

Ontario Public Service Employees Union

Local 549

Bylaws

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Bylaw 6

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PREAMBLE

These Bylaws exist to support and direct the self-government of Local 549 in keeping with the spirit and the letter of the OPSEU Constitution, in its most current and correct form, and in answer to the needs of the Local. Any Bylaw adopted by this Local, and any subsequent changes or amendments thereto, must not be in conflict with the OPSEU Constitution with the understanding that any policy or procedure expressly stated herein supersedes Article 29; however, in the absence of a Bylaw that addresses a specific circumstance, any appropriate policy or procedure expressed in Article 29 shall stand, all in accordance with Article 12.5.1.

A) CHRONOLOGY OF AMENDMENTS

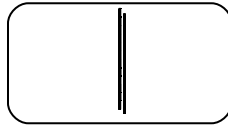
Adopted	Approved	Notes
		first complete set of Bylaws adopted by Local 549

B) INTERPRETATION AND ABBREVIATIONS

- B.i “OPSEU” means Ontario Public Service Employees Union
- B.ii “O.P.S.” means Ontario Public Service
- B.iii “B.P.S.” means Broader Public Service
- B.iv “Constitution” refers to the Constitution of the Ontario Public Service Employees Union
- B.v “Article” refers to a specific passage within the OPSEU Constitution
- B.vi “Bylaw” refers to a specific passage within this document
- B.vii “Working Area” is used with the same meaning as in Article 29.1.1. The term “Working Area Steward”, or abbreviated to simply “Steward”, can be considered equivalent to what the Constitution terms “Shop Steward”. The term “shop” has an association with specific Working Areas for this Local and is therefore deliberately avoided in the general reference to this Local’s Stewards.
- B.viii Interpretations and abbreviations as stated in Article 2 are recognised and used in these Bylaws as well.

Bylaw 1

NAME

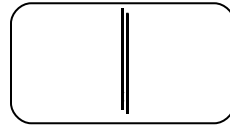


- 1.1 This Local of the Ontario Public Service Employees Union (OPSEU) shall be known as Local 549 of Region 5 unless directed otherwise by the President and/or the Executive Board of the said Union.

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Bylaw 2

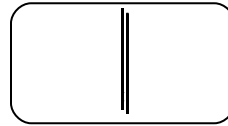
JURISDICTION



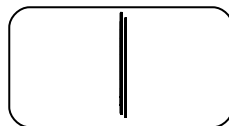
- 2.1 Jurisdiction of Local 549's area of representation shall be set from time to time by the Executive Board of the Union (as per Article 12.2.2).

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Bylaw 3 STRUCTURE



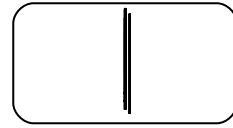
- 3.1 Local 549 is a composite local (as per Article 12.2.4) and is divided into Units as follows:
Unit 1: Ontario Science Centre – O.P.S. Staff
Unit 2: Ontario Science Centre – B.P.S. Staff
- 3.2 Each Unit shall be divided for representation into Working Areas (as per Article 29.1.1).
- 3.3 Each Working Area shall be entitled to representation as follows (as per Article 29.1.2):
 - 3.3.1 Each Working Area shall elect by due process a minimum of 1 Working Area Steward from among the membership in that Working Area.
 - 3.3.2 Each Working Area may elect one additional Steward plus one for every 5 Local members belonging to that working Area, as deemed necessary.
 - 3.3.3 Each Steward is automatically a member of the Local Executive Committee (LEC). The members of the Local shall elect by due process the Officers of the LEC from among the Stewards, in accordance with Bylaw 9. All Stewards not elected as Officers of the LEC shall be known as LEC Members-at-large.
 - 3.3.4 Each Steward is subject to the responsibilities and rights outlined in Article 8.
 - 3.3.5 All Stewards must be Members in Good Standing, as defined in Article 6.3, as well as being subject to any other Articles of the OPSEU Constitution or any Bylaws of the Local concerning eligibility of candidates for the position of Steward.
 - 3.3.6 If any Steward should lose his or her status as a Member in Good Standing, he or she shall also lose his or her position as a Steward (as per Article 7.2). Should he or she be reinstated as a member, reinstatement as a Steward is not automatic; he or she must resubmit to the regular election process.
- 3.4 Bylaw 3 will be amended as required upon written notification from the President of OPSEU, and/or Executive Board, of Units to be added or removed from Local 549's jurisdiction, in accordance with Article 12.6.2.



