

BYLAWS



LOCAL 998 MANITOBA HYDRO

Approved by General Membership:

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ARTICLE 1 – NAME, OBJECT AND PURPOSE

- 1.1 This organization shall be known as the Canadian Union of Public Employees, Local 998, hereinafter referred to as the "Union".
- 1.2 The object and purpose of the Union shall be: To serve as the official organization through which members may work for their mutual benefit, interest, welfare and protection in all matters pertaining to "Management-Employee" relations.
- 1.3 To place the various occupations of the membership upon a high plane of efficiency and skill and to promote harmony and cooperation between the Union and Management, for the betterment of Manitoba Hydro, its employees and the public it serves.
- 1.4 To secure adequate remuneration for work performed.
- 1.5 To reduce the hours of work and by all legal and proper means to elevate morale and the intellectual and social conditions of all workers in general and of this membership in particular.
- 1.6 To support the Canadian Union of Public Employees in its objectives as set out in Article 2 of the Canadian Union of Public Employees Constitution.
- 1.7 To encourage the just settlement of all disputes between the members and the employer's administration by any lawful means.

ARTICLE 2 – MEMBERSHIP

- 2.1 All employees of Manitoba Hydro who come within the bargaining scope of our Union as established by certification or negotiations are eligible for membership.
- 2.2 Eligible employees shall be admitted to membership in our Union by signing an application form supplied by our Union and upon paying the fees and/or dues as may be determined from time to time by our Union, except as outlined in Article 2.5.
- 2.3 Applications for membership in the Union shall be processed by the Membership Committee.
- 2.4 Only members in good standing shall be entitled to hold elected office, to serve on committees, or to act as a delegate of our Union.
- 2.5 Upon revoking membership an employee shall be ineligible for a reapplication for a period of six (6) months following the date of revocation and upon reapplication the employee shall be subject to a one (1) month waiting period prior to being admitted as a member.

ARTICLE 3 – MEETINGS

3.1 General Meetings:

The regular General Membership Meetings shall be held in the months of January, May, and September, or otherwise at the discretion of the Executive; however, they must be held at least three (3) times during the fiscal year. Regular General Membership Meetings shall be held in Winnipeg, Brandon and Selkirk.

3.2 Special General Meetings:

Special General Meetings may be called by order of the Executive Committee or by written request of fifty (50) members. Special General Meetings shall be held in Winnipeg, Brandon and Selkirk.

3.2.1 At least one (1) weeks' notice of all Special General Meetings must be given in writing to the Union Recording Secretary.

3.2.2 Forty-eight (48) hours' notice of all Special General Meetings must be given in writing to the General Membership.

3.2.3 No other business shall be transacted at such Special General Meetings other than that for which that Special Meeting has been called.

3.3 An aggregate total of twenty (20) members in good standing, two (2) of which must be Executive and one (1) of which must be either the President or the 1st and/or 2nd Vice-President shall constitute a quorum for the purpose of a General and Special General Meeting.

3.4 At the discretion of the Executive, Informational Meetings may be held in any area.

ARTICLE 4 – BYLAW CHANGES

4.1 The Bylaws shall not be altered, suspended or amended unless a notice of motion is submitted in writing to the Bylaws and Policies & Procedures Committee Chairperson. Such notice of motion must state the particulars of the proposed changes.

4.2 Any member in good standing is allowed to submit proposed changes. Changes must be submitted to the Chairperson at least thirty (30) calendar days prior to the next scheduled General Meeting as per Article 3.1.

4.3 The Union Recording Secretary shall inform the membership as to the exact wording of any proposed changes not less than ten (10) calendar days prior to the vote.

4.4 Proposed changes can only be voted on at a General or Special General Meeting. At Union expense, the member(s) submitting changes will be invited to speak on their changes at each of

the meetings. Reasonable out of pocket expenses will be submitted to the Bylaws and Policies & Procedures Chair for Executive approval by recorded vote.

- 4.5 A two-thirds (2/3) majority of the members voting is required to change these-Bylaws.

ARTICLE 5 – DUES

- 5.1 The membership dues shall be the total of the amount payable by Local 998 members as per Articles 5.1.1 and 5.1.2.

5.1.1 The per capita payable by Local 998 members to CUPE National, CUPE Manitoba, Winnipeg Labor Council and the Manitoba Federation of Labor will be in accordance with the guidelines outlined in each of their respective Constitutions/Policies & Procedures.

5.1.2 The amount payable on a bi-weekly basis to Local 998 will be a maximum of 27.5% of the average hourly rate of the membership.

The average hourly rate will be calculated at the beginning of each fiscal year (January) and will remain constant unless the Local Executive deems it necessary to calculate a new average.

5.1.3 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. The Secretary-Treasurer shall issue a receipt. If the application is rejected the initiation fee shall be returned. For those members re-joining the Local, a readmission fee of one dollar (\$1.00) shall be levied in a manner consistent with the initiation fee. Special assessments may also be levied in accordance with Article B.4.2 of the National Constitution.

ARTICLE 6 – VOTING RIGHTS

- 6.1 Only members in good standing shall be entitled to vote, except in the case of a strike vote or ratification vote, where all members shall be entitled to vote.

- 6.2 A vote to accept/reject a new contract, authorize a strike, or the election of the Executive, excluding the Chief Steward shall be by electronic voting solution by an outside vendor. All other voting will be conducted at a General or Special General Meeting as per Article 6.3. The Chief Steward shall be elected as per Article 8.2.

6.2.1 Electronic voting is the primary method of voting as per Article 6.2 and is to be used as the voting method described herein. The use of electronic voting shall be used in accordance with, but not limited to, the following.

- a) The electronic voting solution shall be provided by an outside certified vendor;
- b) Cost;
- c) Vote/system security (encryption);
- d) Voter anonymity;
- e) Controls in place for one vote per voter; and
- f) Ability to deliver results in identified time frame.
- g) Immediately be communicated to the members, including vote counts.

6.3 Voting at a General or Special General Meeting will be by a show of hands unless a secret paper ballot vote is authorized by the Executive and/or Membership. An electronic vote may be authorized by the Executive. This action would then happen & results within 30 days following of the General or Special Meeting if activated by Executive.

6.3.1 Area delegates appointed by the Selkirk and Brandon meetings shall attend the Winnipeg meeting and cast the votes on behalf of the members who attended those meetings. Delegates will be authorized to use their discretion when voting on amended motions.

6.4 In the event the primary electronic voting method is unavailable and/or cost prohibitive the Executive will revert to mail-in voting as outlined in Appendix A & B.

