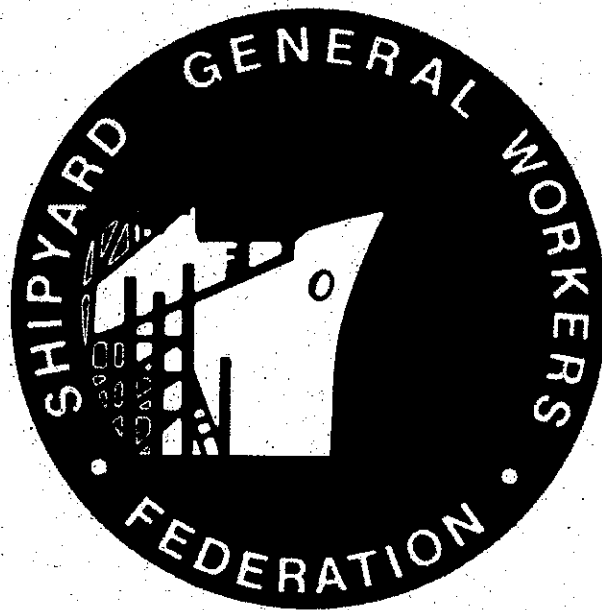


# CONSTITUTION

## SHIPYARD GENERAL WORKERS' FEDERATION OF BRITISH COLUMBIA



Amended May 12, 2007

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## CONSTITUTION

### SHIPYARD GENERAL WORKERS' FEDERATION OF BRITISH COLUMBIA

#### ARTICLE 1 - NAME

Section 1 This organization shall be known as the Shipyard General Workers' Federation and its head office shall be located in British Columbia.

Section 2 Wherever the term "Federation" shall be employed in the printed work of this organization, it shall be held to imply the organization as a whole.

#### ARTICLE 2 - PURPOSES

Section 1 The purposes of the Federation shall be:

- (a) To organize all workers within its jurisdiction and to promote industrial unionism.
- (b) to advance the economic and social welfare of all workers.
- (c) to establish by charter, local unions coming within its jurisdiction and to assist such unions in all collective bargaining relationships with employers or government agencies.

Section 2 In the legislative field, the Federation shall, in co-operation with its affiliated and other trade union organizations, promote the enactment of suitable legislative measures, municipal, provincial and federal.

#### ARTICLE 3 - JURISDICTION

Section 1 The jurisdiction of the Federation shall include:

- (a) All work performed by mechanics, helpers and general workers engaged in engineering, and all metal and metal alloy, fabricating, processing, coating and any other type of work that may, from time to time be allocated to any constituent local of the Federation, including office workers.
- (b) all work performed by mechanics, helpers and general workers engaged in shipbuilding, dry docking and wooden boat building.

- (c) all workers engaged in drafting, tracing and transferring plans and perspectives in any industry coming within the scope of clauses (a) and (b).

Section 2 The territorial jurisdiction shall include the entire province of British Columbia.

#### **ARTICLE 4 - CONVENTION**

Section 1 The supreme authority of the Federation shall be the Federation in Convention.

Section 2 A regular convention of the Federation shall be held biennially. Notice of such Convention shall be forwarded to local chartered unions at least one (1) month prior to the date of such Convention.

Section 3 A special convention may be called by the Executive Committee upon receipt of a request for same from a majority of the local unions, or as provided for in Article 10, Section 13, in which event the notice calling the Convention shall be issued within fifteen (15) days of the receipt of such request, and the Convention held within thirty (30) days from date of notice.

Section 4 In the event that a Special Convention is held, the notice thereof shall state the purposes, objects or reasons for holding the Convention, and no other business shall be transacted thereat, except with the unanimous consent of the Convention.

Section 5 Maximum representation at the convention shall be as follows:

- for each Local Union, one (1) delegate for the charter;
- one (1) delegate for the first fifty (50) members, or any fraction thereof;
- two (2) delegates for the second fifty (50) members, or fraction thereof;
- two (2) delegates for each one hundred (100) member, or fraction thereof up to five hundred (500);
- two (2) delegates for each five hundred (500) members, or major fraction thereof, up to five thousand (5,000).

