

**BY-LAWS**

**OF THE**

**NIAGARA REGIONAL LABOUR**

**COUNCIL**

**(CLC)**

*(Chartered by the Canadian Labour Congress – March 2, 2017)*

**Motion to amend passed – June 9, 2021**  
**Approved by CLC Executive – October 25, 2021**



**CANADIAN LABOUR CONGRESS**

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## **ARTICLE 1 – JURISDICTION**

- Section 1.** This Labour Council shall be known as the “Niagara Regional Labour Council, 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 this Labour Council, and which are situated in the Regional Municipality of Niagara.
- Section 3.** These unions shall conform to the By-Laws and the Rules and Regulations of this Council as set forth herewith. This Labour Council shall not be dissolved while there are five (5) unions remaining in affiliation.

## **ARTICLE 2 – PURPOSES**

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.
  - a) To assist affiliated organizations in extending benefits of mutual assistance and collective bargaining to workers.
  - b) To assist in the organization of the unorganized into unions for their mutual aid, protection and advancement, giving recognition to the principle that both craft and industrial unions are appropriate, equal and necessary as methods of union organization.
4. To encourage all workers, without regard to race, creed, sex, sexual orientation, disability, age, colour, or national origin, to share in the full benefits of union organization.
5. To secure legislation which will safeguard and promote the principle of free collective bargaining, the rights of workers, and the security and welfare of all people.
6. To 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 democracy.
7. To promote the cause of peace and freedom in the world, and to assist and cooperate with free and democratic labour movements throughout the world.



8. 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.
9. 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 democracy and free democratic unionism.
10. To safeguard the democratic character of the labour movement, and to observe and respect the autonomy of each affiliated union.
11. While preserving the independence of the labour movement from political control, to encourage workers to vote for political policies favourable to organized labour, 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.
12. To promote the health and safety of workers in all types of employment, and to initiate and support programs designed to reduce harassment, injuries and deaths in all workplaces.

### **ARTICLE 3 – MEMBERSHIP**

- Section 1.** The Labour Council shall be composed of:
- a) Components, locals, units, branches, chartered locals and lodges of provincial, regional, national, and international unions affiliated to the Canadian Labour Congress.
  - b) Local unions in the area chartered by the Canadian Labour Congress.
- Section 2.** Any delegate representing a local union affiliated with this Labour Council may be suspended or expelled for conduct unbecoming a delegate, from membership in the Council, by a two-thirds (2/3) majority Roll Call Vote at a meeting. In such cases, the local union which the delegate represents will be notified and requested to replace said 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 3.** CLC Officers, Directors and Representatives shall be accorded all rights and privileges of delegates, except the right to vote, when they attend meetings of this Council.
- Section 4.** It shall be the duty of each affiliated local to furnish the Secretary of the Council with the following:
- a) All official reports which deal with matters within the purview of the Council.



- b) Such other reports as will facilitate and make more effective the work of the Council.
- c) A statement of their membership in good standing.

## **ARTICLE 4 – MEETINGS**

**Section 1.** The regular meetings of this Labour Council shall be the governing body of the Council. Except as otherwise specified in these By-Laws, its decisions shall be by majority vote.

**Section 2.** The regular meetings of the Council shall be held on the second (2<sup>nd</sup>) Wednesday of each month, for the months of January through June and September through November inclusive. Meetings shall commence at 7:00 pm sharp and adjourn at 9:00 pm unless a Motion to extend time is adopted by a two thirds (2/3) vote of those present.

**Section 3.**

- a) Special meetings of the Council may be called by direction of the Executive Board, or on request of affiliated locals representing a majority of the total membership of the Council as evidenced by the records of the Treasurer.
- b) In the event a majority as provided in Sub-Section (a) requests a special meeting, the Executive Board shall hold such meeting within fifteen (15) calendar days, and shall give all locals at least five (5) calendar 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) The authority of a special meeting shall be limited to the business for which the meeting was called.