6.5 Voting for the Executive and Trustees shall be as outlined in Article 8.

ARTICLE 7 – EXECUTIVE

7.1 The Executive of our Union shall consist of a President, the four (4) Table Officers consisting of the 1st Vice-President, 2nd Vice-President, Secretary-Treasurer, Union Recording Secretary, A Chief Steward and up to six (6) Executive Members as per Appendix C.

7.2 Our Union Executive shall:

- a) Be responsible, through its offices, for the execution of the authorized policies of our Union, delegated to it by the Union members.
- b) Any charges against a Union member must be made in writing and dealt with in accordance with the provision of the CUPE National Constitution.
- c) Hold monthly meetings of our Union Executive and when required, at the call of the President, or upon the written request of any four (4) members of the Executive, given to the Union Recording Secretary. Fifty percent (50%) plus one of the Executive shall constitute a quorum. All voting during these meetings, with the exception of committee reports shall be a recorded vote.
- d) Declare vacant any office, should any officer fail to answer the roll call for three (3) consecutive membership meetings or three (3) consecutive Executive meetings without having submitted a good reason for such absence.

- e) Authorize all expenditure, if applicable, in accordance with the provisions of Article 12.1, and shall not incur any indebtedness, nor disburse funds for purposes not essential to the objectives of our Union. Approve the monthly cheque list as prepared by the Secretary-Treasurer under the provisions of Article 10.4.2 as revised and approved.
- f) Authorize the signing authorities for cheques for necessary expenditures in accordance with the provision in Article 10.1.3.
- g) Authorize an external audit of its financial records conducted at the fiscal year end as per Article 11.
- h) Be governed by a majority vote, except where otherwise provided for.
- i) Have power to overrule or modify the action of any Officer of our Union.
- j) Fill all vacancies in any elective office except Chief Steward, Stewards and Trustees, until the next scheduled election held in November—every three years as per Article 8.
- k) Hold Special General Membership Meetings of our Union, at the call of the President, or by written request of not less than four (4) members of the Executive given to the Union Recording Secretary or as in Article 3.2.
- l) Designate a financial institute for deposit of the funds of our Union.
- m) Form a Negotiating Committee prior to the expiry date of the current agreement, of which at least three (3) members shall be from the Wages and Agreement Committee, so that a new agreement may be negotiated to take effect the day following the expiry of the current agreement, if possible, thus avoiding any necessity for retroactive adjustment. The National Representative assigned to the Local shall be a non-voting member of the Committee, consulted in all stages of the bargaining process.
- n) Our Executive shall have the final authority in determining whether or not to submit a grievance to arbitration. The Executive shall consider submitting to arbitration any grievances denied at the last internal step of the grievance procedure as outlined in the Collective Agreement. If deemed necessary, the Executive shall arrange for and give notice to the griever(s) and the Staff Representative in order to allow for submissions to our Executive prior to the decision being made. After due process and consideration our Executive will make their decision and communicate it to the griever(s) and the Staff Representative. The decision of our Executive shall be final and not subject to appeal.
- o) All elected executive members shall take mandatory Executive training within the first six (6) months or the first availability after an election as per Article 8.1.2(a).

ARTICLE 8 – NOMINATIONS AND ELECTIONS

8.1 Executive

8.1.1 During the month of September 2003 and every three years thereafter, the Executive shall select a Chairperson for the Nominating Committee.

- a) The Chairperson shall select a Nominating Committee consisting of not less than five (5) members in good standing. It shall be the duty of the Committee to ensure that the membership is properly and adequately informed and to actively solicit nominees. No Executive member or member seeking election shall be a member of the Nominating Committee.
- b) The Nominating Committee shall remain neutral and ensure fairness and equity for all candidates.
- c) Any member joining the Nominating Committee shall not be permitted to leave the Committee to seek nomination.

8.1.2 Nominations shall be accepted for one office only.

- a) Nominations shall close at 4:00 p.m. on the third Thursday in October
 - i. All electronic ballots received on or before the noted deadline shall be counted.
 - ii. When two (2) or more nominees are to be elected to any office by electronic ballot, each member voting will be required to vote for the full number of candidates to be elected.
 - iii. Where a single office is being filled, the candidate with the largest percentage of electronic votes shall be considered elected to the office. Where more than one (1) office is being filled, the candidates with the largest electronic vote totals shall be considered elected to those offices.
 - iv. In the event of a tie electronic vote, a second (and subsequent) electronic ballot(s) will be sent for the position(s) in question only. This vote will start on the Monday following the results of the election. This will go for 5 days and end on the Friday. The voting will close at 4 pm on said Friday. In the event the tie vote persists, subsequent electronic ballot(s) may be deferred for four (4) calendar weeks starting on the first Monday following the second electronic vote to allow for campaigning. If delayed four (4) calendar weeks to allow for campaigning, On the Monday of the fifth (5) week an electronic ballot will start and end five (5) days later at 4pm. Results to be conveyed as per Article 6.2.1(g).
 - v. In the event of an electronic tie vote for the position of President, the 1st Vice-President will assume all duties effective 8am the next day, following the results.

This will be in place until a winner is declared as per Article 8.1.2 (a) iv.

- vi. In the event of an electronic tie vote for the position of the President & 1st Vice-President, the 2nd Vice-President will assume all duties effective 8am the next day, following the results. This will be in place until a winner is declared as per Article 8.1.2 (a) iv.
- b) No nominations shall be accepted unless the member has submitted their consent in writing, duly witnessed by another member.
- c) Electronic voting will be sent to members on the first Monday of the third full week in November and electronic voting will close at 4 pm on the Friday (five) 5 calendar days later. Results to be posted immediately once received on said Friday, verified by the outside vendor. -
 - i. In the event the primary electronic voting method is unavailable and/or cost prohibitive the Executive will revert to a mail-in voting as outlined in Appendix A & B.
- d) Executive, excluding the Chief Steward, shall be elected for a three-year term, starting as per Article 8.1.2(c) at 7 am on December 1st, 2003 and every three years thereafter.
- e) In circumstances where the position of President becomes vacant, the 1st Vice-President shall fill the position.
- f) In circumstances where the position of Recording Secretary, Secretary-Treasurer, 1st Vice-President or 2nd Vice-President become vacant, the vacant position(s) shall first, be filled from the existing Executive or if required, filled by a member in good standing. In both circumstances Executive approval is required.
- g) A Steward or a Member in Good Standing, with Executive approval, shall fill any reduction of the Executive Members. If more than one Steward or member expresses an interest in a vacated position, then those interested members shall convey their interest and suitability at the following Executive Meeting.

