



# GENERAL MEETING AGENDA

**Date:** **Wednesday, November 29<sup>th</sup>, 2023**  
**Time:** **10:45 AM and 19:30 PM**  
**Place:** **Local 111 Union Hall – 326 12<sup>th</sup> Street, New Westminster, BC**

**AMENDED  
DATE**

## **AGENDA:**

### **1) MINUTES OF THE PREVIOUS MEETING**

- (a) Errors & Omissions
- (b) Business Arising

### **2) READING OF PROPOSED BYLAW AMENDMENTS**

### **3) 2024 COMMITTEE BUDGET**

### **4) NOTICES OF MOTION**

- a. There are 49 Bylaw Motions please view attached package.  
**Submitted by Bylaws Committee**
  
- b. We, The Recreation Committee, would like to request the sum of \$30,000.00 for a member's family Christmas Party to be held at the New West union hall. It will be open to all members of Unifor 111 and their children/grandchildren. The costs will cover: food, equipment rentals, decor and a small gift/goody bag for each of the kids attending.  
**Submitted by Recreation Committee**
  
- c. I, Dave Dhillon, STC, #51130 move that Unifor Local 111 immediately establish a committee of 3 members to research on hybrid (online and in person) General Meetings. The committee is to report in 3 months, after consulting with at least 4 locals using hybrid or online meetings; with a plan to implement for a 6-month trial period.  
**Submitting by Dave Dhillon, STC, #51130**
  
- d. I Sam Hajizadeh, PTC, #53253 Property Rep requesting to purchase 32 Plaques to update the memorial bench for our fallen brothers and sisters. The cost would be approximately \$600.00.  
**Submitted by Sam Hajizadeh, PTC, #53253**
  
- e. I, Darin Galasso, BTC, #74580 request Unifor 111 to provide legal representation for my legal matter.  
**Submitted by Darin Galasso, BTC, #74580**

**5) TRUSTEE REPORT – 3<sup>rd</sup> QUARTER**

**6) ARBITRATIONS**

**7) DONATIONS**

**8) OFFICERS' REPORT**

**9) NEW BUSINESS**

The next Executive Board meeting will be held on December 7<sup>th</sup>, 2023 at 09:00 at 326 12<sup>th</sup> Street, New Westminster, BC.

In Solidarity,



**Jessie Rana**

Unifor Local 111 Recording Secretary

Cell: 778.980.0489

E-mail: [RecSec@Unifor111.com](mailto:RecSec@Unifor111.com)

## Proposed Bylaw Amendments

Notes on formatting:

Separate motions are indicated by a bold, underlined notice of motion number (ex. **Notice of Motion 111**), all additions are in red (**new language**), all subtractions are in black with a strikethrough (~~removed language~~), and purple has been used to indicate an existing article (**FROM**), and the new proposed article (**TO**), as well as indicating the addition of a new article (**ADD**).

### **Notice Of Motion 1**

**FROM**

**9.05** No member is eligible for any election within the Local until they have been a member in continuous good standing in Local 111 for at least one (1) year immediately prior to the nomination.

**TO**

**9.05** No member is eligible for any election **as a Table Officer** ~~within the Local~~ until they have been a member in continuous good standing in Local 111 for at least one (1) year immediately prior to the nomination.

### **Notice Of Motion 2**

**FROM**

**9.06** The 1<sup>st</sup> Vice President shall assume the position of President in the event of a vacancy in that office. In the event the President is off, the 1<sup>st</sup> Vice President shall fill in the role of President. The 2<sup>nd</sup> Vice President shall fill-in the role of 1<sup>st</sup> Vice President. A Property Rep (chosen by Table Officers on rotation basis) shall fill in the role of 2nd Vice President. In the event the 1st Vice President is off, the 2nd Vice President shall fill in the role of 1st Vice President. A Property Rep (chosen by Table Officers on rotation basis) shall fill in the role of 2nd Vice President. In the event the 2nd Vice President is off, a Property Rep (chosen by Table Officers on rotation basis) shall fill in the role of 2nd Vice President.

**TO**

**9.06 (a)** The 1<sup>st</sup> Vice President shall assume the position of President in the event of a **permanent** vacancy in that office.

**9.06 (b)** **In the event of temporary absences (including vacations, illnesses or leaves) of greater than one week duration the following process will apply.** In the event the President is off, the 1<sup>st</sup> Vice President shall fill in the role of President. The 2<sup>nd</sup> Vice President shall fill-in the role of 1<sup>st</sup> Vice President. A Property Rep (chosen by Table Officers on rotation basis) shall fill in the role of 2nd Vice President. In the event the 1st Vice President is off, the 2nd Vice President shall fill in the role of 1st Vice President. A Property Rep (chosen by Table Officers on rotation basis) shall fill in the role of 2nd Vice President. In the event the 2nd Vice President is off, a Property Rep (chosen by Table Officers on rotation basis) shall fill in the role of 2nd Vice President.

### **Notice Of Motion 3**

**FROM**

**12.04** No member who has held a Table Officer position [please refer to 9.01(a)] within the six (6) months preceding the election shall be eligible to stand for election as a Trustee.

**TO**

~~**12.04** No member who has held a Table Officer position [please refer to 9.01(a)] within the six (6) months preceding the election shall be eligible to stand for election as a Trustee.~~

### **Notice Of Motion 4 **WITHDRAWN****

**FROM**

#### **Article 24 Policies**

The Local Union and National Union have several policies that form part of these bylaws. A List of national policies can be found on the national website.

Local 111 Policies can be Created or Amended by first submitting any changes to the Executive Board to be discussed at an Executive Board Meeting. The Executive Board, under direction of the President, shall consult the Bylaws Committee and any other affected committee(s) and may create a sub committee to work with the submitter. After this process is complete the policy or amendment will be submitted to the next general membership meeting, in the usual fashion for a motion, with an EBoard recommendation of

concurrence or non concurrence. In order for the policy or amendment to be ratified it must pass with a 2/3 vote. These policies or amendments stay on the general meeting agenda until voted on at a meeting with quorum. Once ratified they are added to the list of policies below along with the date of ratification.

TO

#### Article 24 Policies

The Local Union and National Union have several policies that form part of these bylaws. A List of national policies can be found on the national website.

Local 111 Policies can be Created or Amended by first submitting any changes to a **General Membership Meeting** ~~the Executive Board to be discussed at an Executive Board Meeting. The submission will then go to the Constitution & Bylaws Committee who shall consult with~~ The Executive Board, ~~under direction of the President, shall consult the Bylaws Committee and any other affected committee(s) and may create a sub committee to work with the submitter. After this process is complete the policy or amendment will be submitted to the next General Membership Meeting, in the usual fashion~~ **process** for a motion, ~~with an EBoard recommendation of concurrence or non concurrence.~~ In order for the policy or amendment to be ratified it must pass with a 2/3 vote. These policies or amendments stay on the General **Membership Meeting** agenda until voted on at a meeting with quorum. Once ratified they are added to the list of policies below along with the date of ratification, **and added to the appendix of this document.**

#### **REPLACEMENT NOTICE OF MOTION (READ AS #1 AT OCT GMM)**

FROM

Article 24 Policies

...