**Section 4.** In the event Officers of the Council fail to call meetings or otherwise fail to carry out their duties and responsibilities, the Congress shall take whatever measures are necessary to reorganize the Council.

**Section 5.**

- a) Representation at meetings shall be on the following basis - from affiliated unions, locals, branches, components, units and lodges:
  - 1 to 100 members..... 2 delegates
  - 101 to 250 members..... 3 delegates
  - 251 to 450 members..... 4 delegates
  - 451 to 700 members..... 5 delegates





701 to 1,000 members..... 6 delegates

- b) and, for each additional five hundred (500) members, affiliated local unions would be entitled to one (1) delegate.
- c) Affiliated local unions shall be entitled to credential alternate delegates as per Article 4, Section 6(a) to attend Council meetings for the purpose of substituting for regular delegates when such regular delegates are unable to attend.

**Section 6.** The number of members of each local, for the purpose of selecting delegates to the Council, shall be the average monthly number on which per capita tax is paid.

**Section 7.**

- a) The Secretary shall furnish each affiliate with credential blanks. These must be signed by an authorized Local Union Officer and forwarded for approval at a regular Council meeting before new delegates may be seated.
- b) The Secretary shall update the official delegate records upon approval of delegate credentials.

**Section 8. Obligation for Delegates**

All delegates to this Council, before being seated as a delegate, shall come forward and clearly and audibly repeat the following obligation.

(The delegate repeats after the Installing Officer):

*"I, \_\_\_\_\_ pledge my word to this Council that I will faithfully and truly represent the local 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 Council."*

**Section 9.** Any union suspended or expelled by the Canadian Labour Congress shall not, while under such penalty, be allowed representation in the Council. Any union\local which is in arrears to the Council for per capita tax three (3) months or more may not be entitled to recognition or representation in the Council.

**Section 10.** Any person suspended by or expelled from any union\local affiliated to this Council shall not be seated as a delegate.

**Section 11.** Any delegate being absent from four (4) consecutive meetings of this Council (as per record kept by the Sergeant-At-Arms) without informing the Secretary with good and sufficient reason, said delegate may forfeit





their credential. The Secretary shall send a notice to the affiliate requesting a new credential for the vacant seat. The Secretary shall also revise the official attendance book, for accurate use by the Sergeant-At-Arms.

**Section 12.** The President, with the approval of the Executive Board, shall appoint such committees as are necessary to conduct the affairs of the Council. Such committees may include: Municipal, Organization, Education, Political Action, Women's, Affiliation, Community Services, Labour Day, Union Label, and such other committees as the Council shall at other times appoint. The Executive Board may request any such Committee to meet for the purpose of considering matters placed before it, and such Committee shall prepare reports of its activities for presentation to Council meetings.

**Section 13.** Fifteen (15) delegates, including at least four (4) members of the Executive Board and representing at least seven (7) of the affiliated locals shall constitute a quorum for the transaction of business.

**Section 14.** The rules and order of business governing meetings shall be:

1. The President, or in the absence of, or at request of, the President, an Executive Board member, shall be designated to Chair at the time specified, at all regular and special meetings.
2. No question of a sectarian character shall be discussed at meetings.
3. Any delegate wishing to speak shall be recognized by the Chair and shall give their full name and the local they represent and shall confine all remarks to the question at issue.
4. A delegate shall not speak more than once upon a subject until all who wish to speak have an opportunity to do so limited to a maximum of two (2) minutes per speaker.
5. A delegate shall not interrupt another except to call to a Point of Order.
6. A delegate, upon being called to order at the request of the Chair shall take their seat until the question of order has been decided.
7. Should a delegate persist in unparliamentary conduct, the Chair shall name the delegate and submit their conduct to the judgement of the meeting. In such case, the delegate whose conduct is in question shall explain (with a two [2] minute maximum) and then withdraw, and the meeting will determine what course to pursue in the matter.
8. 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.





