



Chairperson's Manual

A guide to answer questions about your role as Chairperson.

UPDATED
MARCH 2023



Welcome

Being chairperson (or chair) of your local is an exciting way to serve your union and your members. This manual is a guide to answer some questions you may have about your role as chairperson.

Some of the tasks outlined in this manual are simply suggestions, and others are required by the *HEU Constitution and By-Laws*.

Throughout this manual, we highlight various Articles in the *Constitution and By-Laws*, explaining how they are applied in your role as chairperson and the regular operations of your local. This is also meant to give you step-by-step instructions on how to make your role easier.

The *Chairperson's Manual* is just one of many resources available to you as chairperson. Contact the HEU President's Office to access further resources about chairing a membership meeting and ensuring your local operates effectively. As well, the secretary-treasurer mailings provide lots of information on important topics and events. The HEU website (www.heu.org) is also an excellent source for up-to-date news about bargaining, organizing, education, and union activism.

Remember that this manual is based on the successes and lessons learned by HEU local chairpersons, like you, from across British Columbia. If you have suggestions of things to add or change, please contact the president's office by phone: 604-456-7003, toll-free: 1-800-663-5813 ext. 7003, or by email at bnederpel@heu.org.

I look forward to hearing from you!



Barb Nederpel
President
Hospital Employees' Union

Table of Contents



TAB 1 – CHAIRPERSON, YOUR NEW ROLE 1

Where to Start2

Duties of Local Officers2

 Vice-Chairperson3

 Secretary-Treasurer 4

 Assistant Secretary 4

 Trustees.....5

 Conductor5

 Warden.....6

 Officer Vacancies6

Membership Meetings.....7

Executive Meetings7

Populate your Shop Steward, JOHS and Other Committees8

 Shop Stewards8

 Joint Occupational Health & Safety (JOHSC) Worker Reps8

 Appointment of Shop Stewards.....9

 Appointment of JOHS Committee members and worker health and safety representative9

 How does the local know if they need to appoint an HEU worker rep to a JOHS committee or appoint a worker health and safety rep in a smaller workplace?9

 Other Committees10

By-Law Review10

Finances and Budget.....10

TAB 2 – MEMBERSHIP MEETINGS 12

Running Meetings 12

Posting a Meeting Notice..... 13

Know Your Quorum 13

Getting Quorum 14

Developing a Local Meeting Agenda 15

 Local Meeting Agenda 16

Virtual or Hybrid Meetings 18

 Web-based Local Meetings 18

 Tips for Video Conferencing..... 18

Special Meetings 19

TAB 3 – POLICY ON PROVINCIAL EXECUTIVE ATTENDANCE AT LOCAL MEETINGS.....	20
Local Invitations for P.E. Members to Attend Local Meetings.....	20
Annual Local Election Meetings.....	20
Provincial Issues, Campaigns or Initiatives.....	20
Provincial Executive Local-Building.....	21
General.....	21
TAB 4 – RULES OF ORDER (HOW TO CHAIR A MEETING)	22
Some Points to Remember	22
How to Make a Motion	23
How to Amend a Motion	24
Motions that End Debate	25
Ruling a Motion Out-of-Order	25
Privileged Motions and Procedures	26
Other Useful Motion and Points	27
TAB 5 – BUILDING STRONG LOCALS.....	28
Checklist	28
Local Project Fund	31
Local Project Fund Policy	31
Local Project Fund Application.....	32
Small and Mid-Sized Local Supplement.....	35
Small and Mid-Sized Local Supplement Application Form	35
TAB 6 – LOCAL BY-LAWS	37
Basic By-Laws	38
Executive Structure	39
Shop Steward and JOHS and Worker Health and Safety Rep.....	39
The Method of Local Elections	39
Local Meetings	39
HEU Local By-Laws Template.....	40
HEU Local By-Laws Example	41
TAB 7 – ELECTIONS	43
Eligibility	44
Local Executive Elections	45
Electioneering	46

Standard Election Process	46
Ballot Box Election Process	48
Election Day - Virtual.....	50
Next Local Meeting	50
Installation.....	50
TAB 8 – UNION COMMITTEES	51
Local Committees.....	51
Equity Standing Committees	52
TAB 9 – HEU ORGANIZATIONAL CHARTS	54
TAB 10 – EDUCATION	57
TAB 11 – COMMUNICATION, GETTING OUR MESSAGE OUT.....	59
Social Media.....	59
HEU Boutique.....	59
Solidarity	60
Outreach and Build Alliances	60
Highlight HEU Campaigns and Events	60
Privacy and Member Information	60
TAB 12 – PARLIAMENTARY PROCEDURE GLOSSARY.....	61
TAB 13 – CONNECTING WITH OTHER UNIONS	67
TAB 14 – ANNUAL LABOUR EVENTS & HEU DAYS.....	68
TAB 15 – CONTACT US.....	71



TAB ONE

Chairperson, Your New Role

Congratulations and welcome to your new role as chairperson. According to the *HEU Constitution and By-Laws*, the role of a chairperson is defined as:

ARTICLE 16 Duties of Local Officers

Section A

CHAIRPERSON: The Chairperson shall preside at all regular and special meetings of the Local, call special meetings if requested by five per cent (5%) of the Local Membership (in no instance shall less than ten (10) Members be empowered to call a special meeting) and perform such other duties as may of right pertain to this office. It shall be the Chairperson's duty to see that all other Officers perform their duties strictly in accordance with the *Constitution and By-Laws*. The Chairperson shall also be ex-officio Member of all committees.

But a chairperson is so much more than that.

An effective chairperson is able to motivate local executive officers, activists and members. The chairperson must be a good listener, a team-builder and be seen as fair and impartial in order to gain the trust of the local membership and to build a strong HEU local.

Being organized will also help you meet the many demands made upon you as chairperson. Recognizing the strengths and weaknesses of fellow local activists will enable the chairperson to take advantage of specific skills and knowledge as well as to identify areas where further education and experience are necessary.

The chairperson should lead by example and instill a vision of the benefits of trade unionism and social justice. The mechanics of chairing meetings, setting agendas and ensuring that the *Constitution and By-Laws* and union policies are followed, are all important functions. However, a local that thrives has a chairperson who is responsible, energetic, knowledgeable and committed to creating a better world.

In the case of merged or multi-site locals, the chairperson needs to ensure each site is included in meetings and decision-making processes. This may require some flexibility regarding meeting times, locations, and special consideration when selecting committees and other representatives.

Above all else, it is imperative that you conduct the business of the local strictly by the *Constitution and By-Laws* of the union and the *By-Laws* of the local.

WHERE TO START

After the local election, the first thing you need to do as chairperson, is call your team together for your first meeting to discuss how the local executive will function for the next term. This initial meeting gives you the opportunity to get to know each other as a team and determine what your collective goals and vision are for the upcoming term. You will also specifically need to discuss:

- Duties of local officers
- Membership meetings
- Executive meetings
- Shop stewards, JOHSC and worker health and safety reps and other committees
- By-Laws
- Finances and budget

DUTIES OF LOCAL OFFICERS

The local executive elected along with you is your new team, and you all have specific duties outlined by the *Constitution and By-Laws*, Article 16, Duties of Local Officers.

It is important to ensure that everyone on the team knows their role and makes every effort to fulfill those duties. Be sure to communicate regularly with the local executive officers to make sure their duties are being completed. This will ensure the workload is evenly and fairly distributed. Recognize and be sensitive to the abilities within the group of the executive members, and offer help and resources to get the job done effectively.

Watch for potential burnout of local activists and executive officers, including yourself! Distribute and delegate work among local activists. Take measures to recognize, thank and re-energize these essential members.

The executive should also ensure that local activists get equal opportunity to learn and develop through educational courses and attend grievance meetings. Establishing a rotation of attendance

at union events is a great practice to ensure many people are given an opportunity to grow and learn.

As you can see in Article 16, some executive positions are “optional” but only with “approval of the Local Membership and the Provincial Executive.” That means, these positions are required unless a motion is passed at a local meeting with quorum to remove them from the executive structure, and the Provincial Executive has approved the exclusion.

Your local may also decide to add executive positions, such as a site representative from another location or sector to ensure there is fair representation on the executive with voice and vote. This also requires a motion at a local meeting, with quorum, and approval of the Provincial Executive. More about this in Tab 6, *Local By-Laws*.

The executive can also assign ongoing or additional duties to individual local officers. This is a good way to make sure important work gets done, and that work is spread out among more people.

How to determine assignments for local officers:

- Determine priorities for the year – keeping in mind resources you have available and what services your local provides.
- Consult with your local executive about their interests and skills.
- Develop and write down “job descriptions” for local officers. This will help clarify expectations and keep continuity over time.

Vice-Chairperson

ARTICLE 16 Duties of the Local Officers

Section B

VICE-CHAIRPERSON (OPTIONAL ONLY WITH THE APPROVAL OF THE LOCAL MEMBERSHIP AND THE PROVINCIAL EXECUTIVE): The Vice-Chairperson shall assist in keeping order, and in the absence of the Chairperson preside over meetings of the Local. The Vice-Chairperson shall assist the Warden and see that no one enters the meeting who is not a Union Member. In Locals of two hundred (200) Members or more, the Vice-Chairperson of the Local may be the co-ordinating Officer between the Shop Stewards’ Committee and the Local Executive.

The vice-chairperson (or vice-chair) can be assigned duties as needed, but is primarily elected to support and replace the chairperson as required, or permanently if there is a resignation. It is very important to have someone who can step in immediately, if and when needed.

The vice-chairperson is often the third signing authority on bank accounts, with the secretary-treasurer and chairperson being the first two.

Secretary-Treasurer

ARTICLE 16

Duties of the Local Officers

Section C

SECRETARY-TREASURER: The Secretary-Treasurer shall keep a correct, full and impartial account of the proceedings of each regular meeting and Local Executive Meeting, and forward copies of these minutes, bearing the signatures of both the Secretary-Treasurer and the Chairperson of the Local, to the Provincial Office, Burnaby Site, and the Regional Office.

The Secretary-Treasurer shall also receive and deposit in a Credit Union or Chartered Bank as the Local may designate, all monies received from the Provincial Office, Burnaby Site, and shall pay all bills sanctioned by the Local, by cheque, and/or other methods. The Secretary-Treasurer shall keep an accurate account, and forward a quarterly financial statement, which has been reviewed by the Local Trustees, to the Financial Secretary. In the absence of both the Chairperson and the Vice-Chairperson, the Secretary-Treasurer shall convene the Local meeting and shall have a Chairperson elected pre-term.

The secretary-treasurer has a lot of responsibilities. They take minutes of all meetings, create draft agendas for meetings, put up meeting notices, do the banking, pay bills, coordinate with trustees, submit minutes and other documents to the Provincial and Regional offices, and receive and distribute mailings from Provincial Office.

Assistant Secretary

ARTICLE 16

Duties of Local Officers

Section D

ASSISTANT SECRETARY (OPTIONAL ONLY WITH THE APPROVAL OF THE LOCAL MEMBERSHIP AND THE PROVINCIAL EXECUTIVE): The Assistant Secretary-Treasurer shall assist the Secretary-Treasurer in performing the duties set out under “Secretary-Treasurer.”

In many locals, the assistant secretary-treasurer helps the secretary-treasurer with the workload, which can be divided by tasks based on their skill sets. Other locals split the position into secretary and treasurer as distinct and defined roles under their Local By-Laws, and the two positions are elected accordingly.

Trustees

ARTICLE 16
Duties of Local Officers

Section E

TRUSTEES: The Trustees shall have general supervision over the property of the Local subject to such instructions as they may from time to time receive. They shall examine the books of the Local quarterly and report to the Financial Secretary. They shall see that the Secretary-Treasurer deposits all money belonging to the Local in a Credit Union or Chartered Bank as the Local may designate. They shall perform such other duties as the Provincial Executive, the Local or the Constitution may direct.

As stated in the Article, trustees primarily examine the financial statements of the local and sign the quarterly reports.

They have the very important job of ensuring the local is financially sound and accountable to the membership. However, it is not a big time commitment, which is ideal for some members who want to contribute to the executive without taking on too much extra workload. Trustees cannot be signing authorities on the bank account.

Conductor

ARTICLE 16
Duties of Local Officers

Section F

CONDUCTOR: (OPTIONAL ONLY WITH THE APPROVAL OF THE LOCAL MEMBERSHIP AND THE PROVINCIAL EXECUTIVE): The Conductor shall conduct candidates through the initiation ceremony and perform such other duties the Union may direct

When the local meeting is about to start, the conductor discusses the sign-in sheet with the warden to determine if there are members present who have never attended a meeting. When you get to agenda item #5 in the Order of Business, “Initiation of New Members”, the conductor reads the *Oath of Obligation* and every member will stand, if able, repeat the oath together, and at the end everyone gives a welcoming cheer. The conductor will then present the new members with an HEU pin, a copy of the *Constitution and By-Laws*, current collective agreement, the *Local By-Laws*, and any other relevant documents. Where there is no conductor or the conductor isn’t available, the Chairperson will read the Oath.

Warden

ARTICLE 16 Duties of Local Officers

Section G

WARDEN (OPTIONAL ONLY WITH THE APPROVAL OF THE LOCAL MEMBERSHIP AND THE PROVINCIAL EXECUTIVE): The Warden shall take charge of the door and prevent any non-Members from entering the meeting unless requested otherwise by the Chairperson. The Warden shall record all Members' attendance at the meetings.

The warden will provide the official sign-in book for members and guests as they enter the meeting. This book is used as documentation for determining the eligibility of members for elections. Locals may also consider using this book to collect information about which department or site a member works at and their contact information (please see Tab 12 regarding "Privacy and Member Information").

The warden will inform the conductor if there are new members in attendance prior to the meeting being called to order. The warden also ensures that only members and welcomed guests are in attendance, and may be instructed by the chairperson to escort anyone out who is being disruptive.

Officer Vacancies

ARTICLE 16 Duties of Local Officers

Section I

OFFICER VACANCIES: Should any Officer fail to answer the roll call for three (3) consecutive meetings without having a good excuse for these absences, or should any Officer resign or in the event of the death of any Officer, the office shall be filled at the next regular meeting of the Local. The office of the Chairperson shall be filled by the Vice-Chairperson; all other vacancies shall be filled by election.

During the temporary absence of any Officer, the Chairperson shall appoint a Local Executive Member to fill the vacancy. A Local may elect up to five (5) Alternates to fill in for these periods of time.

If the chairperson vacates their position, the vice-chairperson replaces them for the remainder of the term and an election must be held to fill the vice-chairperson position as soon as possible. All other vacancies will need to be elected at the next meeting. However, the chairperson can assign the duties from the vacancies to a current executive member where appropriate. If the local has a by-law to elect alternates, the vacancies can be filled this way, but again, only on a temporary basis until an election can be held.