Bylaw 4 AUTHORITIES

- 4.1 The following documents as listed shall be the governing authorities for the administration, policies and procedures of Local 549:
 - 4.1.1 The Constitution of the Ontario Public Service Employees Union
 - 4.1.2 The OPSEU Policy Manual
 - 4.1.3 Bylaws of the Local (as per Article 12.5.1 and Article 12.5.2).
 - 4.1.4 O. Garfield Jones' Parliamentary Procedure at a Glance (as per Article 13.11)
 - 4.1.5 Robert's Rules of Order (as per Article 29.7.3)
 - 4.1.6 Instructions received by the Local from the President and/or the Executive Board of OPSEU
 - 4.1.7 All applicable contracts and/or agreements approved by the President of OPSEU or his or her designee(s).
- 4.2 These documents shall be made available to the membership and be present at all meetings over which they may bear sway, as is reasonably possible.

Bylaw 5 POWER OF ADMINISTRATION



- 5.1 The membership is the highest authority of the Local and shall be empowered to take or direct any action consistent with the Constitution or Bylaws.

- 5.2 Between General Membership Meetings, the Local Executive Committee shall be the highest authority of the Local and shall be empowered to act on behalf of the Membership to the extent that urgent business requires prompt and decisive action, subject to subsequent membership approval.

- 5.3 Between meetings of the Local Executive Committee, the Local President shall exercise general administrative authority and shall be empowered to act on behalf of the Local Executive Committee, subject to subsequent approval of the Local Executive Committee.

Bylaw 6 ELECTED OFFICERS



6.1 LIST OF ELECTED OFFICERS

6.1.1 (As per Article 29.2.1) The Elected Officers for Local 549 shall be:

6.1.1.1 President

6.1.1.2 Vice-President

6.1.1.3 2nd Vice-President

6.1.1.4 Secretary

6.1.1.5 Treasurer

6.1.1.6 Chief Steward

6.2 DUTIES OF THE LOCAL PRESIDENT

6.2.1 As per Article 29.5.1.

6.2.2 Be the First Delegate to all OPSEU Conventions (as per Article 13.5.1), all Regional Meetings excluding O.P.S. Regional Demand Setting Meetings, and all other Meetings (Area Council, Labour Council, etc.).

6.2.3 To ensure Delegates and Alternates are elected for all Conventions and Meetings.

6.2.4 To instruct and direct Committees and Officers of the Local, per Policies of the Union and Local (as approved by the Local Executive Committee).

6.2.5 Ensure the Local Secretary receives a copy of all correspondence addressed to the Local for the Local file.

6.2.6 To be an ex officio member of all Local Committees except where expressly stated otherwise, and as such ensure correct and accurate records of financial disbursements of those Committees in accordance with Union and Local policy.

6.2.7 Should a vacancy occur in the office of the Local President, the First Vice-President shall assume the responsibilities of the Local President until a by-election can be called, in accordance with Article 29.4.2.

6.3 DUTIES OF THE LOCAL VICE-PRESIDENTS

- 6.3.1 The First Vice-President, as per Article 29.5.2.
- 6.3.2 The First Vice-President shall be responsible for the Treasurer's Report in the absence of the Treasurer at any meeting of the Local.
- 6.3.3 The First Vice-President shall assume the responsibility for the taking of Minutes in the absence of the Secretary at any meetings of the Local.
- 6.3.4 The First Vice-President shall assume the responsibilities of the President of the Local in his or her absence.
- 6.3.5 The Second Vice-President is to act as Liaison Officer for the BPS members of the Local, and as such shall ensure proper representation and compliance with the Union and Local Policy in accordance with Article 17.
- 6.3.6 The Second Vice-President shall assume the responsibilities of the First Vice-President in his or her absence.
- 6.3.7 Either the First or Second Vice-President shall assume the duties of the Secretary and/or Treasurer in their absence.
- 6.3.8 Should a vacancy occur in the office of the First and/or Second Vice-President, the Local Executive Committee shall elect from Local Stewards a temporary First and/or Second Vice-President until a By-Election can be called, in accordance with Article 29.4.2.