Section 6 The average paid-up per capita tax to the Federation for a period of six (6) months ending one (1) month prior to the Convention shall determine the membership of a local union for the purpose of representation at the convention.

Section 7 Any delegate to a Convention must be a member of the union represented by such delegates. Two (2) or more chartered local unions may be represented by one (1) delegate, in which event, such delegate must be a member of one (1) of the unions so represented.

Section 8 In addition to the elected delegates, members of the Executive Committee shall be deemed to be delegates to a Convention, with all rights and privileges.

Section 9 Each local union will provide its delegates with credential forms signed by two officers of the Union; these forms to be presented by the delegate to the Convention Credentials Committee. A copy of these credentials should be received by the General Secretary of the Federation not later than seven (7) days prior to the Convention.

Section 10 A quorum at a Convention shall consist of a majority of the delegates seated and in attendance when the report of the Credentials Committee is adopted.

Section 11 Voting shall be either by voice or show of hands, unless a roll call vote is demanded by one quarter (1/4) of the delegates present. Election of officers shall be by secret ballot.

Section 12 Bourinot's Rules of Order Revised shall be the guide in conducting the Convention. However, any Convention may at any time adopt new Rules of Order and procedure to meet special circumstances.

Section 13 All resolutions should be received by the General Secretary not later than thirty (30) days prior to the date of a Convention, and no other resolution shall be introduced at a Convention except by a majority vote of the delegates present.

Section 14 The Executive Committee shall meet prior to the opening of the Convention for the purpose of appointing a Credentials Committee or any other committee necessary to transact the business of the Convention. Appeals from any decision of the Credentials Committee shall be laid before the Convention.

Section 15 The Convention may elect whatever Committees it deems necessary to conduct its business.

Section 16 Each delegate to the convention shall be allowed one (1) vote, and there will be no voting by proxy.

Section 17 The Executive Committee of the Federation shall be installed by a past president or by any other member of the Federation shall be installed by a past president or by any other member of the Federation chosen for the purpose. Before assuming their duties, each member of the Committee shall be required to take the following obligation:

"I, ....., sincerely promise and declare that I will be faithful to the duties devolving upon me as an Executive member of this Federation. I will attend all Executive meetings if possible, and at the end of my term of office deliver up to the Federation, or to my regularly elected successor, all books, papers, funds or other property in my possession belonging to the Federation."

## **ARTICLE 5 - FEDERATION EXECUTIVE COMMITTEE AND OFFICERS**

**Section 1** The officers of the Federation shall be the President, First Vice-President, Second Vice-President, General Secretary and such other officers as may be required. These officers to be elected at a regular Convention.

**Section 2** The officers of the Federation and such additional members as are elected by the regular Convention shall constitute the Executive Committee of the Federation.

**Section 3** No officer or Executive Committee member of the Federation may retain their position if they cease to be a member in good standing in their local union, or if that local union ceases to remain a chartered local of the Federation.

**Section 4** When an Officer or Executive member resigns, the Local they were representing may elect a new member to be on the Executive Committee to fulfill the remainder of the term.

## **ARTICLE 6 - DUTIES AND POWER OF THE FEDERATION EXECUTIVE COMMITTEE**

**Section 1** The Federation Executive Committee shall execute the instructions of the Federation Biennial Convention and shall be the highest authority of the Federation between conventions, subject to the provisions of this constitution. It shall have the power to issue charters, authorize strikes, accept or reject the by-laws of chartered local unions and discipline all subordinate bodies or individuals for violation of this Constitution.

**Section 2** The Federation Executive Committee shall have the power to suspend any charter if in its opinion such action becomes necessary to protect the best interests of the organization as a whole. Such suspensions to be subject to appeal under the conditions laid down in Article 10, Section 13.

**Section 3** The President shall decide all questions involving the interpretation of this Constitution between conventions.

