

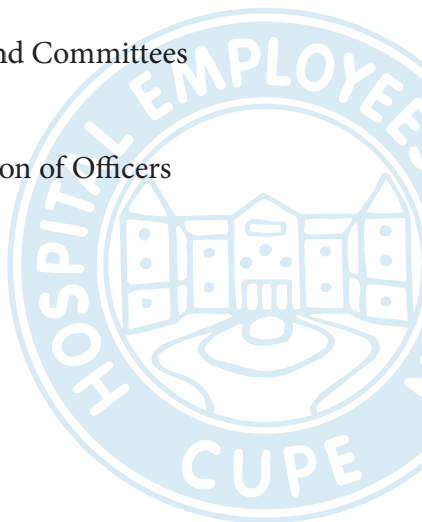


MEMBERSHIP MEETING REFERENCE MANUAL

A guidebook to the
policies and procedures of
running a local meeting

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. Trustees' Report
10. Reports of Delegates and Committees
11. Unfinished Business
12. Elections and Installation of Officers
13. New Business
14. Good and Welfare
15. Question Period
16. Adjournment



1. CALL TO ORDER

Chairperson:

Rap gavel and say: “The meeting will come to order.”

Chairperson should introduce any special guest(s) to the Membership at this time.

Chairperson should state whether or not special guest(s) will speak to the meeting later in the Order of Business.

2. INDIGENOUS LAND ACKNOWLEDGEMENT

Chairperson:

“As an act of active reconciliation, we acknowledge the Indigenous lands on which our meeting and business is held.

I acknowledge that our meeting is taking place on the traditional and unceded territories of the _____ Peoples.”

To find out the territory you are on, visit www.native-land.ca

3. ROLL CALL OF OFFICERS

Chairperson:

“Will the Secretary-Treasurer please call the Roll of Officers”

Secretary-Treasurer:

“Chairperson?

Vice-Chairperson?

Secretary-Treasurer?

Assistant Secretary-Treasurer?

Sr. Trustee?

Sr. Trustee Elect?

Trustee?

Warden?

Conductor?

(Other positions as identified
in the Local By-Laws)?”

Source: *Constitution and By-Laws, Article 15, Section A*

4. EQUITY STATEMENT

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

We should never condone nor tolerate behaviour within our union that undermines the dignity or self-esteem of any individual or creates an intimidating, hostile or offensive environment.

HEU's policies and practices must reflect our commitment to diversity, equity and inclusion.

Discriminatory speech or conduct based on Indigenous identity, sexism, racism, colonialism, homophobia, transphobia, ageism, and ableism have no place in our union.

Discrimination can take the form of harassment. Harassment means using real or perceived power to abuse, devalue or humiliate.

Discrimination and harassment reduce our capacity to work together within our union on issues that matter to all of us.

We are stronger collectively when all voices are encouraged, heard and valued.

5. INITIATION OF MEMBERS

Chairperson: “Are there any new Members to be initiated?”

Warden informs Conductor of new members that have signed in and Conductor responds: “Yes” or “No.”

If yes, the Chairperson states: “Will the Conductor please bring forward the names of new Members.”

Chairperson asks, “Will the Membership please rise if you are able and repeat the obligation after me.”

Read the Obligation on the next page, in short and

manageable pieces.

Chairperson has new Members take the Obligation.

Chairperson congratulates new Members and welcomes them into the Union.

Secretary-Treasurer or Conductor presents new Members with Union pins, Constitution and By-Laws, information on the Equity Standing Committees, current Collective Agreement, Death Benefit Card, etc.

Source: Constitution and By-Laws, Article 3

OBLIGATION

Chairperson or installing officer:

“I (state your name) in the presence of these witnesses, do hereby pledge that I shall abide by the Constitution and By-Laws of the Union, and shall not divulge proceedings which the meeting has identified as confidential at its meetings.

That I shall make every possible effort to attend all meetings, and shall pay all dues and assessments levied in accordance with the By-Laws.

That I shall be orderly at its meetings, respectful in words and ac-

tions, charitable in my judgement of my fellow Members, and never wrong them or see them wronged if in my power to prevent it.

That I will not discriminate against a member on the grounds of ethnic background, colour, creed, ability or sexual orientation, and I will abide by the principles of the Human Rights Code.”

Source: *Constitution and By-Laws, Article 18*

6. READING OF MINUTES

Chairperson: “Will the Secretary-Treasurer please read the minutes of the last meeting?”

Secretary Treasurer reads minutes

Secretary Treasurer: “I move acceptance of the minutes.”

Chairperson: “Seconder?”

“You have heard the reading of the minutes of the last meeting. Are there any errors or omissions?”

