

BYLAWS

PROFESSIONAL AND TECHNICAL STAFF UNION [PTSU]
PUBLIC SERVICE ALLIANCE OF CANADA [PSAC]
LOCAL 60551



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Section 1: Name

The name of this Union shall be the Professional and Technical Staff Union (PTSU), Public Service Alliance of Canada (PSAC) Local 60551.

The following Bylaws are adopted by Local 60551 pursuant to the Constitutions and Regulations of the Public Service Alliance of Canada (hereafter referred to as the PSAC Constitution). Local 60551 shall unconditionally subscribe to and accept as its governing documents the PSAC Constitution, as amended from time to time, including the applications and interpretations thereof, to all of which these Bylaws are always subordinate.

Section 2: Objectives

The objectives of Local 60551 are to:

- (a) Secure the best possible pay, benefits, working conditions, and job security for its members;
- (b) Provide an opportunity for its members to influence and shape their future through free democratic trade unionism;
- (c) Encourage the settlement by negotiation and mediation of all the disputes between the members and their employers;
- (d) Eliminate harassment and discrimination of any sort or on any basis for the equality of treatment regardless of class, race, color, nationality, age, sex/gender, language, sexual orientation, place of origin, ancestry, religious beliefs, or mental and physical disability; and the active opposition of discrimination of same wherever it occurs or appears;
- (e) Establish strong working relationships with those we serve and the communities in which we work and live.

Section 3: Membership

(a) Membership

All individuals employed within the jurisdiction of this Local are automatically included in the unit and can apply for membership in good standing in Local 60551 by signing a PSAC application for membership.

A member must not hold office in another union, organization, or group that is in active competition with the PSAC.

(b) Continuation of Membership

Once signed, a member continues as a member in good standing while employed within the jurisdiction of the Local Union unless the member loses good standing under the provisions of the PSAC Constitution.

Members in good standing are defined as follows:

- I. Dues-paying members who have signed a PSAC Application for Membership Form, whose membership is not currently suspended by the PSAC, and whose dues are kept current and paid no later than the month in which they become due;
- II. For the duration of tenure of their office, dues-paying members elected to a full-time position in the PSAC, a Component or a Directly Chartered Local (DCL) who are laid off or dismissed by the employer for action undertaken on behalf of the membership subject to Sections 4 and 25 of the PSAC Constitution, and whose dues are kept current and paid no later than the month in which they become due;
- III. Dues-paying members who are employed by the Canadian Labour Congress (CLC), chartered Federations of Labour or Labour Councils, whose dues are kept current and paid no later than the month in which they become due;

(c) Member Obligations

- I. Members are obligated to abide by the PSAC Constitution and these bylaws, as amended from time to time.

- II. Members will provide the Secretary with their current address, home telephone contact number and, where available, an e-mail address. The member will advise the Secretary of any changes to their contact information. This information will be protected and used only to communicate with members. Such communication will take the form of mail, e-mail or telephone town halls.
- III. In the case of a telephone town hall, the telephone number may be shared with a service provider under contract to the Local Union to provide the technical equipment to support such a virtual meeting.
- IV. Upon request, the Local Union will share the telephone contact information with PSAC National or PSAC Atlantic. The purpose of sharing this telephone contact information is so that the National Union or Provincial Division can conduct a telephone town hall with members on important matters.

Section 4: Membership Meetings

(a) Special Membership Meetings

Special membership meetings of Local 60551 may be required from time-to-time, and shall be called by the Executive Board or may be requested in writing by no fewer than 50 members. The President shall immediately advise members when a special meeting is called and ensure all members receive at least twenty-four (24) hours' notice of the special meeting and the subject(s) to be discussed. No business shall be transacted at the special meeting other than that for which the meeting is called and notice given.

(b) Quorum

The minimum number of members required to be in attendance across both campuses for the transaction of business at any regular or special membership meeting shall be 5% of members, plus a minimum of two (2) members of the Executive Board.

