



GENERAL MEETING AGENDA

Date: **Wednesday, February 28th, 2024**
Time: 10:45 AM and **18:00 PM**
Place: Local 111 Union Hall – 326 12th Street, New Westminster, BC



AGENDA:

1) MINUTES OF THE PREVIOUS MEETING

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

2) TRUSTEES REPORT – 3rd & 4th QUARTER

3) READING OF PROPOSED BYLAW AMENDMENTS

4) NOTICES OF MOTION

- a. I, Hailemeskel Bisrat, #56940, VTC, am requesting the amount of \$500 for sponsoring Brother N. Mahamoued #82462 for the B.M.O Marathon taking place May 2024.

Submitted by Hailemeskel Bisrat, #56940, VTC

- b. There are 7 Bylaw Motions please view attached package.

Submitted by Bylaws Committee

5) ARBITRATIONS

6) DONATIONS

7) OFFICERS' REPORT

8) NEW BUSINESS

The next Executive Board meeting will be held on March 7th, 2024 at 09:00 at 326 12th Street, New Westminster, BC.

In Solidarity,

Jessie Rana

Unifor Local 111 Recording Secretary

Cell: 778.980.0489

E-mail: RecSec@Unifor111.com

There are 7 Bylaw Changes (Notices of Motion, or NOMs) below that will be voted on at the February 2024 GMM

Unless otherwise indicated all motions are submitted by the Local 111 Constitution and Bylaws Committee. Text in purple is for explanatory purposes only (like this), deletions are black text with a strikethrough (example) and additions are in red (example).

NOM 1

(was read as Motion 6 at November GMM)

ADD to Article 7 preamble

Only Members in good standing, the minor child(ren) of a Member in attendance and invited guests (with prior permission of the Chair) are permitted at Local Meetings.

Any member who attends a meeting under the influence of alcohol or drugs and/or creates a disturbance, or becomes unruly shall lose voice and their right to vote at said meeting. Where necessary to maintain order, the member may be evicted from the meeting by order of the Chair subject to the challenge of the membership. Flagrant or persistent violation of this section by any member shall be conduct unbecoming a union member.

NOM 2

ADD

Purchasing

18.33

Purchases of goods and services will follow the *Unifor National Purchasing Policy for Materials, Print and Services* (Policy Number ADM007).

NOM 3

Unifor Local 111 Elections Policies and Procedures Guidelines

FROM

2.20 No member shall hold, or stand for election to, any office based solely upon a Property to which that member does not belong. If the Member is not currently assigned to a property, they must declare the property they are running for before the close of nominations.

TO

2.20 **Members may only hold or stand for election, at the Property to which they are assigned.**
~~No member shall hold, or stand for election to, any office based solely upon a Property to which that member does not belong. If the Member is not currently assigned to a property, they must declare the property they are running for before the close of nominations.~~

NOM 4

Unifor Local 111 Elections Policies and Procedures Guidelines

FROM

2.30 No member shall hold, or stand for election to, any office based solely upon the Job Classification of Community Transit Services Operator if that member is not a Community Transit Services Operator.

TO

~~2.30 No member shall hold, or stand for election to, any office based solely upon the Job Classification of Community Transit Services Operator if that member is not a~~ **Only a Community Transit Services Operator may hold, or stand for election to, any Community Transit Service position.**

NOM 5

Unifor Local 111 Elections Policies and Procedures Guidelines

DELETE (As written, this article violates the Unifor Constitution)

~~2.40 No member shall hold, or stand for election to, any office based solely upon the Job Classification of Community Transit Services Operator if that member has not been a Community Transit Services Operator for 12 months immediately prior to the date of the election.~~

NOM 6

Motion to adopt this report.

The following 3 housekeeping changes were made by the Constitution & Bylaws Committee. The first 2 additions are mandatory as they are a Constitutional requirement. The 3rd change is due to a long unnoticed typo.

ADDED to Article 17: Right to Recall 17.02 (d)

An elected Executive Board member can face recall only once during their term of office.

ADDED to Article 17.13

An elected workplace representative can face recall only once during their term of office.

In Article 13.01 c, AMP was listed twice as a committee

REMOVE the second mention of the AMP Committee and renumber.

