

Appendices to the Bylaws

N.B. these policies have been passed by the BoR and require ratification by the Union Council

To be Reaffirmed by the Union Council 2022

MUNACA Policy on Liberations	1
Policy on Cell Phone Stipend & Reimbursement	4
MUNACA Confidentiality Policy with explanations	5
MUNACA Trust Policy*	14
Bourinot's Rules of Order**	16
Voter Card Directives**	18

The Appendices are « working documents » of the union that set rules, guidelines, procedures, and-or restrictions for and on MUANCA operations. These documents can be modified by the union council or, if applicable, in following the modification procedure in the policy.

* The trust policy was adopted by membership and thus, its modification requires the approval of members by way of an AGM or SGA.

** Bourinot's Rules of Order are mandated by the PSAC as the parliamentary procedure for meetings. Herein is a summary of the rules. The Executive has produced voting cards as instructions on how these apply to AGMs and SGMs. Moving to a different parliamentary procedure may contravene PSAC rules. However, we do use Robert's Rules as well.

MUNACA Policy on Liberations

1. Purpose

- a) The purpose of this policy is to establish when and how the union will grant liberations. It applies to any liberation as per the definition below; however, the Executive Committee or Union Council may choose to grant additional liberations as per their discretion.

2. Definitions

- a) Union Delegates includes any elected, appointed, or recognised union volunteer in good standing doing union work in good faith with the implied, implicit or explicit support of the union.
- b) Liberation is regular work time of a union Delegates that is loaned from the employer to the union for the purpose of allowing the union Delegates to do union work during regular work hours.
- c) Regular work hours are the scheduled time for which the Union Delegates are normally required to be present at work and are paid by McGill. It does not include overtime.
- d) The union denotes the local of PSAC – MUNACA, or its successor organisation.
- e) The University refers to McGill University.
- f) The Union Council denotes the legislative body of MUNACA as defined by its bylaws.
- g) The Executive Committee denotes the executive body of MUNACA as defined by its bylaws
- h) Zero-Rated Liberation is a Liberation 2(b) for which the time used does not count toward MUNACA's liberation allotment or to the liberation hours billed to the union by the University.

3. Limitation of Liberations

- a) MUNACA is allocated a fixed amount of liberation hours per year. Any time used in excess of this amount is paid from the union budget to McGill administration at a fixed premium rate.
- b) Union Delegates are expected to try to limit their use of liberations whenever possible, and regard the liberation as formal work time in the name of the

union.

4. Allocation of Liberations

a) Union Delegates will be liberated according to the collective agreement. This requires a certain amount of advance notice.

b) Liberations for Meetings, Conferences, & Trainings (herein meetings)

- i) All official union meetings will be liberated automatically. Should the meeting or training take place all or in part during one's scheduled breaks, the union will not liberate the union delegates for time during one's break. For the purposes of this document, Annual General Meetings and Special General Meetings are not considered official union meetings.
- ii) The union will liberate a fixed amount of time for transport to all scheduled meetings during regular work hours with the exception of meetings that commence or finish at the end of one's scheduled shift. Members coming from the downtown campus will be allocated 15 minutes, whereas those from another site will be allocated a reasonable time as can be determined based on travel time for public transit or by car, as appropriate. Members requiring additional time can request a longer transportation liberation in writing.
- iii) If a meeting is scheduled to begin within 30 minutes following one's shift start time, or conclude within 30 minutes before one's shift end time, the union delegates should endeavour to modify one's schedule to accommodate the training or meeting. If this is not possible, the union will liberate this time for the union Delegates' personal use.
- iii) Union Delegates will need to confirm they used a liberation by filling out an attendance form, in writing to MUNACA staff, or confirming verbally to a Committee Chair or a MUNACA staff member.
- iv) Any liberated time not used (lateness, short meeting, etc) will be claimed back. The Committee Chair or a MUNACA staff member will be charged with requesting the claimback. Should the union Delegates require the unused time for other union business, they can request this to the Committee Chair.
- v) If the Union Delegates does not declare the use of a liberation as per article 4(b)(iii), the committee chairperson will be charged with determining if and how much of the liberation is used. If this is not done, MUNACA will claim back the entirety of the liberation.

c) Zero Rated Liberations

- i) As per the collective agreement, law, and custom, time used to meet with management for union business, to attend arbitration, to attend a meeting with a commissioner, conciliator, mediator, or other labour-related government official, or to attend legal-type hearings/meetings will be liberated at no cost to the union. Also, time needed for preparation for any meeting requested by management will also be liberated at no cost to the union.