**Section 4** The Executive Committee may establish bureaus and departments and create such committees as may be necessary to conduct any of the affairs of the

Federation. It may also appoint or engage general organizers or other personnel, provided that other things being equal, preference shall be given in all such appointments to union members in good standing, and wherever possible organizers shall be chosen from the ranks of the union membership.

Section 5 Members of the Executive Committee and Officers of the Federation, while engaged in business authorized by the Executive Committee of the Federation, shall be entitled to receive compensation for loss of wages and expenses incurred thereby. Expenses to be paid as per Travel Regulations of the Department of National Defence of the Federal Government.

Section 6 A report of the work of the Executive Committee shall be submitted to each regular Convention of the Federation.

Section 7 The decision of the Executive Committee of the Federation on all matters pertaining to the organization shall be binding, subject to appeal under the conditions laid down in Article 10, Section 13.

Section 8 Any dispute between two or more locals of the Federation may be submitted by any of the parties concerned to the Executive Committee, which shall decide the course of action to be followed after giving all parties reasonable opportunity to present their cases. Its decision shall be final and binding, subject to appeal as laid down.

Section 9 The Executive Committee may investigate the affairs of any local of the Federation to make sure there is no violation of the provisions of this Constitution or the purposes and welfare of the Federation. It shall have the authority to take such action as it considers advisable in the interests of the Federation, subject always to the terms of appeal laid down in the Constitution.

Section 10 The decisions of the Federation Executive Committee may be affected by letter, telegram, or fax and in that event a decision of the majority of the members of the Executive Committee shall be the decision of the Committee.

Section 11 The Executive Committee of the Federation shall meet at least once a year, or at the call of a majority of the locals or a majority of the Executive Committee, and must submit a report of the meeting to all local unions together with a financial statement.

Section 12 The Executive Committee shall select an accountant or auditor to audit the books and accounts of the General Secretary at least once a year.

Section 13 Any bursaries or other awards to the Federation shall be distributed to the Locals by the Executive Committee.

## **ARTICLE 7 - DUTIES OF THE FEDERATION PRESIDENT**

**Section 1** The President shall preside at Conventions of the Federation and at meetings of the Executive Committee.

**Section 2** The President shall sign all official documents or other instruments as instructed by the Federation in Convention. Regular correspondence shall not be considered as being in these categories and may be signed either by the President or the General Secretary.

**Section 3** As the chief Executive Officer of the Federation the President shall, between sessions of the Executive Committee of the Federation, have full authority to execute the instructions of this Committee and shall report their acts to the regular meeting of this Committee. They shall see that the local unions receive whatever assistance they require and shall have the authority to visit any local union and attend its meetings for the purpose of furthering the interests of the Federation. They may act as mediator in controversies and difficulties that may arise within the Federation, but any decisions they make are subject to the approval of the Executive Committee. They shall have authority to call a meeting of the Executive Committee whenever they feel it is necessary, and may submit such recommendations as they think will assist it. The President may be given authority by the Executive Committee to call special meetings of any local union to protect the interests of its membership after proper notification or consultation with officers of the subordinate bodies involved.

**Section 4** The President may give the right to local unions to waive the initiation fee for the purpose of organizing new plants.

**Section 5** The President shall receive forty (40) hours pay per month at the highest rate of pay negotiated within the Shipyard General Workers' Federation.

## **ARTICLE 8 - DUTIES OF THE FEDERATION VICE-PRESIDENTS**

**Section 1** The First Vice-President shall assist the President in all matters required by the latter in all organizational aspects of the Federation, and shall in the absence of the President serve in their place wherever required. When the President's position becomes vacant during their term of office, the First Vice-President shall assume the position until the next election is held.

**Section 2** The Second Vice-President shall assist the First Vice-President or the President, if so assigned, in the course of their duties, or by the direction of the Executive Committee. When the First Vice-President's position becomes vacant during their term of office, the Second Vice-President shall assume the position until the next election is held.



## **ARTICLE 9 - DUTIES OF THE FEDERATION GENERAL SECRETARY**

Section 1 The General Secretary shall be an Executive Officer of the Federation working under the direction of the Executive Committee. They shall receive for their services such allowance of expenses as may be incurred from time to time in performance of their duties, such expenses to be accounted for on an expense voucher. They shall submit to each regular Executive Committee meeting a current financial report for the previous three month period, or at the discretion of the Executive Committee.