FROM

(c) Appointed Committees/Positions

1. Accident Adjudication
2. Violence in the Workplace (VIW)
3. Attendance Management Program (AMP)
4. Mental Health Advocate Committee
5. Care Committee
6. Health and Benefit Trustee
7. Washroom Committee
8. Grievance Committee
9. AMP Committee
10. Women's Advocates

TO

(c) Appointed Committees/Positions

1. Accident Adjudication
2. Violence in the Workplace (VIW)
3. Attendance Management Program (AMP)
4. Mental Health Advocate Committee
5. Care Committee
6. Health and Benefit Trustee
7. Washroom Committee
8. Grievance Committee
9. ~~AMP Committee~~
10. ~~9.~~ Women's Advocates

NOM 7

(was read as Notice of Motion 1 at November GMM)

submitted by Rob Sangara, representing the Local 111 Education Committee

(Amendments to the existing policy, there are 9 pages here, please see all changes)

Education Committee

Terms of Reference

& Policy & Procedures Manual

Original adopted – September 2011

Updated CAW references to Unifor references – March 2015

Unifor Local 111 Education Committee Vision Statement & Objectives

Vision Statement

By engaging our Membership in a progressive learning environment, we encourage the development of strong, informed Activists and Representatives.

Objectives

- Identify training needs, request courses and coordinate union education.
- Develop courses and educational resources to fill the needs of the Local.
- Ensure effective communications with training sources (e.g., Unifor Regional and National Offices and other labour bodies, employer, community groups and agencies).
- Coordinate access to educational opportunities by effectively notifying the Membership and Representatives of learning opportunities.

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

- Conduct a needs analysis from time to time using various tools (e.g. canvassing, questionnaire, liaison with the Local Executive and other committees).
- Obtain information on learning opportunities offered by the **Union Unifor, BC Federation of Labour, GLC,** and other labour bodies.
- Provide input into the Unifor Regional Education Plan.
- Develop an annual education plan for the Local, as revised from time to time. • ~~As required by the Local bylaws develop a budget and submit it to the Local Executive for approval.~~
- **The Committee will develop an annual budget as per the Local 111 Bylaws.**
- Actively communicate with the Membership on learning opportunities (e.g., through representatives, email, the Unifor 111 website, and posted bulletins).
- Bookmark Union Education on the Unifor National website and check regularly for updates (<http://www.unifor.org/en/member-services/education>).
- Recruit, register, and recommend members applying for union courses, conferences, and other union education programs.
- Contribute articles or other information on union education to the local newsletter on a regular basis.
- Maintain a record of all union education completed by each member.
- Provide input on changes to the local bylaws that will improve Membership access to union education.
- Liaise with the Property Representatives and Chief Job Stewards on the training needs of local stewards and other union representatives.
- Maintain a speakers' list and training resources on a variety of topics and update

from time to time.

- Receive reports from members who have received financial support to attend educational opportunities.

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.

~~The Committee may appoint a member at large from time to time with the approval of the Executive Board.~~

The President, with recommendations of the Executive Board, may appoint additional committee members as needed.

The Committee will elect 1 Chairperson, 1 Co-Chairperson and 1 Recording Secretary from the Representatives.

Responsibilities

- The Committee Chairperson(s) will liaise with the Local Executive **through the Officer in Charge.**
- The Committee Chairperson(s) (or a member of the Local Executive) 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. They will negotiate training time and/or expenses for staff to participate in on-site and off-site learning activities.
- 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 will maintain an email group of contact persons on each property who will circulate information on union education.
- The Committee Chairperson(s) will provide Committee members with any information received by the local that relates to education.
- The Education Committee will name the Local's Representative(s) to organize joint union/employer learning activities.
- The Education Committee will coordinate registrations for training and maintain reports of Membership attendance (including reasons for nonattendance).

Meetings

- Members will meet on a bi-monthly 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.

Resources

- Membership list;
- contact list of Local Executive, other Local Officers, Stewards, Committee members and any other Representatives of the Local;
- ~~Terms of Reference for Local Education Committee;~~
- **Education Committee; Terms of Reference & Policy & Procedures Manual**
- Unifor National Education schedule;
- website addresses of Unifor local and national;
- information on developing learning plans;
- application forms;
- approved budget;
- sample surveys;
- designated Discussion Leader list;
- speakers' list;
- Local bylaws.

Records

- Registry of members who have attended union courses.
- Copies of completed application forms, including a system for forwarding completed applications of recommended applicants by the respective deadline dates.
- Minutes/reports of committee meetings and other records of committee activities.
- Copies of posters and other communications relating to education organized or supported by the committee.

Budget

The Committee will have an annual budget, as ~~approved by the Local Executive.~~ **per Local bylaws.**

The Committee will provide recommendations to the Local Executive on the various allocations (e.g., "top-up" for weekend and other programs; financial assistance for members to attend conferences and other learning opportunities; cost sharing partnerships with labour partners).

Report

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

The Committee Chairperson(s) will report on the activities of the Committee, in writing, on a monthly basis to the Executive Board and General Membership Meeting.

Evaluation

The Committee will develop its own evaluation tools (e.g., evaluation forms for various seminars, number of members registering and applying for courses, activity level of "graduates") and evaluate its work on an ongoing basis.