Local 111 Policies can be Created or Amended by first submitting any changes to the Executive Board to be discussed at an Executive Board Meeting. The Executive Board, under direction of the President, shall consult the Bylaws Committee and any other affected committee(s) and may create a sub committee to work with the submitter. After this process is complete the policy or amendment will be submitted to the next general membership meeting, in the usual fashion for a motion, with an EBoard recommendation of concurrence or non concurrence. In order for the policy or amendment to be ratified it must pass with a 2/3 vote. These policies or amendments stay on the general meeting agenda until voted on at a meeting with quorum. Once ratified they are added to the list of policies below along with the date of ratification.

...

TO

Local 111 Policies can be Created or Amended **as per Article 23 AMENDMENTS of the Local 111 Bylaws**. These policies or amendments stay on the general meeting agenda until voted on at a meeting with quorum. Once ratified they are added to the list of policies below along with the date of ratification.

#### **Notice Of Motion 5**

FROM

**9.01** The Executive Board shall consist of:

- |          |                      |   |
|----------|----------------------|---|
| (        | <b>Table</b>         |   |
| <b>a</b> | <b>Officers</b>      | Table Officer (min. 37.5 hrs/week)                                    |
| )        | President            |   |
|          | 1 <sup>st</sup> Vice | Table Officer (min. 37.5 hrs/week) Table Officer (min. 37.5 hrs/week) |
|          | President            |   |
|          | 2 <sup>nd</sup> Vice |   |
|          | President            |   |
|          | Financial            | Table Officer (min. 37.5 hrs/week)                                    |
|          | Secretary            |   |

Recording Secretary Table Officer (max of eight (8) days per month, plus one (1) day each for the Executive and General Membership Meetings, except July, August and December, unless otherwise approved by another Executive Officer)

TO

9.01 The Executive Board shall consist of:

- ( **Table**
- a Officers** Table Officer (min. 37.5 hrs/week)
- ) President
- 1<sup>st</sup> Vice Table Officer (min. 37.5 hrs/week) Table Officer (min. 37.5 hrs/week)
- President
- 2<sup>nd</sup> Vice
- President
- Financial Table Officer (min. 37.5 hrs/week)
- Secretary
- Recording Secretary Table Officer (max of eight (8) days per month, plus one (1) day each for the Executive and General Membership Meetings, except July, August and December, unless otherwise approved by another Executive Table Officer)
- Secretary

#### **Notice Of Motion 6**

FROM

9.09 All vacancies within the Executive Board (President excluded) must be filled promptly by an election as per the Mid Term Vacancy Policy in Article 16 Sections 51 and 52 of these Bylaws.

TO

9.09 All vacancies within the Executive Board (President excluded) must be filled promptly by an election as per the Mid Term Vacancy Policy in Article 16 Sections 51 and 52 of these Bylaws. (see Unifor Local 111 Elections Policy & Procedures Guidelines)

#### **Notice Of Motion 7**

FROM

12.03 Where a Trustee position becomes vacant the position shall be filled by election as laid out in Article 16 Sections 52 and 53 of these Bylaws. In the event of a temporary absence an alternate from the current election list (descending in order), will replace the absent Trustee until the Trustee returns.

TO

12.03 Where a Trustee position becomes **permanently** vacant the position shall be filled by election as laid out in Article 16 Sections 52 and 53 of these Bylaws. (see Unifor Local 111 Elections Policy & Procedures Guidelines)

In the event of a temporary absence an alternate from the current election **result** list (descending in order), will replace the absent Trustee(s) until the Trustee(s) returns.

#### **Notice Of Motion 8 WITHDRAWN**

FROM

15.02

d) The Election Committee shall follow the Unifor Local 111 Elections Policies and Procedures Guidelines as adopted by the Membership at the General Meeting with two thirds (2/3) votes of Members present and voting.

e) Any changes to the Unifor Local 111 Elections Policies and Procedures Guidelines shall require approval of two-third (2/3) votes of Members present and voting at a General Meeting

TO

15.02

d) The Election Committee shall follow the Unifor Local 111 Elections Policies and Procedures Guidelines as adopted by the Membership ~~at the General Meeting with two thirds (2/3) votes of Members present and voting.~~

~~e) Any changes to the Unifor Local 111 Elections Policies and Procedures Guidelines shall require approval of two-third (2/3) votes of Members present and voting at a General Meeting~~

**REPLACEMENT NOTICE OF MOTION (read as #5 at October GMM)**

FROM

**15.02**

d) The Election Committee shall follow the Unifor Local 111 Elections Policies and Procedures Guidelines as adopted by the Membership at the General Meeting with two thirds (2/3) votes of Members present and voting.

e) Any changes to the Unifor Local 111 Elections Policies and Procedures Guidelines shall require approval of two-third (2/3) votes of Members present and voting at a General Meeting

TO

d) The Election Committee shall follow the Unifor Local 111 Elections Policies and Procedures Guidelines ~~as adopted by the Membership at the General Meeting with two thirds,~~ **the National Constitution and the Unifor National Policy Regarding Local Union Elections** (2/3) votes of Members present and voting.

~~e) Any changes to the Unifor Local 111 Elections Policies and Procedures Guidelines shall require approval of two-third (2/3) votes of Members present and voting at a General Meeting~~

**Notice Of Motion 9**

ADD to 9.12

**Trustees**

All Local 111 Trustees are Members-at-Large of the Local 111 Executive Board with voice and no vote.

**Notice Of Motion 10**

FROM

9.12

**Preamble**

The Executive Board shall hold meetings monthly or at the call of the President or majority of the members thereof. Any Special/Emergency Executive Board meeting shall be called by a simple majority of Executive Board members through a Table Officer. A written record of the affirmative/negative votes shall be brought to that meeting. The quorum of the Executive Board meetings shall be a simple majority. Executive Board Officers may be recalled as per Article 15, Section B Paragraph 10 inclusive of the Unifor National Constitution.

TO

**Preamble**

The Executive Board shall hold meetings monthly or at the call of the President or majority of the members thereof. Any Special/Emergency Executive Board meeting shall be called by a simple majority of Executive Board members through a Table Officer. A written record of the affirmative/negative votes shall be brought to that meeting. The quorum of the Executive Board meetings shall be a simple majority. **For the purposes of quorum the Trustees are counted as a single unit.** Executive Board Officers may be recalled as per Article 15, Section B Paragraph 10 inclusive of the Unifor National Constitution.