8.1.3 Campaigning

- a) The Nominating Committee shall receive nominations from candidates in writing and, if accepted, ensure those names are posted to CUPE 998 website.
- b) Posts to social media regarding election material are considered campaigning.

- c) Candidates may begin campaigning once accepted by the Nominating Committee.
- d) Campaigning by candidates shall cease at 8am on the first Monday of the third full calendar week in November to coincide with the start of electronic voting.
- e) CUPE 998 funds shall not be used for individual campaigning purposes.
- f) Candidates shall be responsible to provide the Nominating Committee with prior notice of any printed or posted material. This material will be screened for fairness and equity issues in accordance with Article 8.1.3 (h)(i)(j)(k)(l)
- g) Biographies
 - i. All candidates shall provide the Nominating Committee a biography and optional picture for print and/or web posting.
 - ii. Candidates will be afforded a final preview of their own printed/posted biography prior to it going to the membership.
- h) The candidates must be aware of and adhere to the following:
 - i. CUPE 998 Respectful Workplace Policy
 - ii. CUPE National Equality Statement
 - iii. CUPE National Code of Conduct
 - iv. CUPE National Constitution
 - v. CUPE 998 Bylaws
 - vi. The human Rights Code of Manitoba
 - vii. The freedom of Information and Protection of Privacy Act
 - viii. The Criminal Code of Canada
- i) Members, in their social media post, advertising, campaigns and promotional material, shall always strive to make statements that are accurate and to avoid statements that are misleading or deceptive.
- j) Members shall not sponsor advertising nor issue other promotional materials, such as pamphlets, brochures, handbills, newsletters, electronic messages, signs or posters, that make defamatory references to another member, or any candidate or member of the executive.
- k) Members shall not sponsor advertising or other promotional material containing language or other visual representation that promotes hatred toward any individual or group.
- l) Members shall not obstruct campaigning or deface, destroy, prevent or obstruct the distribution of advertising or other promotional material of other members and rival candidates, nor shall such conduct on the part of other members be encouraged, condoned or permitted.
- m) The Nominating Committee, with guidance from the National Servicing

Representative, shall be the deciding authority in enforcing this Article. Candidates may be penalized by the Committee for inappropriate behavior, up to and including removal from the election.

- n) Should a candidate choose to appeal the Nominating Committee's decision, an Appeal Board will be called. The Board shall consist of a shop steward, chosen by the Nominating Committee, a second shop steward, chosen by the Appellant(s), and chaired by the Chief Steward. This Appeal Board shall include the National Servicing Representative as a non-voting member.
- o) The Appeal Board decision will be final, and a report from the Appeal Board outlining its decision will be tendered to the Member & CUPE 998 executive simultaneously. The Appeal Board decision will be archived & a separate memo must be posted immediately to members identifying the board's decision regarding the circumstances.

8.2 Chief Steward

- 8.2.1 The Stewards shall elect a Chief Steward from the Stewards pool for a two (2) year term, by a majority vote, at the December Stewards meeting, on every even numbered year. The election procedure shall be conducted by one of the Executive members.

8.2.2

a) If the Chief Steward is unable to make a recommendation, then the President with concurrence from the Table Officers, will recommend an interim Chief Steward.

- 8.2.3 Stewards must notify the Executive member conducting the election of their intent to run, by the fourth Thursday in October.

- 8.2.4 Campaigning by Stewards shall cease on the second Thursday in November to coincide with the mailing of ballots.

- 8.2.5 Ballots shall be sent to Stewards on or shortly after the second Thursday in November and shall be eligible for counting at (if received at or prior to) the December Stewards meeting.

- 8.2.6 In the event of a tie vote, a second (and subsequent) ballot(s) will be taken at the December Stewards meeting. In the event the tie vote persists, subsequent ballots may be deferred for thirty (30) days to allow for campaigning.

8.3 Stewards

- 8.3.1 Stewards shall be elected by secret ballot for a term of two (2) years by a majority vote of our Union members in their department or area of representation. In the event no one runs for election, a Steward may be appointed by the Chief Steward where possible. In

either case the Steward must be working in the area and shall be known as the/(an) area Steward.

8.3.2 The election date, if required, shall be set by the Chief Steward and ballots provided two weeks in advance to all members working in the department.

8.3.3 Ballots will be counted by the Chief Steward in the presence of the Executive members.

8.4 Trustees

8.4.1 During the month of January 2003 and every year thereafter, the Chief Steward shall select a Nominating Committee consisting of not less than five (5) members in good standing. It shall be the duty of the Committee to ensure that the membership is properly and adequately informed and to actively solicit nominees.

8.4.2 No Executive member or member seeking election shall be a member of the Nominating Committee.

8.4.3 The Nominating Committee shall remain neutral and ensure fairness and equity for all candidates.

8.4.4 No nominations shall be accepted unless the member has submitted their consent in writing, duly witnessed by another member.

8.4.5 Nominations shall close at 3:00 p.m. on the second Thursday in April.

8.4.6 Campaigning by candidates shall cease one day prior to the May General Meetings.

8.4.7 Voting shall take place at the May General Meetings by secret ballot. Counting will follow immediately after the Winnipeg votes. The Chair of the Meeting will call upon the Nominating Committee to supervise the count.

8.4.8 One Trustee shall be elected for a three-year term, beginning in May of each year.

8.4.9 Any reduction in the Trustee Members due to a vacant position shall be filled with a member(s) in good standing appointed by the Stewards until a by-election can be held for the remainder of the term.

