

Appendix B - RULES OF ORDER

The rules of Order of CUPE 391 shall be Bourinot's Rules of order.

The rules of Order and Business shall be as follows. In the event that any of the following rules of order are in contradiction to the Constitution of the Canadian Union of Public Employees those of the Constitution shall apply.

ORDER OF BUSINESS

1. Roll Call of Officers
2. Equality Statement
3. Voting on new members and initiations
4. Reading of minutes of previous meeting
5. Matters arising out of minutes
6. Correspondence and communications
7. Treasurer's Report
8. Executive Board Reports
9. Reports of Committees and Delegates
10. Nominations, Elections & Installations
11. Unfinished Business
12. New Business
13. Good of the Union
14. Adjournment
 - a) The President, or in their absence, the Vice President shall take the chair at the time specified, at all regular and special meetings. In the absence of both the President and the Vice President, the Treasurer shall act as President, and in their absence a President pro tem shall be chosen by the local.
 - b) The President shall state every question coming before the Local and before allowing debate thereon, and immediately before putting it to a vote, shall ask: "Is the Local ready for the question?". Should no member rise to speak, and the Local indicates readiness, the question shall be put. After the President has risen, no member shall be permitted to speak on the question.

- c) 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.
- d) A motion to amend, or to amend an amendment, shall be in order, but no motion to amend an amendment to an amendment shall be permitted. No amendment or amendment to an amendment which is a direct negative of the resolution shall be in order.
- e) On motion, the regular order of business may be suspended, by a two-thirds vote of those present, to deal with any urgent business.
- f) All resolutions and motions, other than those named in Rule (p) or those to accept or adopt the report of the committee, shall if requested by the presiding officer, be presented in writing before being put to the Local.
- g) 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.
- h) When a member desires to speak on a question, or offers a motion, he/she shall rise in 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.
- i) When two or more members rise to speak at the same time, the presiding officer shall decide which one is entitled to the floor.
- j) Every member, while speaking, shall adhere to the question under debate and avoid all personal, indecorous, or offensive language, as well as any reflection of the Local or any member thereof.
- k) If a member, while speaking, is called to order, he shall cease speaking until the point is determined, when, if decided in order, he may again proceed.
- l) No sectarian discussion (that is to say, religious discussion) shall be permitted in the meeting at any time.
- m) No member, except the Chairperson of a Committee or the mover or seconder of a resolution, shall speak more than (3) minutes at any one time, or more than once on the same question, until all members wishing to speak have had an opportunity to do so, when he may be allowed, by permission of the chair, to speak a second time.

- n) 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 introduce a new question.
- o) The presiding officer shall have the same right as other members to vote on any question. In case of a tie, he/she may give a casting vote, if he/she chooses, refrain from voting, in which case the motion does not prevail and the decision is negative.
- p) When a question has been put, no motion shall be in order except (1) to adjourn, (2) to move 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 motion shall have precedence in the order named. The first three of these shall be decided without debate.
- q) A motion for the previous question, when regularly moved and seconded, shall be put in this form: "Shall the main question be now put?" If it is adopted, the President shall proceed to take the vote on the resolution and amendments thereto (if any) according to their priority. If an amendment or an amendment to an amendment is adopted, the original resolution, as amended, shall be put to the Local.
- r) A motion to adjourn is in order except (1) when a member has floor, and (2) when members are voting. 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.
- s) Before the presiding officer declares the vote on a question or after a vote has been declared lost or carried by acclamation, and before the Local proceeds to another order of business, any member may ask for a division. A standing vote shall be taken and the Secretary shall count same.
- t) If a member wishes to appeal a decision of the Chairperson, the member must appeal at the time the decision is made. If the appeal is seconded, the member will be asked to state briefly the basis for the appeal.
- u) 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 reasons 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 Local?" It shall require majority vote to sustain such appeal.
- v) After a question has been decided, any two members who have voted in the majority may at the same or next meeting move consideration thereof.

- w) 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.
- x) All business done in the Local shall be strictly secret to all outside the Local.
- y) All rules and proceedings of debate not herein provided for, shall be defined in the Constitution of the Canadian Union of Public Employees.