(c) Annual General Membership Meeting

The Local Union shall hold an Annual General Membership Meeting prior to the end of each fiscal year (January to December) of the Local Union, for the purposes of: receiving annual reports from the Executive Officers of the Local

and the Committees of the Local Union, the election of Executive Officers and other Officers of the Local, the consideration of such business as may be required by these By-laws or by the PSAC Constitution, and such other business as the Local may wish to conduct. The Annual General Membership Meeting shall be held on not less than thirty (30) work days notice to the membership of the date, time and location of such a meeting. The Annual General Membership Meeting shall be held not earlier than ten (10) and not later than thirteen (13) months following the date of the last Annual General Membership meeting that was held.

Section 5: Officers

- (a) The Officers of Local 60551 shall be the President, Vice President (Saint John), Vice President (Fredericton), Chief Grievance Officer (Saint John), Chief Grievance Officer (Fredericton), Secretary and Treasurer.
- (b) All Officers must be members in good standing who shall be elected and hold office in accordance with the provisions of Section 8 of the By-Laws.
- (c) The Vice-President (Saint John) shall be a member working out of the Saint John campus and have special responsibility to promote the interests of members working out of the Saint John campus.

Section 6: Executive Board

- (a) The Executive Board of Local 60551 shall consist of all current Officers of Local 60551, the immediate Past President, and Member Services/Professional Officer(s). The Past President and Member Services/Professional Officer(s) sit as non-voting members of the Executive Board.
- (b) The Executive Board shall meet at least four (4) times per calendar year.
- (c) A majority of the Executive Board constitutes a quorum.
- (d) The Executive Board shall do the work delegated to it by the Local Union and shall be held responsible for the proper and effective functioning of all committees.
- (e) Should any Executive Board member fail to answer the roll call for three

consecutive membership meetings or three consecutive regular Executive Board meetings without having submitted good reasons, their office shall be declared vacant and shall be filled by an election at the following membership meeting.

- (f) A member of the Executive Board must maintain membership in good standing for the duration of their term of office.
- (g) The Executive Board shall make appointments of Shop Stewards as necessary, pursuant only after a member's successful completion of the PSAC Grievance Handling Workshop.
- (h) The President shall become a Past President following his/her last term of office as President. If the Immediate Past President is still a member in good standing, they shall be a member of the Executive Board in accordance with Section 6 (a) of the By-Laws.
- (i) The Executive Board shall have the power to fill any office on the Executive Board, as an interim appointment, should it become vacant and the appointee shall hold the office until they can be duly replaced pursuant to Section 8 of the By-Laws.

Section 7: Duties of Officers

Each Officer of Local 60551 is encouraged to participate in PSAC educational courses to enhance their leadership skills and expand their knowledge and expertise.

All Officers must give all properties, assets, funds and all records of the Local Union to their successors at the end of their term of Office.

(a) President

The President shall:

- i. Uphold the PSAC Constitution, these Local Union bylaws and the PSAC Membership Rights (as outlined in Appendix A).
- ii. Interpret these bylaws as required.
- iii. Preside at all membership and Executive Board meetings and preserve order.
- iv. Decide all points of order and procedure (subject always to appeal to the membership).

- v. The President shall not normally vote, but in the case of a tie, shall cast the deciding vote.
- vi. Ensure that all Officers perform their assigned duties.
- vii. Fill committee vacancies where elections are not provided for.
- viii. Sign all cheques with one (1) other designated Executive Board member signatory, and ensure that the Local Union's funds are used only as authorized or directed by the PSAC Constitution, Local Union By-Laws, or vote of the membership.
- ix. Be allowed to reimburse any Officers/Members for expenses incurred on behalf of the Local Union. Expense claims must be listed on a proper form outlining the expense, the reason for the expense, and with supporting receipt(s) attached.
- x. Officially submit written financial report(s) and/or statement(s) to the PSAC Regional Executive Vice-President as per Section 11, Sub-Section (8) of the PSAC Constitution.
- xi. Have first preference as a delegate to the PSAC National and Atlantic Triennial Convention(s).