- ii) Such liberations should be arranged between management and the Union Delegates .
- iii) The union Delegates may request a zero-rated liberation be sent to their supervisor from the union. In this case, the employer's designated Labour Relations Agent will be included in the request.
- iv) Preparation time for meetings made at the request of the Union Delegates will be liberated as per article D.

d) Other liberations

- i) Union Delegates are expected to volunteer their time for union work where possible; however, the union will provide liberations on request.
- ii) The union, on request, will provide 3 hours of liberation to non-Executive Union Delegates per month for union work that does not fall into the aforementioned categories (Article B, C).
- iii) The union will provide additional liberations on the request of the non-Executive Union Delegates if the non-Executive Union Delegates provide in writing the reason for the additional liberation.
- iv) Executive Union Delegates who are not liberated on a full time basis may request recurring liberations for union work. The Union Council reserves the right from time to time to request proof that union work is being done during this liberated time.
- v) For any time liberated under this article, Union Delegates must confirm that they used this time within three business days of its use.

5. Liberation Standards for Meetings

- a) Meeting times are normally as follows. These numbers do not include travel allowances.
 - 1) Health & Safety: 1 hour
 - 2) Union Council: 3 hours
 - 3) Solidarity Committee: 1 hour
 - 4) Grievance: 2 hours
 - 5) Executive: 2 hours
 - 6) Communications Committee: 1 hour
 - 7) Finance: 1 hour
 - 8) Bargaining: As determined by the President.
- b) Any committee, except the Union Council, may request additional or less time as needed to the President by way of their delegate. The Union Council may determine a meeting time that is greater or shorter in length at its sole discretion.

5. Transitional Notes

- a) This document becomes effective on the date it is adopted by the Union Council. Any adjustments to terminology used in this policy, mutatis

mutandis, made by the President should modification to the structure of the union affect the application of this policy.

Policy on Cell Phone Stipend & Reimbursement

1. The purpose of this policy is to establish financial guidelines on personal mobile use for union purposes. It applies to all Executives & Stewards as per the below definition; however, the Executive or Union Council may choose to grant exceptions to the policy at their discretion.

2. Definitions

- a) An executive is any executive as defined in the MUNACA bylaws or standing policies
- b) Steward include any appointed, or recognised union member (except executives) in good standing doing union work in good faith with the implied, implicit or explicit support of the union
- c) Mobile device is any canadian mobile telephone with a personal monthly, ongoing, or term contract, paid by an individual, that includes telephone services.
- d) MUNACA refers to both the MUNACA labour union, and its successor bargaining unit

3. Executive Stipend

- a) On the conditions below, MUNACA will allocate \$ 45 dollars (inclusive) per calendar month to each executive, on request, to subsidise the cost of this person's mobile plan. The executive will not need to provide proof of costs; however, the Union Council may request proof the below conditions are met.

b) Conditions

- i) The executive should provide the number to MUNACA staff, executives, and Union Council members on request.
- ii) The executive must use the mobile device for MUNACA purposes on a regular basis
- iii) The executive must remain accessible to members or affiliates with open issues handled by this executive within a reasonable delay
- iv) The executive must include this person's title in their voicemail message (if appropriate)

4. Steward & Executive Reimbursement

- a) On the conditions listed below, and included in any MUNACA accounting or reimbursement policy, MUNACA will reimburse unavoidable overages costs to Executives or Stewards

b) Conditions

- i) The Steward or Executive must make every effort to avoid charges, such as by using a landline, reducing call time, purchasing a roaming package or using a wifi internet service

- ii) The costs of the overage must be comparable to industry standards
- iii) The Steward or Executive must seek pre approval from a MUNACA Executive or Staff for a specific charge or a potential charge unless such approval is not possible.
- iv) The Steward or Executive must submit proof of the expense within fifteen calendar days or incurring the expense.

5. Transitory Remarks

- a) The executive reimbursement will be retroactive to June 2016 on request of the Executive. This person must demonstrate having used their mobile device for MUNACA purposes since this date.