ARTICLE 9 – STANDING COMMITTEES

9.1 The Standing Committees of the Union shall be:

Bylaws and Policies & Procedures Committee	9.6.1
Education Committee	9.6.2
Equal Rights and Opportunities Committee	9.6.3
Grievance Committee	9.6.4
Membership Committee	9.6.5
Pension and Superannuation Committee	9.6.6
Trustees Committee	9.6.7
Wages and Agreement Committee	9.6.8
Workplace Safety and Health Committee	9.6.9
Political Action Committee	9.6.10
Communications Committee	9.6.11
Strategic Planning Committee	9.6.12
Job Evaluation Committee	9.6.13

- 9.2 Each committee shall consist of a chairperson plus one to five members in good standing.
- 9.3 Chairpersons of the Standing Committees, except for the Trustees and Grievance committees will be selected by the President and ratified by the Executive. The Chairperson shall select his/her committee from the membership.
- 9.4 The Chairperson will be responsible to submit an operating budget to the Secretary-Treasurer. At each Executive Meeting the Committee shall submit a brief report on the monthly activities. Except for the Grievance Committee, prior approval from the membership is required to exceed budgeted dollars.
- 9.5 When the Executive deem it necessary to establish an additional Standing Committee, it shall be voted on at the first General or Special General Membership Meeting. The new Standing Committee will not operate longer than six (6) months without membership approval, which shall be given as per Article 4.
- 9.6 The duties and terms of reference of Standing Committees shall be as follows:

9.6.1 Bylaws and Policies & Procedures Committee

- a) To draft changes, addition, or deletions to the Bylaws and Policies & Procedures of the Union.
- b) To draft, upon the request of the President, such documents as are, from time to time, necessary, and to ascertain that said documents are proofread and approved by the competent legal counsel when required.

9.6.2 Education Committee

- a) Keep the Executive informed on the various courses, seminars, etc. that are or will be available throughout the year.

- b) Review all written requests taking into consideration, cost, value to the Local, and the number of applicants.
- c) Approve or deny requests for training. Provide an explanation for the Committees decisions.

9.6.3 Equal Rights and Opportunities Committee

- a) To ensure equal pay for work of equal value;
- b) To ensure equal opportunity of internal and external training so that there is equal opportunity of advancement of all employees;
- c) To promote women's rights;
- d) To eliminate the stereotype image of the target groups in the workforce as outlined in the Human Rights Code.
- e) To educate and organize their fellow sisters and brothers so that the above goals can be satisfied;
- f) Be mindful not to contravene the Human Rights Code.
- g) Represent the membership of Local 998 on the committees of affiliated organizations.

9.6.4 Grievance Committee

- a) Chief Steward shall chair the Committee and will process all grievances.
- b) Maintain an electronic database to monitor/record incidents & grievances.
- c) All reports of this Committee shall be presented to the Executive Committee and membership with copies provided to the National Representative.
- d) To request competent legal counsel for the Executive of the Union when legal questions arise.

9.6.5 Membership Committee

- a) Prepare kits & complete orientation for members arriving into Local 998.

- b) Monitor retirement gift process.
- c) Report membership statistics monthly.
- d) Maintain an alphabetical listing of all signed members.
- e) Maintain a list of the entire eligible membership signed and unsigned.
- f) Provide the Executive and the Chief Steward with a list of unsigned members on a quarterly basis, which shall be circulated to all Stewards in order that unsigned members will be approached to sign.

9.6.6 Pension and Superannuation Committee

- a) Represent Local 998 in all matters pertaining to pensions and insurance.
- b) Ensure that Local 998 has a member in good standing as a representative on the Superannuation and Insurance Liaison Committee.
- c) Through this Committee lobby for changes to the Superannuation Act as dictated by Local policies.
- d) Monitor the Manitoba Hydro pre-retirement program and seek involvement in these programs and their implementation.
- e) Inform the membership of the activities of these Committees.

9.6.7 Trustees Committee

It shall be the duty of the Trustees to act as an auditing committee. They shall audit the books and accounts of the Secretary-Treasurer and report their findings at a General Membership Meeting annually, by the end of the following fiscal year. It shall be the duty of the Trustees to audit the record of attendance. Any stocks, bonds, securities, office furniture and equipment, titles or deeds to property that may at any time be owned by the Union, shall be inspected at least once annually by the Trustees and a report of the findings shall be submitted. Audit forms, as supplied by the National Office, shall be used for all auditing reports, and a copy of such annual audits shall be sent to the National Secretary-Treasurer in accordance with the provisions of the Canadian Union of Public Employees Constitution.

9.6.8 Wages and Agreement Committee

- a) In consultation with the representatives of the Canadian Union of Public Employees

shall prepare proposed Agreement changes.

- b) Initiate surveys into wages and salaries, in order to prepare wage briefs.
- c) To keep the Executive advised of Local conditions regarding wages and salaries as they may affect members of the Union.
- d) Formulate negotiating proposals prior to the expiring date of the Collective Agreement.
- e) Make recommendations to the Executive on the composition of the Negotiating Committee.
- f) The Committee shall be responsible for the maintenance and revision, through Letters of Understanding, Letters of Intent and Letters of Concurrence, of the agreement between negotiations. All revisions to the agreement shall be approved by a majority of the Executive and noted at the next General Membership Meetings as information. The membership shall be informed of the revisions to the agreement no later than the next General Membership Meeting.

9.6.9 Workplace Safety and Health Committee

- a) Represent the membership of Local 998 on the Corporate Workplace Health & Safety Committee.
- b) Represent the membership of Local 998 on the related Committees of Affiliates.
- c) Inform membership of their rights under the Collective Agreement and Federal and Provincial legislation.
- d) Follow up on Workplace Safety & Health complaints and with the approval of the Executive seek improved working conditions through available channels.
- e) Report to the Executive on all activities of itself and of the committees on which it represents the Local.

9.6.10 Political Action Committee

- a) Communicate with municipal/provincial/federal authorities or officials, the general public and the media to represent the interests of our Local to the community at large.
- b) Lobby government officials, the business community, private and public organizations and the general public to represent the interests of our Local.

- c) Form coalitions with other organizations on common issues in order to give added credibility to our position on an issue.
- d) Work to create political awareness amongst our members on various issues.
- e) Prepare briefs for public presentation and distribution and shall present all briefs to the Executive for prior approval before release to the public.
- f) The Committee shall be permitted to react to certain situations on issues that the Executive has mandated to the Committee.

9.6.11 Communications Committee

- a) Oversee the publishing of the Local's bulletins and media releases.
- b) Create and publish the Local's newspaper.
- c) On request, provide writers, editors and publishing resources to assist all committees.
- d) Create standards and guidelines for the Local's publications.
- e) Establish and maintain a Web Site to provide current information to the membership.
- f) Ensure all committees abide by the Local's policy of submitting their communication and publications to all Executive for a majority of the Executive's approval prior to publication.

9.6.12 Strategic Planning Committee

- a) Plan three Strategic Planning Sessions in an election term: two full days in the first year, single days in the second and third years.
- b) Work with all the committees to develop strategic plans to maintain the stability and security of the Local.
- c) Proposes priorities and direction for present and long-term goals of the Local for Executive approval.
- d) Develop proposals to improve on our daily operating system.
- e) Propose strategies to improve membership relations, communication and

involvement.