(b) Vice-President (Saint John)

The Vice-President (Saint John) shall:

- i. In the absence or inability of the President to act or if the office of President is vacant and the Vice-President (Fredericton) should delegate this responsibility, exercise the powers and perform all duties of the President.
- ii. In the absence or inability to act of both the President and Vice-President (Fredericton) or if the offices of President and Vice-President (Fredericton) are both vacant, exercise the powers and perform all duties of the President.
- iii. In the absence or inability to act of the Vice-President (Fredericton) or if the office of Vice-President (Fredericton) is vacant, exercise the powers and perform all duties of the Vice-President (Fredericton).
- iv. Render assistance to any member of the Executive as directed by the Executive Board.

(c) Vice-President (Fredericton)

The Vice-President (Fredericton) shall:

- i. In the absence or inability of the President to act or if the office of President is vacant, exercise the powers and perform all duties of the President or may delegate this responsibility to the Vice-President (Saint John).
- ii. In the absence or inability to act of the Vice-President (Saint John) or if the office of Vice-President (Saint John) is vacant, exercise the powers

- and perform all duties of the Vice-President (Saint John).
- iii. Other duties as assigned by the President or the Executive Board.

(d) Chief Grievance Officers (Fredericton/ Saint John)

The Chief Grievance Officer shall:

- i. Receive copies of all grievances.
- ii. Oversee the handling of all local grievances.
- iii. The Chief Grievance Officer shall Chair the Grievance Committee.
- iv. Prepare a report on the status of all grievances to be submitted to the Executive Board, the National Representative, and a general overview report to membership meeting(s).
- v. When a grievance is not settled in the initial steps provided for in the collective agreement, will coordinate with the PSAC to decide whether or not the grievance should proceed to arbitration.
- vi. If the decision is to not proceed, the grievor(s) may appeal the decision pursuant to Section 7, Sub-Section (5) of the PSAC Constitution.

(e) Secretary

The Secretary shall:

- i. Keep full, accurate, and impartial account of the proceedings of all regular or special membership and Executive Board meetings. These records must also include a copy of the full financial report (Executive Board meetings) and the written financial report (membership meetings) presented by the Secretary-Treasurer.
- ii. Record all amendments and/or additions in the bylaws.
- iii. Answer correspondence and fulfill other administrative duties as directed by the Executive Board.
- iv. Keep a record of all correspondence received and sent out.
- v. Prepare and distribute notices to members.
- vi. Have all records ready on reasonable notice in accordance with generally accepted accounting principles (GAAP).
- vii. Preside over membership and Executive Board meetings in the absence of both the President and Vice-Presidents.

(f) Treasurer

The Treasurer shall:

- i. Receive all revenue, initiation fees, dues, and assessments, keeping a record of each member's payments, and deposit promptly all money with

- a bank or credit union.
- ii. Sign all cheques with one other designated Executive Board member signatory, and ensure the Local Union's funds are used only as authorized or directed by the PSAC Constitution, Local Union bylaws, or vote of the membership. In consultation with the Executive Board, designate a signing officer during prolonged absences.
- iii. Be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or expense claims for every disbursement made, receipts for all money sent to PSAC National, as well as records and supporting documents for all income received by the Local Union.
- iv. Record all financial transactions in a manner acceptable to the Executive Board and in accordance with generally accepted accounting principles (GAAP).
- v. Make a full financial report to meetings of the Local Union's Executive Board.
- vi. Make a written financial report(s) to each regular membership meeting, detailing all income and expenditures for the period.
- vii. Make a written financial report(s) at each Annual General Meeting, including reports required by the PSAC Constitution.
- viii. Pay no money unless supported by a cheque requisition or expense form or request for payment duly signed by the President and one other member of the Executive Board as determined by the Executive Board. Make all books available for inspection by the trustees and/or auditors on reasonable notice. Ensure that the books are audited at least once each calendar year and within a reasonable time, respond in writing to any recommendations and concerns raised.