6.4 DUTIES OF THE LOCAL SECRETARY

- 6.4.1 As per Article 29.5.3.
- 6.4.2 Ensure the Local files are kept in an orderly, business-like manner, indexed and correlated for easy reference.
- 6.4.3 Comply with Bylaw () regarding format and contents of Minutes.
- 6.4.4 Ensure all pertinent documentation and correspondence is available at the appropriate meetings of the Local.
- 6.4.5 Be responsible for the presentation of the "Correspondence" item of the Agenda.
- 6.4.6 Ensure that all Stewards of the Local are provided with copies of the Minutes (LEC and General Membership Meetings) as soon as they are available for distribution.

- 6.4.7 Notify appropriate parties of meetings at least 14 calendar days prior to General Membership Meetings and at least 3 calendar days prior to Local Executive Committee Meetings.
- 6.4.8 In the name of the Local, generate correspondence as necessary, in accordance with Local Policy.
- 6.4.9 If, for any reason, the Secretary is unable to attend any meeting of the Local where a Secretary's Report is required, it will be the responsibility of the Secretary to ensure the report is submitted, by hand, to the First or Second Vice-President, or in their absence, to the Local President, at least 3 calendar days prior to the said meeting.
- 6.4.10 Should a vacancy occur in the office of the Secretary, the Local Executive Committee shall elect from Local Stewards a temporary Secretary until a By-Election can be called, in accordance with Article 29.4.2.

6.5 DUTIES OF THE LOCAL TREASURER

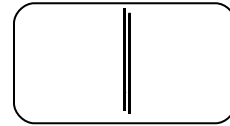
- 6.5.1 As per Article 29.5.4.
- 6.5.2 Present the "Treasurer's Report" at each meeting of the Local Executive Committee in the form of Schedule "B".
- 6.5.3 Present the "Treasurer's Report" at each General Membership Meeting in the form of Schedule "A", or Schedule "B" depending on the date of the General Membership Meeting. Schedule "A" will have preference at all meetings of the Local.
- 6.5.4 If, for any reason, the Treasurer is unable to attend any meeting of the Local where a Treasurer's Report is required, it will be the responsibility of the Treasurer to ensure the report is submitted, by hand, to the First (or Second) Vice-President, or in their absence, to the Local President, at least 3 calendar days prior to the said meeting.
- 6.5.5 Should a vacancy occur in the office of the Treasurer, the Local Executive Committee shall elect from Local Stewards a temporary Treasurer until a By-Election can be called, in accordance with Article 29.4.2.

6.6 DUTIES OF THE CHIEF STEWARD

- 6.6.1 To serve as the Chair of the Grievance Committee and to ensure it functions in full compliance with the OPSEU Constitution, OPSEU Policy and all relevant Local Bylaws.

- 6.6.2 Supervise and co-ordinate the activities of the Working Area Stewards and assist them in all areas relating to their responsibilities as Stewards.
- 6.6.3 Ensure the Stewards are kept up to date on Local activities, Union and Local policies, Contracts and Agreements and informed of meetings where their attendance is required.
- 6.6.4 Prepare written reports for all meetings under the item “Officers’ Reports”, in accordance with the following:
- 6.6.4.1 Such reports will be appended to the filed copy of the Minutes
- 6.6.4.2 In the event of no written report being submitted, a verbal report may be presented. The minutes will so indicate a verbal report, and will make unspecific record of items covered in the report.
- 6.6.4.3 In the event of “No Report”, same will be given verbally and will be recorded in the minutes as such.
- 6.6.4.4 Reports to the Local Executive Committee will include:
- a). possible grievances
 - b). progress of grievances (except in confidential instances)
 - c). Local negotiations
 - d). items of interest
- 6.6.4.5 Reports to General Membership Meetings will include:
- a). dispositions of completed grievances
 - b). Local negotiations (except in confidential instances)
 - c). items of interest
- 6.6.5 Should a vacancy occur in the office of the Chief Steward, the Local Executive Committee shall elect from Local Stewards a temporary Chief Steward until a By-Election can be called, in accordance with Article 29.4.2.

