



## **BYLAW No.** **1699, 2002**

### **PREAMBLE**

In order to improve the social and economic welfare of all its members without regard to class, race, colour, nationality, age, sex/gender, language, sexual orientation, place of origin, ancestry, religious beliefs or mental and physical disability, to promote efficiency in public employment and to manifest its belief in the value of the unity of organized labour, this Local 1699, of the Canadian Union of Public Employees (hereinafter referred to as CUPE) has been formed.

The following Sections are adopted by the Local 1699 pursuant to, and to supplement Appendix "B" of the CUPE Constitution, to safeguard the rights of all members, to provide for responsible administration of the Local, and to involve as many members as possible through the sharing of duties and responsibilities.

### **SECTION 1 – NAME**

The name of this Local shall be: Canadian Union of Public Employees, Local No. 1699.

### **SECTION 2 – OBJECTIVES**

The objectives of the local are to:

- secure adequate remuneration for work performed and generally advance the economic and social welfare of its members and of all workers;
- support CUPE in reaching the goals set out in Article II of the CUPE constitution;
- provide an opportunity for its members to influence and shape their future through free democratic trade unionism, and
- encourage the settlement by negotiation and mediation of all disputes between the members and their employers.

### **SECTION 3 – INTERPRETATIONS**

Masculine pronouns shall be understood to include the feminine gender.

Numbers of Articles at the end of sections or sub-sections refer to relevant articles of the CUPE Constitution (2011) which should be read in conjunction with these Bylaws.

### **SECTION 4 - DEFINITIONS**

Election of Officers: Designated date, time and place for the membership to gather to cast a ballot to elect Officers of the Local.

Notified or Notification: Email, mail, phone call and/or facsimile.

Operational Expenditures: Expenditures for the purpose of furthering the interests of the membership as a whole.

## **SECTION 5 – MEMBERSHIP MEETINGS**

### **Regular Membership Meetings:**

The Executive Board is responsible for calling regular General Membership meetings.

A minimum of two (2) General Membership meetings will be held annually.

The Membership must be notified and an agenda, where required, distributed at least one (1) week before the meeting is scheduled to take place.

### **Special General Membership Meetings:**

A special General Membership meeting can be called by the Executive Board, the President, or by a petition signed by at least five (5) members. If called by petition, the petition must be submitted to the Executive Board. The Executive Board is required to call a meeting within two (2) weeks of receiving the petition. The petition must clearly state what business is to be discussed at this meeting. All members must receive at least twenty-four (24) hours notice and agenda, written or verbal, for a special meeting. No business shall be transacted at a special meeting other than that for which the meeting was called and notice given.

### **Quorum:**

A quorum for the transaction of business at any regular or special meeting shall be one more than one fifth (1/5) of all members in good standing entitled to vote. One fifth (1/5) of the membership who are in attendance at any regular or special meeting must consist of fifty percent (50%) of the Executive Board, one (1) being the President or Vice-President

In the case where a meeting (regular or special) is held, a member in good standing residing outside of Prince George City limits and/or does not work out of the 155 George Street office, will be entitled to attend and vote at a meeting through conference call. Should a vote by secret ballot be placed on the agenda, those attending by conference call will be provided ballots to mail in.

Secret Ballots, with a stamped return envelope will be provided to each member in good standing residing outside of the Prince George City limits and/or does not work out of the 155 George Street office prior to the scheduled meeting. Following the meeting and discussion, Secret Ballots will be accepted no later than seven days following the vote.

Where a quorum is met business will carry on as usual but if a quorum is not met or is lost during the course of a meeting, no other union business will proceed and the meeting will be rescheduled by the Executive Board. Rescheduled meetings, due to lack of a quorum, do not require the redistribution of an agenda and require seven (7) days-notice to the members.

## **SECTION 6 – VOTING OF FUNDS**

### **Operational Expenditures:**

Operational expenditures up to and including five hundred dollars (\$500), including applicable taxes, that are necessary for the internal operations of the Local will be dealt with at the Executive level.

Operational expenditures exceeding five hundred dollars (\$500) shall be subject to the General Membership's approval at a Membership meeting.

