

**BY-LAWS**

**OF THE**

**NORTH CENTRAL  
LABOUR COUNCIL  
OF BRITISH COLUMBIA**

**(CLC)**

*(Chartered by the Canadian Labour Congress – November 20, 2010)*

**Motion to adopt first By-Laws – November 20, 2010**  
**Approved by CLC Canadian Council - June 22, 2011**



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## ARTICLE 1 - JURISDICTION

- Section 1.** This Labour Council shall be known as the “**North Central Labour Council of British Columbia, CLC,**” and is chartered by the Canadian Labour Congress.
- Section 2.** It shall consist of organizations affiliated to the Canadian Labour Congress which become affiliated to the Labour Council.
- Section 3.**
- (a)** The jurisdiction of this Labour Council shall be the areas boarded on the north by the town of Mackenzie, on the south by Hixon, on the east by McBride, and on the west by Vanderhoof and Fort St. James.
  - (b)** Pursuant to Article 4, Section 2(h), the following additional areas may also be included in the jurisdiction of the North Central Labour Council of British Columbia:
    - i. Peace River** - Bounded on the north by the 57th parallel, on the south by the 55th parallel, on the east by the BC-Alberta border, and on the west by the 122nd longitude, including the WAC Bennett Dam.
    - ii. South Cariboo** - Bounded on the north by an east-west line at 52.75 north; or about 15 miles north of Marguerite, BC. South by an east-west line at 51 north; or about 5 miles south of Clinton, BC. West by a north-south line at 127 west, to the coast of the mainland to Bella Coola, BC. East by a north-south line at 120.5 west; or about ten (10) miles east of Horsefly and Hendrix Lakes, BC.
    - iii. Quesnel** - Bounded by the north by south limits of the community of Hixon, the east by Barkerville, the west by Nazko, and the south east west line of 52.75 degrees north of Marguerite.

## **ARTICLE 2 - PURPOSE**

The purposes of this Labour Council are:

- 1.** To support the Principles and Policies of the Canadian Labour Congress.
- 2.** To promote the interests of its affiliates and generally to advance the economic and social welfare of workers.
- 3.** To assist affiliated organizations in extending benefits of mutual assistance and collective bargaining to workers.
- 4.** To assist in the organization of the unorganized into unions for their mutual aid, protection and advancement.
- 5.** To encourage all workers without regard to race, creed, colour, sexual orientation, age, disability or national origin, to share in the full benefits of union organization.
- 6.** To secure legislation which will safeguard and promote the principle of free collective bargaining, the rights of workers, and the security and welfare of people.
- 7.** To promote, protect and strengthen our democratic institutions, to secure full recognition and enjoyment of the rights and liberties to which we are justly entitled, and to preserve and perpetuate the cherished traditions of our democracy.
- 8.** To promote the cause of peace and freedom in the world and to assist and cooperate with free democratic labour movements throughout the world.
- 9.** To aid and encourage the sale and use of union-made goods and union services through the use of the Union Label and other symbols, to promote the labour press, and other means of furthering the education of the labour movement.
- 10.** To protect the labour movement from any and all corrupt influences and from the undermining efforts of all agencies which are opposed to the basic principles of our democracy and free democratic unionism.
- 11.** To safeguard the democratic character of the labour movement and to observe and respect the autonomy of each affiliated union.

12. While preserving the independence of the labour movement from political control, to encourage workers to vote for political policies favourable to organized labour.
13. To encourage workers to exercise their full rights and responsibilities of citizenship, and to perform their rightful part in the political life of the municipal, provincial and federal governments.
14. To promote safety for workers in all types of employment, and to initiate and support programs designed to reduce and eliminate injuries and deaths in all workplaces.

### **ARTICLE 3 - MEMBERSHIP**

**Section 1.** The Labour Council shall be composed of:

- (a) Local unions, branches and lodges of national and international unions, regional and provincial organizations affiliated to the Canadian Labour Congress
- (b) Local unions in the area chartered by the Canadian Labour Congress.