MUNACA Confidentiality Policy

Explanation does not form part of the policy

Original	Explanation**
<p>1. Purpose</p> <p>a) The purpose of this policy is to establish formal rules on the disclosure and nondisclosure of information, meeting minutes, contracts, discussions, and any other communication done during the course of MUNACA's operations.</p> <p>b) This policy recognises that in order for meetings to have integrity each participant must be able to speak freely and with a sense of dignity. This must be balanced with a sense of accountability: each word and opinion expressed is an act.</p>	<p>The explanation serves only for informational purposes. In the event of a discrepancy, the actual wording of the policy should be considered correct.</p> <p>Clause serves to contextualise policy. Does not present restrictions or rights.</p> <p>Provides a goal of the policy and explains the policy is designed for all MUNACA type work.</p> <p>Underlines the importance of mutual respect in communications. Notes that actions take part as part of a bigger context</p>
<p>2. Definitions</p> <p>a) Elected Delegate is any MUNACA representative, recognised by the union for an Delegate purpose who holds at</p>	<p>Definitions in a legal context allow for the real world to change, but the policy still apply. For example, if MUNACA changes its name to Superfununiontime, because this section defines MUNACA as the current union or its successor organization, the bylaws still apply. In other words, language can change, but the rules still hold their original intent.</p> <p>Union Council members</p>

<p>least one current position within the union for which she or he was elected by the union's membership;</p> <p>b) Non-elected Delegate is any MUNACA representative, recognised by the union for an Delegate purpose, who does not hold at least one current position within the union for which she or her was elected by the union's membership;</p> <p>c) Official Meetings include any scheduled meeting of a MUNACA committee, union council, ad-hoc committee or other body having an official capacity;</p> <p>d) MUNACA Business Discussion refers to any verbal communication between an Delegate and an affiliated person or group for a purpose related to the objectives and operations of the union. Such may include conversations on operations with staff, steward to member discussions, or meetings between Delegates and management.</p> <p>e) MUNACA carries its usual meaning or denotes its successor organization.</p> <p>f) MUNACA Affiliates include any party or individual who, by nature of their position, role, or status, is considered associated with the union for a limited or unlimited purpose. The nature of the relationship will determine what the affiliate</p>	<p>Stewards or other members acting on behalf of the union</p> <p>Any committee meeting or ad-hoc meeting where minutes are or should be taken including AGMs</p> <p>Definition extends to any verbal communication between a delegate and another person or group about MUNACA related operations or its members (in a labour relations, HR, health and safety, etc context). If the conversation is about something related to MUNACA's mission, it is covered by this.</p> <p>Affiliate includes non-members who are involved in MUNACA for a specific reason. This might include our staff; PSAC staff and representatives; people we contract for a service (lawyer, photocopier supplier, accountant, water supplier); McGill management and representatives; the Canada Post deliver person, etc. Basically anyone who might intentionally be involved with MUNACA. Someone who is considered an affiliate in one context, or at one moment of time might not be in</p>
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<p>should be made privy to. Affiliates will include, but not be limited to, MUNACA staff, PSAC representatives, union suppliers, contracted lawyers, McGill Delegates, etc.</p> <p>g) Meeting Minutes are the approved official record of an Delegate Meeting.</p> <p>h) Operational Purpose refers to an intention which falls within the objectives of MUNACA and its members.</p> <p>i) The Union Council denotes this body as per the MUNACA bylaws or its successor entity.</p>	<p>another.</p> <p>Minutes are the approved minutes</p> <p>This means that something was intentionally done in a MUNACA context or with an intent to affect MUNACA (or its members in a labour relations, HR, H&S, etc context) from within.</p>
<p>3. Scope & Enforcement</p> <p>a) This policy is subordinate to, in order: the Law, the PSAC constitution, and the MUNACA Bylaws.</p> <p>b) The President of MUNACA will be charged with enforcing this policy, with any final decisions appealable to the Union Council of Representatives.</p>	<p>In the event that something in the policy contradicts with other rules, that item will be without effect. The law, PSAC policy, and the Bylaws always come before the policy</p> <p>The president is responsible for handling confidentiality concerns; however, the union council always has final say</p>
<p>4. Audio and-or Video Recordings</p> <p>a) Official meetings may not be taped by way of audio and-or video recording without first disclosing to the body that the meeting shall be recorded. Such a rule shall not apply to the Annual General Meeting or</p>	<p>One must ask permission to record an official meeting, except for General meetings which shall always be recorded</p>