**Notice Of Motion 11**

FROM

9.01

**(b) Members at Large**

- |                     |                         |
|---------------------|-------------------------|
| Property Rep – BTC  | Property Rep – STC      |
| Property Rep – HTC  | Property Rep – VTC      |
| Property Rep – PCTC | Chief Job Steward – VTC |
| Property Rep – RTC  |                         |

TO  
9.01

**(b) Members at Large**

Property Rep – BTC	Property Rep – STC
Property Rep – HTC	Property Rep – VTC
Property Rep – PCTC	Chief Job Steward – VTC
Property Rep – RTC	Trustee(s)

**Notice Of Motion 12**

ADD

**LOCAL EXPENDITURES**

**18.30**

All Local expenditures not already provided for in these bylaws or the approved annual Local 111 Operations Budget, Property Budget(s) and/or Committee budgets for an amount over \$2,500 must go to a General Membership Meeting for approval.

**Notice Of Motion 13**

FROM

**18.43 Annual Vacations**

(g) The Financial Secretary shall keep a written record of all their AV.

TO

**18.43 Annual Vacations**

(g) The Financial Secretary shall keep a written record of all their AV. **And that written record shall be reported to and entered into the minutes at the February GMM.**

**Notice Of Motion 14**

FROM

**18.44 Banking Statutory Holidays**

(a) As per the Collective Agreement they may elect to bank up to ten (10) statutory holidays if they are prepared to be available at the Local Union Office five (5) hours on those days they wish to bank. The Financial Secretary shall be notified in writing of their intentions.

TO

**18.44 Banking Statutory Holidays**

(a) As per the Collective Agreement they may elect to bank up to ten (10) statutory holidays if they are prepared to be available at the Local Union Office five (5) hours on those days they wish to bank. The Financial Secretary shall be notified in writing of their intentions. **This intent will be made at the same time as the annual AV Table Officer signup. This notification of intent will include whether they will be banking 1 or 2 weeks of stats as well as the dates of the stat holidays they will be attending in the office. This written record shall be reported to and entered into the minutes at the February GMM.**

**Notice Of Motion 15**

FROM

**10.02 Property Representatives**

The Property Representatives shall preside over their respective Property Meetings. They shall be ex-officio members of all Committees dealing with their respective Property business with the exception of the Election Committee. They shall represent their Property at the Executive Board Meetings. If a Property representative is also successful in being elected to the Sheet/Service Review Committee and/or the Sign Up Committee and as the Property Representative is an ex-officio member of those committees, The Property Representative's name will be excluded from the results of that position and all other candidates will move up one spot.

TO

**10.02 Property Representatives**

(a) The Property Representatives shall preside over their respective Property Meetings **and ensure that minutes and attendance are recorded for those meetings.**

(b) They shall be ex-officio members of all Committees dealing with their respective Property business with the exception of the Election Committee. If a Property representative is also successful in being

elected to the Sheet/Service Review Committee and/or the Sign Up Committee and as the Property Representative is an ex-officio member of those committees, The Property Representative's name will be excluded from the results of that position and all other candidates will move up one spot.

- (c) They shall represent their Property at the Executive Board Meetings.
- (d) They will meet regularly with Property Management to discuss issues on the property and work toward resolutions
- (e) They will meet with MoveUp, 2200, and/or CUPE Property Reps as needed to resolve and work on property based issues.
- (f) The Property Representative will communicate regularly with the Chief Job Steward to be aware of all major issues on property.
- (g) The Property Representative will communicate regularly with all committee members and job stewards to be aware of any issues.
- (h) The Property Representative is the liaison between the Executive Board and the Property to spread and share information.
- (i) The Property Representative will write and present First Stage and Second Stage Grievances.
- (j) They will keep current on issues within Unifor, at the National, provincial and Local level and will work toward promoting and supporting any campaigns.
- (k) The Property Representative is responsible for presenting monthly written reports to the Executive Board and to their Property Meetings.
- (l) The Property Representative is responsible for all Members' information stored in the Property Union Office and will put in place processes to ensure that the security of confidential information is maintained.
- (m) The Property Representative is responsible for informing Members of their right to appeal decisions of the Union as outlined in article 19.03, including decisions about whether or not to proceed with any step of the grievance procedure.

#### **Notice Of Motion 16**

FROM

#### **10.03 Chief Job Stewards**

(a) The Chief Job Steward shall assume the duties and authority of the Property Representative in the Property Representative's absence and shall lend all possible assistance to the Property Representative.

(b) The Chief Job Steward at their respective Property shall attend the Executive Board Meetings in the event their Property Representative is unable to attend.

(c) The VTC Chief Job Steward shall be the second representative of said Property on the Executive Board.

TO

#### **10.03 Chief Job Stewards**

(a) The Chief Job Steward shall assume the duties and authority of the Property Representative in the Property Representative's absence and shall lend all possible assistance to the Property Representative.

(b) The Chief Job Steward at their respective Property shall attend the Executive Board Meetings in the event their Property Representative is unable to attend.



(c) The VTC Chief Job Steward shall be the second representative of said Property on the Executive Board.

(d) The Chief Job Steward will liaise with the Property Representative, Supervisors and Job Stewards.

(e) The Chief Job Steward will organize regular Job Steward meetings.

(f) The Chief Job Steward will prepare and assist other Job Stewards with preparing and presenting 1st and 2nd stage grievances.

(g) The Chief Job Steward will mentor Job Stewards and encourage Union involvement for interested members and potential future activists

(h) The Chief Job Steward will keep current on issues within Unifor, at the National, provincial and Local level and will work toward promoting and supporting any campaigns.

(i) The Chief Job Steward will keep an accurate, up to date, log of all grievances on the property

(j) The Chief Job Steward is responsible for informing Members of their right to appeal decisions of the Union as outlined in article 19.03, including decisions about whether or not to proceed with any step of the grievance procedure.

**Notice Of Motion 17**

FROM

**10.04 Job Stewards**

(a) Job Stewards shall act as advocates representing the Membership in the Collective Agreement.

(b) Job Stewards shall aid in the two-way flow of communication between Members and the Union.

(c) Job Stewards shall assist members with any work related problems.

TO

**10.04 Job Stewards**

(a) Job Stewards shall act as advocates representing the Membership ~~in~~ and defending the Collective Bargaining Agreement.

(b) Job Stewards shall aid in the two-way flow of communication between Members and the Union.

(c) Job Stewards shall assist members with any work related problems, referring them to the various Workplace Advocates, resources or other available supports when appropriate.

(d) Job Stewards will attend call-ins or other meetings a Member has with a supervisor.

(e) Job Stewards will keep current on issues within Unifor, at the National, provincial and Local level and will work toward promoting and supporting any campaigns.