**Section 2.** These organizations shall conform to the By-Laws and Regulations of this Labour Council as set forth here. This Labour Council shall not be dissolved while there are five (5) affiliated unions maintaining membership.

**Section 3.** It shall be the duty of each affiliated organization to furnish the Secretary-Treasurer of the Labour Council with the following:

- (a) All official reports which deal with matters within the scope of the Labour Council.
- (b) Such other reports as will facilitate and make more effective the work of the Labour Council.
- (c) A statement of their membership in good standing.
- (d) Affiliates are encouraged to file with the Secretary-Treasurer of the Labour Council copies of their collective bargaining agreements.

**Section 4.** Any delegate representing a local union affiliated with this Labour Council may be suspended or expelled from membership in the Council for conduct unbecoming a delegate by a majority Roll Call Vote at a meeting. In such cases, the local union which the delegate represents will be notified and requested to replace the delegate. Any decision to expel may be appealed to the Executive Committee of the Canadian Labour Congress within two (2) months. The decision shall be in force and effect during appeal.

**Section 5.** Canadian Labour Congress Officers, Directors and Representatives shall be accorded all rights and privileges except the right to vote when they attend meetings of this Labour Council.

**Section 6.** The B.C. Federation of Retired Union Members (BC Forum) (affiliated to the Congress of Union Retirees [CURC]) shall be entitled to membership as an affiliated organization upon application by BC Forum and payment of a ten dollar (\$10.00) annual application fee, and shall be entitled to two (2) delegates. Such delegates shall have the right to voice—but not vote—on all matters that come before the Labour Council meetings. BC Forum delegates (affiliated to CURC) will not be eligible for Board, Executive Committee, or Trustee positions.

#### **ARTICLE 4 – STRUCTURE AND MANDATE**

##### **Section 1. The Executive Committee**

- (a)** The North Central Labour Council of British Columbia Executive Committee will set the overall direction and focus of work for the Labour Council.
- (b)** The Executive Committee shall meet twice per year in the calendar months of April and September.
- (c)** The Executive Committee membership will be comprised of the ranking officer of each local union in the community.
- (d)** The purpose of the Executive Committee is to bring ranking officers of unions together to determine actions, campaigns and strategies that will enhance and promote a positive image of labour, increase union density, implement labour campaigns, strengthen the involvement and participation of labour and our partners such as the United Way, in the community.

## **Section 2. The Board**

- (a)** The Executive Committee, or a delegation approved by the Executive Committee, will approve the work plans developed by the Board.
- (b)** The Executive Committee will approve appointments made to outside agencies and Boards by the Labour Council.
- (c)** Appointees to Boards and Agencies shall report to the Board and the Board shall ensure that a supportive relationship is established between the Labour Council and appointees. The Board will report on the direction, mandate, and focus of appointees within its work plan.
- (d)** The North Central Labour Council of British Columbia will have a Board which will be responsible for the ongoing governance of the Labour Council including work planning and decision making, based on the direction set by the Executive Committee.
- (e)** The Board will have three (3) Officer positions consisting of a President, Vice-President-Communications, and Secretary-Treasurer.
- (f)** Representation of the Board members will be determined in the following manner:
  - 1.** local unions, branches or lodges of the six (6) unions, as defined under Article 5, Section 3(f), with the largest average membership affiliated with the Labour Council, will be given an automatic seat with which to appoint one (1) representative each; and
  - 2.** local unions, branches or lodges, other than the six (6) largest unions as defined under Article 5, Section 3(f) shall be given four (4) seats to be elected in accordance with Article 5, Section 4(a); and

- (g) By direction of the Executive Committee, the Board may add up to three (3) Area Vice-President positions. These Vice-President positions would recognize a partnership with an outlying Area Council following amalgamation into the North Central Labour Council of British Columbia from Quesnel, South Cariboo, and Peace River. One (1) Area Vice-President from each of Quesnel, South Cariboo, and Peace River will hold the remaining three (3) seats in accordance with the election provisions in Article 5.