**Grants or Contributions:**

No sum over two hundred dollars (\$200) shall be issued by the Executive Board for the purpose of a grant or contribution to a member, or any cause inside/outside of CUPE, except by a Notice of Motion given either verbally or in writing at a Membership meeting and then voted on at the following Membership meeting.

Requests for grants or contributions for two hundred dollars (\$200) or less must be submitted to the Executive Board, in writing, one month prior to the funds being required.

**Annual Statement of Revenue and Expenditures:**

The Executive Board shall be responsible to ensure an annual Statement of Revenue and Expenditures is distributed to requesting members no later than two (2) months after the Local's fiscal year ending.

**SECTION 7 – OFFICERS**

The Officers of the Local shall be the President, Vice-President, Secretary-Treasurer, Recording Secretary, three (3) Trustees, Chief Shop Steward and two (2) Assistant Shop Stewards (one for the Robson Valley members). All officers shall be elected by the membership.

(Articles B.2.1 to B.2.5)

**SECTION 8 – EXECUTIVE BOARD**

The Executive Board shall be comprised of the President, Vice-President, Secretary-Treasurer, Recording Secretary and Chief Shop Steward.

(Article B.2.2)

The Executive Board will meet monthly, or as required, at the call of the President, but at least eight times a year.

(Article B.3.14)

A quorum for the transaction of business at any Executive meeting shall be one more than one half (50%) of the Executive.

The Executive Officers shall hold title to any real estate of the Local as trustees for the Local. They shall have no right to sell, convey, or encumber any real estate without first giving notice and then submitting the proposition to a membership meeting and having it approved.

The Executive Board shall do the work delegated to it by the Local and shall be held responsible for the proper and effective functioning of all committees.

All charges against members and officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution.

(Article B.11.1 to B.11.5)

Should any Executive Board member fail to answer the roll-call for three consecutive regular membership meetings or three regular Executive Board meetings without having submitted good reasons for those failures, their office shall be declared vacant and shall be filled by an election at the following membership meeting.

(Article B.2.5)

## **SECTION 9 – DUTIES OF OFFICERS**

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.

### **The President shall:**

- enforce the CUPE Constitution and these by-laws;
- preside at all membership and Executive Board meetings and preserve order;
- decide all points of order and procedure (subject always to appeal by the membership);
- have a vote on all matters (except appeals against their rulings) - and in case of a tie vote in any matter, excluding elections - have the right to cast an additional vote to break the tie;
- ensure that all officers perform their assigned duties;
- fill committee vacancies where elections are not provided for;
- sign all cheques and ensure that the Local's funds are used only as authorized or directed by the constitution, by-laws, or vote of the membership;
- be allowed necessary funds, to reimburse himself or any officers for expenses, incurred on behalf of the Local upon presentation of receipts; and
- have first preference as a delegate to the CUPE National Convention.

(Article B.3.1)

### **The Vice-President shall:**

- if the President is absent or incapacitated, perform all duties of the President;
- if the office of President falls vacant, be Acting President until a new President is elected; and
- render assistance to any member of the Board as directed by the Board.

(Article B.3.2)

### **The Recording Secretary shall:**

- 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. The record will also include trustee reports.;
- record all alterations in the by-laws;
- receive, process and distribute mail as required;
- answer correspondence and fulfill other secretarial duties as directed by the Executive Board;
- maintain accurate filing of all correspondence, mail and communications;
- prepare and distribute all circulars and notices to members;

- have all records ready on reasonable notice for auditors and Trustees;
- preside over membership and Executive Board meetings in the absence of both the President and the Vice-President; and
- be empowered, with the approval of the membership, to employ necessary stenographic or other assistance to be paid for out of the Local's funds.

(Article B.3.3.)

**The Secretary-Treasurer shall:**

- receive all revenue and assessments and deposit promptly all money with a bank or credit union;
- prepare all CUPE National per capita tax forms and remit payment as required;
- record all financial transactions in a manner acceptable to the Board and in accordance with good accounting practices;
- make a financial report to the local union as required;
- make all books available for inspection by the auditors and/or Trustees on reasonable notice;
- provide the Trustees with any information they may need to complete the audit report forms supplied by CUPE; and
- be empowered, with the approval of the membership, to employ necessary clerical assistance to be paid for out of the Local's funds.