MEMBERSHIP MEETINGS

ARTICLE 14

By-Laws Covering Locals

Section D

LOCAL MEETINGS & QUORUM: Locals failing to call regular meetings as required under the *Constitution and By-Laws* for three (3) successive months shall be put under trusteeship and administered by the Provincial Office, Burnaby Site, until such time as the Provincial Executive is satisfied that the provisions of the *Constitution and By-Laws* are followed.

Meetings may be suspended by the Locals subject to the approval of the Provincial Executive with the exception of July, August and December meetings which require approval of a regular Local meeting only.

In addition to the local making decisions and conducting business, it is important to hold regular meetings to provide an opportunity for members to have a dialogue with the executive about what is happening in their workplaces, learn about issues and upcoming events, and ask questions.

There can be great benefit to having a consistent schedule so that members always know when the meetings are.

However, health care is a 24-hour, seven-days-a-week industry, so it is important to take into consideration the different schedules of the membership. Locals may consider rotating locations and times to be as inclusive as possible.

Find what works for your local and reconsider it once a year to ensure it is meeting the needs of the membership.

As the article states, if the local wishes to suspend calling meetings in July, August and/or December, they need to pass a by-law motion at a local meeting with quorum. If they want any further adjustments, that needs to also be approved by the Provincial Executive. And the Local cannot go more than three consecutive months without holding a meeting.

EXECUTIVE MEETINGS

The executive should meet regularly, and stay connected by email and phone as necessary. Specifically, it is advisable that they meet the week before a local general meeting so the team can discuss the ongoing work being done, the communications from the Provincial Office, and prepare the agenda with executive recommendations for the next meeting.

POPULATE YOUR SHOP STEWARD, JOHS AND OTHER COMMITTEES

ARTICLE 14

By-Laws Covering Locals

Section B

UNION COMMITTEES: Union Committees shall consist of Shop Stewards' Committee and any other Committee deemed necessary by the Local Membership. Members of Committees may be appointed by the Executive and shall work under the direction of the elected Local Executive Committee.

Shop Stewards

Shop stewards and JOHS/worker health and safety reps play a vital role on behalf of the local at the work site. The main responsibility of stewards is to help build a united, organized and involved membership. Depending on what is happening at any given time, they fulfill many different roles.

Whether the steward is new or has been doing this work for many years, their role is to watch and listen to what is happening in the workplace.

They perform duties outlined in your collective agreement, monitor contract violations, advocate for members who have complaints or grievances, investigate and present grievances, provide moral support, develop awareness on a variety of union issues, and may act as a union representative on union-management committees. They must abide by union policy.

Stewards are advocates and represent members' interests, ensuring the collective agreement is enforced in the interest of all members. They are often the first person a member goes to with a question.

Stewards protect the rights we have won through collective bargaining by enforcing the collective agreement. Every clause in your collective agreement comes from negotiations with the employer, and every single clause is important.

Stewards are also critical in helping build a united, organized and engaged membership ready to "take on the boss," when necessary. Depending on what is happening at any given time, they fulfill many different roles.

Joint Occupational Health and Safety Committees (JOHSC) Worker Reps

The Workers Compensation Act (WCA) and the Occupational Health and Safety Regulation set out the health and safety requirements for BC workplaces. The law requires a **JOHS Committee** for each employer with **20 or more employees** at the worksite. In worksite with **9 and 19 employees**, a JOHS Committee is not required but a **worker health and safety representative** must be appointed.

JOHS Committees and worker representatives in smaller workplaces are one of the most important ways the union can ensure that employers are meeting their health and safety responsibilities. The union's right to participate in health and safety through JOHS Committees and worker representatives is written into the WCA and into HEU collective agreements.

JOHS Committee members and their alternates:

- Attend committee meetings
- Advocate for workers
- Connect with workers and employers to raise awareness of health and safety
- Regular JOHS Committee reps attend monthly meetings
- Alternate JOHS Committee reps attend meetings when the regular rep is unable to.

Worker representatives on JOHS Committees are entitled to eight hours of employer-paid training and instruction per year.

Appointment of Shop Stewards

As stated in Article 14, Section B, shop stewards may be appointed by the executive.

The best practice is the *local executive* democratically appoints the steward teams and appoints the Lead Shop Steward using a clearly defined process outlined in the *Local By Laws*. This ensures consistency and fairness in appointing the best members with the leadership skills, knowledge and desire to represent and advocate for members. Local executives should consider continuity, knowledge, experience and diversity in the steward team to ensure that the members are represented to the best of the local's ability. It also provides the ability to evaluate stewards and adjust the steward team as needed, if it is not functioning well.

And where there are full time shop stewards, special considerations about how they are appointed might also be considered and outlined in by-laws, such as qualifications or experience.

Appointment of JOHS Committee members and worker health and safety representative

The law requires that in unionized workplaces the union appoints its work health and safety representatives. In HEU, the local executive is responsible for these appointments.

How does the local know if they need to appoint an HEU worker rep to a JOHS committee or appoint a worker health and safety rep in a smaller workplace?

A local executive could be notified that an HEU worker rep is needed for a JOHS Committee or a worker health and safety rep is need in a smaller workplace. By one of the following persons:

- A current member if they are stepping down or need an alternate
- A JOHS Committee co-chair(worker or employer)
- The employer (HR or an OHS Department)
- An HEU servicing rep or an HEU OHS rep

The appointment process and templates for appointments is outlined in the appointment booklet, *Health and safety appointment in your local*, www.heu.org/local-executive-documents

Other Committees

When possible, locals are encouraged to create committees similar to the union's equity standing committees: Ethnic Diversity, Indigenous Peoples, People with Disabilities, Pink Triangle, 2-Spirit, Women & Non-Binary, Young Workers', or the P.E. subcommittees, such as environment, political action, or global justice and peace.

The local can create any committee that activists are interested in, such as goodwill, poverty reduction, or event planning. Be sure to determine beforehand the mandate of the committee, how they are populated (by election, appointment or voluntarily), and if there is a budget attached to the committee.

See Tab 8 for more information on possible "Local Committees".

BY-LAW REVIEW

The *Local By-Laws* are a list of standing motions that have been passed at meetings with quorum. These determine how the local functions within the parameters of the Constitution, and can allow for the local to operate between meetings with quorum.

After every local election, it is helpful for the new executive to go through the *Local By-Laws* to determine if they are still meeting the needs of the local, and to help with the work plan for the next term. If the local does not have *Local By-Laws*, the executive should create them, as outlined in Tab 6.

Any changes to the *Local By-Laws* must be passed at the local and sent to the Provincial Executive for approval.

FINANCES AND BUDGET

The secretary-treasurer will have, or will have to get if new to their position, the previous minutes and the ledger of revenues and expenses. Signing authorities may have to be updated at the bank to reflect any change to the three signing officers, usually the chairperson, vice-chairperson, and the secretary-treasurer. Larger locals may opt to have four signing authorities which would include the assistant secretary. The trustees cannot have signing authority.

It is advisable that a budget be crafted by the local executive and brought to a local meeting with quorum for final amendments and approval. This will ensure that the local is spending their rebates responsibly and transparently, plus it allows for the members to make informed financial decisions throughout the year.

A budget begins with the average rebates received in the previous year and the expenses outlined in your *Local By-Laws*. For example, if the local has a standing motion to pay for internet and phone

services up to \$75 a month, then that expense is multiplied by 12 months for a yearly total. If the standing motion is to send an extra member to the regional conference, consider what was spent in previous events for book-off costs, mileage and hotel, and leave some room for incidental costs.

The ledger from the previous year will also help determine expenses that should be anticipated for the following year.

Local Budget Example		
Yearly Rebates		\$3,500.00
Expenses		
Office Expenses	\$900.00	
Labour Council Dues	\$420.00	
Meeting; Door Prizes	\$250.00	
Meetings; Food	\$500.00	
Total Expenses		\$2,070.00
Surplus (Deficit)		\$1,430.00



TAB TWO

Membership Meetings

Local meetings are so much more than a time and place to get the union business done. This is where the magic happens as members gather to learn about the activities of the union and to participate in the democratic process of directing the business of the local.

RUNNING MEETINGS

A good meeting is a planned meeting. Members appreciate an effective chairperson that:

- Starts on time
- Prepares and follows the agenda
- Keeps speakers on topic
- Follows the *Rules of Order* (see Tab 4 for additional information)
- Makes sure everyone can participate
- Keeps order, but does not shut people down
- Encourages discussion by listening to one speaker at a time so each member will be heard
- Watches what works – you may develop unique ideas that work for your local
- Meeting room is accessible, has good acoustics, proper equipment and seating arrangement is effective and conducive to discussion
- Is confident running a virtual meeting and has strong internet connection

ARTICLE 14
By-Laws Covering Locals

Section D

LOCAL MEETINGS & QUORUM: Each Local shall hold regular meetings. Notice of such Local meeting must be displayed on the Local's notice board for a minimum of seven (7) days in advance of the meeting.

POSTING A MEETING NOTICE

Official local business cannot take place unless the meeting has quorum and you have provided seven (7) days' advanced notice. This notice must be posted by the secretary-treasurer on a union board, but can also be sent out by email, or posted on the local's social media. It is important to be consistent and provide the most extensive distribution of the notice as possible. Merged locals or locals with multiple sites should consider how to ensure notice is reasonably provided as widely as possible (consider building email lists and using social media for example).

KNOW YOUR QUORUM

Quorum is the minimum number of people required in attendance based on the size of your local. You can find the number of members on the rebate form from the Provincial Office. Without quorum, the local cannot pass any motions, spend any money, or hold contested elections unless otherwise outlined in the Constitution.

ARTICLE 14
By-Laws Covering Locals

Section D

LOCAL MEETINGS & QUORUM

The quorum for Local meetings shall be as follows:

- a) fifty (50) or less, quorum of 5,
- b) one hundred and seventy-five (175) or less, quorum of seven (7),
- c) one hundred and seventy-six (176) to three hundred (300), quorum of nine (9),
- d) three hundred one (301) to five hundred (500), quorum of fifteen (15),
- e) five hundred one (501), to one thousand (1,000), quorum of twenty (20),
- f) one thousand one (1,001) and over, quorum of twenty-five (25).

For the purposes of defining Membership in this Section, the Dues Check-Off List shall constitute a Local's Membership total.

GETTING QUORUM

There are many ways to connect with members and encourage them to attend union meetings. Experiment with your local and see what works. Here are some ideas:

- Commit to running a smooth and efficient meeting
- Provide refreshments and food at the meeting in a safe manner
- Have draws or door prizes. The HEU Boutique has excellent items that promote membership pride in their union.
 - Bring a co-worker, extra ballot in the draw
 - First time? Extra ballot
 - Answer an HEU trivia question correctly, extra ballot.
 - Attend 3 meetings in a row? Extra ballot!
- Provide dependent and child care options
- Walk around facility to personally invite members to the meeting
 - Distribute printed leaflet invitations
 - Hand out pens, lanyards or other swag, and collective agreements in exchange for a Facebook follow or email sign up
- Think click bait for the local meeting notice and email subject lines to grab their attention
- Remind members about question period
- Set up a local Facebook page and create an event for the meeting
- Send out meeting reminders the day of the meeting
- Distribute a membership survey to find what day, time and location works best for the majority of the local members. Consider changing or alternating times and locations.
- Map your local in order to identify and develop communication networks, and to identify natural leaders in the workplace that can help promote the meeting
- Invite guest speakers to share information about:
 - A common collective agreement issue where a Rep can explain what the language means and how to enforce it
 - Is there a local issue to organize around?
 - Provincial Executive members can provide updates on union activities and issues
 - Bargaining updates
 - Pensions, Municipal Pension Plan, Canada Pension Plan experts
 - International solidarity, global justice, human rights
 - Community leaders, events and activities
 - Leaders, events and activities in the broader labour community
 - Municipal, provincial or federal politicians
- Hold special celebrations, bring in cultural entertainment and food, or highlight an occupation or department.
- Post or send the links to the HEU videos such as, Your Union in Two and a Half Minutes or one of the many equity videos, for your meeting invite

DEVELOPING A LOCAL MEETING AGENDA

ARTICLE 1 Order of Business

1. Call to Order
2. Indigenous Land Acknowledgement
3. Roll Call of Officers
4. Equity Statement
5. Initiation of Members
6. Reading of Minutes
7. Correspondence
8. Treasurer's Report (Revenues and Expenses)
9. Trustee's Report
10. Report of Delegates and Committees
11. Unfinished Business
12. Elections and Installation of Officers
13. New Business
14. Good and Welfare
15. Questions Period
16. Adjournment

Local Meeting Agenda

Name of Local Meeting Agenda

Date

1. Call to Order

2. Indigenous Land Acknowledgement

- To ensure that we are actively participating in Reconciliation, the Chairperson will take a moment to acknowledge the Indigenous lands on which they are hosting the meeting. To find out the territory you are on, www.native-land.ca.

3. Roll Call of Officers

- The secretary-treasurer will list the executive members, and those in attendance will identify themselves as present. If an executive member has sent regrets that they are unable to attend, that will be noted at this time (i.e. "Sister Jane has sent regrets as she is on vacation.").

4. Equity Statement

- The *Equity Statement* is to be read out by the chair at the beginning of all local meetings to set the tone of respect and inclusion. You can find this in the *Membership Meeting Reference Manual*.

5. Initiation of Members

- The conductor leads the initiation of members who have not yet attended an HEU meeting (*Constitution and By-Laws*, Article 18, or in the *Membership Meeting Reference Manual*).

6. Reading of Minutes

- The secretary-treasurer reads the minutes from the previous meeting, which covers a brief description of the items discussed and clearly stating the motions that were made, amended, referred, tabled, accepted or defeated. Amendments can be made by members if the minutes are not accurate and the document is adopted into the local's permanent record.

7. Correspondence

- A list of all of the correspondence received by the local can be read out by the secretary-treasurer. Items of particular interest and those requested by the members can be read out in full, with discussion, questions or comments, and copies of the correspondence can be requested by the members either in digital or photocopied format, as well as being posted to the union board.

8. Treasurer's Report (Revenues and Expenses)

- Secretary-Treasurer will report on the statement outlining the rebates that have been received by the local and a list of the expenses paid out. All expenses need to be

supported by a standing motion or a previously passed motion. A reconciled bank balance is also required.

9. Trustees' Report:

- The senior trustee, or other trustee if the senior trustee is not present, should give a report on when the last quarterlies have been signed off and report on any findings.