## **ARTICLE 5 – ELECTION AND APPOINTMENT OF OFFICE FOR THE BOARD**

- Section 1.** The Officers shall be elected for a two (2) year term at the Annual General Meeting which will be held in the month of October 2010 and every two (2) years thereafter. The term of office for members of the Board shall be of two (2) years' duration and shall commence following elections.
- Section 2.** To be eligible for nomination to the Board, a delegate must be a member in good standing of an affiliated organization.
- Section 3.**
  - (a) Local unions, branches or lodges of the six (6) unions as defined in Article 5, Section 3(e), with the largest average membership affiliated with the Labour Council, shall each nominate one (1) member to the Executive Committee.
  - (b) The Secretary-Treasurer shall provide an affiliate membership report to the June Labour Council meeting for approval in even-numbered years. Upon acceptance of the membership report, the six (6) largest affiliated unions shall be notified in writing of their status, including a list of their current delegates.
  - (c) Each of the six (6) largest affiliated unions shall notify the Labour Council in writing of their nominee prior to the Annual General Meeting. Nominees shall be selected in accordance with the Constitution, By-Laws or Policies of the affiliated union.
  - (d) The objective of gender equity shall guide the nomination and election of Board members. If necessary, the Labour Council shall convene a meeting of these unions for the purpose of achieving gender balance, wherever possible.



- (e) In the event of a vacancy in the representation of an affiliated organization, the union shall nominate a replacement.
- (f) A “union” shall be defined, for the purposes of this Section, as the total of all local unions, branches, or lodges of an organization affiliated to the Canadian Labour Congress that are also affiliated to this Labour Council. Distinctions recognized by the B.C. Federation of Labour shall also be recognized by this Labour Council.

**Section 4.**

- (a) Local unions, branches or lodges of unions other than the six (6) largest unions as defined in Article 5, Section 3(f), shall form a Small Union Caucus to elect four (4) members to the Board.
- (b) The Board shall schedule a meeting of the Small Union Caucus to elect four (4) Board members.
- (c) The Small Union Caucus of the Board shall in addition to electing (4) Board members, elect two (2) alternate members in the event a vacancy occurs during the term of office.
- (d) A delegate must in addition to his or her other requirements of these By-Laws, be present at the meeting to accept the nomination in-person or must have forwarded acceptance in writing for presentation at the nomination meeting in order to be eligible to stand as a candidate for election.
- (e) Delegates must be approved by the Labour Council prior to the Small Union Caucus meeting in order to be eligible to vote in that Caucus.
- (f) The Board's Secretary-Treasurer shall ensure a current list of eligible delegates is available for registration at the meeting.
- (g) The Small Union Caucus meeting shall be conducted by the President or designate and supervised by the Canadian Labour Congress Representative.
- (h) In the event a representative elected by the Small Union Caucus does not complete his or her term, the President shall appoint an Alternate previously elected within the Small Union Caucus, subject to approval of the Labour Council.

- Section 5.**
- (a) Three (3) Area Vice-Presidents may be elected to the Board. The three (3) Area Vice-Presidents will represent Quesnel, South Cariboo, and Peace River.
  - (b) Each Area Council will hold a Caucus meeting prior to the Annual General Meeting to elect an Area Vice-President and Secretary to represent the Area Council.
  - (c) The elected Area Vice-President of the Area Council is the automatic representative on the Board.
  - (d) Upon a vacancy in office of an Area Vice-President, the Area Secretary will fill the vacancy.
  - (e) A minimum of fifteen (15) days' notice of an Area Council meeting shall be given to each local union, branch or lodge within the Caucus geographic area of the meeting scheduled for the purposes of electing the Area Vice-President and Secretary.
  - (f) The Area Vice-President will Chair the Area Labour Council meeting which will be called no less frequently than three (3) times per year. The Area Vice-President will also be the Communications and Media Officer for the Area Council and will work closely with the Vice-President of the Board.
  - (g) The Secretary of the Area Council will be responsible for maintaining a delegate list, maintain a list of local unions in their area, and for the creation of meeting notices and decision records. The Secretary of the Area Council will work closely with the Secretary-Treasurer of the Labour Council's Board.
  - (h) A delegate must in addition to their other requirements of these By-Laws, be present at the meeting to accept the nomination in-person or must have forwarded acceptance in writing for presentation at the nomination meeting in order to be eligible to stand as a candidate for election.