Bylaw 7 LOCAL COMMITTEES



7.1 LOCAL EXECUTIVE COMMITTEE

7.1.1 As per Article 29.2

7.2 LOCAL ENFORCEMENT AND RENEWAL COMMITTEE

7.2.1 [NEEDS TO BE COMPLETED]

7.3 HEALTH AND SAFETY COMMITTEE

7.3.1 [NEEDS TO BE COMPLETED]

7.4 GRIEVANCE COMMITTEE

7.4.1 PURPOSE

7.4.1.1 The Local 549 Grievance Committee shall administer the filing of all individual and group grievances initiated by the Local members.

7.4.1.2 The Local 549 Grievance Committee shall have the authority to discuss and make recommendations on the filing of Policy Grievances from within the Local.

7.4.2 COMPOSITION

7.4.2.1 The Local 549 Grievance Committee shall be composed of:

- a). the Local President as Ex Officio member
- b). the Chief Steward
- c). four other Stewards duly elected from the Steward body

7.4.2.2 Two of the four Stewards elected to the Grievance Committee shall be elected in the year between the Local Executive elections, to serve for a term of two years.

7.4.3 ELIGIBILITY

7.4.3.1 Eligibility for election to the Local Grievance Committee should include attendance at OPSEU sponsored Steward training seminars previous to standing for election or within the term of their election.

7.4.4 QUORUM FOR MEETINGS

7.4.4.1 The quorum for Grievance Committee meetings shall be the Chief Steward plus two other elected members, and if the Chief Steward is not available, the Local President plus two other elected members.

7.4.5 RIGHT TO ATTEND

7.4.5.1 It shall be the right of any individual or group grievor to be present at any Grievance Committee discussions of their case and/or to be represented by the Steward of their choosing.

7.4.5.2 The Grievance Committee shall give an individual grievor reasonable notice as to when and where their case will be discussed, and will make every effort to accommodate the grievor's schedule.

7.4.6 CONFIDENTIALITY

7.4.6.1 Any member of the Grievance Committee who inadvertently violates the confidentiality of an individual or group grievance discussion shall withdraw from any further discussions on that case until it is resolved or until the term of their election is complete, whichever comes first.

7.4.6.2 Any member of the Grievance Committee who deliberately violates the confidentiality of an individual or group grievance discussion shall immediately resign their position on the Committee and become ineligible for election to it in the future.

7.4.7 CONFLICT OF INTEREST

7.4.7.1 Any member of the Grievance Committee who finds themselves in a situation that would constitute a conflict of interest shall withdraw from all discussions of that individual or group grievance until it is settled or until the term of their election is completed, whichever occurs first.

7.4.7.2 (Referred back to the LEC for discussion/clarification)

7.4.8 COMMUNICATION WITH THE LOCAL EXECUTIVE COMMITTEE

7.4.8.1 The Chief Steward shall keep the Local Executive Committee fully current with all the grievance issues discussed at Grievance Committee meetings

7.4.8.2 Concerning the Local President and the Chief Steward, should one be available and the other unavailable for any Grievance Committee meeting, the one shall ensure that the other is fully briefed on the discussions that occurred no later than the next scheduled Local Executive Committee meeting.

7.5 SOCIAL COMMITTEE

7.5.1 [NEEDS TO BE COMPLETED]

7.6 LOCAL ELECTIONS COMMITTEE

7.6.1 A Local Elections Committee shall be elected by due process at a General Membership Meeting in even-numbered years, to serve for a term of 2 years, in accordance with Bylaw 8.

7.6.2 The Local Elections Committee shall be comprised of no fewer than 2 Local Members in Good Standing, one of whom shall be designated as the Chair of the Committee.

7.6.3 It shall be the responsibility of the Local Elections Committee to organize and conduct only the election of Officers of the Local Executive Committee, Local Committee members, and Local Committee Chairs in accordance with the Constitution and Bylaw 8.

7.6.4 The Local Elections Committee may assist with the elections of Working Area Stewards if called upon by the LEC or the President of the Local to do so (as per Bylaw 8.6.2).