They shall have charge of all books and documents of this office and act as secretary at Conventions and Executive Committee meetings.

They shall submit to each regular Convention the financial statement of the income and expenditures, assets and liabilities of the Federation for the previous year.

They shall receive all fees and per capita tax of the Federation and give receipts therefore; deposit all income in the name of the Federation in a bank chosen by the Executive Committee, and withdraw such funds only for the liquidation of the legitimate expenses of the Federation. Cheques drawn on such account shall be signed by the General Secretary and by the President, or in the absence of either officer from headquarters, such other officer or member as the Executive Committee shall determine. They shall give a bond for such sum as may be fixed by the Executive Committee; such bond shall be executed on them assuming office and be placed in the custody of the President; the cost thereof to be borne by the Federation.

Section 2 They shall employ such office assistance as may be necessary to conduct the affairs of this office.

Section 3 They shall have authority, either personally or through a representative authorized by them, to examine the books and records of any local union chartered by the Federation.

## **ARTICLE 10 - LOCAL UNIONS, FUNDS AND PREROGATIVES**

Section 1 Local Unions shall have complete autonomy over their members, provided there is no violation of this Constitution or trade union principles.

Section 2 All funds and properties of a local union received or administered by it or by any of its committees are and shall at all times remain the property of the union and not of any individual member or members, or persons who cease to be members. There shall be no division of funds, but in the event of dissolution of a local union, all funds and properties shall be transferred to the Shipyard General Workers' Federation or its legal successor.

Section 3 No charter shall be issued in any city or town where a local union of this Federation exists, or in the jurisdiction of the central labour council to which the local union is attached, without consultation with the said local union.

Section 4 The use of the Federation Constitution is mandatory upon all local unions. Local unions have the power to enact their own by-laws, provided however that such by-laws do not conflict with the Constitution of the Federation. All local unions shall send to the Executive Committee of the Federation a copy of their by-laws and all amendments thereto. Said by-laws do not become effective until approved by the Executive Committee.

Section 5 Local unions shall elect an Executive Committee commensurate with their specific requirements, either annually or biennially.

Section 6 Each local union shall decide the number of members to constitute a quorum for the transaction of business.

Section 7 All official communications of local unions must be signed by an authorized officer or officers.

Section 8 Local unions shall notify the general office of any change of address for official correspondence.

Section 9 Any officer or member of a local union who makes false reports to the general office knowingly, shall be tried by the Executive Committee of the Federation and if proven guilty, subject to discipline as deemed fit.

Section 10 The local unions shall have the authority to employ representatives as they require. The terms of this employment shall be determined by each local subject to the approval of the Executive Committee of the Federation.

Section 11 Officers of the Federation shall have the right to attend and participate in meetings of any local union chartered by the Federation, or any meetings of the Executive Committee, or any other Committee of such local union.

Section 12 Any officer of a local union who fails to fulfill his obligations as defined in the Constitution of the Federation shall be subject to disciplinary action by the Executive Committee of the Federation.

Section 13 Any local union whose charter has been suspended by the Executive Committee of the Federation shall have the right to a hearing before a special convention of the Federation, provided notice of intent to have such a hearing is mailed to the head office of the Federation within seven (7) days of said suspension. Such Special Convention shall be called and conducted under the terms laid down in Article 4, Sections 3 and 4.

If for any reason a local union fails to avail itself of this method of appeal, it may launch an appeal at the next regular Convention of the Federation where it will be represented solely for the purpose of presenting its appeal.

Appeals from any decision of the Executive Committee of the Federation shall be the first order of business at a Convention, subsequent to the election of committees.

Section 14 No local union can surrender its charter except by a referendum vote of its membership and provided that not less than a two-thirds majority of the eligible voters vote in favour of surrender.