9.6.13 Job Evaluation Committee

- a) Represent the membership of CUPE 998 in all aspects of the job evaluation process;
- b) Provide members to the joint evaluation appeal board;
- c) Apprise and inform the membership on all aspects of the job evaluation process including their rights therein;
- d) Counsel the individual members involved in the job evaluation process;
- e) The Committee shall work with the Executive to develop Strategic Action plans to ensure that the Job Evaluation System is working to the benefit of our members.

ARTICLE 10 – DUTIES OF THE MEMBERS OF THE EXECUTIVE

10.1 The President shall:

- 10.1.1 Be Chief Executive Officer of our Union.
- 10.1.2 Be Chairperson of our Union Executive and preside at all meetings of our Union and Union Executive and be ex-officio member of all Standing Committees.
- 10.1.3 Have signing authority in accordance with the provision under Article 10.4.5 for payment of all debts incurred by our Union.
- 10.1.4 Enforce or cause to be enforced, the Bylaws and Policies & Procedures of our Union and see that such committees as are appointed function correctly.
- 10.1.5 Ensure that elections are held in accordance with the Bylaws and Policies & Procedures.
- 10.1.6 Shall have sole authority to interpret these Bylaws, subject to appeal to our Union Executive or to the membership at General or Special Membership Meetings in accordance with Articles 14.22 and 14.23.
- 10.1.7 Be bonded for not less than \$25,000 (or any greater sum as may be decided at a membership meeting, taking into account the assets of the Local and the amount of cash and cheques handled by the Secretary-Treasurer) through the master bond held by the National Office and any President who cannot qualify for the bond shall be disqualified from office.

- 10.1.8 At the end of their term of office, the President shall turn over to their successor, all properties and assets, including funds, books and records belonging to our Local Union.
- 10.1.9 Be responsible for reviewing the membership numbers in the first week of June in an election year with the table officers. This review is to determine how many Executive Member positions will be posted for the forthcoming election as per Appendix C. The President will be required to present at September executive meeting in an election year, the decision and to also notify the Nominating Committee & the Communications Committee no later than September 31st in the election year.
- 10.2 The 1st Vice-President shall:
- 10.2.1 Perform all duties of the President in their absence, or if a vacancy occurs in that office.
- 10.2.2 Have signing authority for payment of all debts incurred by our Union in accordance with the provision in Article 10.4.5.
- 10.2.3 In cooperation with the President and the 2nd Vice-President, enforce or cause to be enforced the Bylaws of our Union and see that such committees as are appointed function correctly.
- 10.2.4 Be bonded for not less than \$25,000 (or any greater sum as may be decided at the membership meeting, taking into account the cash and cheques handled by the Secretary-Treasurer) through the master bond held by the National Office and any 1st Vice-President who cannot qualify for the bond shall be disqualified from office.
- 10.2.5 At the end of their term of office, the 1st Vice-President shall turn over to their successor, all properties and assets, including funds, books and records belonging to our Local Union.
- 10.3 The 2nd Vice-President shall:
- 10.3.1 Perform all duties of the 1st Vice-President in their absence, or if a vacancy occurs in that office.
- 10.3.2 Have signing authority for payment of all debts incurred by our Union in accordance with the provision in Article 10.4.5.
- 10.3.3 In cooperation with the President and the 1st Vice-President, enforce or cause to be enforced the Bylaws of our Union and see that such committees as are appointed function correctly.
- 10.3.4 Be bonded for not less than \$25,000 (or any greater sum as may be decided at the membership meeting, taking into account the assets of the Local and the amount of

cash and cheques handled by the Secretary-Treasurer) through the master bond held by the National Office and any 2nd Vice-President who cannot qualify for the bond shall be disqualified from office.

- 10.3.5 At the end of their term of office, the 2nd Vice-President shall turn over to their successor, all properties and assets, including funds, books and records belonging to our Local Union.

10.4 The Secretary-Treasurer shall:

- 10.4.1 Receive all membership fees and other monies (from whatever source) to be deposited in the financial institution designated by our Union Executive.
- 10.4.2 Keep the financial records of our Union. Provide our Executive with a monthly cheque list.
- 10.4.3 Prepare and submit all book-off request as approved by the President or delegate.
- 10.4.4 Provide a current detailed written financial statement of our Union at every General Membership Meeting and each monthly Executive meeting.
- 10.4.5 All cheques must be signed by the President and the Secretary-Treasurer unless they are unable due to an absence of longer than three (3) calendar days. When the absence is known to be longer than three days, the time period is automatically waived. In this event, the Recording Secretary, the 1st Vice-President or the 2nd Vice-President will have signing authority as stated in Articles 10.1.3, 10.2.2, 10.3.2 or 10.5.7, ensuring that the Local's funds are used only as authorized or directed by Article 12.1 or the vote of the membership.
- 10.4.6 If required, our Union will provide an authorized computer and/or relevant accounting software to prepare all financial reports and records pertaining to CUPE Local 998.
- 10.4.7 With the approval of the President, purchase or direct the purchase and reimbursement for general office supplies/purchases needed in accordance with the provision in Article 12.1.
- 10.4.8 With the approval of the President, employ such clerical assistance as necessary. Such assistance to be paid out of our Union funds and reported as a separate item in the Financial Statement.
- 10.4.9 Make all books available for inspection by the Trustees and/or Auditors on reasonable notice. Ensure that the books are audited at least once each calendar year and within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees.
- 10.4.10 Endorse all cheques, payable to the order of our Union for deposit only. Deposit cash

received, in accordance with the provision in Article 7.2 l), and issue receipts for same.