7.6.5 If a member of the Local Elections Committee wishes to run for any position as an Officer of the LEC, he or she must resign from the Local Elections Committee prior to the call for nominations being sent out to the membership.

7.7 LOCAL BYLAWS COMMITTEE

7.7.1 The Local Bylaws Committee shall be composed of a minimum of three local members elected by due process, with the Local President as an additional Ex Officio member, to serve for a term of 2 years.

7.7.2 The Local Bylaws Committee shall be responsible to:

7.7.2.1 Research, interpret and/or clarify any item dealing with the Bylaws, the Constitution and/or OPSEU Policy as may be required by the Local, its officers or members, and to report back in a timely manner and in due form.

- 7.7.2.2 Accept and process resolutions of OPSEU policy and/or OPSEU constitutional amendments, to be submitted by the Local, in accordance with Article 13.8.
- 7.7.2.3 Receive proposals for amendments to the Bylaws from Local members and review and/or edit the same, and if found appropriate submitting said proposals to due process, as per Bylaw 9.
- 7.7.2.4 Compile, review and edit any new or existing Bylaws or amendments thereto, following due process as per Bylaw 9.
- 7.7.2.5 Plan and schedule such activities as required to involve the local membership in the discussion, adoption and amendment of Local Bylaws.

7.8 AUDIT COMMITTEE: THE LOCAL TRUSTEES

- 7.8.1 As per Article 29.6.

7.9 HARDSHIP COMMITTEE

- 7.9.1 At the time of writing, the Hardship Committee's existence is currently under discussion. The next revision of the Bylaws will reflect the results of that discussion. In the interim, the Local Officers or a subset thereof, as deemed appropriate by the LEC, shall serve as the Hardship Committee.
- 7.9.2 The Hardship Committee shall see to the administration of the Hardship Assistance Fund in accordance with the following:
 - 7.9.2.1 The Local annual budget shall include a line item amount called the Hardship Assistance Fund to provide donations to other union organizations in need and requesting our assistance.
 - 7.9.2.2 The amount allocated to the Hardship Assistance Fund shall not exceed more than 10% of the annual stipend received from OPSEU Head Office.
 - 7.9.2.3 The Hardship Assistance Fund shall not be disbursed at a rate greater than 25% of the yearly total per quarter without the passage of a special resolution at a duly announced and conducted Local General Membership Meeting.
 - 7.9.2.4 The Hardship Assistance Fund shall not be disbursed to members of Local 549 at any time the Local is not engaged in strike action without the passage of a special resolution at a duly announced and conducted Local General Membership Meeting.

7.9.2.5 Any amounts remaining in the Hardship Assistance Fund at the end of the fiscal year shall be transferred to the Kasey Kendell Fund.

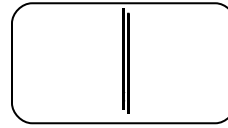
7.10 COMMUNICATIONS COMMITTEE

7.10.1 [NEEDS TO BE COMPLETED]

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Bylaw 8

LOCAL ELECTIONS



8.1 SCHEDULE

- 8.1.1 Local 549 elections of the Officers of the LEC and of the Trustees shall take place in the month of October in odd-numbered years, to ensure that, in election years, the Local President is elected just prior to the annual OPSEU Convention, to which the Local President is an automatic delegate.
- 8.1.2 The elections of all Members for the remaining various Local Committees shall take place in the month following the Officers' elections.
- 8.1.3 The first regular exception to this schedule is the election of the Local Elections Committee, which shall take place in the month of October in even-numbered years.
- 8.1.4 The second regular exception to this schedule is the election of two of the four Stewards elected to the Grievance Committee, which shall take place in the month of October in even-numbered years.
- 8.1.5 This schedule may be temporarily changed for a given year, for one, some or all positions to be filled, if so moved and carried by a two-thirds ($\frac{2}{3}$) majority at a General Membership Meeting, if circumstances are found to warrant it, and reasonable notice of said motion has been given.