(g) Member Services/Professional Officer(s)*

The Member Services/Professional Officer(s) shall:

- i. Assist the Executive and committees as appropriate and necessary.
- ii. Communicate with and offer a full slate of Member support services to the membership.
- iii. Serve as a non-voting member of the Executive Board.
- iv. Provide support to the Chief Grievance Officer, Shop Steward(s) and Grievance Committee. (Case management, grievance hearing[s], arbitration[s], and research).
- v. Assist the Secretary with administrative functions as and when necessary to maintain efficient operations of the Local.
- vi. Support the PTSU Negotiation Team in the collective bargaining process.
- vii. Promote good working relations with UNB administration and other UNB

employee groups. The Member Services/Professional Officer may have a role in relations with other local, provincial or national committees, associations, congresses, etc., that are of benefit to the Local.

*If the Executive Board decides to remunerate this position, remuneration for this position shall be commensurate with the duties and responsibilities of the role, as well as based on qualifications of the incumbent and consideration of dues remittance schedules with The PSAC. Otherwise, the position will be carried out on an 'honorary' basis. This position may be job-shared.

(h) Committee Chairs

The Committee Chairs shall:

- I. Preside over and maintain order at meetings of committees formed by the Local Union pursuant to these By-laws;
- II. Liaise with the Executive and membership on matters relating to the committee and its work;
- III. Report to the Executive or membership on the status of the committee or its work;
- IV. Ensure that the committee operates in a fair and democratic manner, in accordance with union principles and principles of equity;
- V. Facilitate the work of the committee in such other matters as are necessary, appropriate and/or requested by the Executive or by majority of the members of the committee;
- VI. Prepare and present a written report at the Annual General Meeting.

Section 8: Nomination, Election and Installation of Officers

(a) Nominations

- I. A Nominating Committee will be struck by the Executive Board of the Local at least thirty (30) days prior to the Annual General Meeting. It shall consist of three (3) members in good standing: two (2) from the Fredericton campus and one (1) from the Saint John campus.
- II. The Nominating Committee shall seek out interested members in good standing for any vacant Executive Board positions that will be up for election at the Annual General Meeting.
- III. The Chair of the Nominating Committee shall report out the names of those willing to stand for election at the Annual General Meeting.
- IV. Nominations may be received from the floor at the Annual General Meeting provided those members nominated allow their names to stand.
- V. To be eligible for nomination, the nominee must have been accepted into membership and be a member in good standing. The nominator and seconder must be members in good standing.
- VI. A member may accept nomination for a position while holding office in any position. If successful in the election, their resignation from their current position will take effect at that time.
- VII. No member will be eligible for nomination if they are in arrears of dues and/or assessments.

(b) Elections

- I. If any election is not by acclamation, the President or the PSAC Atlantic Regional Representative will appoint an Elections Committee consisting of a Chief Returning Officer and assistant(s). The committee will include members of the Local Union in good standing who are neither Officers nor candidates for office. The Elections Committee shall have full responsibility for voting practices during an election and shall treat information submitted to it in connection with its responsibilities as confidential. The Atlantic Regional

Representative assigned to the Local Union shall serve as an advisor to the committee when requested by the Local Union.

- II. The Chief Returning Officer will be responsible for issuing, collecting, and counting ballots. The Chief Returning Officer must be fair and impartial and see that all arrangements are unquestionably democratic.
- III. The voting will be by secret ballot.
- IV. A majority of votes cast will be required before any candidate can be declared elected, and second and subsequent ballots will be taken if necessary to obtain a majority. On the second and subsequent ballots, the candidate receiving the lowest number of votes in the previous ballot will be dropped.
- V. In the event of a tie vote, the Chairperson shall immediately take a second ballot without recess or adjournment. If this results in a second tie vote, the Chairperson shall call a short recess before taking the third ballot. In the event the tie vote persists, subsequent ballots may be deferred to the next membership meeting by majority vote of the members attending the meeting.
- VI. Any member may request a recount of the votes for any election and a recount will be conducted if the request is supported, in a vote, by at least the number of members equal to the quorum for a membership meeting.
- VII. All election complaints by members will be submitted in writing to the Chief Returning Officer as soon as possible. However, in no circumstances will a complaint be deemed valid if it is filed later than seven days after the election. The Chief Returning Officer in conjunction with the Elections Committee will investigate the complaint and issue a ruling as soon as practical and report the ruling to the very next regular membership meeting.