10. Report of Delegates and Committees:

- Members who have attended union-related workshops or events should report to the meeting about their experience and necessary follow up.
- Committees report on previous or upcoming items and introduce motions as necessary.
- If there is a Provincial Executive member or staff representative present, they can provide a report at this time.

11. Unfinished Business:

- Items that have been on previous agendas are carried over each month until they are completed and reported on.

12. Elections and Installation of Officers:

- Elections are held for new executive members, for delegates to bargaining conferences, and various conventions. More information about this process can be found in Tab 8.

13. New Business:

- New items can be added to the agenda from various sources:
 - The executive meeting held prior to a local meeting
 - Chief shop steward, committee chairs and local members can submit agenda items or topics
 - Upcoming events, issues, campaigns or educational opportunities highlighted in the correspondence from Provincial Office

14. Good and Welfare:

- Executive or members can announce or have a general discussion about various items not necessarily relating to the operations of the local.

15. Question Period:

- Members sometimes will have questions for the executive or guests, such as a Provincial Executive member or staff representative, that have not been covered under the agenda. If questions arise that remain unanswered, it is important that the chair seek out the information from a reliable source and report back.

16. Adjournment

VIRTUAL OR HYBRID MEETINGS

ARTICLE 14

By-Laws Covering Locals

Section D

LOCAL MEETINGS & QUORUM: Local meetings may be held using electronic or virtual conferencing platforms at the expense of the Local, or by a mix of virtual and in-person attendance provided the Local has a clear process to conduct votes, record attendance, and monitor for quorum.

Locals can use technology as a means to encourage participation in local meetings from members who may otherwise not be able to attend. Merged and geographically spread out locals, in particular, benefit from holding meetings virtually or in a hybrid model where members can be in person, and others virtually. You could even consider setting up meeting rooms at various sites which can be connected virtually. Each local is unique and will need to determine for themselves what works best.

For the voting process, you will need to consider how to protect the democratic integrity of the vote. For example, designate a site warden or representative at each meeting location to ensure people participating are physically in attendance and quorum is maintained.

Web-based Local Meetings

We have put together a resources page on the HEU website to support you in having online and/or hybrid local meetings. This page includes in-depth Zoom training videos as well as downloadable resources. You can find the videos at <https://www.heu.org/resources-for-online-meetings>.

However, virtual meetings can be more challenging to chair than in-person meetings and it is recommended that the chairperson and executive not only get well-acquainted with the platform, but also with the process.

Practice these items by holding executive meetings before taking the plunge into formal, general membership meetings:

- Keeping a speakers' list (visual or electronic hand, chat bar)
- Conducting a motion and vote
- Share content onscreen
- Watch Mock Meeting on the Resources for Online Meetings webpage

Tips for Video Conferencing

Get well organized ahead of time:

- Plan agenda items in advance. Limit the time of the meeting and build in breaks.
- Send out agenda and reading materials (action agenda, scanned correspondence, etc.) with the meeting invitation.
- Have an executive member assist the chairperson who can mute/unmute speakers, share documents onscreen, assist in monitoring chat and hands, etc.

- Use only personal emails to send meeting invites.
- Do NOT post the meeting address and password in any public forum to prevent non-HEU members from attending.
- Use the Local Online Meeting Poster Template to provide notice to members. You can find this on the HEU website.
- Host should start the meeting 10-15 minutes in advance and encourage participants to sign-on early to get their technical issues worked out, before the meeting starts at the intended time.
- Background noise is very distracting. Consider using the “mute on entry” feature if a large group is expected or welcome each participant and when they enter, ask them to mute themselves.
- Keep meeting short; it can be very hard to stay focused using video conferencing.
- Keep movements minimal.
- Have your camera at eye level.
- Make time for human connection. Depending on the size of the group, you can start with an opening question to ensure everyone has a chance to speak.
- Act as you would in a face-to-face meeting: remember the camera is on you and people can see if you aren't paying attention, on your phone, etc. and your microphone may be on when you do not expect it to be.
- Chat messages, even private messages, may be visible to the host at the end of the meeting.
- Video conferencing moves slower and requires more effort to be inclusive than an in-person meeting. Make sure to pause and allow time for members to raise their hands, or speak up, to be recognized.
- If there are people attending by phone, do not forget them. Check in to see if they want to be on the speakers' list and ask for votes (easier to start with opposed votes first).
- Determine how votes and speakers' list will be conducted. Using physically raised hands if you can see everyone, or use the “raise hand feature” on the platform, or through the chat options.
- Some platforms allow a vote or a poll to be put onscreen and participants can vote that way. This takes more time to conduct and some practice to become proficient at it, but it does make the voting results very clear.
- When you are ready, learn to use the extra features to display documents, share your desktop or video to make the meeting more engaging and professional.
- Google docs or mural.co are great tools for collaboration during a meeting.

SPECIAL MEETINGS

A special meeting can be called by the local executive outside of the regular meeting schedule, providing the requirement of seven (7) days' advanced notice is given. This is sometimes used to deal with an urgent matter requiring a meeting with quorum. The meeting notice should be clear with the reason why the special meeting is being called, and be communicated to the membership as widely as possible.

A special meeting can also be called by the general membership as outlined under *Chairperson's Duties*, Article 16, Section A, when there is an official request by at least five per cent (5%) of the local membership, but it cannot be less than 10 members. This is so members have the ability to call a meeting if they so choose, without having the executive's approval.



TAB THREE

Policy on Provincial Executive Attendance at Local Meetings

LOCAL INVITATIONS FOR P.E. MEMBERS TO ATTEND LOCAL MEETINGS

If a local executive wishes to invite a P.E. member, other than their regional vice-president, to attend their local meeting, they will contact the HEU President or Financial Secretary.

ANNUAL LOCAL ELECTION MEETINGS

Provincial Executive members may attend local membership meetings to prepare for local elections, local nomination meetings, and when local elections are held to assist locals with electing their local executives.

Invitations from local executives are not required for P.E. to attend and have a voice at these meetings.

P.E. expenses for attendance at these meetings will be the responsibility of the Provincial Office.

P.E. members will notify the local chair or secretary-treasurer and the appropriate staff representative in advance that they will be attending the local election meeting.

P.E. members attending local election meetings will submit a written report on the meeting, including the election results, key issues raised by the membership during the meeting, and any follow up required.

PROVINCIAL ISSUES, CAMPAIGNS OR INITIATIVES

Sometimes, the Provincial Executive will decide it is important for P.E. members to attend local meetings to report on particular issues, such as bargaining or other significant events in the union, or to report on and/or mobilize members around campaigns or initiatives.

Invitations from local executives are not required for P.E. to attend meetings on these occasions, and P.E. will be given time on the agenda for their report.

P.E. expenses for these meetings will be the responsibility of the Provincial Office.

P.E. members will notify the local chair or secretary-treasurer and the appropriate staff representative in advance, whenever they will be attending a local meeting for these purposes.

P.E. members attending these local meetings will submit a written report on the meeting, including the membership response to the campaign or initiative, key issues raised by the membership, and any follow up required.

PROVINCIAL EXECUTIVE LOCAL BUILDING

As part of an agreed upon local building plan, a Regional Vice-President (RVP) doing local-building with a local executive is entitled to attend and have a voice at that local's meetings. Invitations from local executives are not required for P.E. to attend meetings on these occasions.

The RVP will notify the local chair or secretary-treasurer and the appropriate servicing representative in advance, whenever they will be attending a local meeting for these purposes.

P.E. expenses for these meetings will be the responsibility of the Provincial Office.

The RVPs will submit regular written reports on local-building with local executives.

GENERAL

As per the *HEU Constitution and By-Laws*, the President, Secretary-Business Manager, and Financial Secretary may attend any local meetings or events to carry out the business of the union.

Provincial Executive members will defer to staff representatives on any questions relating to servicing or collective agreement issues, and will forward servicing issues to the appropriate staff representative or director.

Staff representatives will defer to the Provincial Executive member on Constitutional issues.

In preparation for attending local meetings, P.E. members will consult with the appropriate staff representative about current local issues.

The President may assign provincially elected Vice-Presidents to attend local meetings, and the Financial Secretary may assign Trustees to attend local meetings.

Provincially elected Vice-Presidents will consult with the President, and Trustees will consult with the Financial Secretary about their attendance at local meetings.

Provincial Executive members will advise the Administrative Committee (by emailing the Coordinator of Policy and Planning) whenever they are booked off to attend local meetings.

P.E. members will submit written reports whenever they attend a local meeting.

Locals will be advised of this policy.



TAB FOUR

Rules of Order (How to Chair a Meeting)

Parliamentary procedures are designed to ensure that meetings run in a fair and orderly manner. The Hospital Employees' Union uses *Bourinot's Rules of Order*. These rules allow everyone to express an opinion and be listened to respectfully in a fair and orderly process. The rules should not be used to exclude a member from debate because of a technicality.

The chairperson should facilitate discussion by explaining the rules as required, and assisting members by suggesting the proper place in the agenda to raise specific issues and/or the best way to word a motion.

Please also refer to the *Constitution and By-Laws, Article 21*

SOME POINTS TO REMEMBER

- The chairperson creates a fair and inclusive atmosphere, where everyone can feel comfortable to contribute, by applying these rules and procedures.
- The chairperson must listen carefully to everything that is said to determine if anything is out-of-order.
- The chairperson should ensure there is no cross-talk or chatter. No one should speak until they are “recognized” by the chairperson.
- A speakers' list should be kept in the order that their raised hands are seen by the chairperson. First-time speakers should be given precedence over second-time speakers on a topic, however, the chairperson can use their discretion to encourage equity and inclusion.
- It is important that the chairperson remain impartial during the debate and should not express their own position on issues while in the chair. If the chairperson wishes to speak to the motion, they say, “I am turning the chair over to the vice-chairperson in order to speak to the motion.” The vice-chairperson should chair the debate until the motion has been voted on. This ensures the person chairing the meeting appears impartial.
- All discussion and questions are addressed to the chairperson, who can redirect the comment to another member to respond. Debate directly between members should be discouraged.

- The chairperson ensures there is a fulsome discussion, and that the motion and issue is understood before voting.

HOW TO MAKE A MOTION

A motion is a proposal that brings attention to an issue and allows members to decide what to do about that issue.

Step One: Move the motion

When a member wishes to propose an action, the Chair must “recognize them” first. Then they will state a motion that usually describes WHO will act and WHAT action will occur. It should also be constructed in a way that provides clear direction but also has appropriate limitations. The mover should not speak to the merits of the motion until it has been properly moved and seconded.

Mover: “I move that the local donate \$100 to the local food bank.”

Step 2: Second the Motion

There should be no debate or discussion unless a motion has been properly seconded by someone else. If a motion isn’t automatically seconded by a delegate, the Chair may ask for one.

Chairperson: “Is there a seconder?”

However, a chair does not have to ask for a seconder. A seconder doesn’t necessarily have to agree with the motion, but deems the issue worthy of discussion. If no one seconds a motion, the Chair can move along to the next item.

Step 3: Debate the motion

The Chair then restates the motion to ensure that it is heard and recorded correctly, and then calls for debate on the motion.

Chairperson: “The motion has been moved and seconded that the local donate \$100 to the local food bank. I will open the floor for debate.”

The person making the motion is usually given preference to speak to the motion first to “motivate” why they brought the motion forward.

The Chair is impartial, fair, and uses good judgement during the discussion. A decision is stronger when the local hears all views on an issue. A speakers’ list will help the Chair keep track of who is to speak in which order, ensuring that second time speakers are only recognized if there are no first time speakers.

A member may ask the mover or someone other than the chair for more information but they should only do so through the Chair, and the Chair must recognize the responding member prior to them answering.

A variety of things can happen to the main motion during this debate, including amendments, referral, table, etc... These will be covered later in this section.

Step 4: Hold the vote

After there are no more speakers on the topic, or the question has been called, the Chair will restate the motion again.

Chairperson: “The motion before you is for the local to donate \$100 to the local food bank.”

The Chair will ask for all those in favour of the motion, and then all those opposed. The motion will be passed or defeated based on what the majority of the members voted.

The Chair should be prepared however, in case there isn't a clear majority or if the issue is controversial. The Chair should take their time in assessing if there is a majority or not, and when in doubt, count the number of votes in favour and against, and if necessary, hold a standing vote or use another method that clearly determines if the motion is carried or defeated.

Step 5: The results

The Chair should clearly state their ruling about the motion, including if it is carried or defeated, referred, tabled etc...

HOW TO AMEND A MOTION

After a motion has been moved, seconded and the floor is open to debate, a motion can be made to amend the original motion. The amendment must relate to the main motion, must not negate the original motion, and must be clearly identified.

Example: “I move to amend the motion that the local donate \$200 to the local food bank.”

A motion to amend must be seconded.

The debate is opened to the floor, and must be only focused on the amendment, not the original motion. The person making the motion to amend is often given preference to speak first.

An amendment may be amended. The sub-amendment must relate to the amendment.

Example: “I move to amend the motion that the local donate \$200 and the proceeds of a food drive to the local food bank.”

There can never be more than two amendments on the floor at the same time (i.e. one amendment and one sub-amendment). Before another amendment can be made, at least one of the two amendments must be voted on.

The procedure to be followed for each motion, amendment or sub-amendment is:

- Moved
- Seconded

- Discussion
- Vote – All those in favour, all those opposed to the motion as amended.
- The motion is declared carried or defeated

Note: The order of voting is:

- 1st the sub-amendment, if any
- 2nd the amendment, if any
- 3rd the main motion (may be “as amended”)

MOTIONS THAT END DEBATE

Referral

A motion may be referred, i.e. to a committee or to a local officer. The motion could be: “I move to refer this issue to _____.” Once this motion to refer is seconded, it is non-debatable and must be voted on immediately.

Tabling

A motion may be tabled in order that it can be discussed at a later date. The motion could be: “I move to table the motion until _____.” Once this motion to table is seconded, it is non-debatable and must be voted on immediately.

Previous Question

The motion, “I move the previous question,” can be used to end debate. Once it is seconded, it is non-debatable and must be voted on immediately. Once it is carried, votes on the main motion and any amendments must be taken immediately without further debate. A speaker cannot speak on the issue, and then move the previous question. This is also referred to as “Calling the Question.”

RULING A MOTION OUT-OF-ORDER

A motion is out-of-order if:

- It violates *Local By-Laws* or the *HEU Constitution and By-Laws*
- The local does not have authority to deal with the matter
- It relates to an item elsewhere on the agenda
- It is a main motion and there is already a main motion on the floor
- It is an issue decided at a previous meeting
- It is a motion to reconsider or rescind, when the previous motion has already been acted upon
- There is a higher-ranking motion (a motion that takes precedence) on the floor
- A notice of motion was required but not provided
- It is worded in the negative, meaning that it is a motion to not do something. A motion must be worded in the positive. It needs to say what the local will do.