**Section 6.** Any Board member missing three (3) consecutive meetings without giving valid reason shall be considered to have vacated their position.

**Section 7.** A structural and process review of the Labour Council will be conducted every three (3) years commencing the fall of 2012 for a report to the April Council meeting.

- Section 8.** Election of Officers shall be by secret ballot. A majority of votes cast shall be required for any candidate to be declared elected and second (2nd) and subsequent ballots shall be taken if necessary to obtain such a majority. On the second (2nd) and subsequent ballots the candidate receiving the fewest votes in the previous ballot will be dropped. In case of a final tie vote, the presiding Officer may cast the deciding vote.
- Section 9.** The election of each office shall be completed before nominations may be accepted for any subsequent office.
- Section 10.** The term of office for Officers and Board members shall be for two (2) years and shall commence upon the completion of the elections.
- Section 11.** In the event of a vacancy in the office of the President, the Vice-President shall perform the duties of the President until a successor is elected. If the Vice-President is unable to perform the duties, the Secretary-Treasurer shall assume the duties. If neither the Vice-President nor the Secretary-Treasurer is able to act in this matter, the Board will appoint a member of the Board and this person shall assume responsibility to perform the duties of the vacant office until a successor is elected.
- Section 12.** In the event of a vacancy in any office of the Board, the vacancy shall be filled at the next regular meeting.

## **ARTICLE 6 – DUTIES OF THE PRESIDENT**

- Section 1.** The President shall be the Chief Executive Officer of the Labour Council. The President shall exercise supervision over the work conducted by the Council, sign all official documents, and preside at regular and special meetings of the Executive Committee and Board. The President shall be *ex officio* a member of any committee of the Council.
- Section 2.** Subject to appeal to the Canadian Labour Congress, the President shall have authority to interpret these By-Laws and any interpretation shall be conclusive and in full force and effect unless reversed or changed by the Board, a meeting, or the Canadian Labour Congress.

**Section 3.** The President, in consultation with the Board, may appoint such Standing Committees as are necessary to conduct the work of the Council. Such committees may include: a Meeting and Conference Planning Committee (Education and Political Action), Outreach and Community Involvement, Strike Support and such other committees as may be necessary.

**Section 4.** The President shall appoint, in consultation with the Board, two (2) Board members as Co-Chairs of any of the Standing Committees.

## **ARTICLE 7 – DUTIES OF THE VICE-PRESIDENT**

**Section 1.** The Vice-President shall under the direction of the President, be the Communications and Media Relations Officer of the Labour Council. The Vice-President will work with the Area Council Vice-Presidents to develop and implement a communications network that will link all areas of the Council and ensure ongoing awareness of events, meetings, campaigns, and other initiatives that the Council undertakes within its jurisdiction.

## **ARTICLE 8 – DUTIES OF THE SECRETARY-TREASURER**

**Section 1.** The Secretary-Treasurer shall keep a correct, full and impartial account of the proceedings of each meeting of the Labour Council. The Secretary-Treasurer shall have charge of the Seal and Records of the Council. The Secretary-Treasurer shall conduct all correspondence on behalf of the Council, acknowledge all communications promptly and write all letters as directed by Council meetings. The Secretary-Treasurer shall maintain a list of delegates to the Council. The Secretary-Treasurer shall inform the Canadian Labour Congress of all changes of Officers of the Council and the time and place of meetings. The Secretary-Treasurer shall also forward copies of all proceedings to the Canadian Labour Congress Regional Office.

**Section 2.** Following each regular, special or Board meeting, the Secretary-Treasurer shall prepare, present, and distribute a report of the business transacted.