“All those in favor of acceptance of the minutes (as read) (as amended)?
Opposed?”

Declare “Carried,” or “Defeated.”

7. CORRESPONDENCE

Chairperson (to the Secretary Treasurer): “Is there any correspondence?”

Secretary Treasurer reads correspondence

Secretary Treasurer: “I move receipt of the correspondence.”

Chairperson: “Secunder?”

Any discussion on the correspondence?”

Discussion by Members in order of being recognized by the Chairperson.

“All those in favour of receiving the correspondence?”

“Opposed?”

Declare “Carried,” or “Defeated.”

If a Member feels that the Local should take some specific action as a result of the correspondence, and it is not already part of the agenda to address, the Member should make a separate motion on that action after the motion to accept the correspondence has been completed.

8. TREASURER'S REPORT (REVENUES AND EXPENSES)

The Secretary-Treasurer will report on the rebates received and expenses paid out.

Secretary Treasurer: "I move adoption of my report"

Chairperson: "Seconder?"

"It has been moved and seconded that the Treasurer's Report be received. Any discussion on the Treasurer's Report?"

Discussion by Members in order of being recognized by the Chairperson.

"All those in favour of adopting the Treasurer's Report?"

"All those Opposed?"

Declare "Carried," or "Defeated."

If a Member feels that the Local should take some specific action as a result of the report, the Member should make a separate motion on that action after the motion to receive the report has been completed.

9. TRUSTEES' REPORT

The Senior Trustee is to report to the meeting verifying all receipts of monies received by the Local and of expenses paid by the Local.

The Senior Trustee: "I move the Trustees' report be received."

Chairperson: "Is there a seconder?"

"It has been moved and seconded that the Trustees' Report be received. Is there any discussion?"

Discussion by Members in order of being recognized by the Chairperson.

"All those in favour of adopting the Trustee's Report?"

"All those opposed?"

Declare "Carried," or "Defeated."

10. REPORTS OF DELEGATES AND COMMITTEES

Chairperson: “Are there any Delegates or Committees who have a report to make?”

Reports should be taken in order.

After the Member has made their report, they should move the receipt of their report. If not, the Chairperson can prompt them, “Do you move receipt of your report?”

Chairperson: “Is there a seconder?”

“It is moved and seconded that the report be received as presented.”

“Is there any discussion on the report?”

“All those in favour of receiving the report?”

“All those opposed?”

Declare “Carried,” or “Defeated.”

If a Member feels that the Local should take some specific action as a result of the report, the Member should make a separate motion on that action after the motion to receive the report has been completed.

Staff Representative and Provincial Executive Member, if present, should make their report at this time.

11. UNFINISHED BUSINESS

Items not completed from previous meetings stay on each subsequent agendas until completed and reported on.

If there are motions arising from the unfinished business, follow Bourinot's Rules of Parliamentary Procedures.

i.e. Move

Second

Discussion

Vote

Declared, "Carried," or "Defeated."

12. ELECTIONS AND INSTALLATION OF OFFICERS

Ensure that the warden has the sign in book and has determine who has attended fifty percent of the regular Local meetings held in the last twelve months.

Nominations are open first to those who have met the eligibility requirement. If no one is eligible then the election is opened to all members.

Chairperson: “I need two scrutineers who will distribute, collect and count the ballots who do NOT plan on running.”

“I open the floor to nominations for (position)”

“Second call for nominations”

“Third and final call for nominations”

“I declare nominations closed.”

“In reverse order, I will ask if you will accept the nomination.”

Read each name, and if they accept, ensure they are eligible. If no one is eligible, it is open to all members.

Scrutineers distribute one ballot per person and must remember to vote too. When members have written their choice on the ballot, it is folded once and they raise the ballot indicating to the scrutineers to collect.

Scrutineers leave to count the ballots and return, handing a ballot with the successful member to the Chair to announce.

Chairperson: “I declare that (member) has been elected as (position).”

When elections are complete, the Chairperson asks, “Can I have a motion to destroy the ballots?”

“Seconder?”

“Carried.”

Installation

The newly-elected Officers shall take their places in front of the Chairperson.

Chairperson or Installing Officer: “Will the Membership please rise if you are able.”

“Fellow Members, repeat after me the following obligations:

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 will promptly deliver any monies or property of the Union in my possession to my successor in office.”

Sources:

Installation

Constitution and By-Laws, Article 17

Nomination and Election of Local Officers

Constitution and By-Laws, Article 15

13. NEW BUSINESS

New business are Items on the agenda that the membership has not yet had a discussion about and usually comes from the correspondence, the executive meeting, or from the members themselves.