(f) Job Stewards will prepare and present first stage grievances

(g) Job Stewards are responsible for informing Members of their right to appeal decisions of the Union as outlined in article 19.03, including decisions about whether or not to proceed with any step of the grievance procedure.

**Notice Of Motion 18**

FROM

**18.50**

**Committee Members**

(a) All requests for book offs must be submitted to a Table Officer through the Chair of the Committee at least 48 hours in advance of the required time off.

TO

**Committee Members**

- (a) All requests for book offs ~~must~~ **should** be submitted to a Table Officer through the Chair of the Committee at least 48 hours in advance of the required time off **whenever possible**.

### **Notice Of Motion 19**

#### **FROM**

#### **18.91 Budgets**

- (a) The Local 111 Standing Committees Operations Budget will be broken down into accounts that provide detail of the anticipated expenses for all standing committees, administration and other operational expenses for the next fiscal year. The Breakdown of Accounts may be modified by the Financial Secretary with the approval of the Trustees. The Trustees may request the Financial Secretary to modify the Breakdown of Accounts.
- (b) The Financial Secretary will set the deadline for the submissions of Property and Committee budgets. The Financial Secretary will submit the individual property, committee and administration budgets for approval by the Executive Board. The Executive Board and the Financial Secretary will have a Local 111 Operations Budget completed and approved by the Executive Board by the meeting notification deadline for the November General Membership Meeting.
- (c) List of elected/unelected booked off on union leave shall be made available to Membership at every General Meeting.

#### **TO**

#### **18.91 Budgets**

- (a) The Local 111 Standing Committees Operations Budget will be broken down into accounts that provide detail of the anticipated expenses for all standing committees, administration and other operational expenses for the next fiscal year. The Breakdown of Accounts may be modified by the Financial Secretary with the approval of the Trustees. The Trustees may request the Financial Secretary to modify the Breakdown of Accounts.
- ~~(b) The Financial Secretary will set the deadline for the submissions of Property and Committee budgets. The Financial Secretary will submit the individual property, committee and administration budgets for approval by the Executive Board. The Executive Board and the Financial Secretary will have a Local 111 Operations Budget completed and approved by the Executive Board by the meeting notification deadline for the November General Membership Meeting.~~
- (b) All Committees and Properties will submit their budget for the following year by October 1. The Trustees and Financial Secretary will meet to review all proposed budgets and incorporate them into the Local 111 Operations Budget. They will then present the Local 111 Operations Budget to the November Executive Board Meeting for a vote of concurrence or non-concurrence. It will then be placed on the November General Membership Meeting agenda as agenda item *Annual Local 111 Operations Budget* for approval by the Membership.
- (c) If there is no quorum at the November General Membership Meeting, the Annual Budget will remain on the agenda until it is voted on at a General Membership Meeting with quorum. The prior year's budget will be followed as much as reasonable until that time.
- (e) (d) List of elected/unelected booked off on union leave shall be made available to Membership at every General **Membership** Meeting.

## **Changes to Lost Time Policy (appendix 2)**

### **Notice Of Motion 20**

#### **FROM**

Unifor Local 111 Lost Time Policy

"Unifor Local 111 Bylaws

18.48 Reimbursement to other Officers of the Local Union

## GENERAL MEMBERSHIP

(a) Local 111 shall pay a representative or member lost time only when that representative or member is performing authorized duties for and on behalf of Local 111 during the time for which they would otherwise be compensated by the employer.

(b) The amount of lost time should never exceed the amount which the Local 111 representative or member would otherwise have received from their employer for the same period of the time which he/she is being compensated by Local 111.

(c) A Spareboard Operator shall be paid the daily guarantee.

(d) Members who are booked off from the employer on benefits (Great West Life, WorkSafe BC, or Gradual Return to Work) shall not receive payment from the Union.

(f) All lost time vouchers must be submitted to the Financial Secretary no later than midnight Sunday, the week of payday. Anything submitted after this date will be paid out on the next pay cycle. NO EXCEPTIONS."

All requests for payment of lost wages must be made by filling out form "Unifor 111 Lost Time Voucher" Pay Periods and paydays will be the same as Coast Mountain Bus Company pay periods and paydays. Lost Time Vouchers must be received by mail, in person, via fax or via email or other electronic submission by midnight of the pay period Sunday for it to be paid out that pay period. All lost time must be claimed within 6 months.

If it is your first Lost Time Voucher in a calendar year, ALL boxes on the form must be filled out completely. For subsequent vouchers in the same calendar year, when no information has changed, a minimum of the following boxes must be filled; name, seniority, E number, depot, hourly rate, days off and a phone number.

The "Reasons for Claim" section must be thoroughly filled out with details of what you were doing; this may include seniority numbers (or names) of members met with, committee meetings, and/or project names. Please note: Failure to give adequate information may result in delay of your wages. Wages will be mailed out or electronically deposited to be received by the Friday following the pay period date. (to coincide with CMBC payday)

### Lieu Days

Lieu days will not be granted for attendance at committee or other meetings on your day off. Lieu days will not be granted for attendance at and/or travel to or from a Conference or Council on a day off. You may not claim lost wages for any Union business undertaken on a day off. In the event a lieu day is deemed necessary by an Officer, a request for that lieu day must be received and approved by that Officer before the day is earned. That request must include the day off being worked and the date of the day that will be taken in lieu. Approval is at the discretion of the Officer, is evaluated on a case by case basis, and is in no way guaranteed. All lieu days are paid at a maximum of 7.5 hours or 9.23 hours for a member working a CWW. All attempts must be made to take the lieu day in the same pay period it is earned. Lieu days may not be used on statutory holidays, December 24 or December 31.

### PEL

No lost time (or lieu days) will be paid by the Local for attendance at, and/or travel to or from Paid Education Leave (PEL) course. The National will pay the attendee directly (up to a maximum of 40 hours per week) upon receipt of proper documentation at that course. The Local will not reimburse for any expense related to a PEL program.