<p>Special General Meeting, which shall always be recorded.</p> <p>b) Notwithstanding 3(a), a meeting may be recorded without disclosing this fact if the person making the recording does so with the intent to prevent or identify a crime, breach of ethics, harassment or false accusation, or breach of policy. In such a case, should the recording identify a breach of ethics or breach of policy, the recording should be shared with the President of the Union and the offending party, or in following PSAC procedures. If the recording does not identify a breach of ethics or breach of policy, it should be destroyed within one week.</p>	<p>Despite the previous rule, you can secretly record a meeting if you are doing so to prevent, identify, or obtain proof of a violation of policy or ethics. If you do find something, you must share it with the President of MUNACA and with the person who committed the infraction. If the recording does not provide evidence of a problem, it must be deleted within one week.</p>
<p>5. Confidentiality of Official Meetings</p> <p>a) The content of Official Meetings, except that which takes place during closed session, is confidential except to MUNACA members and the appropriate MUNACA affiliates.</p> <p>b) The content of closed session official meetings is confidential to everyone except those present at the time of the closed session and any member of the MUNACA body who was entitled to be present, but was not present.</p> <p>c) Notwithstanding 4(a) and 4(b), any content of an open session</p>	<p>Only MUNACA members and affiliates should be made privy to open session minutes and discussion of the contents of an official meeting. In other words, the content of MUNACA meetings is not public knowledge, but rather MUNACA knowledge.</p> <p>Only the people in the room during the closed session and those who were entitled to be there, but not there (ex: committee members who were sick) are allowed to know closed session minutes and the content of closed session discussion is confidential</p> <p>Despite 5(a), if an open session discussion concerns a member, and that discussion is of a very personal nature,</p>

<p>official meeting which concerns information on an individual who is not a member of that body and that lay person may consider to be personal in nature, is considered confidential as in 4(b) except if, by nature of the information, it must be disclosed for an operational purpose.</p>	<p>it should be kept confidential from everyone except the committee members and anyone who needs to know about it. For example, if an open session discussion was about a member's dismissal for alcoholism, this information should only be need-to-know.</p>
<p>6. Confidentiality of Minutes</p> <p>a) The minutes of official Meetings, except that which takes place during closed session, is confidential except to MUNACA members and the appropriate MUNACA affiliates.</p> <p>b) The draft (unapproved) minutes of an official Meeting are confidential to everyone except the Delegates who were entitled to be present at the meeting.</p> <p>c) The minutes of any official Meeting may only be circulated electronically to the members of that body and the appropriate MUNACA affiliates. On request, any entitled party must be given access to open session minutes; however, they may only be disclosed in a manner that prevents the redistribution of these minutes.</p>	<p>Members and appropriate affiliates (ex: staff, auditor) are entitled to open session minutes. No one else (ex: management, the public) should be given access to them.</p> <p>Unapproved minutes should not be shared outside the committee and appropriate affiliates (ex: staff, computer technician if minutes are lost on a hard drive).</p> <p>Committee members and appropriate affiliate (ex: staff, accountant, PSAC, Vice President MUNACA) can receive the minutes via email or take a paper copy with them. Members who are not committee members can only see the minutes in such a way that they cannot give them to someone else (they cannot be sent electronic copies of minutes, or take a picture of the printed minutes).</p>
<p>7. Confidentiality of MUNACA Business Discussion</p> <p>a) The content of any MUNACA Business Discussion is confidential except to MUNACA members and the appropriate MUNACA affiliates.</p>	<p>** See definitions at 2</p> <p>MUNACA Business Discussion should not be shared with non-members and affiliates who are not concerned by the matter (ex: changes to the hardship loan policy should not be shared with MUNACA's custodian)</p>