Section 15 The Federation shall provide uniform withdrawal cards which may be used by local unions under the following conditions:

- (a) Withdrawal cards shall be issued after an application for withdrawal card has been approved at a regular business meeting of a local union and on verification that dues, fines and assessments against the applicant, have been paid in full to the current month, provided that:
  - 1. They are no longer employed at a trade coming within the jurisdiction of this Federation.
  - 2. They are not working in any trade coming under the jurisdiction of this Federation.
  - 3. They are promoted to rank of foreman and above.
  - 4. They move from the territorial jurisdiction of the Federation.
  - 5. They have left the trade because of illness or injury.
  - 6. They have retired and no longer intend to work in the trade or industry.
- (b) Withdrawal cards shall remain valid only as long as the conditions applicable in a given case are never violated.
- (c) A holder of a valid withdrawal card from any local union chartered by the Shipyard General Workers' Federation may, on application to the local union concerned, be reinstated to full membership by decision of a membership meeting of the Executive Committee of the local union on deposit of the withdrawal card.

## ARTICLE 11 - FINANCIAL OBLIGATIONS OF LOCAL UNIONS TO THE FEDERATION

Section 1 Each chartered local union of the Federation shall pay a monthly per capita tax as shall be determined from time to time by the Federation in Convention. This per capita tax should be remitted monthly to the head office of the Federation accompanied by a properly filled out monthly report form supplied by the Federation. The Executive Committee of each local union is responsible for the performance of this duty.

Section 2 The payment of per capita tax shall be held as a standing appropriation, and shall have preference over all other obligations. An order for the same shall be signed by the officers designated by each local union without requiring any vote of the membership.

Section 3 Any local union being two (2) calendar months in arrears in per capita tax payments may be suspended by the Executive Committee of the Federation. Such local union may be restored to full membership in the Federation by payment of its per capita tax arrears and acceptance of any disciplinary ruling made by the Executive Committee. Otherwise a suspended local union may avail itself of the provisions for appeal contained in Article 10, Section 13.

Section 4 Local union officers and such employees of the local union who participate in the receiving and banking of dues, assessment and other local union income, or in the disbursing of funds of the Local Union should be bonded by a financially sound bonding company selected by the local union officers, and the local union employees on which said bond applied to be determined by the local union, the premium on said bond to be paid from the treasury of the local union.

Section 5 All monies deposited in the bank in the name of a local union cannot be withdrawn except by a cheque signed by two officers authorized by the local union, who must do so upon instructions from a regular general meeting of the local union.

## ARTICLE 12 - LOCAL UNION BY-LAWS

Each local union has the right to adopt a code of by-laws for the management of its own affairs, subject to the approval of the Executive Committee of the Shipyard General Workers' Federation. However, the following minimum conditions are laid down:

### Section 1 - Admission to Membership

Any mechanic, improver or helper whose usual full or part time work is covered by the jurisdiction set forth in Article 3 of this Constitution, may apply for membership in the union by signing the prescribed application form and paying in full the entrance fee set by the Local Union. Such application shall be voted upon at a regular business

meeting. If accepted, the applicant shall be granted membership in the union for so long as they maintain themselves in good standing and do not violate the obligation oath.

No person who is otherwise eligible under the qualifications fixed herein, but who is opposed to organized labour, or who has been guilty of anti-union activity, shall be admitted to or retain membership in the Union, except with the consent of the regular business meeting.

No person should be admitted to membership who is under suspension by any other bona fide labour union, or has an unpaid fine or suspension charged against them or has been expelled for misconduct, unless they first obtain an honourable withdrawal card from such other trade union.

In all doubtful cases, the application shall lie on the table until the local union Executive Committee or other committee is satisfied that the applicant is worthy of becoming a member. If deemed advisable, a probationary membership up to twelve (12) months may be granted, subject to cancellation at any time.

In an applicant is rejected, their entrance fee shall be returned to them. A rejected applicant may re-apply for membership after a lapse of ninety (90) days following their rejection.

### Section 2 - Oath of Obligation for Local Unions

All chartered local unions of the Federation shall adopt and use the following pledge when initiating new members into their respective local unions:

"I, \_\_\_\_\_ solemnly promise and declare that I will support and obey the Constitution of the Shipyard General Workers' Federation (C.L.C.) and the by-laws of this Union.