TO

Unifor Local 111 Lost Time Policy

~~"Unifor Local 111 Bylaws~~

~~Please see 18.48 Reimbursement to other Officers of the Local Union in the Local 111 Bylaws for additional info~~

~~18.48 Reimbursement to other Officers of the Local Union~~

~~GENERAL MEMBERSHIP~~

~~(a) Local 111 shall pay a representative or member lost time only when that representative or member is performing authorized duties for and on behalf of Local 111 during the time for which they would otherwise be compensated by the employer.~~

~~(b) The amount of lost time should never exceed the amount which the Local 111 representative or member would otherwise have received from their employer for the same period of the time which he/she is being compensated by Local 111.~~

~~(c) A Spareboard Operator shall be paid the daily guarantee.~~

~~(d) Members who are booked off from the employer on benefits (Great West Life, WorkSafe BC, or Gradual Return to Work) shall not receive payment from the Union.~~

~~(f) All lost time vouchers must be submitted to the Financial Secretary no later than midnight Sunday, the week of payday. Anything submitted after this date will be paid out on the next pay cycle. NO EXCEPTIONS."~~

~~All requests for payment of lost wages must be made by filling out form "Unifor 111 Lost Time Voucher" Pay Periods and paydays will be the same as Coast Mountain Bus Company pay periods and paydays.~~

Lost Time Vouchers must be received by mail, in person, via fax or via email or other electronic submission by midnight of the pay period Sunday **to the Financial Secretary** for it to be paid out that pay period. All lost time **wage claims** must be **claimed submitted** within **6 3** months. If it is your first Lost Time Voucher in a calendar year, ALL boxes on the form must be filled out completely. For subsequent vouchers in the same calendar year, when no information has changed, a minimum of the following boxes must be filled; name, seniority, E number, depot, hourly rate, days off and a phone number. The "Reasons for Claim" section must be thoroughly filled out with details of what you were doing; this may include seniority numbers (or names) of members met with, committee meetings, and/or project names. Please note: Failure to give adequate information may result in delay of your wages. **The preferred method of payment for all lost time will be payroll continuance through the employer.** Wages will be mailed out or electronically deposited to be received by the Friday following the pay period date. (to coincide with CMBC payday)

Lieu Days

Lieu days will not be **automatically** granted for attendance at committee or other meetings on your day off. Lieu days will not be granted for ~~attendance at and/or~~ travel to or from a Conference, **Convention** or Council on a day off.

You may not claim lost wages for any Union business undertaken on a day off. In the event a lieu day is deemed necessary by an Officer, a request for that lieu day must be received and approved by that Officer before the day is earned. That request must include the day off being worked and the date of the day that will be taken in lieu. Approval is at the discretion of the Officer, is evaluated on a case by case basis, and is in no way guaranteed.

All lieu days are paid at a maximum of 7.5 hours or 9.23 hours for a member working a CWW. All attempts must be made to take the lieu day in the same pay period it is earned, **and lieu days may not be banked or carried over more than one financial quarter.** Lieu days may not be used on statutory holidays, December 24 or December 31.

PEL

No lost time (or lieu days) will be paid by the Local for attendance at, and/or travel to or from a Paid Education Leave (PEL) course. The National will pay the attendee directly (up to a maximum of 40 hours per week) upon receipt of proper documentation at that course. The Local will not reimburse for any expense related to a PEL program.

## CHANGES TO Unifor Local 111 Elections Policies and Procedures Guidelines (appendix 3)

### Notice Of Motion 21

ADD preamble:

This policy applies to all Local elections with the exception of the election for the Election Committee, the rules for which are found in article 15 of the Bylaws.

### Notice Of Motion 22

FROM

**3.30** The nomination period will be a minimum of seven (7) days, with the exception of the general election.

TO

**3.30** The nomination period will be a minimum of seven (7) days, with the exception of the general election, for all elections.

### Notice Of Motion 23

FROM

**3.40** General Elections will use an electronic voting system.

TO

**3.40** ~~General~~ All Elections will use an electronic voting system.

### Notice Of Motion 24

FROM

**4.10** The election of all Officers, elected Committee Members and Delegates shall take place on the last Wednesday in May. Polling times will be from 1200 Wednesday until 1700 the next day (Thursday) .

TO

**4.10** ~~The triennial~~ The election of all Local Union Officers, Elected Workplace Representatives, elected Committee Members the Sergeant-at-Arms/Guide and Delegates shall take place on the last Wednesday in May. Polling times will be from 12:00hrs Wednesday until 12:00hrs the next day (Thursday) .

### Notice Of Motion 25

FROM

**4.20** Advance Poll for the General Election shall be on the Friday two (2) weeks prior and on the Monday and Tuesday one (1) week prior to the election during the hours of 0830 – 1600 at the Local 111 Union Hall in New Westminster.

TO

**4.20** ~~Advance Poll for the General Election shall be on the Friday two (2) weeks prior and on the Monday and Tuesday one (1) week prior to the election during the hours of 0830 – 1600 at the Local 111 Union Hall in New Westminster.~~

### Notice Of Motion 26

FROM

**4.30** If a runoff election is required for the Table Officers and/or Trustees it will take place two (2) weeks after the previous election from 12:00 Wednesday until 17:00 the next day (Thursday).

TO

**4.30** If a runoff election is required for any reason the Table Officers and/or Trustees, it will take place two (2) weeks 48 hours after the close of previous election from 12:00hrs Wednesday until 17:00 until 12:00hrs the next day (Thursday).

### **Notice Of Motion 27**

FROM

**5.20** No candidate for office or any other person soliciting support for said candidate shall campaign or solicit within the properties and/or polling area on the day of election.

TO

**5.20** No candidate for office or any other person soliciting support for said candidate shall campaign or solicit ~~within the properties and/or polling area~~ on the day of election, **including but not limited to electronic, paper, verbal and/or text message.**

### **Notice Of Motion 28**

FROM

**5.30** Candidates should accept responsibility for any campaign material distributed or posted on their behalf. Campaign materials should be removed by the candidates, or someone designated or the person who was responsible for posting from all properties by 1800 hrs the day prior to any election. There shall be no campaign including but not limited to electronic paper, verbal or text message after 1800 the day prior to any election.

TO

**5.30** Candidates should accept responsibility for any campaign material distributed or posted on their behalf. Campaign materials should be removed by the candidates, or someone designated or the person who was responsible for posting ~~from all properties by 1800 hrs~~ the day prior to any election. **Any Member is encouraged to remove any campaign materials found on or after 00:01hrs on the day of voting.** ~~There shall be no campaign including but not limited to electronic paper, verbal or text message after 1800 the day prior to any election.~~

### **Notice Of Motion 29**

FROM

**5.40** The campaigning period will be a maximum of twenty-one (21) days and minimum of fourteen (14) days.

TO

**5.40** The campaigning period will be a maximum of ~~twenty-one (21) days and minimum of fourteen (14) days.~~ **seven (7) calendar days.**

### **Notice Of Motion 30**

FROM

**5.50** A Candidate may use any electronic media including but not limited to Facebook, Twitter and Email for the purposes of campaigning. The rules outlined in 16.31 and 16.33 will apply to any type of campaigning.