- 10.4.11 Be bonded for no less than \$35,000 (or any greater sum as may be decided at a General Membership Meeting, taking into account the assets of our Local and the amount of cash and cheques handled by the Secretary-Treasurer) through the master bond held by the National Office and any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office.
 - 10.4.12 Prepare a proposed budget for each forthcoming fiscal year. The proposed budget shall be voted upon by the membership at the September General Membership Meeting. If not approved, the proposed budget, with direction from the membership, will be amended and brought back at a special meeting for approval prior to the fiscal year end.
 - 10.4.13 Prepare all CUPE National per capita tax forms and remit payment no later than the last day of the following month.
 - 10.4.14 Ensure forms required by Canada Revenue Agency such as T4's, T4A's, Not-for-Profit and Record of Employment are prepared and submitted.
 - 10.4.15 At the end of their term of office, the Secretary-Treasurer shall turn over to their successor, all properties and assets, including funds, books and records belonging to our Local Union.
 - 10.4.16 Be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or expense claims for every disbursement made, receipts for all money sent to CUPE National, as well as records and supporting documents for all income received by the Local Union.
- 10.5 Our Union Recording Secretary shall:
- 10.5.1 Keep the general Union records, including committee appointments, Executive attendance records and minutes of Union Executive and Union Management Meetings.
 - 10.5.2 Give proper notice of all Meetings to the Executive and/or Union Members at large.
 - 10.5.3 Keep full, accurate, and impartial account of all the proceedings of all meetings, record all motions; with the mover's and seconder's name in the record of minute book of our Union; record all alternations in the Rules and Policies & Procedures by motion or amendment, and fulfill other secretarial duties as directed by the President. These records must also include a copy of the full financial report (Executive Board meetings) and the written financial report (membership meetings) presented by the Secretary-Treasurer. The record will also include Trustees' reports.
 - 10.5.4 File copy of all letters sent out and keep on file all correspondence; have all books and papers ready at all times on reasonable notice for Auditors and Trustees, and on termination of office shall surrender all books, seal and other properties of our Union

to their successor.

- 10.5.5 Preside over meetings except General and Special General Meetings in the absence of the President, the 1st Vice-President and 2nd Vice-President; be empowered, with the approval of the President to employ such stenographic or other assistance as necessary, such assistance to be paid for out of our Union funds and reported as a separate item on the financial statement.
- 10.5.6 Perform President and 1st and/or 2nd Vice-President's duties if necessary.
- 10.5.7 Have signing authority for payment of all debts incurred by our Union in accordance with the provision in Article 10.4.5.
- 10.5.8 Our Union Recording Secretary shall be bonded for not less than \$25,000 (or any greater sum as may be decided at a membership meeting, taking into account the assets of the Local and the amount of cash and cheques handled by the Secretary-Treasurer) through the master bond held by the National Office and any Recording Secretary who cannot qualify for the bond shall be disqualified from office.

ARTICLE 11 – FISCAL YEAR

- 11.1 The fiscal year of the Union shall be from January 1st to December 31st effective in 2004.

ARTICLE 12 – PROPERTY OF OUR LOCAL UNION

- 12.1 As Trustees of our Local Union, the Executive shall hold title to all real and movable property. They shall not sell or dispose of any real or movable property with a book value in excess of \$100.00 without prior approval from the membership.
- 12.2 The Union shall not disburse funds in excess of \$3,000.00 per item or service without prior approval from the membership.
- 12.3 Lease or rental of real or movable property with an annual cost exceeding \$3,000.00 must receive prior approval from the membership.
- 12.4 Costs associated with grievances and negotiations are exempt from the restrictions outlined in Article 12.2

ARTICLE 13 – ORDER OF BUSINESS

- 13.1 a) Equality Statement
- b) Roll call of Executive
- c) Voting on new members and initiation
- d) Reading of the minutes of the previous meeting
- e) Matters arising out of the minutes
- f) Treasurer's report
- g) Correspondence
- h) Executive Committee reports
- i) Reports of the Committees and Delegates
- j) Nominations, Elections or Installations
- k) Unfinished business
- l) New business
- m) Adjournment

ARTICLE 14 – RULES OF ORDER

- 14.1 The President, or in his/her absence, the 1st Vice-President, shall take the chair at the time specified, at all Regular and Special General Meetings. In the absence of both the President and the 1st Vice-President, the 2nd Vice-President shall take the chair.
- 14.2 The President shall state every question coming before the Union and before allowing debate thereon, and immediately before putting it to a vote, shall ask: "Is the Union ready for the question?" Should no member rise to speak, and the Union indicated readiness, the question shall then be put. After the President has risen, no member shall be permitted to speak upon the question.
- 14.3 A motion to be entertained by the presiding officer must be seconded and the mover, as well as the seconder, must rise and be recognized by the chair.
- 14.4 A motion to amend, or to amend an amendment, shall be in order, but no motion to amend and 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.
- 14.5 On motion, the regular order of business may be suspended, by a two-thirds (2/3) vote of those present, to deal with any urgent business.
- 14.6 All resolutions and motions, other than adjournment, 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 Union.
- 14.7 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.

- 14.8 Any member having made a motion may withdraw it with the consent of the seconder, but a motion once debated cannot be withdrawn except by a majority vote of those present.
- 14.9 When a member desires to speak on a question, or offers a motion he/she shall rise in his/her place and respectfully address the presiding officer; but he/she shall not proceed further until recognized by the chair, except to state that he/she rises to a point of order, or on a question of privilege.
- 14.10 When two (2) or more members rise to speak at the same time, the presiding officer shall decide which one is entitled to the floor.
- 14.11 Every member, while speaking shall adhere to the question under debate and avoid all personal, indecorous, or offensive language, as well as any reflection on the Union or any members thereof.
- 14.12 If a member, while speaking, is called to order, he/she shall cease speaking until the point is determined, when, if decided in order, he/she may again proceed.
- 14.13 No religious discussion shall be permitted in the meeting at any time.
- 14.14 No member, except the chairperson of a committee or the mover or seconder of a resolution, shall speak more than ten minutes at any one time or more than once on the same questions, until all members wishing to speak have had an opportunity to do so, when he/she may be allowed, by permission of the chair, to speak a second time.
- 14.15 The President shall take no part in debate while presiding, but may yield the chair to the 1st Vice-President, in order to speak on any question before the Union, or to introduce a new question. In the absence of the 1st Vice-President, the President may yield the chair to the 2nd Vice-President.
- 14.16 The presiding officer shall have the same right as other members to vote only when voting is by secret ballot. Any motion on which the vote is equally divided shall be declared lost.
- 14.17 When a question has been put, no motion shall be in order except:
- a) to adjourn
 - b) the previous question
 - c) to lay on the table
 - d) to postpone for a definite time
 - e) to refer
 - f) to divide or amend, which motions shall have precedence in the order named. The first three (3) of these shall be decided without debate.
- 14.18 A motion for the previous question, when regularly moved and seconded, shall be put in this form: "Shall the main question be put now?" If this 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 Union.
- 14.19 A motion to adjourn is in order except, 1) when a member has the floor, 2) when members are voting.
- 14.20 A motion to adjourn, having been put and lost, shall not be in order again, if there is further business before the Union, until fifteen (15) minutes has elapsed.
- 14.21 Before the presiding officer declared the vote on a question, or after a vote has been declared lost or carried by acclamation and before the Union 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.
- 14.22 If any member shall feel himself/herself personally aggrieved by the decision of the chair, he/she may appeal to the Union from such a decision.
- 14.23 When the decision of the President is appealed from, he/she shall state his/her decision, and the reasons therefore, from the chair. The party appealing there from shall state briefly the reason for the appeal, after which, without further debate, the question shall be put thus: "Shall the decision of the chair stand as the decision of the Union?" It shall require a majority vote to sustain such appeal.
- 14.24 No member shall enter or leave a meeting during the reading of the minutes or the taking of a vote and no member shall be allowed to leave without the permission of the 1st Vice- President.
- 14.25 All business done in the Union shall be strictly secret to all outside the Union.
- 14.26 All rules and proceedings of debate not herein provided for shall be as defined in the National Constitution of the Canadian Union of Public Employees.