PRIVILEGED MOTIONS AND PROCEDURES

Privileged motions and procedures permit a member to intervene in the discussion out-of-turn. Because they offer this opportunity, it is essential that their use be strictly limited by the Chair. The following four are particularly useful, but often misunderstood and misused:

1. Point of Order

To draw to the attention of the chair an improper procedure or irregularity. Examples include:

- A speaker straying completely off topic from the motion on the floor,
- A motion being debated which has not been seconded,
- A motion having been accepted by the chair, while there is already another motion on the floor,
- Any violation of the *Rules of Order*.

When a member notices such an irregularity, he or she can call out “Point of Order.” The Chair will then recognize the member and ask the member to state the Point of Order. If the Chair is satisfied that the Point of Order is valid, the Chair will take the necessary steps to rectify the situation. If the Chair determines that the Point or Order is not valid, the Chair will explain why. No debate is permissible.

2. Point of Information

A Point of Information is used to ask a question, NOT to offer information. This is the most abused point by members attempting to jump the speakers’ list queue. When a member calls out “Point of Information,” the Chair will say, “What is your Point of Information?” The member may then direct a question through the Chair to a speaker or another member. There is no obligation to answer. If the speaker does not ask a question but instead proceeds to give information, the Chair can call the person “Out of Order,” and ask if they want to be on the speakers’ list.

3. Point of Privilege

This is used to draw to the attention of the Chair that the rights of a member at the meeting are being violated or to draw attention to something that is interfering with a member’s ability to participate in the meeting. Most frequently, the violation consists of remarks which attack the character of a member. It is perfectly permissible to criticize a member’s performance of responsibilities or abilities or competence. It is NEVER permissible to attack a member’s character.

Violations may include:

- Calling a member a liar
- Saying or implying that a member is dishonest or has acted in an immoral or dishonest way

Any member, not just the “victim”, can raise such a Point of Privilege. If the chair is alert, it should not be necessary, as the Chair should immediately draw to the attention of the violator his or her impropriety. If such a point is properly raised, the Chair should warn the violator, explaining what is and is not permissible.

A Point of Privilege can also be used to alert the Chair to a problem that must be dealt with immediately, i.e. that someone is wearing a scent contrary to HEU policy and is causing an allergic reaction.

4. Challenge of a Ruling of the Chair

If two (2) members (a challenge must be seconded) believe that the Chair has erred in a ruling, the members may interrupt the meeting by saying, “I challenge the ruling of the Chair” or “I appeal the ruling of the Chair.”

Various *Rules of Order* handle such challenges in slightly different ways. The recommended way to deal with this situation is for the Chair to say, “The ruling of the Chair has been challenged. I will now turn the Chair over to the Vice-Chair and I will explain my ruling.” The challenger will then give their reason for the challenge.

Following the two explanations, with no further debate, the Acting Chair will say, “Shall the ruling of the Chair be sustained (upheld)? All those in favour? Opposed?” A simple majority decides.

The Acting Chair announces the vote result and returns the Chair to the regular chairperson. If the ruling is sustained, business proceeds. If the ruling is not sustained, the alternative procedure is adopted. For example, a motion which has been ruled Out-of-Order would now be in order.

It is important to note that a challenge of a ruling of the Chair does NOT imply any lack of confidence in the Chair, nor should a successful challenge be interpreted as criticism of the chair. It does not even mean that the Chair is wrong. It simply means that the majority do not like a particular ruling and are determined to change it.

OTHER USEFUL MOTION AND POINTS

- **Motion to Receive or Adopt a Report:**

To “receive” indicates that a report has been heard and discussed, but does not indicate agreement with or support of the report.

If there are recommendations or actions to be taken in a report, there must be a motion to “adopt” or “endorse” the report and/or recommendations.

Alternatively, separate motions can be made after the Motion to Receive has been dealt with.

- **Motion of Reconsideration** (to discuss and vote again on a motion that has already been voted on):

1. Before a Motion of Reconsideration can be made, advance Notice of Reconsideration must be served.
2. After an adjournment (or at a following meeting):
 - A Motion of Reconsideration must be moved, seconded and carried by a 2/3 majority of those present.
 - Both the mover and the seconder of the Motion of Reconsideration must have voted with the majority on the original motion.
 - If carried, the original motion is back on the floor.

Keep in mind, no one is born with a perfect grasp of Parliamentary Procedure. The more meetings you attend and Chair, the more skills you will develop.



TAB FIVE

Building Strong Locals

This checklist will help you assess where your local is at and where it could be. The goal, over time, is for all locals to “work even better”. It is useful to set priorities, review where you are at on an annual basis, revise and set realistic goals for the coming year.

The checklist below is not meant to be rigid, and it is not a step-by-step progression. For example, your local may be active in the Living Wage Campaign, but it may not have a shop steward structure in place (or vice versa). Each local has its own strengths and challenges. Priorities for change will flow from your current reality.

Strong locals:

- Involve and engage their members
- Provide good leadership
- Defend members’ rights and resolve disputes
- Are active in union and community campaigns

CHECKLIST

Check boxes and assess where your local is at each year.

1. Strong locals involve and engage their members. They are:

- Open, welcoming and inclusive
- Democratic and accountable
- Skilled in two-way communications
- Creative in finding ways to increase membership participation

Locals that work well:

- Welcome and orientate new members to the union
- Hold regular membership and executive meetings
- Communicate regularly with members, face-to-face communication is a priority
- Circulate educational and other opportunities, and encourage members to attend

Locals that work even better:

- Educate, train and mentor new or inexperienced members, particularly youth, to grow their skills and develop as leaders
- Reach out to members from equity-seeking groups, younger members, various occupational groups and all groups that make up multi-employer locals
- Seek out members' ideas for making meetings appealing and accessible, and survey members on their interests and skills
- Find creative ways to engage members, such as cultural activities, environmental or literacy projects, celebrations and socials that involve members' families
- Send full delegate complements to educational events, bargaining conferences and the HEU convention
- Engage members in broader HEU campaigns
- Encourage members to participate in, discuss and approve how their local rebates are spent

2. Strong locals provide good leadership. Their leaders:

- Work as teams, and continually renew themselves
- Handle financial and other local affairs responsibly
- Communicate regularly and consistently
- Value education and leadership development
- Walk the talk on diversity

Locals that work well:

- Have a full complement of trained leaders – a full executive
- Have committee members and a chief steward, as well as a sufficient number of stewards, and occupational health and safety stewards
- Hold regular meetings of the executive, stewards and committees
- Have leadership teams that communicate well internally as well as with each other
- Listen to all viewpoints and make collective decisions
- File quarterly financial reports
- Work well with Regional Vice-Presidents and servicing representatives.

Locals that work even better:

- Reflect the membership's diversity in their leadership
- Consider the union's strategic directions in decision-making
- Are involved in the union, regionally and provincially
- Continue to build their leadership capacity through training and education
- Recruit, develop and mentor new leaders and youth
- Consider equality and diversity in everything they do – from communications, events and meetings, to deciding on priorities and strategies, as well as attendance at conferences and educational events

- Develop budgets and propose motions on spending, fulfill administrative responsibilities (i.e. keep meeting records and sign-in books, send contact information and updates to Provincial Office, annually review *By-Laws*)
- Delegate tasks and share responsibilities among the leadership team and with other members

3. Strong locals defend members' rights and resolve disputes. They:

- Solve problems and grievances effectively
- Focus on member workplace concerns and issues
- Make health and safety a priority
- Ensure those who need to know, including members, are kept informed

Locals that work well. How they do it:

- Process grievances effectively
- Conduct health and safety inspections
- Work closely with servicing representatives
- Communicate regularly about grievances and health and safety issues to keep leaders and staff in the loop

Locals that work even better:

- Let members know about grievance outcomes and monitor success
- Hold regular meetings of steward teams, health and safety committees and labour management committees – and keep minutes
- Resolve health and safety issues
- Know their role in member-to-member conflict situations – and what to do if issues arise – how to resolve any conflicts, and celebrate the role of stewards at local events

4. Strong locals are active in union and community campaigns. They:

- Promote the union's campaigns and defend public health care and workers' rights
- Are active on social justice and other important community issues,
- Communicate to members regularly about HEU campaigns and other issues that affect them
- Develop activism through membership education and training on community issues

Locals that work well in campaigns are even better. How they do it:

- Participate in labour councils and in the local labour movement
- Are active and involve members in broader union campaigns, such as the Canadian Labour Congress pension campaign
- Participate in political action
- Have strong community connections and work in coalition with school boards, municipal and provincial elections, health boards, goodwill committees, and on issues such as violence against women

LOCAL PROJECT FUND

ARTICLE 2

Initiation Fees, Dues & Temporary Dues Increases

Section B

Rebates and Local Project Fund: The Provincial Executive will establish each fiscal year an amount not to exceed One Hundred Thousand Dollars (\$100,000.00) to fund Local projects, campaigns and Local Membership building.

Locals may make application to the Provincial Executive for access to this Fund.

The Provincial Executive will monitor the use of the Fund and the Local shall be accountable for such usage.

The focus of this initiative is to “break down the barriers to activism”. The Provincial Executive (P.E.) is very aware of the increased challenges that face members, locals and the union in attracting, encouraging and keeping union activists both interested and involved.

In today’s hectic world, coupled with the tough economic times and continual pressures and worries that we all face, it has become increasingly difficult to sustain activists.

We need to find different ways to connect with members, to give them hope and inspire them in ways that are truly meaningful and useful. And to ensure they know that the union is theirs, that they can make a difference, and that together we are stronger – member by member, local by local.

LOCAL PROJECT FUND POLICY

- Locals may make application to the Provincial Executive for funding assistance for local projects.
- Locals are responsible for filling out the Local Project Fund application form and providing details on the purpose of the project, including goals and objectives (what are you trying to achieve?), specific timelines (start and end dates) and a proposed budget.
- Locals are accountable to the Provincial Executive. On completion of a project or campaign, locals must report the results, both successes and shortcomings, including a final financial statement, within two (2) months of completion of the project. It is anticipated that the majority of projects would occur within a single fiscal year.
- Efforts will be made to accommodate as many locals as possible. More than one application per local may be considered, in special circumstances, but priority will be given to locals who have not previously received assistance within the current year.
- When applying for financial assistance, locals must also consider cost-share arrangements to assist with the campaign/project.

- Applications will be considered based on specific local needs that do not duplicate existing services, precedent setting issues affecting the local and/or initiatives that benefit the Union province-wide. Projects could include a variety of things, such as:
 - Improving communication networks at the local level – finding out “how best to keep in touch”, or “what do members want to know?”
 - Finding ways to involve more members in various union activities and to keep them interested and engaged.
 - Implementing a mentoring system that will assist in developing the skills of new or young activists.
 - How to connect with the broader community and other organizations.
 - How your local can get more involved in your own community, maybe sponsor a sports team, help organize a Pride event, Red Dress event, collect food items for the local food bank, or plant an HEU community garden plot.

Initiatives should benefit your specific local and in turn, HEU as a whole. We encourage you to be as creative and imaginative as possible.

- Locals may request assistance from the Provincial Office in helping to design and implement a particular project, if needed.
- All local projects must receive prior, formal approval from the P.E. before they commence, and must not contravene the *Constitution and By-Laws* or any policies of the Hospital Employees’ Union.

Please note:

- **Expenditures on an event that has already occurred prior to approval will not be reimbursed.**
- **The Local portion of the cost share must be approved by the membership at a meeting with quorum.**
- **It is advisable to submit the application as early as possible as requests over \$1,000 must be approved by the Provincial Executive at a regularly scheduled meeting.**

Make it fun, celebrate your successes, and help build your local!

LOCAL PROJECT FUND APPLICATION

For the current application form, visit www.heu.org/local-executive-documents.

Please submit completed applications to heu@heu.org or fax: 604-739-1510.

Sample form on next page.



APPLICATION FOR LOCAL PROJECT FUND

Local Name: Date of Application:

Explain the proposed project to build your Local:

What is your Local trying to achieve?

Proposed Start Date: Anticipated End Date:

Who will be involved in the organization?

Positions held, if any, in the Local:

How many Members will be involved?

Is staff to be involved? How?

Who else will be involved?

Additional Notes

ESTIMATED COST OF PROJECT: (Budget)

Lost Wages

Equipment

Supplies

Community Outreach/Advertising

Other Assistance requested (please be specific)

Resources requested from the Provincial Office

Total \$ _____ Cost Share Amount Requested \$ _____ % split _____

Local Secretary-Treasurer - Print Name

Local Chairperson – Print Name


Local Secretary-Treasurer Signature


Local Chairperson Signature

FOR HEU HEAD OFFICE USE ONLY

ACCEPTED or DECLINED: _____

DATE: _____

COMMENTS: _____

SMALL AND MID-SIZED LOCAL SUPPLEMENT

The Small and Mid-Sized Local Supplement (SMLS) is intended to assist small and mid-sized locals with ongoing costs which exceed the funds available to them through their monthly dues rebate.

The SMLS is being provided in recognition that small- and mid-sized locals do not benefit from economies of scale available to larger locals in their purchase of goods and services.

Eligible locals who meet the requirements for the SMLA will receive the \$1,500 annual payment. This is in addition to the local dues rebate.

The deadline for the SMLS application is June 30.

Local eligibility:

- 500 members or less (dues paying members as calculated by the Provincial Office based on payroll records).
- Submitted their first quarterly report for the year to the Financial Secretary.
- Include with application a copy of most current bank statement.
- Identify that the support is required.

Please note that the locals must apply annually to the SMLS. This supplement is not cumulative, locals cannot apply retroactively for the SMLS for previous years.

SMALL AND MID-SIZED LOCAL SUPPLEMENT APPLICATION FORM

For the current application form, visit www.heu.org/local-executive-documents.



SMALL AND MID-SIZED LOCAL SUPPLEMENT APPLICATION

The Small and Mid-sized Local Supplement (SMLS) is intended to assist small and mid-sized locals with ongoing costs which exceed the funds available to them through their monthly dues rebates.

The SMLS is being provided in recognition that small- and mid-sized locals do not benefit from economies of scale available to larger locals in their purchase of goods and services.

Eligible locals who meet the requirements for the SMLS will receive the **\$1,500 annual payment**. This is in addition to the local dues rebates.

The SMLS was established by delegates to the 2022 convention of the Hospital Employees' Union.

The deadline for the 2023 SMLS application is June 30, 2023 @ 5 p.m.

Local eligibility:

- 500 members or less (dues paying members as calculated by Provincial Office based on payroll records).
- Submitted their first quarterly report for 2023 to the Financial Secretary.
- Include with application a copy of most current bank statement.
- Identify that the support is required.