TO

~~**5.50** A Candidate may use any electronic media including but not limited to Facebook, Twitter and Email for the purposes of campaigning. The rules outlined in 16.31 and 16.33 will apply to any type of campaigning.~~

### **Notice Of Motion 31**

FROM

**6.10** The order of names on the ballots will be randomly drawn and not be revealed until the Voting Dates.

TO

~~**6.10** The order of names on the ballots will be randomly drawn and not be revealed until the Voting Dates.~~

**The order of candidate names on the ballot will use ballot shuffling so that candidate names are randomly positioned on the ballot each time a different voter accesses it so all candidates get a fair chance at prime name placement.**

### **Notice Of Motion 32**

FROM

**6.20** The method of election shall be by secret ballot. Every member shall be allowed to vote for each position on their property, and all Global Positions, and has the option of going to any Property to cast their vote.

TO

**6.20** The method of election shall be by secret ballot. Every member shall be allowed to vote for each position on their property, and all Global Positions, ~~and has the option of going to any Property to cast their vote.~~

### **Notice Of Motion 33**

FROM

#### **Article 8 Scrutineers**

##### **8.10**

- A. Each Candidate shall have the right to have one (1) scrutineer present when the votes are cast and when they are counted at no expense to the Union. No Candidate may be a scrutineer for another Candidate within the current election. The scrutineer must be a member in good standing or a retired member in good standing. Scrutineers will be allowed in the room to observe the counting of ballots in order to challenge any issues as they arrive. All challenges must be made directly to the judge of elections.
- B. Scrutineers shall remain away from tables but within eyesight distance of the ballots being counted and may not hinder the ballot counter in any way.

TO

#### **Article 8 Scrutineers**

##### **8.10**

- A. Each Candidate shall have the right to have one (1) scrutineer present when the votes are cast and when they are counted at no expense to the Union. No Candidate may be a scrutineer for another Candidate within the current election. The scrutineer must be a member in good standing or a retired member in good standing. Scrutineers will be allowed in the room to observe the counting of ballots in order to challenge any issues as they arrive. All challenges must be made directly to the judge of elections.
- B. Scrutineers shall remain away from tables but within eyesight distance of the ballots being counted (this includes being able to see any computers that results are being displayed on) and may not hinder the ballot counter in any way.
- C. After the vote has closed, scrutineers are permitted to inspect the list of electors, view the admin logs, and view any voter receipt lists to ensure the validity of electors and of the election.
- D. Scrutineers will not be permitted to take any electronic or other devices that record still or moving pictures or audio into the room where election results are finalized and announced.

### **Notice Of Motion 34**

ADD

#### **11.00 Guidelines for Electronic Voting**

**11.10** A separate list for elections including Email addresses for all Members will be compiled and maintained by the Local 111 Support Staff. The Election Committee will be responsible for notifying all members via notice at a minimum once per year that they need to ensure the Local has their current email address and property location for the purpose of keeping this list current. All Members are responsible for updating their information whenever they change properties and/or email address.

##### **11.20**

This list of registered electors will be verified by the Election Committee at commencement of any election to ensure that Members are properly categorized by property and/or retirement status and any resigned or terminated Members are removed from the list.

##### **11.30**

The Local 111 Support Staff will transfer the verified registered elector list to the election service provider.

##### **11.40**

Voting credentials will be emailed to each registered member by the election service provider. A system or option must be used to ensure the passwords are randomly generated and are unable to be viewed by anyone other than the registered voter.

#### 11.50

The chosen election service provider must meet the following guidelines:

- A. All administrator and voter activity is logged with timestamp and IP address
- B. Communication between the voter's computer and election service provider is encrypted
- C. During the open period of an election (polling period) there will be no alteration, addition or subtraction to the elector list.
- D. Offer ballot shuffling so that each elector views the candidates names in a new random order
- E. The provider must use a Voter verifiable paper audit trail (VVPAT), verified paper record (VPR) or other secure voting receipt method to electors to ensure an independent verification system to permit electors to verify that their vote was cast correctly, to detect possible election fraud or malfunction, and to provide a means to audit the stored electronic results.

#### 11.60

Upon completion of the voting process , once the election result becomes available, the Election Committee must immediately notify the Membership of the results and must post the results at each local property.

#### 11.70

In the event a runoff is required the candidates names will be provided to the membership and posted at each property. The runoff will take place 48 hours after the close of the main election and run for 24 hours and follow all other procedures outlined in these Unifor Local 111 Elections Policies and Procedures Guidelines.

#### 11.80

Once the election has been finalized and the results posted the Election Committee is required to generate an election report and submit the report in writing to the membership at the next General Membership Meeting.

The report must (at minimum) contain the number of registered voters and the results of the election(s), all complaints submitted to the election committee and the resolution to those complaints, and a copy of the voter receipt log so that any member is able to verify the security and validity of the election and election results.

#### 11.90

The Election Committee must provide to the next Executive Board meeting any suggestions, comments or concerns regarding the election process or the software provided by the service provider if any.

### **Notice Of Motion 35**

ADD

#### 12.00

The full Admin activity log generated by the election provider will be securely maintained for a minimum of one (1) year after the close of elections unless there is an active Review of Decisions. If a Review of Decisions is pending, the log will be preserved until one (1) year after the resolution of it. As well, all other documents used by the Election Committee, including but not limited to, emails, notices, written documents, text messages and phone logs, that pertain to the preparation, administration, or resolution of any election will be kept and maintained in this same manner.

### **Notice Of Motion 36**

Submitted by the Local 111 Pride Committee

ADD New Policy

## **Pride Committee Terms of Reference & Policy & Procedures Manual**

### **Vision Statement**

By engaging the Local 111 Membership in learning about and fighting for the human rights of our 2SLGBTQIA+ siblings and wider community, we uphold our trade union values and build solidarity that strengthens our Local.



## **Objectives**

Provide a safe space for 2SLGBTQIA+ 111 Members to access resources  
Consolidate information on local, national and global information of relevance to 2SLGBTQIA+ workers  
Provide education within Local 111 in an effort to eradicate Homophobia, Transphobia and Biphobia  
Notify and educate the membership on days, events and issues of relevance to the 2SLGBTQIA+ community

## **Unifor National Constitution Article 15**

### **D: LOCAL UNION COMMITTEES**

1. A Local Union should establish the following Standing Committees:

- Constitution and Bylaws
- Education
- Environment
- Recreation
- Community Services
- Human Rights
- Lesbian, Gay, Bisexual and Transgender (LGBT)
- Aboriginal and Racialized Workers
- Workers with Disabilities
- Union in Politics
- Women's
- Young Workers
- Health and Safety

2. A Local Union may decide to consolidate Committees or establish additional Committees.

3. Local Union Standing Committee members may be elected or appointed by the Local Union Executive Board.

## **Activities**

- Liaise with and advise the Local 111 Executive Board on issues related to 2SLGBTQIA+ Members and the broader community
- Liaise with the Unifor BCRC to support activities within the broader Union community
- Hold social events to build solidarity and provide a safe space for 2SLGBTQIA+ Operators
- Liaise with the Unifor Canada Council LGBT Standing Committee on issues, campaigns and events
- Provide a resource for Local 111 Members who are interested in learning more about 2SLGBTQIA+ issues
- As required by the Local bylaws develop an annual budget and submit it to the Local Executive/Membership for approval.
- Actively communicate with the Membership on committee activities (e.g., through representatives, email, websites, and posted bulletins).
- Recruit, and recommend members applying for union courses, conferences, and other union programs targeted to 2SLGBTQIA+ members.
- Contribute articles or other information on 2SLGBTQIA+ issues to the local communication committee on a regular basis.
- Maintain an online, subscribable, calendar on important 2SLGBTQIA+ and Committee dates available on the committee website
- Attend Local rallies in support of 2SLGBTQIA+ issues
- Support Local 2SLGBTQIA+ charities and community organizations

## **Committee Structure**

The Committee will consist of a minimum of 3 members. Every effort will be made to ensure the Representatives reflect the diversity of the workforce. All Members must self identify as members of the 2SLGBTQIA+ community.