<p>b) Notwithstanding article 6(b), any MUNACA Business Discussion which, by its nature, could be used to harm the bargaining position of the union, a grievance, or claim; or harm the dignity of the union, a group, or an individual, shall be disclosed only for an operational purpose.</p>	<p>Despite this, if the subject matter could be used to embarrass or harm a member, a grievance, the union, a non-member, etc, it should not be shared at all unless you have a practical reason for sharing it (ex: discussing photocopier suppliers with an office supply representative you know). In other words, when disclosing a discussion about MUNACA related matters could cause harm, it should be need-to-know.</p>
<p>8. Confidentiality of Operational Documents</p> <p>a) Any document, unless specifically designed for public dissemination by the union, shall be considered confidential except to MUNACA members and the appropriate MUNACA affiliates.</p> <p>b) The author of an operational document shall be entrusted with determining who, within the union and its appropriate MUNACA affiliates, is privy to the document in following the spirit of the union's confidentiality practices and policies. If limitation are not produced, the document shall be considered confidential to everyone except MUNACA members and appropriate affiliates. The Union Council or Executive reserves the right to revise the determination at any time.</p> <p>c) The bylaws of the union shall be considered designed for public dissemination.</p> <p>d) The Financial Statement Summary and the Audit of the union shall be considered</p>	<p>Only members and appropriate affiliates should be made privy to MUNACA's print and electronic documents</p> <p>If someone creates a document, they get to decide who is allowed to see it. This said, there must be a valid and logical reason for the restrictions. The Union Council and Executive can override this decision</p> <p>Bylaws are public.</p> <p>Any member can see the financial statement summary and audit report.</p> <p>Any member can ask to any aspect of MUNACA's financial records except in cases where that could negatively impact a member, grievance, the union,</p>

<p>designed for divulcation to any MUNACA member.</p> <p>e) Any financial transaction or document that, its divulcation is not liable to harm the bargaining or strategic position of the union or an ongoing grievance, claim, or demand, shall be considered designed for divulcation with any MUNACA member.</p> <p>f) Notwithstanding 7(e), the union reserves the right to refuse any abusive or onerous requests for the dissemination of a financial transaction.</p>	<p>etc.</p> <p>Despite (e), MUNACA can refuse requests for financial records if the requests are abusive (ex: making requests exclusively to create a burdensome amount work).</p>
<p>9. Super Disclosure</p> <p>a) If a delegate becomes in the possession of a piece of knowledge that the Delegate believes to suggest a breach of ethics, breach of personal ethics, undisclosed conflict of interest, crime, or an unaddressed action that may lead to serious harm to the union or its members, and the confidentiality policy prohibits the disclosure of the information to a party that is able to address the issue, the Delegate shall have recourse to a super disclosure process.</p> <p>b) If the Delegate believes to have sufficient evidence of a crime, this person must inform the MUNACA president, who will inform, if appropriate, the the REVP of the PSAC and the Union Council; however, if the MUNACA president and-or the REVP of the PSAC is implicated in the potential crime, the Delegate must contact the chairperson of the Union Council. Any matter considered to be with merit will be brought</p>	<p>Whistleblowing</p> <p>If you find out a member, committee, MUNACA affiliate, etc appears to be doing something unethical, you have access to this super disclosure (whistleblower) clause. This article (8) overrides any other article in this policy.</p> <p>Whistleblowers for potential criminal matters must inform the MUNACA president of their concern. The president will inform, at this person's discretion, the REVP of the PSAC and-or the UC, except if the concern is meritless (such as if it is based on a misunderstanding). Despite this, if the MUNACA president or the REVP is involved in the concern, the whistleblower can go straight to the union council.</p>

<p>to the Union Council.</p> <p>c) If the Delegate believes a situation in 9(a) arises, except for a crime, the Delegate should, except when immediate action is required to prevent irreparable harm, first attempt to address the concern with the source of the information and-or the implicated party. If, within 24 hours of first attempting to contact the implicated parties, the Delegate is not able to resolve the issue, she or he will be permitted to disclose the information as per 9(d).</p> <p>d) When the Delegate is not able to resolve an issue as per 9(c) or the issue must be disclosed immediately to avoid irreparable harm to the union or its members, the Delegate should disclose the information to a party competent to address or resolve the concern. The Delegate should privilege disclosure with the following competent parties: a member of the Union Council or the Executive. If these parties are not able to address the concern, or all of these parties are implicated in the concern the Delegate may bring the matter to an appropriate MUNACA affiliate or a member who is not an Delegate.</p>	<p>Whistleblowers for ethical concerns (not crimes), should first try to resolve the issue with the person they think is behind the ethical concern. If you cannot resolve the issue with the person committing the infraction, or you cannot reach this person within 24 hours, you can disclose your concern. An exception to the 24 hour rule is when you need to disclose the concern immediately to prevent irreparable harm. In this case, you can disclose right away.</p> <p>After 24 hours, if the concern requires immediate action, or if you cannot resolve your issue, you should go to a member of the UC or the Executive with your concern. If these people cannot be reached, or they are implicated themselves, you can go to any MUNACA member or an appropriate affiliate (ex: PSAC staff or the REVP).</p>
<p>10. Supremacy of the Union Council</p> <p>a) Notwithstanding the contents of this policy, any member of the Union Council must be given access to any MUNACA Operational Document or Minutes on request. Such a</p>	<p>The UC is entitled to any document on request.</p>