Please note that the locals must apply annually for the SMLS. This supplement is not cumulative – locals cannot apply retroactively for the SMLS for previous years.

Provide the following information

Local Name		
Local contact address		
Local contact email		
Have you filed your first quarter financial report (from March 2023)?	Yes	No
Have you included your local's most current bank statement with this application?	Yes	No
Does your local require the small mid-size supplement to assist with ongoing costs?	Yes	No

Local Chairperson	Local Secretary-Treasurer
Name	Name
Signature	Signature
Date	Date
Please note that both the chairperson and secretary-treasurer must sign this application	

Mail Form and documents to:

Hospital Employees' Union
 Attention: Local Supplement
 5000 North Fraser Way
 Burnaby, BC V3J 5M3

OR

Email to: Localsupplement@heu.org

DEADLINE JUNE 30, 2023

Please answer all questions and remember to include a copy of your local's bank statement.



TAB SIX

Local By-Laws

ARTICLE 14

By-Laws Covering Locals

Section C

LOCAL BY-LAWS: Each Local may adopt its own By-Laws, which must be approved by the Provincial Executive and cannot conflict with the HEU Constitution and By-Laws.

Local By-Laws may include:

- A minimum of four (4) Membership meetings a year.
- A Local executive structure of fewer than the number of Officers as required in Article 15, Section A, and whether or not to elect alternates in case of vacancies. No Member shall hold more than one (1) office, except where the Local has fewer than five (5) Members.
- The method for nominations, campaigns and elections of Local executive officers.
- Eligibility requirements, if more than the Article 4 requirement.
- The method of filling vacancies that occur between elections.
- A steward structure.
- A requirement to adopt an annual budget detailing how rebates and any other income will be spent for meetings, travel, honorariums, education, donations and other costs.

By-laws are a list of standing motions at a local that allows them to operate within the Constitution, but still reflect the unique circumstances of the local. This list often develops over time, or can be introduced at a meeting as a single document and debated, amended if necessary, and passed. But once completed, the *Local By-Laws* must be sent to the Provincial Office and approved by the Provincial Executive to ensure they do not violate the Constitution or spending guidelines. Some provisions might not be permitted to proceed at the local until approved by the Provincial Executive.

What is the difference between a motion and a by-law? When a **motion** is made at a meeting, it can be a one-time directive to the executive to do a task, take a position, or to spend money.

Example: The local will spend up to \$50 for a meeting room for the June meeting.

A **standing motion**, or a **by-law**, is a motion that is intended to continue from the date of adoption. These should be written in such a way that the intent is very clear and provide limitations that would require any changes to be approved by the members. Once a standing motion is passed, it must be followed unless altered by a subsequent motion at a meeting with quorum, so make sure there is some flexibility.

Example: The local will spend up to \$50 per month for unionized meeting rooms.

Rather than: The local will spend \$35.73 on meetings rooms at Heritage House.

As standing motions are passed, they are compiled into a separate document called “**By-Laws**” for easy and fast reference. If the local doesn’t already have this list, it is recommended that the local executive goes through all previous minutes on file, identifying the existing standing motions.

If a newer motion is found that overrides a previous similar standing motion, the new motion replaces the old. Be mindful that the new language cover all elements of the previous motion to avoid confusion.

The standing motions should be dated individually in the *Local By-Laws* for easy reference to the corresponding minutes, if there is ever a question.

Once compiled, the executive can conduct a review of the *Local By-Laws* to determine if each standing motion is still clear, relevant and desired. There may be some that require amending or deleting, or you may find there are gaps that need to be addressed.

It is also important to recognize that “past practice” does not stand up to scrutiny. There needs to be a recorded standing motion to ensure the local is operating consistently and with the full understanding and approval of the membership.

The *Local By-Laws*, once reviewed and amended by the executive, can be introduced at the next meeting with quorum and duly debated.

Approved and updated *Local By-Laws* must then be submitted to the HEU President and accepted by the Provincial Executive as meeting Constitutional requirements.

This document should always be present at local meetings.

Because by-laws are intended to be long term, thoughtful provisions, it is best practice to prevent sudden changes by a motion without serious consideration. It is suggested to consider adding a provision to the by-laws that requires a “Notice of Motion” such as notice provided 30 days in advance or at the meeting prior to when the motion is introduced for debate.

BASIC BY-LAWS

All locals should have a basic set of *Local By-Laws* that define key principles.

1. Executive Structure

Article 15 of the Constitution outlines the nine (9) positions that make up the executive, and if there are no variations in the *Local By-Laws*, these positions must be elected each year.

Some positions are considered “optional”, but only with “approval of the local membership and the Provincial Executive”. That means these positions are required unless a motion is passed at a local meeting with quorum to remove them from the executive structure and the Provincial Executive has approved the exclusion. Please refer to Tab 1, “Duties of Local Officers” to inform you about which are optional.

The local executive may also include other positions. Some locals represent members from different collective agreements or different facilities or sites, for example, and may want to have a site representative elected to the executive with voice and vote to ensure representation. Other options might be a position to fulfill a specific need on the executive, such as event planner or good and welfare representative. All added positions also need to be approved by the Provincial Executive.

Alternates: Article 16, Section I states that a local may elect up to five (5) alternates that can fill in for any temporary vacancies. The *Local By-Laws* can outline the number of alternates elected and the method which the local chooses to fill vacancies.

Note: Permanent vacancies must be filled by an election at the next possible opportunity except for the Chairperson would be replaced by the Vice Chairperson and their vacancy would then be elected.

2. Shop Steward and JOHSC and Worker Health and Safety Rep

The Constitution is fairly silent on how the Chief Shop Steward, the shop steward and JOHSC worker reps are populated. Tab 1 explains the two different methods available, either by appointment by the local executive or by election. It is highly recommended that the teams are populated by a democratic vote of the executive board, and this will be the default if not explicitly outlined in the *Local By-Laws*.

3. The Method of Local Elections

A local may choose the standard election where each position is elected one by one in a single meeting, or a ballot box process, which allows for the election to take place over several hours, either by paper or electronic ballot, as outlined in Tab 7. Where there is no existing by-law or a motion made 30 days in advance of election, the local may need to be directed by the Provincial Executive based on the individual circumstances at the local.

If there are specific parameters around how election campaigns can be run, “electioneering” rules must be in the *Local By-Laws* or passed at a meeting with quorum 30 days in advance of the election.

4. Local Meetings

Holding local meetings monthly is ideal and you can read more about this in Tab 1, “Membership Meeting Schedule”, but the Constitution, in Article 14, Section D, states: “Meetings may be

suspended by the Locals subject to the approval of the Provincial Executive with the exception of July, August, and December meetings which require approval of a regular Local meeting only.”

This means that the local can suspend those three months by a motion at a local meeting, and anything beyond that must be approved by the Provincial Executive. The point of local meetings is to ensure members have the ability to receive and share information, so there must be very compelling reasons to override this.

As well, locals are not able to go more than three successive months without a meeting per Article 14, Section D, and this must be factored into the schedule.

HEU LOCAL BY-LAWS TEMPLATE

For the current Local By-Laws template, visit www.heu.org/local-executive-documents.

Please submit completed Local By-Laws by email: localdocuments@heu.org or fax: 604-739-1510.

HEU LOCAL BY-LAWS EXAMPLE

Executive Structure:

The Local Executive consists of the following:

- Chairperson (Table Officer)
 - Vice-Chairperson (Table Officer)
 - Secretary-Treasurer (Table Officer)
 - Assistant Secretary-Treasurer (Table Officer)
 - Alder Village Site Representative
 - Senior Trustee
 - Senior Trustee Elect
 - Trustee
 - Conductor
 - Warden
- That the local elects up to three alternates to fill any temporary vacancies, excluding the chairperson, to be elected on one ballot, and the number of votes determine the order of alternates.

Shop Stewards, JOHSC and Worker Representatives:

- That the local executive elects the chief shop steward, shop stewards, and JOHSC members and worker health and safety reps at the first executive meeting after the executive elections, and that consideration will be made to ensure continuity, diversity and shared workload.
- The local executive will annually seek an expression of interest for the full-time shop steward with the minimum qualification of 2 years steward experience and level 2 shop steward training where possible.
- If a steward's actions are deemed harmful, the local executive may determine a course of mentorship, retraining, and subsequently removal if not rectified. Immediate removal may be required in serious cases in consultation with the Rep.

Local Elections:

- That the local conduct the executive elections by electronic ballot-box to conclude on the date of the regularly scheduled February meeting.
- Nominations will be open for minimum 7 days.
- Electioneering: That any candidate who wishes to run for the local executive may provide a bio which will be included on the electronic ballot, may post their bio on the union board and local Facebook group. No other distribution of candidate materials will be allowed in the workplace. Each candidate is allowed up to two minutes to address the membership at the nomination meeting if the candidate wishes to do so.

Local Meetings:

- That the local meetings will be held at 4:30 on the second Tuesday of every month, excluding July and August when meetings will not be held.

Local Spending:

- That the local pay table officers an honourarium of \$25 each, at the end of each month, excluding July and August and during any executive officer's leave of absence for more than 30 days.
- That the local may spend up to \$250 for HEU promotional materials and giveaways for the local's booth at the Annual Labour Day Picnic.
- That the local may spend up to \$100 per month for discretionary expenses to conduct the business of the local, and which must be reported and ratified at the next local meeting with quorum.
- That the local give away two (2) HEU Boutique products per local meeting as door prizes.
- That the local celebrate HEU Day, which may include food, HEU Boutique items, and wage replacement for up to two (2) people, up to a total maximum of \$1,000.
- That the local may spend up to \$100 on food for each local meeting.
- That the local will purchase an annual Zoom subscription for up to \$200.
- That the local may spend up to \$100 per month for office expenses, including internet.
- That the local provide retiring members, who have attended 50 per cent of local meetings in the year prior to retiring, which may include three (3) meetings and up to two (2) letters, with a gift valued up to \$100.
- That the local send two (2) additional delegates to the HEU regional meeting, covering necessary wage replacement, shared hotel, mileage, and per diem as per HEU policy.
- That the local executive introduce a budget based on expenses and guidelines arising from the *Local By-Laws* and foreseeable expenses for the year, at the regular March membership meeting.

Membership and Affiliation:

- That the local pays each year the membership fee and donation of \$100 to the BC Health Coalition.
- That the local continue to be affiliated to the District Labour Council, pay all dues, and that the four (4) table officers are automatic delegates with remaining delegate allotments being decided by election at a general membership meeting.

Donations:

- That the local donate \$250 each year to the District Labour Council for the Labour Day picnic.
- That the local donate \$100 to the Coldest Night each year.
- That the local donate \$100 each year to the Council of Canadians' Annual Peace Walk.
- That the local donate \$500 for bursaries each year, which will be administered by the Provincial Office.



TAB SEVEN

Elections

ARTICLE 4 Eligibility for Office

***Also see Article 14 Section C - Local By-Laws**

No Union Member shall be eligible to hold office in the Union or in a Local, nor act as a Delegate of a Local or of the Union, unless the Member has attended a total number of meetings equal to at least fifty per cent (50%) of the regular Local meetings, held by the Local in the twelve (12) month period prior to nomination and has paid all Union fines, dues and temporary dues increases. New Members who have attended 50% of Local meetings since being hired are also eligible. If a meeting is called and there is no quorum, the Members attending can count such meetings in their total number of meetings attended during the twelve (12) month period. This provision does not apply to newly certified Members.

In the case of a Member being seconded to temporarily work at a different Local than their original Local or being permanently transferred to a different Local, the Member can count attendance at regular monthly meetings at the former Local towards fulfilling these eligibility requirements. This shall be limited to counting only one (1) meeting per month towards eligibility. Members who have permanently transferred can only be Delegates from the Local at which they work. Members who are being seconded temporarily can be Delegates from their original or seconded Local.

Notwithstanding the foregoing, a Member in good standing who submits written notification of legitimate absence, through sickness or having to work a shift, or on vacation, and on approval of the Local Executive, shall be credited with attendance, to the limit of two (2) such meetings in the twelve (12) month period, prior to nomination, insofar as the Member's right to hold office, or to run as a Delegate to Biennial Conventions.

This Letter of Notification must be in the Local's possession within ten (10) days after the affected meeting. Any Member absent due to Union business shall be considered as having attended the meeting.

CONTINUED ON NEXT PAGE

CONTINUED FROM PREVIOUS PAGE

Further, notwithstanding the foregoing, a Member may be a Delegate to the regular Convention of this Union, providing the Local to which the Delegate is attached has been in existence less than twelve (12) months.

An eligible Member who is absent for cause and not at the regular monthly meeting for nomination who is willing to run for office must indicate their willingness in writing to the Local Executive prior to nomination. A text message and/or email will be accepted as a written request. In the election of Local Officers, if a position is vacant and no eligible Member is willing to accept nomination, then that position may be filled by acclamation or by election.

A nomination cannot be accepted for an ineligible Member for a position where an eligible Member is nominated and accepted.

Each year, members elect their local executive, and there are times when elections are required to select delegates to conventions or other union events. The Constitution provides the parameters for successful and fair elections starting with who is eligible to run.

ELIGIBILITY

- In order for someone to be “eligible” for an election, they need to have attended at least half of the regular local meetings in the previous 12 months, regardless of quorum at the meeting.
- A new member, hired in the previous 12 months, is eligible if they have attended 50 per cent of the meetings since the day they were hired. For example, a member who was hired three months ago would need to have attended two meetings.
- A member who has transferred temporarily or permanently, or works casual at another site, can count meeting attendances at any site, but is limited to being credited for only one meeting per month. Prior to the election, it is the member’s responsibility to request a letter from the chairperson or secretary-treasurer of the other local, which states the dates of the meetings they were in attendance. This letter must be provided in advance to the local holding the election.
- If they transferred to a permanent position, they can only be a delegate from that local, but if it is a temporary line or they are casual in both sites, they can be delegates from either local.
- A member may submit written notification of a legitimate absence, and will be credited with attendance at that meeting (the limit is two absences in a 12-month period). The letter of notification must have been in the local’s possession no later than 10 days after the affected meeting.
- A member absent due to union business can have an unlimited number of credits for attendance. It is advisable to provide notice to the executive.
- If there are no eligible members willing to allow their name to stand, members who have not attended 50 per cent of the previous 12 months of meetings may run.

LOCAL EXECUTIVE ELECTIONS

ARTICLE 15

Nomination & Election of Local Officers

Section A

LOCAL OFFICERS: The Officers of the Local shall consist of Chairperson, Vice-Chairperson, Secretary-Treasurer, Assistant Secretary, Conductor, Warden, three (3) Trustees and, in the event of merged Locals, such other Local Officers that ensure worksite executive representation.