The Committee will elect from themselves 1 Chairperson (Co-Chairs permitted), 1 Recording Secretary and other positions as required.

## **Responsibilities**

- The Committee Chairperson (or designate) will liaise with the Local Executive.
- The Committee Chairperson (or designate) will arrange through a Table Officer to obtain time during working hours for committee members to meet and also to participate in the activities of the committee.
- The Committee will review its Terms of Reference yearly.
- All members of the Local will be encouraged to forward any information or requests regarding 2SLGBTQIA+ issues to the Committee.
- The Committee will maintain an email group of contact persons on each property who will circulate committee information and bulletins.
- The Committee Chairperson (or designate) will provide Committee members with any information received by the Local that relates to 2SLGBTQIA+ issues.
- The Committee will elect from their members any needed Representative(s) to attend any 2SLGBTQIA+ CMBC/Translink joint committees.

## **Meetings**

- Members will meet on a bi-monthly basis, or as needed.
- The Committee will regularly communicate via an online ongoing chat forum to address issues as needed on a timely basis.
- Decisions will be made by majority vote after due consideration and discussion.
- The Committee will identify ways to divide the work of the Committee so that meeting time outside of working hours is kept to a minimum.

## **Events**

- Hold an annual BBQ around the theme of International Day Against Homophobia, Transphobia and Biphobia open to all Members and families
- Celebrate Pride month in June
- Attach rainbow ribbons on all coaches for the month of August to celebrate Vancouver Pride
- Participate in Community Pride Events throughout the service area including Vancouver, Burnaby, Richmond, New Westminster, Surrey and Coquitlam
- Attend the Unifor National Pride Conference
- Attend the Annual Qmunity IDAHOT Breakfast with members of the Executive
- Other events as decided upon by the committee and/or as requested by the Membership, the Local, the BCRC and or National Union.

## **Records & Resources**

- Minutes/reports of committee meetings and other records of committee activities.
- Copies of posters and other communications organized or supported by the committee.
- Copies of materials from events attended.
- All Committee members will receive and keep a 3'x4' Unifor Pride flag and flagpole at home for ease of access to attend events on short notice
- Copies of all communications sent to or by the committee regarding committee business.
- Records will be kept in the shared committee google drive and where appropriate on the committee website (<http://pride111.ca>)

## **Budget**

The Committee will have an annual budget, as approved by the Local Executive/Membership as per the Local 111 Bylaws.

## **Reports**

The Committee Chairperson (or designate) will report on the activities of the Committee to each meeting of the Local Executive Board.

The Committee will report regularly on their website.

## **Notice Of Motion 37**

Submitted by the Local 111 Accident Adjudication Committee

### **ADD New Policy**

## **Accident Adjudication Committee**

### **Terms of Reference & Policy & Procedures Manual**

#### Vision Statement

By creating an educated and informed group of union representatives with specific and up to date knowledge about the accident adjudication process we ensure more equitable representation for the membership as a whole thus building solidarity as a Local.

#### Objectives

Assist members in the adjudication process  
Educate the members in the adjudication process  
Inform and educate the members of the claims process  
Educate members on the filling out of M-60 forms  
Facilitate meetings with analysts and the members for the review process

Unifor National Constitution Article 15

#### **D: LOCAL UNION COMMITTEES**

1.A Local Union should establish the following Standing Committees:

- Constitution and Bylaws
- Education
- Environment
- Recreation
- Community Services
- Human Rights
- Lesbian, Gay, Bisexual and Transgender (LGBT)
- Aboriginal and Racialized Workers
- Workers with Disabilities
- Union in Politics
- Women's
- Young Workers
- Health and Safety

2. A Local Union may decide to consolidate Committees or establish additional Committees.

3. Local Union Standing Committee members may be elected or appointed by the Local Union Executive Board.

## Committee Structure

The Committee will consist of a minimum of 7 members. Every effort will be made to ensure the representatives reflect the diversity of the workforce.

The Committee will elect 1 Chairperson & 1 Recording Secretary from the representatives.

## Responsibilities

- The Committee Chairperson will liaise with the Local Executive.
- The Committee Chairperson will liaison with the training department and the analyst on matters pertaining to the accident adjudication process
- The Committee Chairperson will arrange with the employer to obtain time during working hours for committee members to meet and also to participate in the activities of the committee.
  - The Committee will review its Terms of Reference yearly.
  - All members of the Local will be encouraged to forward any information or requests on learning opportunities related to accident adjudication to the Committee.
  - The Committee will maintain an email group of contact persons on each property who will circulate information on accident adjudication.
  - The Committee Chairperson will provide Committee members with any information received by the Local that relates to accident adjudication.
  - The Adjudication Committee will name the Local's Representative(s) to organize joint union/employer learning activities.
  - The Accident Adjudication Committee Chair will coordinate training for committee members
  - Members will meet on a quarterly basis, or as needed.
  - Decisions will be made by majority vote after due consideration and discussion.
  - The Committee will identify ways to divide the work of the Committee so that meeting time outside of working hours is kept to a minimum.

## Events

Twice a year each accident adjudication rep at his/her designated property will present to the members at each property an information session on the adjudication process that may include someone from claims, a trainer and an accident analyst from CMBC.

## Records & Resources

Minutes/reports of committee meetings and minutes of other committee activities  
Copies of material from events attended  
Copies of all communication received by the committee or sent by the committee  
Copies of all policies, procedures, trainings created by the employer or union related to accident adjudication

## Budget

The committee will have an annual budget, as approved by the local executive/membership as per the local 111 Bylaws

## Reports

The Committee Chairperson will report on the activities of the committee to each meeting of the Local Executive Board

## **NOTICE OF MOTION 38**

Change title of Appendix item 1

**FROM**

Education Committee Terms of Reference & Procedures Manual

TO

Education Committee Policy & Procedures Manual

**NOTICE OF MOTION 39**

ADD to preamble of Article 13

The Executive Board shall appoint at least one of its members to each of the standing committees in liaison or advisory capacity with the exception of the Bargaining Committee and Election Committee.