- 9.
- a) 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.
  - b) 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.
  - c) The Chair shall have the same right as other delegates to vote on any questions. In case of a tie vote, the Chair shall cast the deciding vote, provided the Chair has not voted on the question.
10. When the previous question is moved, no discussion or amendment of either Motion is permitted. If the majority vote 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.
11. A Motion may be reconsidered provided the mover of the Motion to reconsider voted with the majority, and Notice of Motion is given for consideration at the next meeting, and said Notice of Motion is supported by two-thirds (2/3) of the delegates qualified to vote.
12. In all matters not regulated by these rules of order, *Bourinot's Rules of Order* shall govern.
13. Guests may have the privilege to speak, subject to the discretion of the Council. The Chair shall not allow a guest the privilege to speak to Motions before the Council.

## ARTICLE 5 – ELECTION OF OFFICERS

- Section 1.** The Officers of the Council shall consist of a President, a Vice-President, Treasurer, Recording Secretary, Sergeant-at-Arms and six (6) Members at Large. The Council will strive to have a variety of unions, women and other equity-seeking groups represented on the Executive Board.
- Section 2.** The Executive Officers of the Council must make every effort to Chair or Co-Chair a committee while serving their term of office.
- Section 3.** Each Officer shall be a member in good standing of an affiliated local. No one shall be eligible for election unless he or she has attended at least four (4) of the six (6) previous meetings for the first call for election. If necessary, the floor will be open for any delegate to stand on the second call for election.





Notwithstanding the foregoing, a delegate who submits written notification of a valid reason to the Secretary, such as union business, sickness, vacation, or having to work a shift, and on the approval of the Executive Board, shall be credited with attendance insofar as his or her right to hold office. This letter of notification must be in the Council's possession within ten (10) working days following any meeting.

- Section 4.** The elections of Officers shall be held every two (2) years in odd numbered years.
- Section 5.** 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 to the Secretary, in order to be eligible to stand as a candidate for election.
- Section 6.** The election of Officers shall be by secret ballot. A majority of the votes cast shall be required before any candidate can be declared elected. Second (2<sup>nd</sup>) and subsequent ballots shall be taken if necessary to obtain such a majority. On the second (2<sup>nd</sup>) and subsequent ballots, the candidate receiving the lowest number of votes in the previous ballot shall be dropped.
- Section 7.** The election of each office shall be completed before nominations may be accepted for any subsequent office.
- Section 8.** The newly elected Officers shall come forward and clearly and audibly speak the following lines to the assembled delegates:
- “In accepting nomination and election, I swear and affirm that I will faithfully support the Constitution, Principles and Policies of the Canadian Labour Congress and the By-Laws of this Labour Council.”*
- Section 9.** The term of the Officers of the Council shall commence upon completion of the elections.
- Section 10.** In the event of a vacancy in any office, the President may make an appointment to fill the vacancy, with the approval of the Executive Board until a successor is elected. In the event of a vacancy in the position of President, the Executive Board may make an appointment to fill the vacancy until a successor is elected.
- In the event of a vacancy in any office of the Council, the vacancy shall be filled by election as promptly as possible.
- Section 11.** The Executive Officers shall hold title to any real estate of the Council as Trustees for the Council. They shall have no right to sell, convey or encumber any real estate without first submitting the proposition to a regular or special Council meeting and such proposition is approved.



**Section 12.** Any Executive Board member missing three (3) consecutive Executive Board meetings without giving valid reason (as per Article 5, Section 3 shall be considered to have vacated their position.

## **ARTICLE 6 – ELECTION 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. The retiring Trustee shall be eligible for re-election.

**Section 2.** To be eligible for nomination as a Trustee, a delegate must be a member in good standing of an affiliated local and must have met the attendance requirement as per Article 5, Section 3.

**Section 3.** 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 4.** The Trustees shall not be members of the Executive Board.