(Article B.3.4 to B.3.9)

**The Trustees shall:**

- act as an auditing committee on behalf of the members and audit the books and accounts of the Secretary-Treasurer, the Recording Secretary and the Standing Committees annually;
- submit in writing to the President and Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the local union's funds, records and accounts are being maintained by the Secretary- Treasurer in an organized, correct and proper manner.
- report their findings in writing to the first membership meeting following the completion of each audit;
- be responsible to ensure that monies are not paid out without proper constitutional or membership authorization;
- ensure that proper financial reports are made to the membership, and
- audit the record of attendance.

(Articles B.3.10 to B.3.13)

**The Chief Shop Steward shall:**

- be knowledgeable and educate the membership of the CUPE collective bargaining agreement, CUPE constitution and management procedures and policies;
- act as first-line liaison between management, the executive and membership for the resolution of problems and the handling of grievances;
- maintain complete an accurate records of grievances and complaints submitted;

- ensure that new members are given an orientation to CUPE and are encouraged to be involved; and
- update the executive about the general concerns of the membership while keeping full confidentiality of individual members.

(Article B.2.2)

**The Assistant Shop Steward shall:**

- be knowledgeable and educate the membership of the CUPE collective bargaining agreement, CUPE constitution and management procedures and policies;
- bring all problems, complaints or grievances submitted to them to the Chief Shop Steward to determine the appropriate course of action;
- maintain complete and accurate records of grievances and complaints submitted;
- as required, assist the Chief Shop Steward to perform their duties; and
- in the absence of the Chief Shop Steward, perform all duties of the Chief Shop Steward.

(Article B.2.2)

**SECTION 10 – OUT-OF-POCKET EXPENSES**

No Honoraria are payable in Local 1699.

**SECTION 11 – FEES, DUES, AND ASSESSMENTS**

**Initiation Fee**

Each member in the Local shall be required to pay an initiation fee of one dollar (\$1.00) which shall be in addition to monthly dues. A receipt shall be issued.

(Articles B.4.1 & B.8.2)

**Re-admittance Fee**

The readmittance fee shall be One Dollar (\$1.00).

(Article B.4.1)

**Monthly Dues**

The monthly dues shall be 1.25% of each member's individual hourly wage rate.

(Article B.4.3)

Changes in the levels of the Initiation Fee, the Readmittance Fee, or the Monthly Dues can be effected only by following the procedure for amendment of these bylaws (see Section 16), with the additional provision that the vote must be by secret ballot.

(Articles B.4.1 & B.4.3)

Notwithstanding the above provisions, if the CUPE Convention raises minimum fees and/or dues above the level herein established, this by-law will be deemed to have been automatically amended to conform to the new CUPE minimum.

Special assessments may be levied in accordance with Article B.4.2 of the CUPE Constitution.

## **SECTION 12 –ELECTIONS COMMITTEE, ELECTION, NOMINATION AND INSTALLATION OF OFFICERS**

### **Elections Committee**

Forty (40) days prior to election-day the President shall call for volunteers and appoint an Elections Committee consisting of a Returning Officer and assistant(s). The Committee shall include members of the Local who are neither current Officer's nor will be standing for office.

The Election Committee is responsible for all candidate nominations, voting arrangements and shall treat information submitted to it in connection with its responsibilities as confidential.

The Returning Officer shall be responsible for issuing, collecting, counting and scrutinizing of ballots. He must be fair and impartial and see that all arrangements are unquestionably democratic.

The Returning Officer shall be responsible for providing ballots to all members who do not work from the office located at 155 George Street, Prince George, BC no less than ten (10) days prior to election-day.

The Returning Officer shall be responsible for the collection of all ballots provided to the members who do not work from the office located at 155 George Street, Prince George BC no less than one (1) day prior to election-day.

### **Elections**

Election of Officers shall take place in the month of April.

The vote for the election of officers shall be by secret ballot.

The President shall set the date, time and place of the Election of Officers and notify the membership no less than forty (40) days prior.

An advance poll shall be automatically scheduled seven (7) days prior to the election of officers. The President shall set the time and place of the advanced polling station and notify the membership no less than thirty (30) days prior to the date of the advance poll.

For a member to be eligible to vote in an advance poll they must register with the Returning Officer no later than seven (7) days prior the date of the advance poll.