I will, wherever and whenever in my power to do so, assist my fellow members or their families when in distress; that I will not purposely or knowingly wrong a member of this or any legitimate trade union, or assist others in wronging them; that I will not recommend for membership in this Local Union any person whom I believe unworthy to become a member."

### Section 3 - Rights and Duties of Members

Any member in good standing may, in addition to the rights and privileges cited elsewhere in this Constitution, be admitted to any regular business meeting or standing committee meeting, or shop stewards meeting, to state and bring to the attention of such bodies subject matter properly coming within the jurisdiction of such bodies and within such period as may be directed by the chair of the meeting; provided they are in possession of their dues card and no disciplinary action is pending or has been ordered against them.

Any member in good standing may request appointment to appear before a regular meeting of the Executive Committee by application to the appropriate officer; and if the business the member desires to bring to the attention of the Executive Committee appears reasonable and proper, they shall be invited and admitted to such body for such period as the chair of the meeting may direct.

It shall be the duty of every member to keep their membership in good standing and uninterrupted; attend meetings of the local union into which they are organized whenever possible; help expedite the transaction of business at all meetings; obey all union summonses; produce their union card on reasonable request by the shop steward, business representatives, chair at meetings, conductors and wardens; report change of address and failure to receive official communications and faithfully carry out any function on behalf of the local union allocated to and accepted by them. For the purpose of interpreting the provisions of the constitution, "uninterrupted membership" shall be taken as membership that has not been disturbed in any manner by suspension or other disciplinary action (of any cause whatever) or delinquent dues standing. In cases of interrupted membership, the date of the last reinstatement or re-admission (in cases of absence of withdrawal card) shall be the date from which the interrupted membership shall be reckoned.

Any person who in the future is admitted to membership in this Union and any person who, after the effective date of this Constitution, remains a member of the Union shall be deemed to have entered into a contract with the Union and with every other member therein whereby in consideration of the benefits bestowed by such membership such person undertakes to accept, endorse and at all times abide by the terms of the Oath of Obligation set forth in Section 2, Article 12.

#### Section 4 - Installation of Officers

Officers of a Local Union shall be installed by a past president or by any other member of the Union chosen for the purpose. Each officer, before assuming their duties, shall be required to take the following obligation:

"I sincerely promise and declare that I will be faithful to the duties devolving upon me as an officer of this Union, will attend all meetings of the Union if possible, and at the end of my term of office, will deliver up to the Union or to my regularly elected successor all books, papers, fund or other property in my possession belonging to the Union."

### ARTICLE 13 - DUTIES OF LOCAL UNION EXECUTIVE COMMITTEE AND OFFICERS

Section 1 The Executive Committee of a Local Union shall administer and direct the affairs of the said Union within the limits imposed by this Constitution and the by-laws of

the Union. A quorum shall be said to consist of a majority of the Executive Committee members, shall meet at least once a month. It may bring recommendations on any phase of the Local union's affairs or activities before general business meetings, or any meetings of subordinate committees. It shall have the power to administer the general funds and all other property of the Union.

#### **ARTICLE 14 - TRUSTEES, REPORTER, CONDUCTOR AND WARDEN**

Section 1 In addition to the above-named executive officers and committee members, each local union may elect three trustees, a conductor, a reporter and a warden, either annually or biennially.

Section 2 If a local union elects trustees, it is advisable to have three, one of who is elected each year.

#### **ARTICLE 15 - SHOP STEWARDS**

Section 1 In every place of employment where the Union maintains contractual relationship with an employer, Shop Stewards shall be nominated and elected each year, and in other plants whenever practicable. The date, time and place of such nominations and elections shall be determined by the members concerned. Business representative are instructed to offer every assistance.

Section 2 There should be one (1) Shop Steward for approximately every twenty-five (25) employees, and whenever necessary by-elections shall be held to establish or maintain that ratio. Shop Stewards may at any time be recalled for cause by the workers they represent, or the Shop Stewards of their division, sub-local, or Union.