**Section 5.** The election of Trustees 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 (2<sup>nd</sup>) and subsequent ballots shall be taken if necessary to obtain such a majority. On the second (2<sup>nd</sup>) 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 in the position of Trustee, the Executive Board shall recommend a replacement for the unexpired term, subject to approval of the Council.

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

**Section 1.** The President shall be the Chief Executive Officer of the Council, and shall exercise supervision over the affairs of the Council, sign all official documents and preside at regular and special meetings and at meetings of the Executive Board and shall be an ex-officio member of all Caucuses and Committees.

**Section 2.** Subject to appeal to the Canadian Labour Congress, the President shall have authority to interpret these By-Laws, and such interpretation shall be conclusive and in full force and effect unless reversed or changed by the Executive Board or a meeting, or the Canadian Labour Congress.

**Section 3.** The President will have first preference as a delegate to attend all CLC and OFL conventions and conferences or any other conventions/consultations when representing this Labour Council.





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

**Section 1.** The Vice-Presidents shall be Officers of the Council, and participate at meetings of the Executive Board and Council.

The 1st Vice-President shall chair the affairs of council in the absence of the President and shall fulfil any duties assigned by the President.

The 2nd Vice-President shall chair the affairs of Council in the absence of the President and the 1st Vice-President and shall fulfil any duties assigned by the President.

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

**Section 1.** The Treasurer shall be the Chief Financial Officer of the Council.

**Section 2.** The Treasurer shall be in charge of books, documents, files and effects of the Council, which pertain to the fiscal situation of the Council, which shall at all times be subject to the inspection of the President, Executive Board and Trustees, shall maintain a list of all affiliates of the Council and the reported number of members of each one (1).

**Section 3.** The Treasurer shall prepare and maintain a budget which shall be presented to the March Council meeting for approval..

**Section 4.** The Treasurer shall prepare and present to each regular meeting of the Council a written financial statement of the Council for a monthly report to Council.

**Section 5.** The Treasurer shall have the books of the Council audited semi-annually by the Trustees elected under the provisions of Article 7. A copy of the Audit Report shall be forwarded as per Canadian Labour Congress administrative requirements.

**Section 6.** The Treasurer shall, subject to the approval of the Executive Board, invest surplus funds of the Council in securities or deposit them in unionized financial institutions.

**Section 7.** The Treasurer is empowered to require affiliated locals to provide statistical data in their possession relating to the membership of their organization.

**Section 8.** The Treasurer shall collect all monies payable to the Council and deposit such funds in a unionized financial institution approved by the Executive Board.



## **ARTICLE 10 – DUTIES OF THE SECRETARY**

- Section 1.** The Secretary shall record the minutes of all meetings of the Council.
- Section 2.** The Secretary shall keep a complete set of adopted minutes, the Treasurer's Report and all other reports of each meeting in a Minute Book. The Secretary shall have charge of the Seal and Records of the Council. The Secretary shall conduct all correspondence on behalf of the Council, acknowledge all communications promptly, and write all letters as directed by Council meetings. The Secretary shall inform the Canadian Labour Congress Regional Office of all changes of Officers of the Council and of time and place of meetings. The Secretary shall also forward copies of all Council minutes as per Canadian Labour Congress administrative requirements.
- Section 3.** The Secretary shall be in charge of books, documents, files and effects of the Council, except those pertaining to the duties of any other office, and these shall at all times be subject to the inspection of the President, Executive Board, and Trustees.
- Section 4.** Prior to each regular or Executive Board meeting, the Secretary shall prepare, present and distribute a report of correspondence and agenda for the meeting.

## **ARTICLE 11 - DUTIES OF THE SERGEANT-AT-ARMS**

- Section 1.** It shall be the duty of the Sergeant-At-Arms to receive the name and union affiliation of each delegate, alternate and guest upon entering the room, and shall record their attendance and perform such duties as may be assigned by the President.