<p>document may not be redistributed, except within the scope allowed by this policy or law.</p> <p>b) The Union Council, by way of a supermajority vote, may elect to disseminate or establish other confidentiality designations for any document or Munaca business discussion if such disclosure is in violation of an article of this policy.</p>	<p>The UC can pass a resolution in violation of this policy, and the resolution will still apply.</p>
<p>11. Breach of Confidentiality</p> <p>a) Should a Delegate take an action that is recognised by the Union Council to be in violation of this policy the Union Council will normally, at its discretion, impose censure on the offending person. Repeat or severe infractions will normally, at the Union Council's discretion, will normally result in a more severe penalty or suspension of Delegate privileges.</p>	<p>Provides guidelines for sanctions. A normal sanction is censure as per Bourinot's rules of order. Severe or repeat infractions warrant more severe sanctions, including the removal of a delegate's status as delegate (ex: steward).</p>

Guidelines for Investigating disputes between members

It is the union's duty to represent all members, and we must be seen to do so in a diligent and unbiased manner.

To ensure this whenever two or more members contact the union with complaints about each other we must assign different representatives to investigate their complaints and to represent them. At least two members should be assigned to each side, ideally one steward and one member of the Executive. **There should be no communication between those representing the complainant and the respondent.** (Ideally, neither the VPLR nor members of the grievance committee should be called upon in these matters. In practice, however, this may be difficult to avoid.)

If all members freely agree, in writing, to mediation we should assign someone uninvolved in the dispute to attempt mediation. Said member will require training, and any resources that they may need must be supplied by the Union.

Any meeting with management should not be influenced by claims made by other members. The same principle must hold should it become necessary to file grievances: the VPLR must draft them solely based on the files submitted by each representative and not take into account claims made by other members. There should be no cross contamination of the investigations, in other words. Anyone involved in investigating competing claims should refrain from any discussions at the grievance committee.

Finally, it is a fine line to walk, but as a union we must fulfill our legal obligations to all members; however, we should in no way be seen as supporting psychological harassment or any other kind of harassment or discrimination.

MUNACA Trust Policy

1. The purpose of this policy is to establish internal MUNACA guidelines for the governance and use of the Trust, further to any guidelines or regulations established by law or by the Trust Agreement.
2. Definitions
 - a. Classification: Unless stated otherwise, any body mentioned herein will refer to a body of MUNACA.
 - b. MUNACA Trust: The Trust established in 2009 under Quebec law, with Maria Ruocco as settlor, and MUNACA as the sole beneficiary. This definition shall be extended to any successor of this Trust.
 - c. Alliance McGill: The name of the merged union comprised of AMUSE and MUNACA bargaining units.
 - d. Board; Board of Representatives: The legislative body of MUNACA comprised of elected officials appointed to govern the union.
3. Scope & Enforcement
 - a. This policy is subordinate to, in order: the Law, the Trust Agreement, and the MUNACA Bylaws.
 - b. The Trustees of the Trust Agreement who also sit on the MUNACA Executive will be charged with enforcing this policy.
4. Conditions of Spending
 - a. Interest

- i. Revenue earned by the Trust in excess of inflation, as established by the Quebec Consumer Price Index of the April (each year), shall be included as revenue in the MUNACA annual budget, subject to 4(a)(iii).
 - ii. In addition to union dues, revenue from the Trust will be used to fund MUNACA's operations.
 - iii. Should the Executive Committee deem that the budget does not need some, or all, of the Trust revenue, they may recommend to the Board that a portion or none of the Trust revenue for the year in question be removed from the Trust.
- b. Capital
 - i. Up to five percent (5%) of the capital of the Trust, which includes any inflationary increase, can be used by recommendation of the Board without membership approval, for:
 - 1. A MUNACA Strike Pay top-up.
 - 2. Compensatory MUNACA revenue in the event of a strike, which can offset lost dues and cover associated costs.
 - 3. A project of a legal or labour relations nature, which the PSAC does not fund, or, in the view of the Board of Representatives, the PSAC does not adequately fund, that would affect a sizable portion of MUANCA members or a sizable portion of potential MUNACA members, and that, if the project were to be successful, would have a long term financial benefit to the union and its members.
 - 4. Research projects of which the objective is to improve the working conditions of MUNACA's members and/or strengthen the bargaining position of MUNACA.
 - ii. On approval of the Board of Representatives, up to five percent (5%) of the capital of the Trust can be used for any legal project if the situation of the union prevents the union from holding a Special General Assembly (SGA), or an Annual General Meeting (AGM).
 - iii. The capital of the Trust, which includes any inflationary increase, may be used for any reason not previously covered under this article upon approval of the majority of MUNACA members present at a SGA or AGM.
- 5. Modification
 - a. This policy will be subject to the rules governing the modification of bylaws. Modification will, consequently, require approval of membership at an SGA or AGM.
- 6. Policy Transitional remarks