8.2 LENGTH OF TERM

- 8.2.1 As per Article 29.3.
- 8.2.2 The term of Officers of the Local Executive Committee shall be for a period of 2 years or less, but no less than 1 year, with the following exceptions:
- 8.2.2.1 In years in which Collective Bargaining is occurring in October when Local elections would normally be held, the serving Officers of the Local Executive Committee may request an extension of their term for a maximum of 3 months, or until Collective Bargaining has been concluded, whichever comes first.
- 8.2.2.2 An additional extension of no more than 3 months, or until Collective Bargaining is concluded may be requested if negotiations are still underway 30 days prior to the expiration of the first extension.

- 8.2.2.3 Any request for an extension of the term of Officers of the Local Executive Committee shall be put to a vote by secret ballot at a duly called Local Membership Meeting no later than 30 days prior to the expiration of their current term.
- 8.2.2.4 Officers of the Local Executive Committee requesting an extension of their term of office shall give the Local Membership written notice of their pending request a minimum of 30 days prior to the Local Membership Meeting at which the request will be made.
- 8.2.3 All Chairs of Local Committees and Local Committee members shall serve for a term of 2 years or less, but no less than 1 year.
- 8.2.4 All Stewards shall serve for a term of 2 years or less, but no less than 1 year.
- 8.2.5 For regularly scheduled elections, each and every term shall begin on November 1 following the election, and end on the last day of October following the regularly scheduled election of a successor.
- 8.2.6 In the case or cases of a change in the Election Schedule (as per Bylaw 8.1.4), the term shall begin 14 days after being elected or when specifically stated in the motion to change the Election Schedule.
- 8.2.7 In the case or cases of a by-election (as per Bylaw 8.5), the term shall begin immediately upon being elected.

8.3 ELECTION PROCEDURES

- 8.3.1 So that the Local Membership is fully informed, all Local Elections for Officers of the Local Executive Committee shall be conducted according to the following procedure:
- 8.3.1.1 Notice of the date on which Local Elections are to be conducted, and notice that nominations are open for candidates for election to the positions of Officers of the LEC shall be sent to the Local Membership a minimum of 42 days prior to that date.
- 8.3.1.2 The Local Elections Committee shall prepare a nomination form containing the following information:
- a). A line for entering the name of the candidate and the position for which they will stand
 - b). Lines for entering the names of the nominator and seconder

- c). the date of the Local Membership Meeting at which voting is scheduled to occur
- d). the due date for nominations
- e). the date(s) and location(s) for polling and/or advance polling, if any

8.3.1.3 The Local Elections Committee shall ensure that nomination forms are made available to the membership no more than 14 days after the announcement of nominations being opened.

8.3.1.4 Nominations for Local Elections shall be due in the possession of the Chair of the Local Election Committee 21 days prior to the date that voting is scheduled to take place.

8.3.1.5 The Local Elections Committee shall ensure that a final list of Candidates is made available to the Local Membership a minimum of 14 days prior to the date on which voting is scheduled to take place.

8.3.1.6 All elections of the Officers of the LEC shall be conducted in accordance with Article 29.1.5 and Article 29.4 as appropriate.

8.3.2 All Local Elections for Local Committee members and Local Committee Chairs shall be conducted according to the following procedure:

8.3.2.1 Committee Elections shall be conducted at a General Membership Meeting, of which 28 days due notice shall be given, including all pertinent information of the positions up for election.

8.3.2.2 Nominations will be taken during this meeting verbally or in writing if signed by both nominators and by the member wishing to stand for election to the committee, should said member be absent. If a written nomination is made, at least one of the nominators must be present to read the nomination aloud and submit it to the local Secretary.

8.3.2.3 All elections of the members of all Local Committees shall be conducted in accordance with Article 29.1.5 and Article 29.4 as appropriate.

8.4 ELUCIDATION OF CANDIDACIES

8.4.1 Any candidate for the position of an Officer of the LEC has the right to address the Membership at a regularly scheduled General Membership Meeting prior to the elections

taking place, for an interval to be decided by the meeting in order to elucidate their candidacy.

8.4.2 If there is more than one candidate for any position of an Officer of the LEC, the candidates shall be required to address the Membership at a regularly scheduled General Membership Meeting prior to the elections taking place, for an interval to be decided by the meeting in order to elucidate their candidacy.