(c) Installation of Officers

- I. All duly elected Officers shall be installed at the meeting at which elections are held and shall continue in office for three (3) years or until a successor has been elected and installed, provided, however, that no term of office shall be less than one year and no longer than three years.
- II. The Oath of Office to be taken by the Officers is:
 - a. "I having been elected an officer of the

PTSU-PSAC, solemnly declare that for my term of office, I shall fulfill the duties of such office, will maintain and uphold the dignity of the office and will always keep confidential all matters concerning the affairs of the organization that are brought to my attention.”

(d) By-elections

Should an office fall vacant for any reason, the resulting by-election should be conducted as closely as possible in conformity with this section.

Section 9: Committees

(a) Bargaining

The Bargaining/Negotiating Committee shall be comprised of representative(s) from both the Fredericton and Saint John campuses. The PTSU President and one Vice President will serve, along with one (1) or more representative(s), as established by the PSAC Regional Executive Vice President (REVP) Atlantic, to be elected by the membership. Representation must be from both campuses.

(b) Committees of the Local Union

- I. The Local Union is empowered to create, by resolution or in accordance with the collective agreement, committees to carry on work concerning matters under the jurisdiction of the Local Union, when deemed by the Executive Board to be in the interest of the Local Union. Committees may pertain to matters including health and safety, grievances, education and training, nominations for local union elections, mobilization, human rights, political action or any other issue of serious concern to the membership.
- II. All committees shall have a Chair who shall fulfill the duties set out in Section 7(h) of these By-laws.
- III. All committees shall have the right to request that a report from their committee be placed on the agenda of a meeting held pursuant to these By-laws.
- IV. Shall confirm terms of reference of their committee, which shall be approved and retained by the Executive.

Section 10: Rules of Order

All meetings of the Local Union will be conducted in accordance with the basic principles of Canadian parliamentary procedure. Some of the more important rules to ensure free and fair debate are appended to these bylaws as Appendix C. These rules shall be considered as an integral part of the bylaws and may be amended only by the same procedure used to amend the bylaws.

Section 11: PSAC Membership Dues

- a. The dues payable to the PSAC by each member or employee in the Local Union's jurisdiction shall be not less than the amount determined by the most recent PSAC Triennial National Convention and shall be determined in accordance with Section 24 of the PSAC Constitution.
- b. All dues payable by members and employees within the Local Union's jurisdiction shall be paid by way of payroll deduction from the pay received by an individual.
- c. The amount of Union dues payable by a member of the Local Union shall include the amount referred to in Sub-Section 11 (a) of these By-laws and shall also include the Directly Chartered Local "DCL dues rate", which is an additional amount reflecting the per capita weighted average of the amount of union dues that are payable pursuant to Section 24(2) of the PSAC Constitution by all members of the PSAC who are members of Local Unions. Dues deducted and collected pursuant to the sub-section of these By-laws shall be treated in accordance with the terms of any applicable Service Agreement that has been entered into between PSAC and a Directly Chartered Local.
- d. In addition to the amounts set out in Section 11(a) and 11(b) of these By-laws, the Local Union may require special assessments from time to time to be deducted for purposes of its own administration and the provision of special services to members/employee(s) within the Local Union's jurisdiction. In order to be entitled to require the deduction of and to receive such amounts of assessments as may be determined to be payable by members of the Local Union must obtain the authorization of the members under the Local Union's jurisdiction by a two-thirds majority vote of the membership in attendance at an Annual General Membership Meeting of the Local Union, or at a Special Meeting of the Local Union called for that purpose. Such assessment(s) will be collected by PSAC and shall thereafter be rebated to the Local Union.
- e. Should a Special Meeting of the Local Union be called to determine the amount of any assessment(s) established pursuant to sub-section 11(d) of these By-laws, the Special Meeting notice shall be fifteen (15) work days and clearly indicate that such a proposition will be voted upon at the meeting.