Individual Locals may vary their Executive structure subject to prior approval of the Provincial Executive.

***Also see Article 14 - Section C.**

Section B

NOMINATION & ELECTION OF OFFICERS:

- a) The nomination and election of Officers shall take place no later than April 30 in the calendar year, by secret ballot, as determined by the Local by-laws or at any meeting with quorum that provides for 30 days' notice of election; or as prescribed by the Provincial Executive.
- b) The timelines in Article 15 Section B Subsection a) above do not apply to newly organized Locals within the first 12 months of their establishment.

Section C

SCRUTINEERS: Prior to the election, and with the approval of the meeting, the Chairperson shall appoint non-candidate scrutineers to take charge of the ballot box, count the ballots and report results to the Chairperson.

Section D

ELECTIONEERING: Only information electioneering shall be used in any Local election. The method and medium of this information shall be restricted within the confines of each Local as determined in the Local By-Laws, or agreed to by the membership at a previous meeting with quorum that provides 30 days' notice to the election. Any violation of this clause shall nullify the violating candidate's eligibility.

Section E

TERMS OF OFFICERS: The terms of the elected Officers shall expire immediately following the installation of Officers at the Annual General Meeting at which their successors are elected and qualified, PROVIDED HOWEVER, that at the Annual General Meeting the Trustee receiving the highest number of votes shall serve a two (2) year term, the other shall serve a one (1) year term. At each succeeding Annual General Meeting, two (2) Trustees shall be elected, the one receiving the higher number of votes to serve the two (2) year term.

Election of local executive officers must be conducted by secret ballot, and carried out between January 1st and April 30th each year, usually on a day of a regularly scheduled meeting. In preparation, the local will need to consider how they want to run the elections long before they occur.

The Constitution requires that **motions governing elections must be made** at least 30 days in advance of the election, unless there are existing standing motions in the *Local By-Laws* or as prescribed by the Provincial Executive. These options include:

- Election process
- Electioneering rules

The in-person, standard election process has the elections occurring during a meeting with quorum. It is simple, candidates are easily able to “run down” for each position, and the results are immediate.

However, sometimes achieving quorum for valid elections can be challenging and unless a member is available to attend the meeting, they are unable to participate in the local’s democratic process.

Some locals opt to use a ballot box election process, which allows their members the ability to vote over an extended period of time, covering a variety of shifts, and perhaps even at various locations, or by a virtual ballot. This provides members more flexibility and opportunity to participate in the election.

Where necessary, or where there is no by-law or motion on record, the Provincial Executive will work with the local to determine the most democratic way to hold the election. The PE member will ensure that the process is constitutional and fair.

Note: However the election is conducted, the votes must only be cast by secret ballot. Voting process must be either in-person or electronic ballot; no hybrid voting.

All documents required for an election can be found on the HEU website.

ELECTIONEERING

Electioneering means campaigning for elected office on behalf of yourself or someone else. Campaigning may include putting up posters, distributing leaflets and fundraising. The membership can decide what expectations or limits can be used in local elections, which may include a timed speech, posters on the union board or local’s social media, leaflet distribution, fundraising, etc. (See by-laws, Tab 6 for an example).

STANDARD ELECTION PROCESS

Prior to the meeting:

1. Notify Election Officer of the date, time, location and process to be used as soon as possible. This person should be someone impartial, such as the Regional Vice-President or staff representative assigned to your local, or another Provincial Executive member. They will

ensure the election is conducted fairly and that the local has all of the materials and support required to prepare for the meeting.

2. Determine Nomination process:
 - In-person or virtual election meeting: Nominations are made at the election meeting and members unable to attend for legitimate reasons may submit their nomination in writing at any time before nominations close. Election day notice is all that is required; and/or
 - Nomination period: Self-nominations may be submitted for in-person over a designated period of time.
3. Determine the list of eligible members from the attendance book from the last 12 months.

At the meeting:

1. A list of eligible members and the attendance book must be available by the local at the start of the meeting.
2. A copy of written self-nominations from members, who are legitimately absent from the meeting, must be available.
3. Provide a list of the positions requiring an election, and the *Local By-Laws* which outline approved structure must be available.
4. Elections Officer will take the chair and call for scrutineers before the election. Scrutineers will be instructed to distribute, collect, count ballots privately, and report the results.
 - Scrutineers must not be running for any executive position. If a scrutineer changes their mind and decides to run for an executive position, then the chair should ask for a volunteer to replace that scrutineer. The new scrutineer continues for the remainder of the elections.
 - Ideally, there should be an odd number of scrutineers (3 or 5) in case there are any disputed ballots.
 - The membership should approve the appointment of scrutineers by motion.
5. Elections Officer will “open the floor” for nominations for each executive position from members in attendance. The names of those nominated should be written on a board or sheet of paper at the front of the room, in the order they were nominated.
6. Elections Officer will add any self-nominations submitted in writing.
7. Elections Officer will ask those nominated if they are willing to stand for office, in reverse order. Self-nominated members are automatically considered accepted.
8. If more than one eligible member accepts nomination, an election is required by secret ballot.
 - If there is only one eligible member accepting nomination, they are declared elected by acclamation.
9. If there are no eligible candidates running for the position, the election is open to ineligible members.
10. When an election is required, the Elections Officer will call for the doors to be closed (tiled). The warden can allow people to leave, but cannot let anyone enter while the doors are tiled.
Note: Quorum needs to be maintained in order for any election to proceed.

11. Elections Officer to instruct members to stay seated and quiet during the vote, fill out their ballots, fold in half, raise above their heads if able, or otherwise indicate they are done.
12. The scrutineers distribute ballots.
13. Members vote, including the scrutineers and all executive officers.
14. Scrutineers collect the ballots.
15. Elections Officer calls for the doors to be opened (untiled).
16. Scrutineers count the ballots privately and provide the results to whoever is chairing the meeting to announce. It is strongly suggested that only the name of the successful candidate is revealed, not the full voting results.
17. Repeat Steps 5-16 as required.
18. Trustee Election:
 - Both (or all three if necessary) trustees are elected on one ballot.
 - Trustees are nominated for both positions.
 - Each member will vote for up to the number of trustees required (2 or 3).
 - The candidate with the most votes will be awarded the 2-year term.
 - The next candidate(s) will be awarded the 1-year term(s).
 - Where candidates are acclaimed, there should be an election or process to determine who will receive the 2-year term.
 - A run off vote may be required in the case of a tie.
19. A motion to destroy the ballots should be passed.
20. The new executive members take the *Oath of Installation*, Article 17.

VIRTUAL BALLOT BOX ELECTION PROCESS

Prior to election:

1. An executive meeting should be called well in advance of the elections to determine:
 - The time-period that nominations will be accepted and how members can submit nominations.
 - Nomination Period: Self-nominations may be submitted for virtual ballot box election over a designated period of time; and/or
 - Nomination meeting: Nominations may be made at a in-person or virtual meeting in addition to accepting written self-nominations.
 - **Note: Members seeking election can have their name stand for more than one position. HEU's tradition allows for candidates to run for another position if defeated; in other words, to "run-down." Candidates wanting to run for more than one position must identify their intentions for each individual position in order to have their names included on the ballot. However, the first position the member is elected to is awarded, and the member's name will be removed from all subsequent ballots.**
 - Set the election date, times during regular Provincial Office hours.

- The recommended time will be a 24 hour voting window to vote online. This will ensure that every shift is able to vote.
 - Consider organizing the ballot to close just prior to a scheduled Local meeting where the results can be announced and the new executive sworn in.
 - The Local must provide at least 10 days advanced notice of election to members.
 - Leave 2 – 3 days between close of nominations or nomination meeting and the election for preparation of the ballot.
 - Notify the HEU President’s Office of the date and time of the election.
 - **The executive MUST notify the HEU President’s Office and the Elections Officer of the Election Day details – including date, times, locations, and that the election will be conducted by virtual ballot box.** The Elections Officer should be someone impartial such as the regional vice-president or staff representative assigned to your local, or another Provincial Executive member. They will ensure the election is conducted fairly and that the local has all of the materials and support required to prepare for the meeting.
 - A scrutineer is appointed by the executive, who will be responsible for collecting nominations, determining members’ eligibility, and contacting nominees to ask if they wish their name to stand. Scrutineers cannot be a candidate for any position and can be the RVP or staff representative. A motion should be made when possible to approve the scrutineer(s).
 - The warden, or designate, provides the scrutineer a list of eligible members who have attended 50 per cent of the regular meetings held in the 12 months preceding the election.
2. Dates and times for the nomination meeting and notice provided for the election day voting period must be clearly stated and posted at least seven (7) days in advance.

At the close of nominations, the scrutineer will:

1. Compile the list of nominees and reviews the list against the eligibility list of members. If no nominee is eligible in a single position, then the nomination is open to ineligible nominees.
2. If there is only one candidate that is eligible or is running for that position, they are acclaimed, and an election for that specific position is not necessary.
3. Notify the chairperson and the Elections Officer of the list of acclaimed candidates and each candidate for contested positions.
4. Post the list of candidates (optional).
5. Scrutineer or Elections Officer will notify the HEU President’s Office ***at least 2 days in advance of the election with the following information:***
 - Date and time of vote.
 - Candidate Names and contested positions they are running for.
 - All acclaimed candidates and their positions.
 - Name and contact of the Scrutineer and Elections Officer.
 - How many trustees are required to be elected.

ELECTION DAY – VIRTUAL

1. Members will be emailed and texted a link to the Simply Voting website with their personal log in information.
2. Results will be sent to the Scrutineer and Elections Officer.
3. Chairperson will be notified of the results.

The election must have more ballots cast than the local’s required quorum to be valid. For example, if the local’s quorum is 25, they will need 25 or more votes cast.

NEXT LOCAL MEETING

- Some locals will arrange to have this meeting shortly after the count is conducted to announce the results and swear in the new executive.
- A motion to destroy the ballots should be made.
- The new executive will need to be sworn in.
- Any unfilled positions, or if there is a tie, an election should be held at the following, regular local meeting with quorum.

NEXT STEPS

- Complete and submit the Local Officer Form (<https://www.heu.org/local-executive-documents>) for each member of the executive to localdocuments@heu.org .
- If there is a change in executive, all equipment, documents and information must be provided to the incoming executive members.
- Chairpersons, Vice Chairpersons, Secretary Treasurers, and Assistant Secretary Treasurers who have not received Table Officer Training should apply as soon as possible.

INSTALLATION

ARTICLE 17 INSTALLATION

Chairperson or Installing Officer: “Fellow Members, repeat after me the following obligation.”

“I, _____, sincerely pledge that I shall truly and faithfully and to the best of my ability perform the duties of my office for the ensuing term as prescribed in the Constitution and By-Laws of this Union and, as an Officer of this Union, shall at all times endeavour, both by my counsel and example, to promote the harmony and preserve the dignity of its sessions.

I further pledge that, at the close of my official term, I shall promptly deliver any monies or property of the Union in my possession to my successor in office.”



TAB EIGHT

Union Committees

LOCAL COMMITTEES

The chair and executive at the local level should look at delegating work by appointing committees. One major advantage to working in this way is to ensure workload and knowledge are shared and distributed with the local membership.

The chairperson is ex-officio to all local committees. This means that, by virtue of your position as chairperson, you automatically have membership on all committees of your local, but you don't necessarily need to participate. You do need to be aware of what the committees are working on, and should receive and review all committee minutes.

Your local may want to consider setting up a number of subcommittees. This is only a guideline, and your local may have members who are interested in setting up these or other committees that are suited to your local.

If your local would like assistance with setting up an equity committee, or if you have any issues or concerns regarding equity, please contact the Provincial Office to speak with one of our equity officers.

It's important that Provincial Executive (P.E.) committee work at the provincial level is supported at the local level. Below is a list of the current P.E. subcommittees.

- Environment
- Global Justice & Peace
- Men's
- Occupational Health & Safety
- Retirement and Pensions
- Political Action

There are also committees that are negotiated in collective agreements. HEU currently has more than 100 different contracts, so you should consult with your staff representative on what committees are required for your local. Some of the committees that fall under this category are:

- Shop Steward
- OH&S
- Essential Service
- Classification
- Workload
- Return-to-Work
- Contracting-In

EQUITY STANDING COMMITTEES

Under Article 13 of the *HEU Constitution and By-Laws*, there are five (5) equity standing committees. You are strongly encouraged to set up committees that support the equity standing committees and their initiatives. At minimum, as a chairperson, you must be aware of how members in your local, who are part of these equity groups, can contact their provincial committees.

There are six (6) Equity Standing Committees:

1. Ethnic Diversity:

One Union, many colours! A true measure of the strength of a union is the diversity of its membership. The Ethnic Diversity Standing Committee uses education and action, at the workplace and within our union, to raise awareness that there is unity in diversity.

The committee aims to break down barriers to develop a better understanding among HEU members by educating each other on the diversity of their backgrounds, and raising awareness about the physical, emotional and mental hazards of racism and discrimination.

2. Indigenous Peoples:

The Indigenous Peoples Standing Committee seeks to educate all HEU members, and raise awareness about Indigenous culture and issues within the union. Any Indigenous member (off- or on-reserve, status or non-status) is welcome to participate in this committee.

The committee is actively involved in a number of campaigns and events that raise awareness about Indigenous Peoples, including Orange Shirt Day, which draws attention to the atrocities of Canada's residential school system; and the Red Dress Campaign to recognize missing and murdered Indigenous women and girls.

3. People with Disabilities:

The People with Disabilities Standing Committee is for HEU members who are disabled and working, on long-term disability (LTD) or receiving WorkSafeBC benefits, or on an extended medical leave.

Disabilities can be physical (i.e. sight, hearing, mobility) or invisible (i.e. mental health, addiction or chronic pain).

The committee promotes the contributions of workers with disabilities, advocates for improvements to disability benefits and resources, as well as accessibility.

4. Pink Triangle:

The Pink Triangle Committee works to improve and enhance awareness of lesbian, gay, bisexual, transgender, two-spirited, intersex, queer and questioning members of our union. It provides a networking support system to guarantee HEU members have a safe, positive and harassment-free workplace.

The committee's main goal is to eliminate homophobia and transphobia, and address oppression.