- a. This policy will come into effect on the day of its approval by members. Any revenue withdrawn from the Trust prior to approval will be subject to any rules in effect at the time of the withdrawal.

7. Merger Transitional Remarks

- a. Given the pending merger with AMUSE, the MUNACA membership will propose the Draft Alliance McGill Trust Policy, attached at Appendix One, for approval by AMUSE and MUNACA memberships as part of a Bylaws Merger AGM.

**Policy ratified by members and thus holds bylaw status

Bourinot's Rules of Order

Bourinot's Rules of Order at a Glance

To take this action:	You say:	May interrupt the speaker?	You must be seconded?	Is the motion debatable?	Is the motion amendable?	What majority is required?
Move a motion	I move...	No	Yes	Yes	Yes	Majority
Change a motion (you may not merely amend to negate)	I move that the motion be amended to read...	No	Yes	Yes	Yes	Majority
End debate on a motion	1. I call the question...	No	Yes	Yes	No	Motions on which question is called will be debated at the next meeting if the motion fails
	2. I move that Council proceed to the next order of business	No	Yes	No	No	Majority
Consider something out of its scheduled order	I moved the agenda be amended in order to deal with the following item....	No	Yes	No	No	Majority
Have a motion studied more before voting on it	I move that the motion be referred to...	No	Yes	Yes	Yes	Majority
Postpone further discussion on a motion until a more desirable/appropriate time	I move that the motion be deferred until.... (a specific time or indefinitely)	No	Yes	Yes, only to time	Yes	Majority
Postpone consideration of a motion so that more urgent business can be attended to	I move that the motion be tabled. (Consideration of motion may resume upon motion that the matter be taken from table.)	No	Yes	Yes	No	Majority
Raise a matter previously deferred (if at a different time from when was decided)	I move that the motion about _____, previously deferred be considered at this time.	No	Yes	No	No	Majority
Raise a matter previously tabled	I move that the motion about.... be lifted from table	No	Yes	No	No	Majority
Reconsider a motion that has failed	I move that the motion about... be reconsidered at the next meeting. (Written notice of motion must then be provided, advising that the matter will be readdressed at the next meeting).	No	Yes	Yes	No	2/3 Majority
Object to something which prevents your continued participation (e.g. excessive noise)	Point of Privilege	Yes	No	No	No	No vote taken, Chair rules
Seek clarification from the previous speaker	Point of Information	Yes, if urgent	No	No	No	No vote taken, Chair rules
Overturn the ruling of the Chair	I challenge the Chair on...	Yes	Yes	Yes	No	Majority
Enquire about procedure or consequences	Point of Order	Yes	No	Yes, only on the point	No	No vote taken, Chair rules
Object to incorrect procedure being used	Point of Order	Yes	No	Yes, only on the point	No	No vote take, Chair rules

Rules of order are procedures by which meetings can be conducted in an orderly fashion, issues debated and motions passed according to the majority but with due

regard to the rights of the minority. For the most part, Rules of Order are based on common sense and the need to move through an Agenda expeditiously.

Duties of the Chair: The Chair conducts meetings, preserves order and decorum, and interprets the Rules of Order. The Chair is impartial and may not take part in the debate nor vote.

Agenda and Minutes: The Agenda is the order of business for the meeting. It describes the items for consideration and gives the order in which they will be taken up. The Agenda must be passed or adopted before the meeting can commence. The adoption of the minutes of the last meeting ratifies any decisions taken at that time. Any changes in the Agenda or minutes must be proposed and considered before the Agenda and minutes are adopted. An item on the Agenda may be taken out of sequence and disposed of only by majority consent.