Section 12: Local's Financial Affairs

12.1 The fiscal year of the Professional and Technical Staff Union (PTSU), PSAC Local 60551, shall be January 1st through December 31st annually.

12.2 The PTSU Treasurer is empowered to hold money and property and to acquire such accounts with financial institution(s) as are necessary for the proper administration of the Local's financial affairs.

12.3 The Executive Board Members vested with signing authority for the Local are the President, Vice President(s), Secretary or Treasurer. Any two (2) of these signatures are required for the issuance of cheques/reimbursements, or the execution of financial documents: Provided the cheque or financial document is NOT pertaining to either of the signatories to it.

12.4 Audit

12.4.1 The Executive Board shall oversee the annual audit of the financial records and statements of PTSU, PSAC Local 60551.

12.4.2 The Executive Board shall appoint an ad-hoc Audit Committee on an annual basis, which shall:

12.4.2.1 Be comprised of the Treasurer and two (2) Members in Good Standing who are not Members of the Executive Board; *and*

12.4.2.2 Prepare an Audit Report to be remitted to the PSAC Regional Executive Vice President (REVP) Atlantic, or designate, at the end of each fiscal year, or upon request.

12.4.2.3 By March 31st of each year, prepare for the PSAC National President:

a. an annual detailed statement of receipts and expenditures; *and*

b. a balance sheet showing Assets, Liabilities and Equities

12.5 PTSU Local Strike Fund: A Professional and Technical Staff Union (PTSU) Local Strike Fund shall be established and maintained at the dues deduction rate of \$1./Member/month. It shall be the fiduciary duty of the President and the full PTSU Executive Board to ensure such Fund:

i. Is managed to the highest standards of responsibility and in the best interests of the Local's Membership; *and*

ii. Is used fairly and equitably for Members in Good Standing, according to an approved Terms of Reference, only for the purpose of the Local's 'topping up' of strike pay, in addition to any Public Service Alliance of Canada (PSAC) National Strike Fund

payments to Members in Good Standing who carry out the stipulated strike duties/responsibilities as set out by the PSAC.

The PTSU Executive Board will also ensure that Terms of Reference shall be developed prior-to or during the early days of each round of bargaining. Such Terms of Reference shall be:

1. Approved by a majority of the Members present at an Annual General Meeting (or Special Meeting, if necessary), where at least thirty (30) days Notice of Meeting has been given; *and*
2. Based on the amount of funds available in the Local Strike Fund at the point in time the Notice of Meeting referenced in 12.5 (iii) (1) is given.

12.6 Expenditure of Discretionary Funds [Outside Annual Budget Approvals]: No Officer(s)/Executive Board Member(s) of the Professional and Technical Staff Union (PTSU), PSAC Local 60551, may enter into any financial contractual understanding(s), agreement(s) or obligation(s), or incur any expenses on behalf of the Local, in excess of a maximum of \$150, without the prior approval of the Members in Good Standing – by a two-thirds majority vote of those in attendance - at an Annual General Meeting (or a Special Meeting, if necessary) where at least fifteen (15) days Notice of Meeting has been given.

Distribution of Bylaws

Members will have access to these bylaws via the Local 60551 website at www.ptsu60551.ca.

Appendix A: PSAC Membership Rights

Every member in good standing as defined in Section 4, Sub-Section (2) of the PSAC Constitution is entitled:

- (a) to be represented by the union;
- (b) to be free from any act or omission on the part of the union, or other members, that would discriminate against the member on the basis of age, sex, colour, national or ethnic origin, race, religion, marital status, family status, criminal record, physical or mental disability, sexual orientation, gender identity, language, political belief, social and economic class or employer;
- (c) to be free from harassment by another member, both within the union and in the workplace, on the basis of any of the grounds mentioned in paragraph (b); and
- (d) subject to any qualifications stipulated elsewhere in the PSAC Constitution, or in Local or Area Council By-Laws, to vote and/or to be nominated for and hold office in the Union.