Section 3 An officer of the Union shall supervise all Shop Stewards activities; issue the requisite credentials to newly elected Shop Stewards, furnish them with copies of the valid working agreement and an explicit outline of their rights and duties, as well as special information and instructions from time to time, and they shall be responsible for the efficient functioning of the Shop Stewards.

#### **ARTICLE 16 - OFFICIAL PUBLICATION**

A publication giving expression to the policies and activities of the Federation and its affiliates shall be issued at such periods as the Executive Committee of the Federation may determine. The officers of the Federation shall be empowered to employ such assistance as they deem necessary in the issuance of the publication. The officers and Executive Committee shall constitute the Editorial Board in the issuance of all publications.

## **ARTICLE 17 - AMENDMENTS**

All proposed amendments to the constitution must be submitted to the biennial Convention in writing by a delegate or delegates of a Local Union in good standing with the Federation, or by the Executive Committee of the Federation, separated from other matters and then be voted upon by the Convention, and if adopted, shall become binding upon all Local Unions of the Federation immediately following adjournment of the Convention.

## **ARTICLE 18 - PROCEDURE FOR MEETINGS**

The Federation recommends that all Local Unions follow the procedure as laid down in Bourinot's Rules of Order Revised. However the following rules of order may serve as a guide to meeting procedure:

1. The Chairman, usually the President of the Local union, will call the meeting to order. If it is a special meeting, they will announce the reasons for calling it and then proceed immediately with the business of the meeting.
2. The Chair must preserve order and pronounce the decision of the Local union upon all questions. They decide questions of order without debate, subject to an appeal to the meeting by three members on which no member may speak more than once. The question before the Union then shall be, shall the decision of the Chair stand as the judgment of the Union.
3. If a member misbehaves during a meeting, by unruly conduct, the use of profane language or by otherwise creating a disturbance, the Chair will call them to order. If they continue to disrupt they may be dismissed from the meeting or otherwise disciplined.
4. A member who has the floor should not be interrupted except to be called to order, or for the purpose of an explanation.
5. A member who has been called to order while speaking may be requested by the Chair to be seated until the question of order is decided. Then, if permitted, they may proceed.
6. A member who has the floor should stand, address the Chair, confine their remarks to the question before the meeting, use parliamentary language, and avoid the mention of personalities.
7. Questions as to the order of precedence among members wanting the floor will be decided by the Chair.



8. No member shall speak more than once on the same question until all present have had an opportunity to take the floor, no more than twice without the permission the Chair.

9. No motion is subject to debate until seconded and stated from the chair. The request of two members requires that a motion be put into writing.

10. While a question is before the meeting, the only motions that are in order, are:

- (a) to adjourn;
- (b) to have the question on the previous motion;
- (c) to postpone the question either indefinitely or for a stated time;
- (d) to divide, add or amend, which motions have the preference in the order named.

11. On the call of a majority of the Local union may demand the previous question, which is to be in this form:

"Shall the main question be now put?" and if this is decided there can be no further amendments and no further debate.

12. Any member may call for a division of the motion when the sense will permit it, but a motion to strike out or insert will be indivisible except at the option of the mover.

13. When there seems to be no further debate, the Chair should ask, "Are you ready for the question?" If no member wants the floor, the question is then put and no further debate is permissible.

14. Motions, unless otherwise provided for, are decided by a majority of the votes given.

15. Any member may excuse themselves from serving on a committee.

16. When special committees are set up, the person first named or the person receiving the highest number of votes usually acts as chair until the committee has had time to meet to choose a chair.

17. No committee should be finally discharged until all debts contracted by it have been paid.

18. A motion to lay on the table is debatable only with regard to the time limit.

19. A motion that has been postponed indefinitely is not acted upon at that or at the next regular meeting.

20. A motion for re-consideration may be received from any member.

21. If a member, through a misunderstanding, brings up a question that does not come under the order of business being discussed at that moment, they should be called to order, told the proper order of business under which to bring up their question, and should be the first to get the floor when this order of business has been reached.

Amended May 12, 2007

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