ARTICLE 15 – CONVENTIONS AND SCHOOLS

- 15.1 While attending Union sponsored schools, conventions or meetings, the delegate shall have their wages paid as provided for in the Collective Agreement and Appendix B of the Bylaws.
- 15.2 The delegates for the conventions shall be chosen in the following manner:
- 15.2.1 One delegate: The President.
- 15.2.2 Two Delegates or more: First Delegate – the President, Second Delegate – shall be chosen from the 1st Vice-President and the 2nd Vice-President. Additional Delegates shall be chosen from the remaining unselected members of the Executive. Notwithstanding the foregoing, where the Conventions/Schools are outside of the

Province only two out of the President, 1st Vice-President or 2nd Vice-President will be selected.

15.2.3 When choosing Delegates for Conventions, priority should be given to Committee Chairs related to Convention themes and to ensure that Executive is rotated so that all have an opportunity to attend.

15.3 The Executive shall be given priority to be delegates before any other member to attend conventions except as in 15.3.1.

15.3.1 When a member of the Union is elected to the Executive of the National Union, the Manitoba Division of C.U.P.E, the Canadian Labor Congress (C.L.C.), the Manitoba Federation of Labor (M.F.L.), and/or District Labor Councils, this elected official shall automatically, by virtue of their elected position, be granted a delegate credential for the appropriate conventions or meetings where required.

15.4 In case one of the delegated Executive cannot attend the convention, their place will be filled as per Article 15.2.3.

15.5 A report to our Executive must be submitted by the delegates upon their return from Convention and/or schools.

ARTICLE 16 – MISCELLANEOUS

16.1 It shall be the responsibility of the officers, while preserving the independence of the Union from political control, to encourage workers to vote, to exercise their full rights and responsibilities of citizenship and to perform their rightful part in the political life of the Federal, Provincial and Municipal Governments.

ARTICLE 17 – RULES OF CONDUCT

17.1 Confidential Information

(a) An executive member must not disclose and shall only use confidential information as required for their duties of office.

“Confidential information” is information, which is otherwise not available to the general membership, including information contained in the agenda for or discussed at an in camera meeting held, and information in the possession of or received in confidence by CUPE 998 that CUPE 998 is either prohibited from disclosing, is required to refuse to disclose, or may refuse to disclose pursuant to the provisions of the Freedom of Information and Protection of Privacy Act.

(b) An executive member must not intentionally access or attempt to access confidential

information which is in the custody of CUPE 998 unless it is necessary for the performance of their duties of office.

17.2 Conflict of Interest

- (a) An executive member must not act in situations in which they have a real or apparent conflict of interest, whether during a meeting of Executives or Committee or at any other time while performing their duties of office.
 - (i) A conflict of interest exists when an executive member exercises their duties of office and at the same time knows that in the performance of those duties there is the opportunity to further their private interests.
 - (ii) A real conflict of interest exists when an executive member has knowledge of a private interest that is sufficient to influence the exercise of their duties of office.
 - (iii) An apparent conflict of interest exists when there is a reasonable perception, which a reasonably well-informed person could properly have, that the executive member's ability to perform any official duty or function must be influenced by their private interest.
- (b) An executive member is presumed not to have a private interest in any appointment to serve in their official capacity on any board, or in matters arising in relation to that board.
- (c) An executive member who has a conflict of interest with respect to any matter must refrain from influencing the matter and from discussing or voting on any decision with respect to the matter.
- (d) Should a conflict of interest, real or apparent, arise with respect to a matter that will be discussed or determined at a meeting of Executive or Committee, the executive member must:
 - (i) disclose the general nature of the Member's interest, and
 - (ii) withdraw from the meeting without voting or participating in the discussion.
- (e) Where a Member does not disclose a private interest under Article 17.2(d) because they are not in attendance at the meeting at which the matter arose, the Member must disclose the general nature of their interest at the next meeting of the same body before which the matter arose.
- (f) Where, by reason of withdrawal from a meeting because of non-pecuniary interests, there would be fewer executive members remaining than are needed to meet quorum, those executive members who have withdrawn by reason of a non-pecuniary interest must disclose their interest, but may still vote in respect of the matter.

17.3 Public Statements

- (a) Members shall always strive to make public statements that are accurate and shall not make public statements that are defamatory with respect to another member, a CUPE election candidate, leader, or any candidate of another political party.
- (b) Members shall not make statements that they know to be untrue in their criticism of the platform, policy statements, positions.

APPENDIX A – VOTING RIGHTS MAIL-IN BALLOT

1.0 Appendix “A” can only be implemented as per Article 6.4

- 1.1 Only members in good standing shall be entitled to vote, except in the case of a strike vote or ratification vote, where all members shall be entitled to vote.
- 1.2 A vote to accept/reject a new contract, authorize a strike or the election of the Executive excluding the Chief Steward shall be by mail-in ballot. All other voting will be conducted at a General or Special General Meeting unless a mail-in vote is authorized by the Executive and/or Membership. The Chief Steward shall be elected as per Article 8.2.

APPENDIX B – EXECUTIVE NOMINATIONS & ELECTIONS MAIL-IN BALLOT

1.0 Appendix “B” can only be implemented as per Article 6.4

- 1.1 During the month of September 2003 and every three years thereafter, the Executive shall select a Chairperson for the Nominating Committee.
 - a) The Chairperson shall select a Nominating Committee consisting of not less than five (5) members in good standing. It shall be the duty of the Committee to ensure that the membership is properly and adequately informed and to actively solicit nominees. No Executive member or member seeking election shall be a member of the Nominating Committee.
 - b) The Nominating Committee shall remain neutral and ensure fairness and equity for all candidates.
 - c) Any member joining the Nominating Committee shall not be permitted to leave the

Committee to seek nomination.