Motions: A motion is a proposal made pursuant to an item of the agenda that certain actions be taken, certain views become policy, etc. which is then debated, possibly amended and voted on. There are also motions that propose procedures for considering other motions, e.g. Motions to Table, to Divide the Question, to Put the Question, to Adjourn, to Amend. Any member may move a substantive or procedural motion as long as it is 'in order'. A substantive motion or "an important motion, or one containing a number of considerations, should be prepared in writing and given to the Chair, preferably in advance of the meeting." The mover of a motion is allowed to speak first on the motion followed by the seconder. Questions about the motion are directed to the Chair, thence to the mover or person to whom they are addressed. The mover may withdraw her/his motion with majority consent.

Amendments: A motion to amend a (main) motion must be relevant to that motion and properly moved and seconded. An amendment may propose: (a) to leave out certain words, (b) to insert or add certain words, (c) to leave out certain words in order to insert or add other words. When 'in order', an amendment takes precedence over the main motion and becomes the subject of debate. It must be accepted or rejected before debater everts to the main motion. If accepted, the main motion as amended is debated. If it fails, the main motion is unchanged. A sub-amendment may be proposed to an amendment under the same conditions as an amendment is moved to a main motion. At no time may there be more than one main motion, one amendment and one sub-amendment on the floor. When all three exist, the Chair submits them in the reverse order to which they were moved. A motion, once defeated, cannot be re-introduced as an amendment to some other motion. The mover, with the consent of the seconder, may incorporate a 'friendly' amendment into the main motion if the mover and seconder of the amendment are agreeable.

Quorum: The quorum of a meeting is the minimum number of members required by the Constitution to conduct business. When the absence of a quorum is brought to the attention of the Chair the meeting adjourns and sets a date for a future meeting. The agenda item then being considered dies for that meeting but may be re-introduced at the next meeting. Motions passed and items considered prior to the absence of a quorum being noticed are valid and may stand.

Voter Card Directives



Voting Card

For Formal Union Meetings

Your Union is required to follow formal rules for its Meetings. These rules allow for everyone to participate in a meaningful and respectful way. To speak, you must obtain the floor. Here are some things you can do.

- **Approach the Microphone :** When the Chair is inviting questions or debate, you may speak at the microphone. The Chair may set a time limit or limit the number of times a person can speak per subject. If the subject involves a vote (a motion), you can request that a secret vote be held.
- **Point of Privilege:** You can interrupt the meeting, if needed to raise concerns of comfort, noise, safety, etc. Example: speakers are not working.
- **Point of Order:** You can interrupt the meeting if you believe an error of procedure has been made. Example: Chair skips an agenda item.
- **Point of Information:** If you need to clarify something, you can raise your hand at any time. The Chair will call on you for your question. This is only to clarify what has been said. Most questions should be asked during question period.
- **Amend:** When debating a motion, you can ask to modify parts of it. Raise your hand.
- **Table:** When debating a motion, you can ask to postpone it.



Carte d'Électeur

Pour les assemblées syndicales

Votre syndicat doit se conformer à certains règlements formels lors de ses assemblées générales. Ces règlements permettent à chacun(e) de participer de façon significative et respectueuse. Avant de vous exprimer, vous devez obtenir la parole. Voici quelques règles d'usage :

- **Approcher le microphone:** Vous pouvez parler au microphone lorsque le président(e) reçoit des questions ou ouvre le débat. Le président(e) peut imposer une limite de temps ou limiter le nombre de fois qu'une même personne peut parler d'un sujet donné. Si le sujet entraîne un vote (une motion), vous pouvez demander un vote secret.
- **Question de privilège:** Vous pouvez interrompre une assemblée, au besoin, pour soulever un problème relatif au confort, au bruit, à la sécurité, etc. Par exemple : les haut-parleurs ne fonctionnent pas.
- **Question de procédure:** Vous pouvez interrompre une assemblée si vous croyez qu'une erreur de procédure fut commise. Par exemple : le président a sauté un item à l'agenda.
- **Question d'information:** Vous pouvez lever votre main à tout moment pour demander des clarifications. Le président s'adressera à vous pour recevoir votre question. Ceci n'est que pour clarifier ce qui vient d'être dit. La plupart des questions sont réservées pour la période de questions.
- **Modification:** Lorsqu'une motion est débattue, vous pouvez demander d'en modifier certaines parties.