8.4.3 The elucidation of candidacies may take place during the election meeting itself or at a meeting duly called for that purpose, to be held after the announcement of the final list of candidates and prior to the start voting.

8.5 BY-ELECTIONS

8.5.1 A by-election may be called at any time to fill mid-term vacancies, up to 3 months prior to the start of the regularly scheduled elections process for the vacant position(s).

8.5.2 If less than 3 months prior to the start of the regularly scheduled elections process, temporary measures to fill the vacant position(s) as expressly stated within these Bylaws or the Constitution, or as deemed appropriate by the LEC, shall remain in affect until the position is filled by due election process.

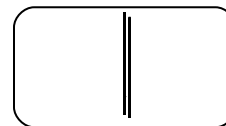
8.5.3 By-elections shall be conducted in accordance with Bylaw 8.3 and Bylaw 8.4

8.6 WORKING AREA STEWARD ELECTIONS

8.6.1 Organising and conducting the prompt and timely elections of Working Area Stewards is the responsibility of each individual Working Area, such that elections of the Stewards have been completed in time to ensure the due election procedure of all other offices.

8.6.2 The Officers of the Local shall scrutinise and in all ways assist with the elections of the Working Area Stewards. The Local Elections Committee may also provide assistance and/or assume these duties if called upon by the LEC or the President of the Local to do so.

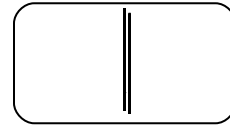
8.6.3 All elections of Working Area Stewards shall be conducted in accordance with Article 29.1.5 and Article 29.4 as appropriate.



Bylaw 9 AMENDING OF LOCAL BYLAWS

- 9.1 If at any time these Bylaws are found to be insufficient, and/or in conflict with the OPSEU Constitution and/or the needs of the Local, it is the responsibility of the Local to follow due procedure to see that these Bylaws are amended as found to be appropriate and just.
- 9.2 Any amendments to these Bylaws may be proposed by any member of the Local and are to be submitted to the Bylaws Committee in writing, print or electric form, as may be most convenient for the member and/or the Bylaws Committee.
- 9.3 After review and any necessary revision, if found appropriate, the proposed amendments shall be presented in print to the LEC at least 28 days prior to their presentation for adoption at a General Membership Meeting. The LEC shall work with the Bylaws Committee if any further review or revision is required.
- 9.4 No less than 14 days prior to the General Membership Meeting at which the proposed amendments are to be presented for consideration, the Stewards will receive copies of the proposal and make these available for the membership to review. The membership shall be duly notified of the proposal, its pending presentation at the duly scheduled General Membership Meeting and their option to review it prior to that meeting. It remains the responsibility of each individual member to obtain a copy from his or her Steward if he or she wishes to exercise this option, as it is not strictly required.
- 9.5 The agenda for the General Membership Meeting at which the proposed amendments are to be presented for consideration must contain notice of the particular Bylaw amendments.
- 9.6 If the proposal is approved by at least two-thirds ($\frac{2}{3}$) of the membership present, it will be considered adopted. Amendments may be made to the proposal during this meeting, following due Rules of Order, and likewise require a two-thirds ($\frac{2}{3}$) majority to pass. It may be moved that the proposal, or any part or parts thereof, be referred back to the Bylaws Committee for further review or revision; a simple majority is all that is required for such a motion to pass.
- 9.7 These Bylaws and any amendments to them shall come into force only when they are approved by the president of OPSEU, in accordance with Article 12.5.2.

Bylaw 10 SPECIAL RESOLUTIONS



- 10.1 Any matter believed to be of interest to the members of the Local or requiring their approval may be brought to their attention by means of a Special Resolution presented at a duly called General Membership Meeting.
- 10.2 It shall be the responsibility of the originating party(s) of the Special Resolution to ensure that the members of the Local are given reasonable notice of their intention to introduce the motion at the next General Membership Meeting.
- 10.3 A Special Resolution shall require a majority of at least two-thirds ($\frac{2}{3}$) of the Local members in attendance in order to be ratified.
- 10.4 No Special Resolution or Motion may bring into force an action, policy or procedure that continues without termination, or any other act or process that has the effect of an amendment to the Constitution or to the Bylaws without having followed the appropriate procedures duly established for such amendments.