- Section 3.** The Secretary-Treasurer shall be in charge of books, documents, files and other effects of the Labour Council which:
- (a) pertain to the fiscal situation of the Labour Council;
  - (b) do not pertain to the duties of any other office; and
  - (c) shall at all times be subject to the inspection of the President, the Board, and the Canadian Labour Congress.
- Section 4.** The Secretary-Treasurer shall prepare and present to each regular meeting of the Labour Council, a statement in writing of all financial transactions since the last report and of the current financial status of the Council.
- Section 5.** The Secretary-Treasurer shall maintain a list of affiliates of the Labour Council and the reported number of members of each. The Secretary-Treasurer is empowered to require affiliated organizations to provide statistical data in their possession relating to the membership of their organization.
- Section 6.** The Secretary-Treasurer shall collect all monies payable to the Labour Council and deposit such funds in a financial institution approved by the Board.
- Section 7.** The Secretary-Treasurer shall have the books of the Labour Council audited semi-annually by the Trustees elected under Article 14. A copy of the Audit Report shall be forwarded to the Canadian Labour Congress Regional Office.
- Section 8.** The Secretary-Treasurer shall subject to the approval of the Board invest surplus funds of the Labour Council in securities or deposit them in the financial institution approved subject to Section 6.

## **ARTICLE 9 – DUTIES OF THE BOARD**

- Section 1.** The Board shall be the governing body of the Labour Council between Executive Committee meetings. It shall take such actions and render such decisions as may be necessary to carry out fully the decisions and instructions of the Executive Committee and Council and to enforce the provisions contained in these By-Laws.
- Section 2.** The Board shall meet on the call of the President, or upon the request of six (6) members of the Board.
- Section 3.** The Board shall design a work plan setting out the key goals, strategic directions and work of the Labour Council in each six (6) month period. The work plan shall be submitted to the Executive Committee for approval.
- Section 4.** The Board is authorized to reimburse any delegates for necessary expenditures in the performance of their duties for the Labour Council, and this may include payment for time lost away from the member's employment at the regular daily rate, if authorized in advance of the lost time.
- Section 5.** A majority of the members of the Board shall constitute a quorum for the transaction of business.
- Section 6.** The Board shall prepare an operating budget to be presented to the Board and to the Annual General Meeting of the Labour Council.
- Section 7.** The Board may from time-to-time, review the Labour Council's per diem and mileage rates and any changes shall be subject to approval by the Council.
- Section 8.** The Board shall have the authority to incur and pay the regular operating costs of running the business of the Labour Council.

## **ARTICLE 10 – SIGNING OFFICERS**

- Section 1.** The President, Vice-President, and Secretary-Treasurer of the Labour Council shall be the signing Officers. Two (2) signatures are needed on all cheques for disbursements of the Council. All Financial Officers of the Council shall be bonded in an amount to be determined by the Canadian Labour Congress but in no case shall the amount be less than the annual income of the Council.
- Section 2.**
- (a)** The Board shall hold title to any real estate of the Labour Council as Trustees for the Council. They shall have no right to sell, convey or encumber any real estate without first (1st) submitting the proposition to a meeting at which such proposition is approved.
  - (b)** Final approval of all real estate transactions rest with the Canadian Labour Congress, as the chartering agent.

## **ARTICLE 11 – DELEGATE REPRESENTATION**

- Section 1.**
- (a)** Representation at meetings shall be on the following basis; from affiliated local unions, branches and lodges:
    - 1.**
      - 1 to 50 members..... 2 delegates
      - 51 to 100 members..... 3 delegates
      - 101 to 200 members..... 4 delegates
      - 201 to 300 members..... 5 delegates
      - 301 to 400 members..... 6 delegates
      - 401 to 500 members..... 7 delegates
    - 2.** For each one-hundred (100) members or significant proportion thereof, one (1) additional additional delegate will be allowed.
  - (b)** Affiliated local unions shall be entitled to credentialed alternate delegates as per Article 3, Section 1(a) to attend Labour Council meetings for the purpose of substituting for regular delegates when such regular delegates are unable to attend.
  - (c)** Affiliated local unions may identify delegates by the region. Each delegate may be assigned to either Prince George, Quesnel, Williams Lake or Peace River.