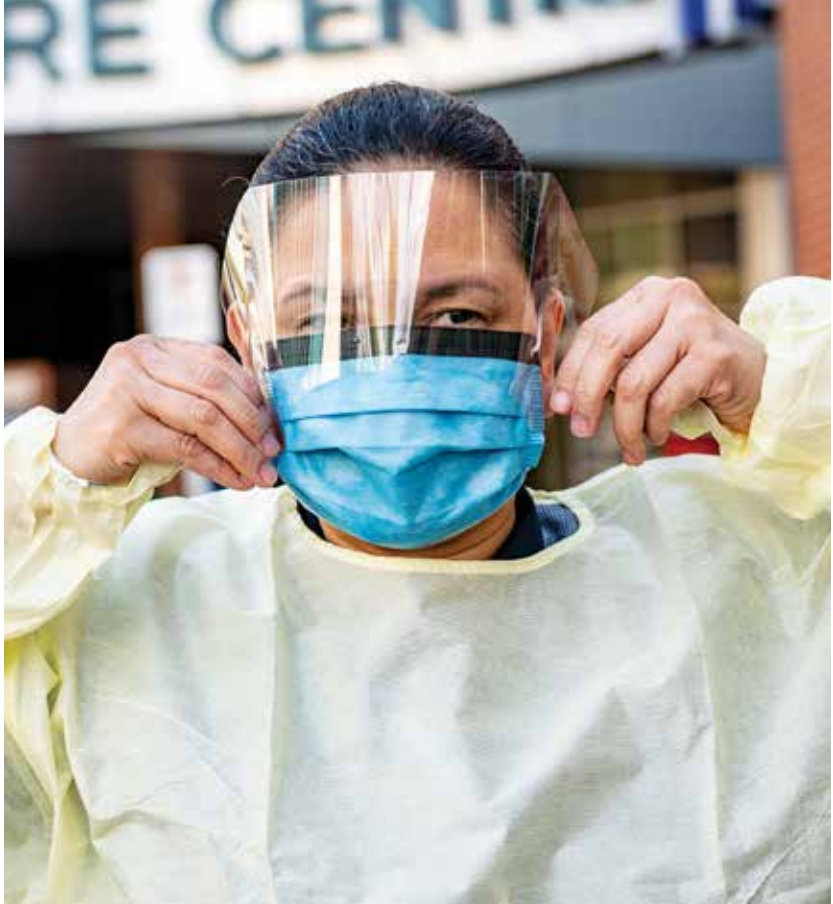
5. 2-Spirit, Women & Non-Binary:

The 2-Spirit, Women and Non-Binary Standing Committee works with grassroots feminist organizations, community coalitions, and other trade union committees dedicated to social and economic equality and the advancement of women and gender rights.

The committee actively participates in a number of campaigns and events to promote women's equality, including affordable child care, and the Red Dress Campaign, and volunteers their time to provide support and resources to women on Vancouver's Downtown Eastside.

6. Young Workers

The Young Workers' Standing Committee engages with young workers (aged 33 and under) to revitalize the union; raise awareness among all HEU members of youth issues; educate non-union and unemployed youth about the labour movement, social justice issues, and their rights; and identifies and develops action plans on issues affecting young workers.



TAB NINE

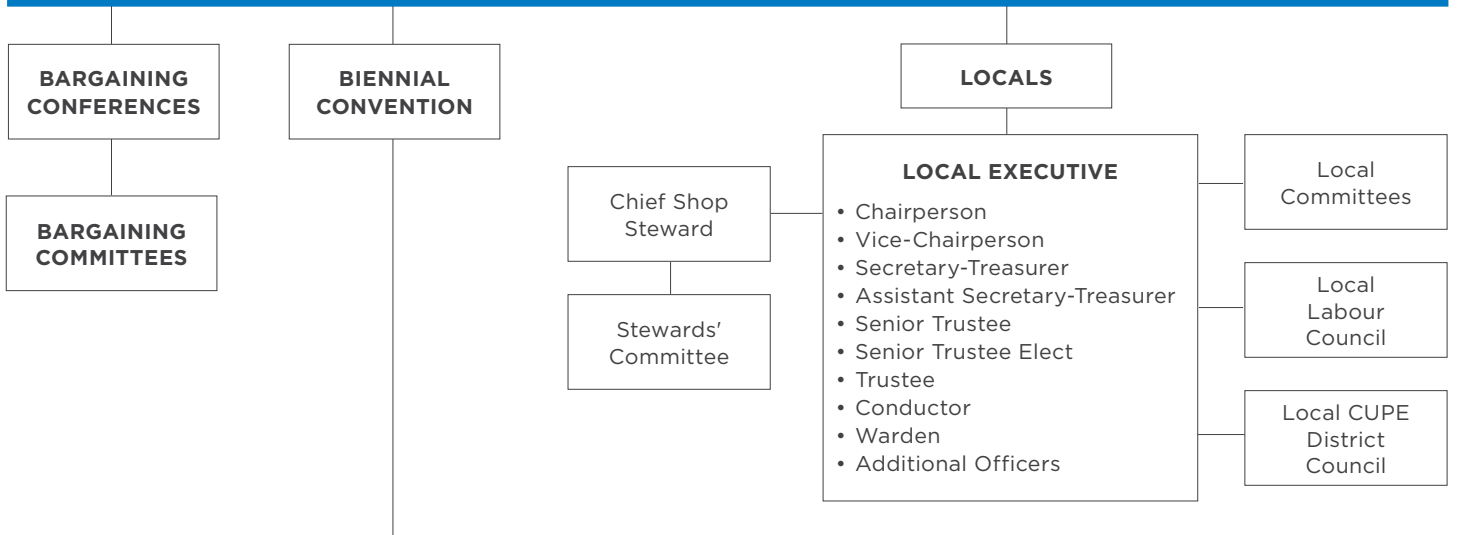
HEU Organizational Charts

(See next page for political structure and operational structure charts)

HEU Political Structure



MEMBERSHIP



PROVINCIAL EXECUTIVE (28 MEMBERS)

- President
- Secretary-Business Manager
- Financial Secretary
- Vice-Presidents (1st, 2nd, 3rd)
- Senior Trustee
- Senior Trustee-Elect
- Trustee
- Regional Vice-Presidents:
 - » Vancouver Coastal (3 representatives)
 - » Fraser (3 representatives)
 - » Vancouver Island (2 representatives)
 - » Interior (3 representatives)
 - » Northern (2 representatives)
- Diversity Vice-Presidents:
 - » Indigenous Peoples
 - » Ethnic Diversity
 - » Pink Triangle
 - » 2-Spirit, Women and Non-Binary
 - » People with Disabilities
 - » Young Workers

EQUITY STANDING COMMITTEES

- Ethnic Diversity
- Indigenous Peoples
- People with Disabilities
- Pink Triangle
- 2-Spirit, Women and Non-Binary
- Young Workers

PROVINCIAL EXECUTIVE SUBCOMMITTEES

- Environment
- Equal Opportunities
- Global Justice & Peace
- Men's
- OH&S
- Political Action
- Retirement & Pensions

CUPE NATIONAL

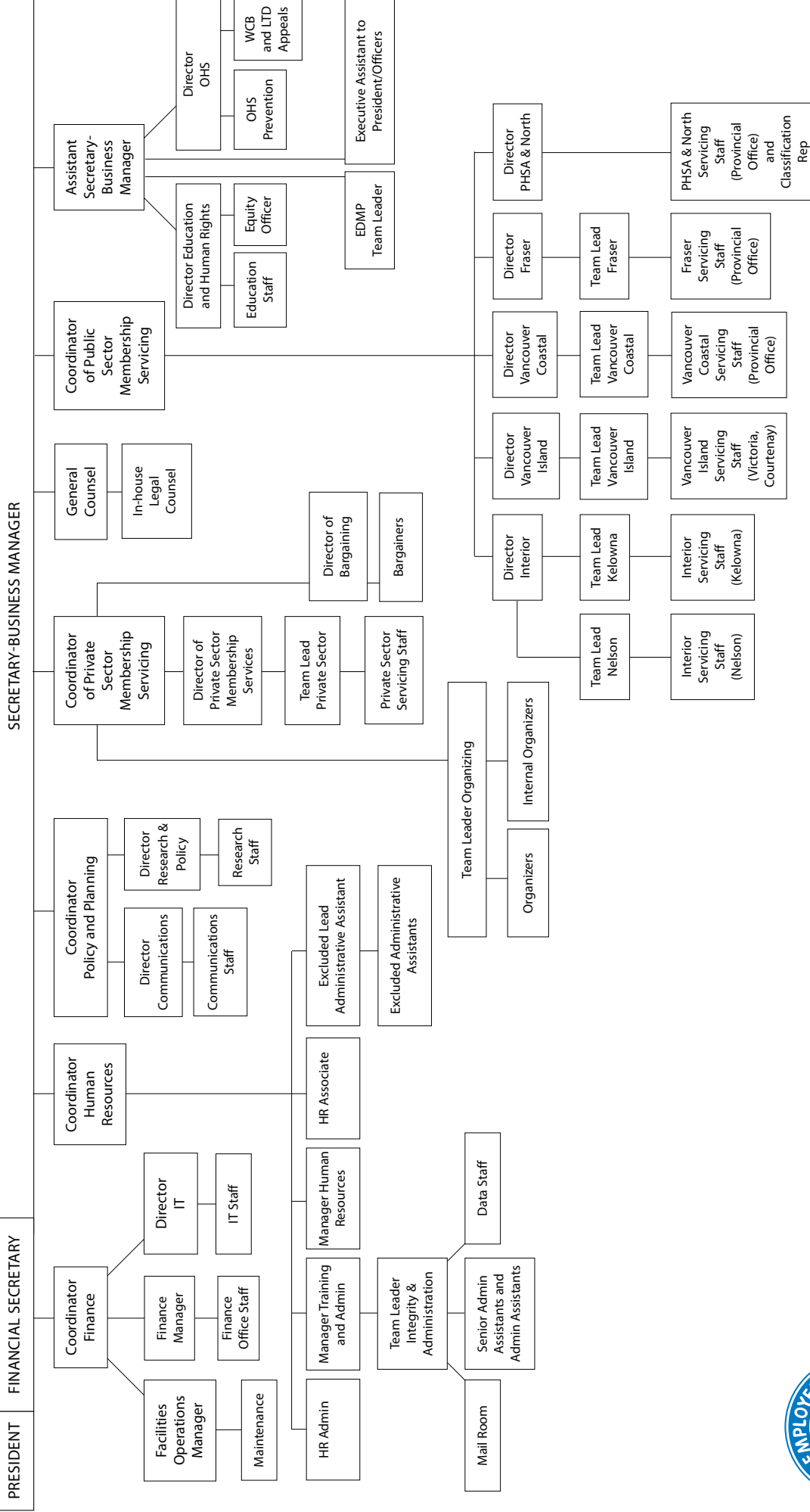
- Executive Board
- National Committees/ Working Groups
 - Aboriginal Council
 - Child Care
 - Contracting Out and Privatization
 - Environment
 - Global Justice
 - Health & Safety
 - Health Care Issues
 - Indigenous Council
 - Literacy
 - Pensions
 - Persons with Disabilities
 - Pink Triangle
 - Political Action
 - Rainbow
 - Women's
 - Young Workers

REPRESENTATIVES TO OTHER LABOUR ORGANIZATIONS

- B.C. Federation of Labour
 - Officers
 - Executive Council
- B.C. Fed committees
 - Climate Change and Structure
 - Human Rights
 - OH&S
 - Political Action
 - Women and Gender Rights
 - Young Workers
- CLC Working Groups
 - Women's
 - Young Workers

HEU Operational Structure

ADMINISTRATIVE COMMITTEE





TAB TEN

Education

Education is key to a successful local. The local executive should help all activists and members access information and dialogue with other activists within HEU, other unions, the broader labour movement, and community groups.

HEU holds many educational opportunities which are open to all members. Information about these courses are included in the secretary-treasurer mailings and should be posted on union boards. Information can also be found on the HEU website and on HEU's Facebook and Instagram page(s).

Here are some workshops and training that HEU has offered:

- Table Officers' Training
- Shop Steward Workshop (Level 1 and 2)
- Intermediate Shop Steward Workshop "Know and Enforce your Rights"
- Chief Shop Steward Workshop
- Occupational Health & Safety Workshops (Introductory & Advanced)
- Demystifying Classification Workshop
- Supervisors Workshop
- Workload Workshop

- Workplace Mental Health Workshop
- Human Rights and the Duty to Accommodate Workshop
- Getting Involved Workshop
- Women in Leadership Workshop
- Women Breaking Barriers Workshop
- Introduction to Equity Workshop
- Truth and Reconciliation Workshop
- Domestic Violence at Work Workshop
- HEU Solidarity and Inclusive Leadership Training
- Member Facilitator Training
- Cultivating Space for Women of Colour Leadership
- Transforming Conflict into Union Activism

Educational opportunities offered by the B.C. Federation of Labour are advertised in BCFL bulletins, and are often included in HEU's secretary-treasurer mailings. They may include:

- Conferences and Workshops
- Health and Safety
- Young Workers' Retreat

Members may be eligible for reimbursement of up to \$350 per year for registration fees related to their labour studies.



TAB ELEVEN

Communication, Getting Our Message Out

Maintaining open communication within your local and externally is an important job for you as chairperson. As chairperson, you can build the profile of your local and help set the standard for HEU as the “Heart of Health Care”. There are many ways to do this. Here are a few ideas for building participation and raising the profile of your local.

SOCIAL MEDIA

HEU has a robust and engaging social media presence including Twitter, Instagram and Facebook (search for Hospital Employees’ Union). These channels are a great source of information for educational opportunities and upcoming events.

Locals are also encouraged to use social media as a way to connect with members. It can be used as a “union board” for sharing HEU posts, for meeting notices, and for union activities, including posting pictures (with permission) of local members at union events.

It is suggested that Facebook groups be “closed” and encourage members to add other members. It is important to note, groups like this should be monitored closely. This is to ensure confidential information is not shared or accessible to the employer. Interactions between members should be respectful at all times.

HEU BOUTIQUE

Locals can order a variety of items, such as HEU banners, signs, T-shirts and flags to show union pride and solidarity from the HEU Boutique for:

- Demonstrations
- Marches
- Rallies
- Picket support
- Community events
- Local meetings

SOLIDARITY

Write letters of support and sign petitions about issues that your local is passionate about, and encourage other local executives, activists and members to do the same. Possible letter topics might include:

- Support for other unions
- International solidarity issues
- Social causes
- Women's issues
- Letters to the Editor of local newspapers: on privatization, Medicare, pensions, Employment Insurance (E.I.), child care.

OUTREACH AND BUILD ALLIANCES

Outreach and build alliances with other unions and progressive organizations. Find out who is taking action in your community about issues that are important to your local. Possible alliances might be built with:

- Labour councils
- Political parties (promote our issues)
- Community organizations and coalitions
- Seniors' groups

HIGHLIGHT HEU CAMPAIGNS AND EVENTS

To highlight HEU campaigns and events, sponsor or acknowledge HEU campaigns and events such as Care Can't Wait and HEU Day (October 13).