Appendix B: Code of Conduct

Local 60551 is committed to ensuring that all of its meetings and activities are safe environments where members are encouraged to speak. Existing members are encouraged to welcome, mentor and support new members and equity-seeking members.

Local 60551 strives to promote core values which include the principles of solidarity, equality, democracy, integrity, and respect. We are committed to mobilizing our energy and skills to work together to promote these values and to attain these goals in our union, our communities, and globally.

Local 60551 is committed to creating a union which is inclusive, welcoming, and free from harassment, discrimination and all types of bullying and intimidation. Local 60551 needs to ensure that it provides a safe environment for members, staff and elected officers to carry out our work. Local 60551 expects that mutual respect, understanding and co-operation will be the basis of all our interaction.

This Code of Conduct for Local 60551 sets out standards of behavior for members at meetings, and all other events organized by Local 60551. It is consistent with the expectations outlined in the Equality Statement, PSAC National Constitution and these bylaws. It does not apply to complaints arising in the workplace, as those are dealt with through the grievance procedure and/or the applicable workplace harassment policy.

As members of Local 60551 we commit to one another and to the union to be governed by the principles of the Code of Conduct and agree to:

- Abide by the provisions of the Membership Rights;
- Respect the views of others, even when we disagree;
- Recognize and value individual differences;
- Communicate openly;
- Support and encourage each other;
- Make sure that we do not harass or discriminate against each other;
- Commit to not engaging in offensive comment or conduct;
- Make sure that we do not act in ways that are aggressive, bullying, or intimidating; and
- Take responsibility for not engaging in inappropriate behavior due to abuse of alcohol or other drugs while participating in union activities, including social events.

Harassment is objectionable behavior which may include actions, language, gestures, and/or written material, and which the harasser knows or ought reasonably to know is abusive and unwelcome. Bullying is a form of harassment which is serious ongoing behavior which targets an individual or group and which threatens that person or persons' mental and/or physical well-being.

A complaint regarding this Code of Conduct will be handled as follows:

1. If possible, a member may attempt to deal directly with the person alleged to have engaged in behavior contrary to the Code, by asking the person to stop such behavior. If that is not possible, or if it does not resolve the problem, a member may bring forward a complaint.
2. Once a complaint is received, a designated Officer of the Local Union will work to seek a resolution.
3. If this fails to resolve the matter, the designated Officer of the Local Union shall report the matter to the person in charge, who shall determine whether there is need to remove the member. The person in charge has the authority to expel members from the event for serious or persistent offenses.

This Code of Conduct is designed to create a safe, respectful and supportive environment within PSAC. It is meant to enhance the rights and obligations outlined in the Bylaws of Local 60551 the PSAC National Constitution, the Membership Rights, and applicable human rights legislation, not replace them.

This Code of Conduct does not replace a member's right to access the disciplinary provisions of the PSAC Constitution. The process for the disposition and investigation of complaints shall be per Section 25 and Regulation 19 of the PSAC Constitution.

Appendix C: Rules of Order

1. The President will be the Chairperson at all membership meetings. In the absence of the President, the Vice-President will be the Chairperson at the membership meeting. In the absence of the President and Vice-President, the Secretary will be the Chairperson at the membership meeting. In the absence of the President, Vice-President and Secretary, members at the membership meeting will select a Chairperson by majority vote. Quorum rules must be met.
2. Members are not allowed to speak about an issue for more than five minutes. Members can only speak to an issue once unless there is agreement by the members at a meeting, or where all those wishing to speak have had the opportunity to speak.
3. The Chairperson of a committee who is making a report or the mover of a motion may speak for up to fifteen minutes. With the agreement of the members present, the fifteen minutes may be expanded.
4. The Chairperson will state every motion presented at a membership meeting before allowing debate on the motion. Before putting a motion to a vote, the Chairperson will ask: "Is the Local ready for the motion?" If no member rises to speak, the motion will be voted upon.
5. A motion must be moved and seconded. The mover and seconder must rise and be recognized by the Chairperson.
6. A motion to amend a motion, or a motion to amend an amendment are allowed, however a motion to amend an amendment to an amendment is not allowed.
7. An amendment to a motion or an amendment to an amendment to a motion that is a direct negative to the main motion is never permitted.
8. On motion, the regular order of business at a membership meeting may be suspended where two-thirds of those present vote to do so. The regular order of business should only be suspended to deal with urgent business.
9. Motions other than those named in Rule 19, or motions to accept or adopt the report of a committee, will, if requested by the Chairperson, be put in writing prior to beginning debate and vote.