## **ARTICLE 12 – DUTIES OF THE EXECUTIVE BOARD**

- Section 1.** The Executive Board shall be the governing body of this Council between meetings. It shall take such action and render such decisions and instructions of the Council meetings, and to enforce the provisions contained in these By-Laws.
- Section 2.** A majority of the members of the Executive Board shall constitute a quorum for the transaction of the business of the Executive Board.
- Section 3.** The Executive Board is authorized to approve expenditures to a maximum of two-hundred and fifty dollars (\$250.00).
- Section 4.** The Executive Board shall meet upon the call of the President and hold one (1) regular meeting each month. The President shall call a meeting if requested by three (3) other Executive Board members.





- Section 5.** The Executive Board shall annually review the Council's per diem and mileage rates and any changes shall be subject to approval by the Council.
- Section 6.** The Executive Board shall have the authority to incur and pay the regular operating costs of running the business of the Labour Council.
- Section 7.** The Executive Board may present a recommendation for membership of affiliation with any organization to the Council for approval provided that a Notice of Motion has been made a prior meeting.
- Section 8.** The Executive Board may request any of the Standing Committees to meet for the purpose of considering matters placed before it and the Committee shall prepare a written report of its activities for presentation to Council meetings.
- Section 9.**
- a) The Executive Board shall be empowered to employ support staff and personnel as it deems necessary and to define duties and set remuneration to be paid, subject to approval of the Council.
  - b) Where a union agreement exists covering employee(s), the Treasurer and/or President and/or their designate shall be empowered to negotiate on behalf of the Council, submitting their recommendations accordingly to the Executive Board for final approval.

### **ARTICLE 13 – DUTIES OF COMMITTEE CHAIRS**

- Section 1.** Annually, no later than one (1) week prior to the December meeting of the Executive Board, the Committee Chairs shall submit to the Treasurer a budget request related to proposed meetings and the activities of the Committees of which they are the Chair. The Treasurer shall not create the budget until all on time submissions are received.

### **ARTICLE 14 – DUTIES OF THE TRUSTEES**

- Section 1.** The Trustees shall conduct an audit of the books and accounts of the Council semi-annually June 30<sup>th</sup> and December 31<sup>st</sup>, based on actual verification of the Treasurer's records as outlined on the appropriate Canadian Labour Congress Audit Report form, and report the results of each audit to a regular meeting. They shall see that all Audit Reports are available for the information of all delegates, and copies forwarded as per Canadian Labour Congress administrative requirements.
- Section 2.** Should the Trustees be unable, or otherwise fail, to audit the books of the Council, it shall be the duty of the Executive Board or the President to have the books checked and properly audited by a firm of chartered





accountants or some equally qualified party approved by the Executive Board.

**Section 3.** The President, two (2) Vice-Presidents and Treasurer of the 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 4.** Where Council Officers are not bonded through the Congress, the Trustees shall certify to the Congress that all Financial Officers of the Council are bonded in accordance with the provisions of these By-Laws.

## **ARTICLE 15 – OBLIGATIONS FOR EXECUTIVE BOARD MEMBERS AND TRUSTEES**

**Section 1.** All Officers, Executive Board members and Trustees, 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 16 – REVENUE**

**Section 1.** A per capita tax shall be paid upon the full, paid-up membership of each local within the jurisdiction of the Council.

**Section 2.**

- a) Each affiliated local union, branch, unit component or lodge shall pay, before the last day of each month, for the preceding month, a per capita tax of thirty cents (\$0.30) per member per month.
- b) Effective on January 1, 2022, and on each succeeding January 1st, a per capita increase of one cent (\$0.01) per member per month.

**Section 3.** Any local three (3) months in arrears of per capita to the Council shall be notified by the Treasurer and if such local falls four (4) months in arrears, they shall not be entitled to seat delegates at Council meetings until all arrears are paid in full.

**Section 4.** The Executive Board shall be permitted to waive, reduce or suspend per capita tax for exceptional hardship cases provided the membership of the Council approve such a measure. Such measures shall be for a time-



limited duration.