When all of the New Business that was on the agenda have been dealt with,

Chairperson: “Is there any further items under New Business?”

If there are motions arising from the New Business, follow Bourinot’s Rules of Parliamentary Procedures.

i.e. Move

Second

Discussion

Vote

Declared, Carried or Defeated

14. GOOD AND WELFARE

Chairperson:

“Are there any matters concerning the Good and Welfare of the Union or its Members which should be brought before the meeting?”

15. QUESTION PERIOD

This portion of the meeting should be given over to the Members' questions of the executive, staff representative, committees, provincial executive member, etc.

After everyone has had an opportunity to ask any questions they might want answered –

Chairperson: “Are there any further questions? If not, a motion to adjourn is in order.”

16. ADJOURNMENT

After the motion to adjourn has been made, seconded and carried.

Chairperson: “This meeting stands adjourned.”

OR – if no motion is forthcoming –

Chairperson: “I now declare this meeting adjourned.”

RULES OF ORDER

Section A – Challenge of Chair:

When the decision of the Chairperson is challenged by two or more Delegates, the Chairperson shall vacate the Chair and shall state their decision and the reasons therefore. The party challenging shall then briefly state the reasons for the challenge after which, without further debate, the question shall be put thus:

“Shall the decision of the Chair stand the judgement of the Union?”

Section B – Speaking:

Every Member while speaking shall adhere to the question under debate, avoid all personalities and indecorous language, as well as any reflection on the Union or any Member thereof.

Section C – Call to Order:

Any Member while speaking, being called to order by another, at the request of the Chair, shall cease speaking and be seated until the question of order is determined.

Section D – Time Limit

No Member shall speak more than once on the same question until all members wishing to speak shall have had an opportunity to do so, nor more than twice without permission of the Chair, nor more than five (5) minutes at one time.

Section E – Unparliamentary Conduct:

Should a Member persist in unparliamentary conduct, the Chairperson will be compelled to name the Member and submit the Member's conduct to the judgement of the meeting. In such case the Member whose conduct is in question should explain and then withdraw, and the meeting will determine the course to pursue in this matter.

Section F – Motion to Reconsider:

All votes other than amendments to the Constitution and By-Laws or Rules of Order, may be reconsidered provided the mover and seconder of the Motion to Reconsider voted with the majority and notice of

motion is given for reconsideration at the next sitting, and said motion is supported by two-thirds (2/3) of the Members qualified to vote in attendance. After a motion to reconsider has once been lost, it may not be renewed.

Section G – Count:

When a motion has been declared, carried or lost by acclamation, any Member before the Union proceeds to other business may call a count, but the Ayes and Nays cannot be called unless demanded before the Chairperson calls the Next Order of Business.

Section H – Religious Subjects:

No subject of a religious nature shall at any time be admitted.

Section I – Rules and Proceedings:

All Rules and Proceedings in debate, not herein provided for, shall be governed by Bourinot's Rules of Order. No motion shall be debated upon until stated from the chair. It shall be in writing at the request of two (2) Members or the presiding Officer.

Source:

Constitution and By-Laws, Article 21

PARLIAMENTARY PROCEDURE

Type of Motion	Must it be seconded	Is it Debatable?	Can it be Amended?	Can it be Tabled?	Single Majority or 2/3 Vote
Adjourn	Yes	No	No	No	Simple Majority
Amendment	Yes	Yes	Yes	(1)	Simple Majority
Amendment to Amendment	Yes	Yes	No	(1)	Simple Majority
Appeal from the Chair	Yes	No	No	No	Simple Majority
Commit (refer)	Yes	No	Yes	No	Simple Majority
Information, Point of	No	No	No	No	Does Not Apply
Tabling a Motion	Yes	No	No	-	Simple Majority
Motion	Yes	Yes	Yes	Yes	Simple Majority
Order, Point of	No	No	No	No	Does Not Apply
Postpone to Specified Time	Yes	Yes	Yes	No	Simple Majority (3)
Privilege, Point of	No	No	No	No	Does Not Apply
Question, the Previous	Yes	No	No	No	Simple Majority
Reconsider	Yes	Yes	No	Yes	Two-Thirds (2)
Suspend Rule	Yes	No	No	No	Unanimous Consent

1. An amendment or an amendment to the amendment is subject to the closure motions only by being attached to the main motion. In other words, if a motion has been moved and then an amendment, someone may move that the matter be tabled and, if carried, both the motion and the amendment would be tabled.
2. A point of order can be reconsidered to the extent that the Chair person's ruling may be appealed.
3. In order to re-open the question before the specified time, a two-thirds majority is required.



JULY 2023