Hold picnics, events, dinners or dances to mark or celebrate special occasions in your community and around the world. If you can't gather in person, hold a "social hour" online. Encourage members to attend activities hosted by other unions, labour councils and progressive organizations. For example, many organizations hold events to mark International Women's Day, May Day, Labour Day, and Pride events.

PRIVACY AND MEMBER INFORMATION

In the course of local business, you may collect information from members, including their contact information. Locals have a responsibility to keep this information secure and ensure it is not used for purposes that were not clear to members when it was collected. It's important that you do not provide membership information to outside organizations, including political parties or to community groups. Unless they're conducting business of the local, this data should not be given to members either.

Parliamentary Procedure Glossary

A

Abstain

Decline to vote on a question or motion.

Acclamation

When someone wins election because there are no other candidates.

Ad hoc

A temporary committee, set up for a specific purpose; it ends when its work ends.

Adjourn

A motion to end the meeting.

Adopt, adopt a report

Accept a motion; accept a report, including actions described in the report.

Affirmative vote

A vote in favour of the motion.

Alternate

A member who substitutes for another member.

Amendable

A motion that can be changed (amended).

Amendment

A motion that proposes a minor change to a motion without changing the intent.

Appoint

Name or assign a person to hold a position or be part of a committee.

Approve

Confirm, authorize.

Assembly

A meeting or larger gathering; a group of people gather to discuss issues and make decisions.

B

Ballot vote

A secret vote on paper; the meeting collects and counts the ballots and announces a final count.

Business

Items that come before a meeting.

By-Laws

The rules that apply to the operation of your local union, as approved by the Provincial Executive.

C

Caucus

A meeting of a sub-group of members to discuss and plan an issue or motion.

Chair

The person who leads a meeting, also known as a Presiding Officer.

Challenge to the Chair

During a meeting, an appeal of a decision that the chair made.

Close debate

The chair stops discussion on a motion.

Close nominations

The person in charge of elections at a meeting ends the part of the election that allows members to nominate candidates to a position.

Committee

A person or group of people that the local appoints or elects to investigate, recommend, or act on an issue.

Committee report

When a committee provides details on its work to the local's executive and members.

Counted vote

A vote where members raise their hand or stand; different from a ballot vote.

D

Debatable

Motions that members at a meeting can discuss and question.

Debate

The time set aside for members to discuss, question and argue on a motion.

Dispose of (a motion)

When members are finished with a motion; when members at a meeting have voted on a motion. See Reconsider (the opposite).

Divide the question

A motion to separate a main motion and an amendment; if approved, the meeting will vote on the motion and amendment separately.

E

Entertain a question

The chair asks members for a formal motion on an issue.

Executive board

The local executive, which consists of elected officers.

Executive committee

A committee of the local executive that normally consists of the president, vice-president, recording secretary and secretary-treasurer. A local's by-laws may allow other positions to be part of this committee. The group is also called table officers; they are responsible for functions of the local union when the full executive is not meeting.

Expanded negative

An amendment which, if carried, would produce the same result as a "NO" vote on the main question. Such an amendment is not in order if it contradicts or opposes the main motion.

F

Floor, 'to have the floor'

A member speaks at a meeting; the chair recognizes a member, which gives them the right to speak.

G

Gavel

A mallet (wooden hammer) the chair uses during a meeting, to keep order. It symbolizes rules of order and the role of the chair.

I

Item of business

An agenda item, such as a report, an issue or a motion.

Incidental motion

A motion about another motion that is on the floor.

L

Lay on the table

A motion to put aside (or table), a main motion until a later, unknown time.

Limit or extend debate

A motion that reduces or increases the number and length of speeches, or the length of debate, on a main motion.

M

Main motion

The motion that brings an issue to the floor of the meeting.

Majority (vote)

More than half the votes cast.

Meeting

When members gather to discuss issues and make decisions.

Member

A person who belongs to the union.

Minutes (of a meeting)

A written record of what happened at a meeting and what the meeting decided.

Motion

A formal proposal that asks members at a meeting to decide on a certain action; it is also called 'the question'.

Move

How a member launches a motion at a meeting: "I move that..."

Mover

The person who makes a motion.

N

New business

Agenda items that relate to new issues.

Nomination

During an election, a member suggests someone as a candidate for an office or position.

Nominee

A person nominated for a position during an election.

Notice of meeting

An official, written announcement that provides union members with an agenda for an upcoming meeting.

Notice of motion

An official announcement that describes a major issue the local wants members to debate and discuss at an upcoming meeting.

Null and void

Cancelled or invalid.

O

Objection

A member formally opposes or challenges an item or procedure at a meeting.

Officer

A union member who is elected to act on behalf of the local or union.

On the floor

The time when a motion is being discussed and debated at a meeting.

Order of business

The items on an agenda.

Orders of the Day

An agenda item that the meeting will deal with at a specific time.

Out of order

A motion, action, request or procedure that does not follow the rules of order.

P

Parliamentarian

A person who knows parliamentary procedure and provides the chair with advice on the rules.

Parliamentary procedure

A system of rules to conduct effective meetings.

Point of information

A question to the chair for information about the business the meeting is discussing.

Point of order

A formal question to the chair about whether the meeting is following correct procedures.

Point or question of personal privilege

An urgent question that asks the chair for an immediate ruling; often relates to misconduct by another member, illness or a desire to leave the meeting.

Point or question of privilege

An urgent question that asks the chair for an immediate ruling; it relates to the rights of members and how well they can participate, in the meeting; points may include comfort or safety in the room, and ability to hear the proceedings.

Postpone to a certain time

A motion to postpone discussion and voting on a motion until a later date or time.

Postpone indefinitely

A motion that stops discussion on a main motion and avoids a vote.

Precedence of motions (order of precedence)

The ranking of motions from highest to lowest; this determines the order in which the chair must deal with motions.

Present

When a member is physically present at a meeting; a certain number of members must be present to achieve quorum.

Preside over

To chair a meeting.

Presiding officer

The person in charge of the meeting, also called the chair.

Previous question, call the question

A motion to stop debate of the motion on the floor. If the motion passes, the chair calls for an immediate vote on the motion.

Put the question

The chair asks members to vote now on a motion.

Q

Question

Another term for a motion.

Quorum

The number of members who must be present (in the room) for the meeting to be valid and to proceed.

R

Receive a report

Hear a report without taking action.

Recess

A short break that does not end the meeting.

Recognize a member

The chair acknowledges a member's right to speak; allows the member to speak.

Reconsider (Motion to)

A motion that, if approved, will allow a meeting to debate and vote again on a motion already decided.

Recount

Count the vote again.

Refer to a committee

A motion that sends a main motion to a smaller group within the local; this group will think about and discuss the motion outside the meeting; the committee may bring the motion to a future meeting so members can debate and vote on it. The referral can be with or without instructions.

Report

A formal communication to a meeting from a committee or officer.

Resignation

A member gives up an office, position or appointment.

Resolution

A formal proposal on an important issue, raised at a convention. A resolution calls for action and states the reasons for the action.

Roll call

At the start of a meeting, announcing the names of officers to determine who is present; this roll call becomes part of the minutes of the meeting.

Roll call vote

A way of voting on a motion; when a member's name is called out, they state their vote, for or against the motion.

Rules of order

Written rules apply to how the local union conducts meetings.

Ruling

A decision made by the chair.

S

Second a motion

A member who did not launch a motion states their support for having the motion considered.

Secunder

The member who seconds a motion.

Secret ballot

A ballot vote where members' votes are kept secret.

Show of hands vote

A way of voting on a motion; members raise their hand to express their choice, for or against, the motion.

Speaker

A member who has the floor; "the chair will first recognize the speaker as having the right to speak at the meeting.

Standing committee

A permanent committee of the local; it holds regular meetings.

State the motion

The chair reads the motion to the meeting before discussion and again before the vote.

Subsidiary motions

Motions that change, postpone or put aside a motion (question) that the meeting is dealing with.

Substitute amendment

A motion that deletes words from a main motion and inserts new words to replace them.

Suspend the rules

A meeting decides by a 2/3 vote to stop the meeting to deal with urgent business.

Sustain the decision of the chair

Members at a meeting decide to support and uphold a chair's ruling after someone challenged it.

T

Table

A shorter way to refer to the motion to "lay on the table".

Table officers

The local executive committee; it normally includes the chairperson, vice-chairperson, secretary-treasurer and assistant secretary.

Take from the table

Take another look at a motion that was laid on the table, or "tabled"; resume debate on such a motion.

Term of office

The length of time a member serves in an elected or appointed role.

Tie vote

An equal numbers of votes for and against a motion. The motion fails because there is no majority vote.

Tile the doors

Closing the doors to prevent anyone from coming in or leaving the room until a vote is complete.

Two-thirds vote

At least two-thirds of members present and voting must vote in favour of a motion for it to pass.

U**Unanimous vote**

All members voted in favour of a motion; there was no opposition.

Undebatable

No debate is allowed on certain kinds of motions.

Unfinished business

Issues and motions that come from a previous meeting.

V**Vacancy**

An office or position that is empty (unoccupied).

Vacate the chair

When the chair wants to be part of a debate, they will request that another member chair the meeting temporarily; usually the vice-chairperson or secretary-treasurer will take over.

W**Withdraw a motion**

A member who moved a motion requests that the meeting no longer consider it. Once the chair has stated the motion aloud, only a majority vote can withdraw the motion.

Acknowledgement: This glossary is based on a glossary developed by Nancy Sylvester, a writer and trainer on parliamentary procedure.



TAB THIRTEEN

Connecting With Other Unions

At a provincial level, HEU is building strong ties to the unions we work and bargain with. Unity is essential to building the strength of the labour movement. Listed below are some groups we work with and you where you can find further resources and information:

- B.C. Federation of Labour (BC Fed), www.bcfed.ca
- Canadian Labour Congress (CLC), www.canadianlabour.ca
- Canadian Union of Public Employees BC Division (CUPE BC), www.cupe.bc.ca
- CUPE National, www.cupe.ca
- B.C. Government and Service Employees' Union (BCGEU), www.bcgeu.ca
- BC Teachers' Federation (BCTF), www.bctf.ca
- Health Sciences Association (HSA), www.hsabc.org
- Local 882 International Union of Operating Engineers (IUOE), www.iuoe882.ca
- Local Labour Councils can be found through the CLC, www.canadianlabour.ca
- UFCW Local 15, www.ufcw1518.com
- Unite Here Local 40, www.uniteherelocal40.org
- United Steelworkers District 3 (USW), www.usw.ca/districts/3

As a chairperson, it is important to keep an ongoing open dialogue with all unions and Labour Councils. We count on our collective solidarity and actions as workers to achieve our common goals such as a living wage, increase the minimum wage, advocate for improvements to senior's care, social housing, and other social justice and human rights issues.



TAB FOURTEEN

Annual Labour Events & HEU Days

January

- Local Elections (until end of April)
- Canadian Labour Congress Winter School
- Black Excellence Day (Jan 15)
- International Holocaust Remembrance Day (Jan 27)
- National Day of Remembrance and Action Against Islamophobia (January 29)

February

- Black History Month
- Lunar New Year
- CLC Winter School
- Pink Shirt Day (February 22)

March

- Community Social Services Month
- International Women's Day (March 8)
- International Day for the Elimination of Racial Discrimination (March 21)
- World Water Day (March 22)

April

- Ramadan (March 22 - April 20, Eid last day, 2023)
- World Health Day (April 7)
- National Medical Laboratory Week (April 9-15, 2023)
- International Day of Pink (April 12)
- Vaisakhi (April 14, 2023)
- International Earth Day (April 22)
- Administrative Professionals' Day (April 26, 2023)
- National Day of Action for LTC (April 27)
- National Day of Mourning (April 28)

May

- Asian Heritage Month
- May Day – International Workers' Day (May 1)
- National Day of Awareness for the Missing and Murdered Indigenous Women (May 5)
- National Nursing Week (May 8-14, 2023)
- International Day against Homophobia and Transphobia (May 17)

June

- Pride Events
- Indigenous History Month
- Injured Workers' Day (June 1)
- World Environment Day (June 5)
- Collective Bargaining Rights Day (June 8)
- Philippines Independence Day (June 12)
- Miner's Memorial (June 18)
- National Indigenous Peoples Day (June 21)
- Summer Institute for Union Women (June 25-29)

July

- Pride Events

August

- Pride Events
- Emancipation Day (Aug 1)

September

- Pride Events
- Labour Day (September 4)
- Orange Shirt Day (September 30)
- National Day for Truth and Reconciliation (September 30)

October

- International Day of Older Persons (October 1)
- Mental Health Week (October 1-7, 2023)
- International Day of the Girl (October 11)
- HEU Day (October 13)
- International Day for the Eradication of Poverty (October 17)
- Health Care Assistant's Day (October 17)
- National Pharmacy Technician Day (October 17, 2023)
- Health Care Assistant Day (October 18)

November

- Indigenous Veterans Day (November 8)
- Remembrance Day (November 11)
- Diwali (November 12, 2023)
- Transgender Day of Remembrance (November 20)

December

- World AIDS Day (December 1)
- International Day of Persons with Disabilities (December 3)
- National Day of Remembrance and Action on Violence against Women (December 6)
- Hanukkah (December 7-15, 2023)
- Human Rights Day (December 10)
- International Day to End Violence Against Sex Workers (December 17)
- International Migrant Workers Day (December 18)
- Kwanzaa (December 26 - January 1)

*Does not include "occupational" days



TAB FIFTEEN

Contact Us

Provincial Office

5000 North Fraser Way
Burnaby, B.C. V5J 5M3
604-438-5000
1-800-663-5813 (toll-free)
fax: 604-739-1510





Okanagan Office

250-1815 Kirschner Road
Kelowna, B.C. V1Y 4N7
1-800-219-9699 (toll-free)
fax: 1-250-765-0181

Kootenay Office

745 Baker Street
Nelson, B.C. V1L 4J5
1-800-437-9877 (toll-free)
fax: 1-250-352-6999

Online Platforms

-  heu.org
-  Hospital Employees' Union
-  @HospEmpUnion
-  heu_in_bc

Northern Office

1197 Third Avenue
Prince George, B.C. V2L 3E4
1-800-663-6539 (toll-free)
fax: 1-250-562-3645

Vancouver Island Office

201-780 Tolmie Avenue
Victoria, B.C. V8X 3W4
1-800-742-8001 (toll-free)
fax: 1-250-480-0544

Vancouver Island - Comox Office

6-204 North Island Highway
Courtenay, B.C. V9M 1C7
1-800-624-9940 (toll-free)
fax: 1-250-331-0673

Email

-  heu@heu.org