10. At the request of a member, and upon a majority vote, a motion, which contains more than one action or issue, can be divided.
11. The mover of a motion can withdraw the motion upon the consent of the seconder prior to the end of debate. Once debate has ended on a motion, the motion can only be withdrawn upon unanimous vote of the members present.
12. A member who wishes to speak on a motion, or a member who wishes to move a motion, shall rise and respectfully address the Chairperson. The member shall not proceed until the member is recognized by the Chairperson except where the member rises to a point of order or on a question of privilege.
13. The Chairperson will keep a speakers list and in all cases will determine the order of speakers including those circumstances where two or more members rise to speak at the same time.
14. A member, while speaking, will speak only to the issue under debate. Members shall not personally attack other members. Members will refrain from using language that is offensive or in poor taste. Members will generally not speak in a manner that reflects poorly on the Local Union or other members.
15. A member that is called to order will stop speaking until the point of order is determined. If it is decided that the member is in order, then the member may continue speaking.
16. Religious discussion of any kind is not permitted.
17. The Chairperson will not take part in any debate. Where the Chairperson wishes to speak on a resolution or motion, or where the Chairperson wishes to move a motion, the Chairperson must rise from the chair and hand the chair over as outlined in Rule #1.
18. The Chairperson shall not normally vote, but in the case of a tie, shall cast the deciding vote.
19. When a motion is before the members, no other motion is in order except a motion to 1) adjourn; 2) put the previous question; 3) lay on the table; 4) postpone for a definite time; 5) refer; or 6) divide or amend. These six motions shall have precedence in the order indicated. Motions 1 through 3 shall be decided without debate.
20. The Chairperson will ask "Will the main question be now put?" where a motion for the previous question is moved and seconded. If approved, the Chairperson will then take votes on the motion and amendments to the motion (if any) in

order of priority. If an amendment or an amendment to an amendment is approved, then members will be asked to vote on the motion as amended.

21. A motion to adjourn is in order except when a member is speaking or when members are voting.
22. A motion to adjourn, if lost, is not in order if there is further business before the Local Union, until fifteen minutes have elapsed.
23. After the Chairperson declares the vote results on a question, and before the Local Union proceeds to another order of business, any member can ask for a division. A standing vote on the division will be taken and the Secretary will count the standing vote.
24. If a member wishes to appeal a decision of the Chairperson, the member must appeal at the time the decision is made. If the appeal is seconded, the member will be asked to state briefly the basis for the appeal. The Chairperson will then state briefly the reasons for the decision. Following immediately and without debate, the Chairperson will ask, "Will the decision of the chair be upheld?" A majority vote shall decide. In the event of a tie vote, the decision of the chair is upheld.
25. At a membership meeting where a question has been decided any two members who voted with the majority can give notice of a motion to reconsider a decision of the membership at the next membership meeting. The motion to reconsider requires the support of a two-thirds majority of members who vote. If two-thirds majority of members support reconsideration, the question will be placed in front of the membership for debate and a subsequent vote.

26. Members are allowed to leave a meeting with the permission of the Vice-President; however, in no case will a member leave during the reading of minutes, the initiation of new members, the installation of Officers, or the taking of a vote. 4
27. The Local Union's business and the proceedings of meetings are not to be divulged to any persons outside the Local Union, or PSAC.