The Returning Officer shall be responsible to place all ballots cast at the advance poll in a sealed envelope and add them to the ballots cast during the Election of Officers.

The Executive Board shall determine the form of the ballot and ensure that sufficient quantities are made available in good time to the Returning Officer.

For positions on the Executive Board a majority of votes cast shall be required before any candidate can be declared elected. A second and subsequent ballots shall 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 shall be dropped. If there are more than three (3) candidates, this process shall continue until there are two candidates remaining on the ballot. In case of a final tie vote, the Returning Officer may cast the deciding vote.

At the first election of officers, three Trustees will be elected to service terms of one, two and three years. In following years, one trustee will be elected for a three-year term to preserve overlapping terms.

For positions on a Committee the number of people required for the Committee with the most votes will be declared elected. In the event of a tie, the Returning Officer may cast the deciding vote.



When two or more nominees are to be elected to any office by ballot, each member voting shall be required to vote for the full number of candidates to be elected or the member's ballot will be declared spoiled.

Any member may request a recount of the votes for any election and a recount shall 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 as laid down in Section 5.

#### Nominations

The Election Committee will make a call for nominations no less than thirty (30) days prior to the election date set by the President.

Any member in good standing may run and hold office.

(Article B.2.1 and B.8.3)

A member in good standing may run for more than one Officer position during the course of an Election of Officers, but is not permitted to hold more than elected position on the Executive Board.

A member in good standing may run for one or more Committee positions during the course of an Election of Officers, regardless if they run for an Officer position.

A nomination shall be accepted in writing only. No nomination shall be accepted without a signature of consent from the member to allow their name to stand and a signature of a witness and submitted to the Election Committee no less than fifteen (15) days prior to the election-day.

The Election Committee shall notify the membership of all candidates for each available office no less than fourteen (14) days prior to election-day.

#### Installation

The President, Vice President, Recording-Secretary, Secretary-Treasurer, Chief Shop Steward and Assistant Shop Steward shall be installed at the meeting at which elections are held and shall continue in office for 2 years or until a successor has been elected and installed.

The President, Recording Secretary and Assistant Shop Steward two-year terms will be in the same year (even numbered years), while the Vice President, Secretary-Treasurer and Chief Shop Steward two-year terms shall begin the following year(odd numbered years).

The term of office for Trustees shall be laid down in Article B.2.4 of the CUPE Constitution.

No term of office shall be longer than three years.

(Article B.2.4)

#### By-Election

Should an office fall vacant pursuant to Section 8 of these bylaws or for any other reason, the resulting by-election should be conducted as closely as possible in conformity with this Section.

### **SECTION 13 – DELEGATES TO CONVENTIONS AND EDUCATIONAL OPPORTUNITIES**

Except for the President's option [Section 9 - President], all delegates to conventions shall be chosen by election at membership meetings.

All delegates elected to the conventions held outside the City of Prince George shall be paid transportation expenses (at economy, tourist or coach rates), a per diem allowance of seventy-five



dollars (\$75) for expenses, and an amount equal to any loss of salary incurred by attendance at the convention.

Delegates to conventions held locally shall have no travel allowance. Meals and other approved expenses shall be reasonably reimbursed upon presentation of receipts.

Any members to be a representative at educational institutes and/or seminars on behalf of the Local shall be voted on at a membership meeting. Representatives elected for educational opportunities held outside the City of Prince George shall be paid transportation expenses (at economy, tourist or coach rates), a per diem allowance of seventy-five dollars (\$75) for expenses, and an amount equal to any loss of salary incurred by attendance at the educational opportunity.

Any representatives attending an educational opportunity held locally shall have no travel allowance. Meals and other approved expenses shall be reasonably reimbursed upon presentation of receipts.

## **SECTION 14 – COMMITTEES AND PROGRAMS**

### **Employee and Family Assistance Program**

The membership will have representation on the Employee and Family Assistance Program. The function of the program is to provide employee and family assistance. The Program will have two (2) representatives of the membership. The member representatives will be appointed by the Executive Board.