**(d)** Delegates cannot be assigned to represent more than one (1+) region for the purposes of voting in their Area Council.

**Section 2.** The number of members of each organization for the purpose of selecting delegates to the Labour Council shall be the average monthly number on which per capita tax is paid.

**Section 3. (a)** The Secretary-Treasurer shall furnish each affiliate with delegate credential forms within a reasonable period of time and not less than forty-five (45) days prior to each Annual General Meeting. These must be signed by an authorized Local Union Officer and forwarded for approval at a regular meeting of the Board before new delegates may be seated.

**(b)** The Secretary-Treasurer shall update the official delegate records upon approval of delegate credentials.

**Section 4.** Any organization suspended or expelled by the Canadian Labour Congress or this Labour Council, shall not while under such penalty be allowed representation on the Council.

**Section 5.** Any organization which is in arrears to the Labour Council for per capita tax three (3) months or more shall not be entitled to recognition or representation on the Council.

**Section 6.** Any person suspended by, or expelled from, any organization affiliated to this Labour Council shall not be seated as a delegate.

## **ARTICLE 12 – REGULAR AND SPECIAL MEETINGS**

**Section 1.** The regular meetings of this Labour Council shall be the governing body of the Council. Except as provided in Article 18 (By-Law Amendments), its decision shall be by majority vote.

**Section 2.** The regular meetings of the Labour Council shall be held in the months of January, May and October.

**Section 3.** The Annual General Meeting of the Labour Council will occur in each even numbered year, starting with October 2010. In odd numbered years, a regular meeting will be held in the month of October.



- Section 4.** Regular meetings shall be structured as part of Regional Conferences with an opportunity for delegates to conduct the regular business of the Labour Council within a period of time set by the Board and in addition, shall provide opportunities for political action and education.
- Section 5.** Twenty (20) of the registered delegates representing at least five (5) of the affiliated unions shall constitute a quorum for the transaction of business.
- Section 6.**
- (a)** Special meetings of the Labour Council may be called by direction of the Board, or upon request of affiliated organizations representing a majority of delegates eligible to attend Council meetings as evidenced by the records of the Secretary-Treasurer.
  - (b)** In the event a majority as provided in subsection(a) requests a special meeting, the Board shall hold such a meeting within ten (10) calendar days from date of notice and shall give all organizations five (5) days' notice of the time and place for holding the special meeting, together with a statement of the business to be considered at such meeting.
  - (c)** Representation to special meetings shall be on the same basis as regular meetings.
  - (d)** Except as provided in subsection(b), a special meeting shall exercise the same authority as regular meetings.

## **ARTICLE 13 – RULES GOVERNING MEETINGS**

- Section 1.** The Rules and Order of Business governing meetings shall be:
- (a)** The President, or in the absence of or at the request of the President, the Vice-President shall be designated to Chair all regular or special meetings of the Labour Council.
  - (b)** No question of a sectarian character shall be discussed at meetings.
  - (c)** A delegate wishing to speak shall first (1st) be recognized by the Chair. The delegate shall give a suitable identification, including the organization represented and shall confine all remarks to the question at issue.

- (d)** A delegate shall not speak more than once upon a subject until all who wish to speak have had an opportunity to do so.
- (e)** A delegate shall not interrupt another except to call to a Point of Order.
- (f)** If any delegate while speaking is called to order, at the request of the Chair, the delegate shall be seated until the question of order has been decided.
- (g)** Should a delegate persist in unparliamentary conduct after being called to order by the Chair, the delegate shall be named, and the delegate's conduct submitted to the judgement of the meeting. In such cases, the delegate whose conduct is in question shall explain and then withdraw, and the meeting will determine what course to pursue in the matter.
- (h)** When a question is put, the Chair, after announcing the question, shall ask, "Are you ready for the question?" If no delegate wishes to speak the question shall be put.
- (i)** Questions may be decided by a voice of "aye" and "nay," a show of hands, or a standing vote, but a Roll Call Vote may be demanded by thirty percent (30%) of the delegates present. In a Roll Call Vote each delegate shall be entitled to one (1) vote.
- (j)** Two (2) delegates may appeal the decision of the Chair, stating their reasons for appeal. The Chair shall then put the question thus: "Shall the decision of the Chair be sustained?" The question shall not be debatable except that the Chair may make an explanation of the decision.
- (k)** The Chair shall have the same right as other delegates to vote on any question. In case of a tie vote, the Chair shall cast the deciding vote provided the Chair has not voted on the question.
- (l)** When the previous question is moved, no discussion or amendment of either Motion is permitted. If the majority votes that, "the question be now put," the original Motion has to be put without debate. If the Motion to put the question is defeated, discussion will continue on the original Motion.