1.1.2 Nominations shall be accepted for one office only.

- a) Nominations shall close at 4:00 p.m. on the third Thursday in October
 - i. All nominations received on or before the deadline shall be considered for the ballot.
 - ii. All ballots received on or before the deadline shall be considered for counting. Ballots received shall be examined for incorrect markings. All ballots marked incorrectly shall be declared spoiled.
 - iii. When two (2) or more nominees are to be elected to any office by ballot, each member voting will be required to vote for the full number of candidates to be elected or the member's ballot will be declared spoiled.
 - iv. Where a single office is being filled, the candidate with the largest percentage of votes shall be considered elected to the office. Where more than one (1) office is being filled, the candidates with the largest vote totals shall be considered elected to those offices.
 - v. In the event of a tie vote, a second (and subsequent) ballot(s) will be sent for the position(s) in question only. In the event the tie vote persists, subsequent ballots may be deferred for thirty (30) days to allow for campaigning.
 - vi. No ballot shall be counted by the executive. Collection and counting are to be done by a certified third party. One (1) scrutineer will be allowed per candidate during ballot counting.
- b) No nominations shall be accepted unless the member has submitted their consent in writing, duly witnessed by another member.
- c) Ballots shall be sent to members on or shortly after the first Thursday in November and shall be eligible for counting if received by the certified third party by 12:00 p.m. on the third Thursday of November. Counting of the ballots will conclude by 4:00 p.m. on the third Thursday of November. Results to be announced immediately following the counting, no later than 4:30pm.
- d) Executive, excluding the Chief Steward, shall be elected for a three-year term, starting as per Article 1.1.2(c) at 7am on December 1st, 2003 and every three years thereafter.
 - i. In the event of a tie vote for the position of President, the 1st Vice-President will assume all duties as per Appendix B, Article B 1.1.2

(d). This will be in place until a winner is declared as per Appendix B, Article 1.1.2 (a) (v)(vi).

ii. In the event of a tie vote for the position of the President & 1st Vice-President, the 2nd Vice-President will assume all duties as per Appendix B, Article B 1.1.2 (d). This will be in place until a winner is declared as per Appendix B, Article 1.1.2 (a) (v)(vi).

- e) In circumstances where the position of President becomes vacant, the 1st Vice-President shall fill the position.
- f) In circumstances where the position of Recording Secretary, Secretary-Treasurer, 1st Vice-President or 2nd Vice-President become vacant, the vacant position(s) shall first, be filled from the existing Executive or if required, filled by a member in good standing. In both circumstances Executive approval is required.
- g) A Steward or a Member in Good Standing, with Executive approval, shall fill any reduction of the Executive Members. If more than one Steward or member expresses an interest in a vacated position, then those interested members shall convey their interest and suitability at the following Executive Meeting.

1.1.3 Campaigning

- p) The Nominating Committee shall receive nominations from candidates in writing and, if accepted, ensure those names are posted to CUPE 998 website.
- q) Posts to social media regarding election material are considered campaigning.
- r) Candidates may begin campaigning once accepted by the Nominating Committee.
- s) Campaigning by candidates shall cease on the first Thursday in November to coincide with the mailing of the ballots.
- t) CUPE 998 funds shall not be used for individual campaigning purposes.
- u) Candidates shall be responsible to provide the Nominating Committee with prior notice of any printed or posted material. This material will be screened for fairness and equity issues in accordance with Appendix B 1.1.3 (h).
- v) Biographies
 - i. All candidates shall provide the Nominating Committee a biography and optional picture for print and/or web posting.
 - ii. Candidates will be afforded a final preview of their own printed/posted biography prior to it going to the membership.

- w) The candidates must be aware of and adhere to the following:
 - i. CUPE 998 Respectful Workplace Policy
 - ii. CUPE National Equality Statement
 - iii. CUPE National Code of Conduct
 - iv. CUPE National Constitution
 - v. CUPE 998 Bylaws
 - vi. The human Rights Code of Manitoba
 - vii. The freedom of Information and Protection of Privacy Act
 - viii. The Criminal Code of Canada
- x) Members, in their social media post, advertising, campaigns and promotional material, shall always strive to make statements that are accurate and to avoid statements that are misleading or deceptive.
- y) Members shall not sponsor advertising nor issue other promotional materials, such as pamphlets, brochures, handbills, newsletters, electronic messages, signs or posters, that make defamatory references to another member, or any candidate or member of the executive.
- z) Members shall not sponsor advertising or other promotional material containing language or other visual representation that promotes hatred toward any individual or group.
- aa) Members shall not obstruct campaigning or deface, destroy, prevent or obstruct the distribution of advertising or other promotional material of other members and rival candidates, nor shall such conduct on the part of other members be encouraged, condoned or permitted.
- bb) The Nominating Committee, with guidance from the National Servicing Representative, shall be the deciding authority in enforcing this Article. Candidates may be penalized by the Committee for inappropriate behaviour, up to and including removal from the election.
- cc) Should a candidate choose to appeal the Nominating Committee's decision, an Appeal Board will be called. The Board shall consist of a shop steward, chosen by the Nominating Committee, a second shop steward, chosen by the Appellant(s), and chaired by the Chief Steward. This Appeal Board shall include the National Servicing Representative as a non-voting member.
- dd) The Appeal Board decision will be final, and a report from the Appeal Board outlining its decision will be tendered to the Member & CUPE 998 executive simultaneously. The Appeal Board decision will be archived & a separate memo must be posted immediately to members identifying the board's decision regarding the circumstances.

APPENDIX C – EXECUTIVE MEMBER RATIO CHART

		Executive Members Ratio's		1 Executive / 120 members				Executive Officers	
								President	1
Executive Members		12	11	10	9	8	7		
								1 VP	2
Members								2 VP	3
1500		125	136	150	167	188	214	Sec/Tres	4
1400		117	127	140	156	175	200	Rec Sec	5
1300		108	118	130	144	163	186	Chief Steward	6
1200		100	109	120	133	150	171		
1100		92	100	110	122	138	157	Ex Member 1	7
1000		83	91	100	111	125	143	Ex Member 2	8
900		75	82	90	100	113	129	Ex Member 3	9
800		67	73	80	100	100	114	Ex Member 4	10
700		58	64	70	78	88	100	Ex Member 5	11
600		50	55	60	67	75	86	Ex Member 6	12