**Section 5.** Any affiliated local who is in a legal strike or lock-out situation, will not be compelled to remit per capita taxes to the Labour Council for the duration of the labour dispute.

## **ARTICLE 17 – GENERAL PROVISIONS**

**Section 1.** The Council may approve donations, upon written request, for amounts not to exceed one hundred dollars (\$100.00) to a non-affiliate and two hundred dollars (\$200.00) to an affiliate.

**Section 2.** Donations in excess of the amounts in Section 1 above may be made only after a Notice of Motion has been presented at a regular Council meeting previous to the meeting where the proposed donation is to be considered.

**Section 3.**

- a) There shall be a stipend in the following amounts to the President, Treasurer and Secretary and Web-Master – one-hundred twenty-five dollars (\$125.00) per month. Stipend will not be paid to an Officer who fails to attend two (2) out of every three (3) consecutive meetings without a valid reason.
- b) The President, or other Officer or Trustee when delegated by the President, shall be reimbursed for two (2) days per month lost time to conduct Labour Council business. Time off regular employment must be taken in order to qualify for such lost time with the approval of the Executive Board.
- c) The President shall be paid fifty dollars (\$50.00) per month for cell phone usage.

**Section 4.** Delegates and Alternates elected to attend the Canadian Labour Congress, Ontario Federation of Labour or New Democratic Party Conventions, or other conventions, conferences or educational on behalf of the Council are entitled to the following:

- 1) Railroad fare to and from the destination, if outside of the Regional Municipality of Niagara, or the amount allotted for mileage by the CRA (Canada Revenue Agency) for personal vehicle use.
- 2) Single room occupancy rate or half of double room rate, if shared with another member, based on the corporate or negotiated rate being charged at the hotel or motel where the convention is being held.
- 3) Fifteen dollars for Breakfast (\$15.00), thirty dollars for lunch (\$30.00) and forty-five dollars (\$45.00) for supper when meals are not provided



when representing this Labour Council, upon approval of the Treasurer and President.

4) Parking will be reimbursed with receipts submitted.

5) Re-imbusement for lost time.

**Section 5.** No delegate in good standing shall be eligible for election to attend convention representing this Labour Council unless they have attended at least four (4) of the six (6) previous meetings for the first call for election. If necessary, the floor will be open for any delegate to stand on the second call for election to attend convention.

Notwithstanding the foregoing, a delegate who submits written notification of a valid reason to the Secretary, such as union business, sickness, vacation, or having to work a shift, and on the approval of the Executive Board, shall be credited with attendance insofar as their right to attend convention. This letter of notification must be in the Councils possession within ten (10) working days following any meeting.

## **ARTICLE 18 – OMBUDSPERSON**

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

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

## **ARTICLE 19 – AMENDMENTS**

**Section 1.** Proposed amendments to these By-Laws must conform with the Constitution and Principles and Policies of the Canadian Labour Congress, and must be submitted to the Council by Notice of Motion at least twenty (20) days before the proposed amendment is to be considered. Such amendments may 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 Executive Council of the Canadian Labour Congress.

## **ARTICLE 20 - ORDER OF BUSINESS**

The business of this Council in each regular meeting shall normally be conducted in the following order:





1. Roll Call of Officers.
2. Guest Speakers (if any).
3. Reading of Credentials (if any).
4. Minutes of the Previous Meeting.
5. Sergeant-At-Arms' Report.
6. Treasurer's Report.
7. Executive Committee Report on Correspondence.
8. President's Report.
9. Vice-Presidents' Report
10. Executive Recommendations.
11. Nominations for Office (if any).
12. Elections and Installation.
13. Canadian Labour Congress Report.
14. Workers Health and Safety Centre Report.
15. Union Reports: Reports of Delegates.
16. Standing Committee Reports.
17. Special Committee Reports.
18. Reports from Council Representatives Serving on Public and Private Boards and Commissions.
19. Unfinished Business.
20. New Business.
21. Good and Welfare of the Council.
22. Adjournment.