- (m) A Motion may be reconsidered provided the mover of the Motion to reconsider voted with the majority, and Notice of Motion is given for reconsideration at the next meeting, and said Notice of Motion is supported by two-thirds (2/3) of the delegates qualified to vote.
- (n) In all matters not regulated by these Rules of Order, *Bourinot's Rules of Order* shall govern.

## **ARTICLE 14 – ELECTION AND DUTIES OF TRUSTEES**

- Section 1.** There shall be three (3) Trustees who shall serve for terms of three (3) years each, elected in such a manner that the term of one (1) Trustee shall expire annually.
- Section 2.** To be eligible for nomination as a Trustee, a delegate must be a member in good standing of an affiliated organization.
- Section 3.** Nominations shall be held annually at the October Labour Council meeting.
- Section 4.** A delegate must in addition to the other requirements of these By-Laws, be present at the meeting to accept the nomination in-person or must have forwarded acceptance in writing for presentation at the nomination meeting in order to be eligible to stand as a candidate for election.
- Section 5.** The election of Trustee shall be by secret ballot. A majority of the votes cast shall be required before any candidate can be declared elected to the position of Trustee. Second (2nd) and subsequent ballots shall be taken if necessary to obtain such a majority. On the second (2nd) and subsequent ballots, the candidate receiving the lowest number of votes in the previous ballot shall be dropped.
- Section 6.** In the event of a vacancy, the Board shall recommend a replacement for the unexpired term, subject to approval of the Executive Committee.

**Section 7.** The Trustees shall conduct an audit of the books and accounts of the Labour Council semi-annually as of June 30th and December 31st of each year, and report the results of each Audit to a regular meeting. The Audit shall be based on actual verification of the Treasurer's records as outlined in the Canadian Labour Congress Audit Report form. Copies of each Audit shall be forwarded to the Canadian Labour Congress Regional Office.

**Section 8.** Should the Trustees be unable or otherwise fail to audit the books of the Labour Council, it shall be the duty of the Board or the President to have the books properly audited by a firm of chartered accountants or some equally-qualified body.

**Section 9.** The Trustees shall not be members of the Board.

### **ARTICLE 15 – PER CAPITA TAX**

**Section 1.** A per capita tax of twenty-five cents (\$0.25) per member per month shall be paid upon the full, paid-up membership of each organization within the jurisdiction of the Labour Council.

**Section 2.** Each affiliated local union, branch or lodge shall pay before the last day of each month for the preceding month, some per capita tax as agreed upon by the Labour Council. The per capita tax shall be amended only after a Notice of Motion has been presented at a regular Council meeting previous to the meeting where the proposed amendment is to be considered.

**Section 3.** Any organization which does not pay its per capita tax on or before the time specified shall be notified of that fact by the Secretary-Treasurer of the Labour Council. Any organization three (3) months in arrears in payment of per capita tax may become suspended from membership in the Council and can be reinstated only after arrears are paid in-full.

## ARTICLE 16 - DONATIONS

- Section 1.** The Labour Council may approve donations upon written request, for amounts not to exceed fifty dollars (\$50.00) to a non-affiliate and one-hundred dollars (\$100.00) to an affiliate.
- Section 2.** Donations in excess of the above amounts may be made only after a Notice of Motion has been presented at a regular Labour Council meeting previous to the meeting where the proposed donation is to be considered.
- Section 3.** The Labour Council will donate annually to each of the following:
- (a) the United Way; and
  - (b) the International Activities Fund of the Canadian Labour Congress.
- Section 4.**
- (a) The Labour Council will establish a Political Action Fund to be funded from General Revenue to the amount of thirty-five percent (35%) of the per capita dues received annually. These monies are to be allocated as follows:
    - 45%..... Provincial Election
    - 25%..... Municipal Election
    - 30%..... Other
  - (b) Election money shall not be dispersed prior to the writ being dropped, excluding category “other.”