### **Joint Committee on Bargaining Unit Job Evaluation and Classification**

The Joint Committee on Bargaining Unit Job Evaluation and Classification shall deal with the review and evaluation of all new jobs. The Committee will also be responsible for the re-evaluation of existing jobs that have changed significantly with the completion of a Request for Job Review form and/or job questionnaire. The Committee will consider the information provided and rate the job based on established criteria and make recommendations to the Union and Management for the appropriate wage band according to the evaluation. The Committee shall consist of two (2) members and one (1) alternate member as appointed by the Committee with the Presidents endorsement, as required.

### **Joint Health and Safety Committee**

The Joint Health and Safety Committee shall deal with health and safety in the workplace. The function of the committee is to identify intended technological changes, safety information on and substance associated with the work environment, and to give serious consideration and a written response to observations and recommendations made by the Committee. The Committee shall consist of two (2) members appointed by the Executive Board, as required.

### **Negotiating Committee**

This shall be a special ad hoc committee established at least six (6) months prior to the expiry of the Local's collective agreement and automatically disbanded when a new collective agreement has been signed. The function of the Committee is to prepare collective bargaining proposals and to negotiate a collective agreement. The Committee shall consist of four (4) members, all elected during an Election of Officers. The President shall automatically be one (1) member of the Committee and one (1) member shall be elected as an alternate. The CUPE Representative assigned to the Local shall be a non-voting member of the Committee and shall be consulted at all stages from formulating proposals, through negotiations, to contract ratification by the membership.



Special Committees

A special ad hoc committee may be established for a specified purpose and period by the membership at a meeting. The members shall be elected at the same or another membership meeting or may, by specific authorization of the membership, be appointed by the President or the Executive Board. Two members of the Executive Board may sit on any special committee as ex-officio members.

**SECTION 15 – RULES OF ORDER**

All meetings of the Local 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 "A". 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.

In situations not covered by Appendix "A", the CUPE National Constitution may provide guidance, but, if the situation is not dealt with there, Bourinot's Rules of Order shall be consulted and applied.

**SECTION 16 – AMENDMENT**

This Bylaw is always subordinate to the CUPE Constitution (including Appendix "B") as it now exists or may be amended from time to time, and in the event of any conflict between this Bylaw and the CUPE Constitution the latter shall govern. Constitutional interpretation, including determination of conflict, is the prerogative of the National President.

(Articles 9.2(c) & B.5.1)

This Bylaw shall not be amended, added to, or suspended except upon a majority vote of those present and voting at a regular or special membership meeting following seven (7) days notice at a previous meeting or at least sixty (60) days written notice.

(Article B.7.1)

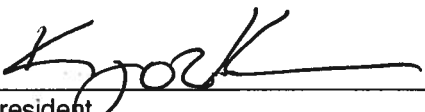
No change in this Bylaw shall be valid and take effect until approved by the National President of CUPE. The validity shall date from the letter of approval of the National President.

(Articles 12.3 & B.7.1)

Approved by the General Membership of CUPE Local 1699 at its meeting held on the 13th day of April, 2013.

Signed on behalf of :



  
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President

  
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Secretary/Treasurer

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## **APPENDIX "A"**

### **TO BYLAW NO. 1699, 2002**

#### **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 Recording Secretary will be the Chairperson at the membership meeting. In the absence of the President, Vice-President and Recording 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 will have the same right to vote as other members. In the case of a tie vote, the Chairperson may cast another vote or the Chairperson may refrain from casting an additional vote, in which case the motion is defeated.
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 Recording Secretary will count the standing vote. **(1)**
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. After a question has been decided, any two members who have voted with the majority can move reconsideration, provided that a motion for reconsideration is made at either the meeting where the decision proposed for reconsideration was made, or at the very next meeting.
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. **(2)**
27. The Local Union's business and the proceedings of meetings are not to be divulged to any persons outside the Local Union, or the Canadian Union of Public Employees.

- (1) Division requires that the original motion be put to a vote a second time. Members who are in favour of the motion stand and the Recording Secretary records the names of the members. Members who are opposed to the motion then stand and the Recording Secretary records the names of the members.**
  
- (2) Where members are voting in an election at a membership meeting, the doors are tiled during the voting process. This is known as “tiling the doors” and refers to the closing of doors so that no one can leave the room or enter the room while ballots are being cast. This ensures a fair voting process.**