**NOTICE OF MOTION 40**

change to 'Unifor Local 111 Elections Policies and Procedures Guidelines'

ADD to end of existing preamble

The Local 111 Elections Policies and Procedures Guidelines must conform to the Unifor Constitution and the Unifor National Policy Regarding Local Union Elections.

**NOTICE OF MOTION 41**

ADD NEW ARTICLE to 'Unifor Local 111 Elections Policies and Procedures Guidelines'

**Election Reviews**

A request by a member for a review of decision concerning an election-related decision or action must follow the process set out in article 18B of the Unifor Constitution. Please also refer to the Unifor National Policy Regarding Local Union Elections and the Unifor National Procedure Policy on Constitutional Matters for further information.

**NOTICE OF MOTION 42**

change to 'Unifor Local 111 Elections Policies and Procedures Guidelines'

from

1.40 The Election Committee shall ensure that all bulletins and posters are promptly posted at each Property.

to

1.40 The Election Committee shall ensure that all bulletins and posters are promptly posted at each Property and with sufficient notice prior to the election(s) or any subsequent runoff election(s).

**NOTICE OF MOTION 43**

change to 'Unifor Local 111 Elections Policies and Procedures Guidelines'

ADD to end of 6.05 (c)

Example – 480 votes cast for Trustees, divided by 3 = 160. Further divided by 2 to get the 50% mark = 80. The next highest number above 80 is 81. Trustee requires at least 81 votes to receive a majority.

**NOTICE OF MOTION 44**

change to 'Unifor Local 111 Elections Policies and Procedures Guidelines'

#### **DELETE 6.60**

~~6.60 All Members are elected by plurality vote with the exception of those listed in section 6.40.~~

#### **NOTICE OF MOTION 45**

change to 'Unifor Local 111 Elections Policies and Procedures Guidelines'

#### **From**

6.40 A Candidate must receive fifty percent plus one (50% + 1) of votes cast to be elected to the following positions: President, First Vice-President, Second Vice-President, Financial Secretary, Recording Secretary, CTS Officer, or Trustees.

#### **To**

6.40 A Candidate must receive fifty percent plus one (50% + 1) of votes cast to be elected to the following positions: President, First Vice-President, Second Vice-President, Financial Secretary, Recording Secretary, CTS Officer, or Trustees. **All other positions are elected by plurality vote.**

#### **NOTICE OF MOTION 46**

change to 'Unifor Local 111 Elections Policies and Procedures Guidelines'

#### **FROM**

8.10

a) Each Candidate shall have the right to have one (1) scrutineer present when the votes are cast and when they are counted at no expense to the Union. No Candidate may be a scrutineer for another Candidate within the current election. The scrutineer must be a member in good standing or a retired member in good standing. Scrutineers will be allowed in the room to observe the counting of ballots in order to challenge any issues as they arrive. All challenges must be made directly to the judge of elections.

#### **TO**

8.10

a) Each Candidate shall have the right to have one (1) scrutineer present when the votes are cast and when they are counted at no expense to the Union. No Candidate may be a scrutineer for another Candidate within the current election. The scrutineer must be a member in good standing or a retired member in good standing. Scrutineers will be allowed in the room to observe the counting of ballots in order to challenge any issues as they arrive. All challenges must be made directly to the ~~judge of elections.~~ **Election Committee.**

#### **NOTICE OF MOTION 47**

change to 'Unifor Local 111 Elections Policies and Procedures Guidelines'

#### **from**

Article 9 Term of Office

The term of office shall be three (3) years with the exception of mid-term elections.

#### **To**

The term of office shall be three (3) years ~~with the exception of mid-term elections.~~ **The term of office for By-elections shall be the balance of term.**

#### **NOTICE OF MOTION 48**

change to 'Unifor Local 111 Elections Policies and Procedures Guidelines'

**DELETE 10.20**

~~10.20~~

~~Any Elected Member failing to take this Obligation and Pledge shall be disqualified and the position shall be declared vacant and where possible an alternate will take the position.~~

#### **NOTICE OF MOTION 49**

**ADD NEW POLICY**

## **AMP Committee**

(Attendance Management Program Committee)

### **Terms of Reference Policy & Procedure Manual**

#### ***Unifor Local 111 AMP Committee Vision Statement & Objectives***

By creating an educated and informed group of union representatives with specific and up to date knowledge about the Attendance Management Program we ensure more equitable representation for the membership thus building continuity and solidarity.

#### ***Objectives***

Educate the members on the AMP process.

Inform the members how to navigate the AMP process.

Assist the members through the AMP process.

Educate the members on the importance of completing all necessary paperwork and submitting in a timely manner.

Educate the members as to whom and when they need to be in contact with supervisors, OHG and other professionals contributing to their care.

Facilitate meetings with supervisors/management to help facilitate return to work process, be it UA/GRTW or modified assignment.

#### ***Committee Structure***

The Committee will consist of a minimum of 6 members, one representative from each depot. Every effort will be made to ensure that the representatives reflect the diversity of the workforce. The Committee will elect 1 Chairperson and 1 Recording Secretary from the representatives.

### ***Responsibilities***

The Committee Chairperson will liaise with the Local Executive.

The Committee Chairperson will liaise with the CMBC AMP department and keep the committee up to date on any policy or procedural changes.

The Committee Chairperson will arrange with the employer to obtain time during working hours for committee members to meet and participate in the activities of the committee.

The Committee Chairperson in conjunction with the Executive will arrange book offs for the committee members as outlined the budget and as required.

The Committee will review its Terms of Reference yearly.

All members of the Local will be encouraged to forward any information or requests on learning opportunities to the Committee.

The Committee Chairperson will provide committee members with any information received by the Local that relates to the AMP Program.

The AMP Committee members will organize joint union/employer educational days to bring awareness to the membership regarding the AMP program.

The AMP Committee Chair will organize and coordinate training for the Committee members.

The AMP Committee members will meet on a quarterly basis, or as needed.

Decisions will be made by majority vote after due consideration and discussion.

The Committee will identify ways to divide the work of the committee so that meeting time outside of working hours is kept to a minimum.

### ***Events***

Twice a year the Committee will put on educational information sessions at each depot. This will include all levels of the AMP program from union representatives, supervisors and both CMBC AMP department and OHG.

### ***Records and Resources***

Minutes/reports of committee meetings and minutes of other committee activities.

Copies of material from events attended.

Copies of all communications received by the committee or sent by the committee.

### ***Budget***

The Committee will have an annual budget, as approved by the local executive/membership as per the Local 111 Bylaws.