## **ARTICLE 17 – EXPENSES**

- Section 1.** For Labour Council delegates travelling outside of Prince George, the Council will pay:
- (a) hotel accommodation (with receipts);
  - (b) fifty-five dollars (\$55.00) per day for meals;
  - (c) thirty-five cents (\$0.35) per kilometre or the equivalent return airfare (economy), whichever is less; and
  - (d) reasonable, receipted costs of dependent/family care provided by someone other than a partner/spouse will be reimbursed if such care is required outside working hours.
- Section 2.** Any person receiving funds from the Labour Council for business on behalf of the Council will submit an expense voucher as well as receipts for money spent. Receipts shall be turned in for all expenditures except where there is a set rate of reimbursement such as meal allowance or mileage.

## **ARTICLE 18 – BY-LAW AMENDMENTS**

- Section 1.** Proposed amendments to these By-Laws must conform with the Constitution and Principles and Policies of the Canadian Labour Congress. Amendments may be considered only after a Notice of Motion is presented at a regular Labour Council meeting previous to the meeting where the proposed amendment is to be considered.
- Section 2.** Such amendments must be adopted by a two-thirds (2/3) majority vote of those present and voting. However, amendments shall only become effective after approval by the Canadian Labour Congress.

## **ARTICLE 19 – OBLIGATION OF OFFICE**

**Section 1.** After being elected, each Officer, Board member, and Trustee before assuming their duties shall be required to take the following obligation:

*“I, \_\_\_\_\_, do hereby sincerely pledge my word and honour to perform my duties as an Officer of this Labour Council. I will attend when able to do so, all meetings of the Council of which I shall be a member, and at the end of my term of office, I shall turn over to the Council or to my successor, all properties or funds in my possession that belong to the Council.”*

## **ARTICLE 20 – OBLIGATION OF DELEGATE**

**Section 1.** All delegates to this Labour Council shall be required to take the following obligation:

*“I, \_\_\_\_\_, pledge my word to this Labour Council that I will faithfully and truly represent the organization which has sent me here as a delegate, and that I will at all times advance and maintain the principles of unionism as defined by the Canadian Labour Congress and abide by the Constitution and By-Laws of this Labour Council.”*

## **ARTICLE 21 – OMBUSPERSON**

**Section 1.** If a delegate from a local union affiliated to the Labour Council has a complaint or grievance against an Officer of the Board that cannot be resolved by the Board in conjunction with the Canadian Labour Congress, the delegate shall have the right to submit the case with all relevant material and supporting evidence, to the Ombudsperson appointed by the Canadian Labour Congress.

**Section 2.** The Ombudsperson will, under the authority vested by the Canadian Labour Congress, undertake such inquiries, hearings or meetings as deemed advisable and report the findings as soon as possible to the parties to the complaint.

## **ARTICLE 22 – ORDER OF BUSINESS**

**Section 1.** The business of the Labour Council at each regular meeting shall be conducted in the following order:

1. Call to Order.
2. Roll Call of Officers.
3. Report of the Secretary-Treasurer on Credentials.
4. Applications for affiliation.
5. Obligation of new delegates.
6. Minutes of the previous meeting.
7. Financial Report.
8. Executive recommendations.
9. Correspondence.
10. Old Business.
11. New business.
12. Union Reports.
13. Report of the Canadian Labour Congress Representative.
14. Good and welfare.
15. Adjournment.

**Section 2.** At the Annual General Meeting, the “Election and Installation of Officers and Trustees” shall follow “New Business.”

**Section 3.** This Order of Business can be set aside or changed for any one (1) meeting by a majority vote of the delegates present.