be the duty of the negotiating committee to endeavor to effect a new agreement at the earliest possible date.
- (iii) The Negotiating committee shall be empowered to call meetings of the membership in order to report on and facilitate negotiations, including ratification of collective agreement. Notice of such meetings shall be given in the most expeditious manner and every reasonable effort shall be made to *inform* all members, as per section 3 of these By-Laws.

**c. SPECIAL COMMITTEES:**

Special committees may be struck either by election at any meeting or by appointment by the President as directed by the meeting. Two (2) executive officers shall sit on all special committee meetings.

**d. GRIEVANCE COMMITTEE:**

The Grievance Committee shall consist of three (3) members. The President, Chief Steward and one (1) member of the Steward body and may call upon the CUPE National Representative as needed. The Committee's duty shall be to process all grievances not settled at the initial stages. Grievances must be in writing on the forms provided by the National Office and signed by the complainant or complainants, as provided for in the collective agreement. All reports of this committee shall be submitted first to the Executive Committee then to the general membership meeting, and to none other except as may be directed by the Executive Committee for the proper maintenance and functioning of this committee.

**e. SOCIAL COMMITTEE:**

This committee shall comprise of not less than three (3) members. It shall be the duty of this committee to communicate with the sick and pay tribute in a death of a member or immediate family. It shall also be the duty of the committee to conduct all social and recreational functions. This committee shall appoint its own chairperson and secretary and shall report to the Executive Committee, then to the general membership and to none other except as may be directed by the committee.

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f. **HEALTH & SAFETY COMMITTEE:**

This committee shall consist of not less than (4) members and in meetings with the Board shall have representation from the relevant work areas. This committee shall be responsible for insuring health and safety within the work place and compliance with the Occupational Health and Safety Act. They shall meet six (6) times a year as per the Joint Occupational Health and Safety Committee Guidelines. The chair will attend Steward Meetings and WSIB Meetings to report Health and Safety concerns. It shall be the responsibility of the Local to provide and pay for all necessary training to enable union committee members to adequately perform their duties.

g. **BY-LAWS COMMITTEE:**

This committee shall be responsible for amending the by-laws as necessary. Such amendments shall be dealt with once annually. The committee shall consist of one (1) executive and two (2) members at large.

h. **NOMINATION COMMITTEE:**

Nomination Committee shall include members of the Local who are neither officers nor candidates for office. It shall have full responsibility for voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential. The Nomination Committee shall be elected at the regular membership meeting prior to election day. Committee shall consist of members from Keaton, CEC, Elementary and Secondary School panel.

i. **JOB EVALUATION COMMITTEE:**

This committee shall comprise of a chair, represented by the president and members from the collective bargaining unit. Their duties will be to advise members on issues related to equity and job evaluation to develop programming ideas to address the needs of the local in related matters. This committee shall meet at least four (4) times a year. The chair will sit on the Board's Job Evaluation Committee.

J. **COMMUNICATIONS COMMITTEE:**

This committee is responsible for newsletter/communications systems to meet the local's need for up to date information. All communications must be approved by the designated member appointed by the Executive Board before distribution (electronic or written). The President will appoint members to this committee as required.

**SECTION 18 - 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 as an integral part of the By-Laws and may be amended only by same procedures used to amend the By-Laws.

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

**SECTION 19 - AMENDMENTS AND ALTERATIONS**

- a. These By-laws shall not be altered, suspended or amended unless upon written notice of motion given at least one meeting previous to any regular meeting and then only by a majority vote of the members present.
- b. The By-laws of the Local shall at all times be subordinate and subject to the provisions of the Constitution of the Canadian Union of Public Employees as such constitution and by-laws exist or may, from time to time hereafter, be altered or amended and in the event of any conflict, the constitution of the Canadian Union of Public Employee shall govern.
- c. Any changes in these by-laws shall not be valid until approved the National President of the Canadian union of public employees in accordance with Article B.VII of the Constitution.

**SECTION 20 - PROPERTY OF THE LOCAL**

The Executive officers shall hold title to any real estate/property of the Local as trustees for the Local. They shall have no right to sell, convey or encumber any real estate/property without first submitting the proposition to a special meeting and have such preposition approved.

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**BY-LAWS - APPENDIX 'A'**

**CUPE RULES OF ORDER:**

1. The President or, in her/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 her/his absence the Local shall choose a President pro-tem.
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. Chairperson 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 thereof, and again immediately before putting it to a vote shall ask: "Ts 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 amend an amendment, shall be in order; but no motion to amend an amendment shall be permitted. No amendment, or amendment to amendment, which is direct negative to 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 resolution 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 president officer, be presented in writing before put to the Local.
8. At the request of any member, and upon 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 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, she/he shall rise in his/her place, identify herself/himself, and respectfully address the presiding officer,

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except to state that she/he rises to a point of order or on a question of privilege, she/he not proceed any 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 poor reflection of the Local or member thereof
13. If a member, while speaking, is called to order, she/he shall cease debate and avoid all personal, indecorous, or offensive language as well as any poor reflection on the Local or member thereof
14. 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.
15. The presiding officer shall have the same rights as other members to vote on any question. In case of a tie, she/he may in addition give a casting vote, or, if she/he chooses, refrain from breaking the tie, in which case the motion is lost.
16. 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 shall be decided without debate.
17. 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 amendment 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.
18. A motion to adjourn is in order except (1) when a member has the floor, and (2) when members are voting.
19. 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.
20. 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 Recording Secretary shall count it.

• CANADIAN UNION OF PUBLIC EMPLOYEES BY-LAWS  
• DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL

BY-LAWS - APPENDIX 'A'

21. **If** any members wishes to challenge (appeal) a decision of the chair she/he must do so at the time of the decision is made. **If** the challenge is seconded, the member shall be asked to state briefly the basis for her/his challenge. The chairperson may then state briefly the basis for her/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.
22. 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.
23. 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.
24. The Local's business, and proceedings of meetings, is not to be divulged to any person outside the Local or the Canadian Union of Public Employees.

Submitted by the By Laws Committee on January 15, 2003:

Tina DiVona  
Rita Sherwood  
Anette Antkow

By Fax & Email

January 5, 2004

Robert Cull  
National Representative  
Peel Area Office

Dear Brother Cull:

I am writing in response to your letter of November 6th, with which you submitted for approval the bylaws of Local 2026, amended in accordance with my earlier comments. My appreciation to the members for dealing with all of my concerns!

The bylaws are now in conformity with the National Constitution and I am pleased to confirm my approval of them, in accordance with Article XIII.

In solidarity,



PAUL MOIST  
National President

nr/opeiu491

Cc Tina DiVona, President  
Ruth Southwell, Recording Secretary