PEL Application Local Involvement Questionnaire

- ~~1. Do you attend General Membership meetings? If yes, how often?~~
- ~~2. Do you attend Property Meetings? If yes, how often?~~
- ~~3. Are you presently on any Local Union Committees? If yes, which Committees and for how long?~~
- ~~4. Have you ever been a member of any Local Union Committee in the past? If yes, which committees and when?~~
- ~~5. Have you ever worked on any programs, events or projects for your Local? If yes, what and when?~~
- ~~6. Do you participate in Local sponsored events? Please list some examples of events you have participated in.~~
- ~~7. Have you ever participated in any protests or community actions such as 'Up the Minimum Wage', or picket line support? If yes, which ones and when?~~
- ~~8. Are you actively involved in any community activity such as coaching sports, volunteering, etc.? If yes, please give specifics~~
- ~~9. Have you ever taken any labour related educational courses (ie, Unifor, BC Fed)? If yes, what and when?~~
- ~~10. Have you ever applied for a Paid Education Leave Course before?
A) If yes, what and when?
B) What have you done since your last application for PEL that demonstrates an enhanced level of commitment?~~

On an attached page:

- ~~1. Please write a summary of the reasons you would like to attend this course.~~
 - ~~2. If selected, what do you hope to achieve/how will you use your new education when you get back.~~
- ~~*If you require any help finding this application, please contact your Education Committee Representative or Property Representative.~~

Local Involvement Questionnaire

1. Do you attend Property Meetings General Membership Meetings? If yes, which ones and how often?
2. Do you CURRENTLY hold any positions locally or at the property level in the Union i.e.: including being an ACTIVE steward? If so, please explain in more detail.
3. Have you ever participated in any of the following: Local sponsored events? Protests or community actions? Picket line support? Union programs, events, or projects for your Local? If yes, what, and when?
4. Have you ever taken any Labour related educational courses (i.e.: CAW, Unifor, BC Fed, etc.) or applied for a Paid Education Course before? If yes, what, and where?

For Reference (to be completed by Property Rep or Chief Job Steward):

Reference Name (please print)

Active Job Steward YES NO

Does this member attend call-ins (If so, how often?)

Date: _____ Signature: _____

By signing this document, I am recommending the above mentioned applicant. They should be considered for the PEL course they are applying for.

PEL Selection Process

1. Application Package

- available at <http://www.unifor111.ca>, as well as in hard copy on each property
- comprised of:
 - Local Involvement Questionnaire
 - ~~attached one page statement answering questions 11 and 12 of the questionnaire~~
 - **Cover letter**
 - applicant must confirm receipt of application by ~~phone call or e-mail to local Recording Secretary or designate~~ **the Education Committee** education@unifor111.com
- **PEL application must be signed by Property Representative or Chief Job Steward**
- **A member may only apply for one course each quarter**
- **A member may only attend PEL one (1) time per calendar year, *unless under special consideration.***
- **Must wait 2 months after completing Our Union in Our Workplace course, before applying for a PEL course, except Human Rights**
- ~~A separate application must be filled out for each course applied for~~
- ~~Must include a letter of recommendation from Property Representative or Chief Job Steward or other Union Representative~~

2. Education Committee

- Education Committee will also consult General Meeting & Property Meeting attendance books to confirm regular attendance, if required
- this information is attached to the application package and forwarded to the Selection Committee

3. Selection Committee

- all PEL applications are reviewed by the local PEL Selection Committee (5- 3 members)
 - ~~President~~ **Officer in Charge** or designate
 - ~~Area Director or designate~~
 - ~~Chair or co-chair~~ of the Education Committee **or designate**
 - **Education Committee Member or designate**
 - ~~rotating local Executive Board member~~
 - ~~rotating 4-week PEL graduate~~

4. Local Executive Board

- applications recommended by the Selection Committee are forwarded to the Local Executive Board for approval
 - all applicants, regardless of the success of their application, will receive a response letter

5. Post Course Follow-up

- applicants will write a brief report (**within 2 weeks of completing course**) on their experience in Port Elgin and their plans to utilize their education in the Local
 - Failure to submit a report will result in disqualification for future education until it is remedied.**
- the report will be submitted to the ~~Recording Secretary of the local~~ **Education Committee** and forwarded to the local Executive Board/**Officer in Charge**.
- a record of all applications, response letters, and post-course reports will be maintained by the Education Committee
- all PEL applicants will have a 6 month period to evaluate if knowledge and experience acquired after completing a course is being put towards benefitting the Membership.
 - a) After that 6 month period, the Education Committee and the Chief Job Steward will meet with those who have completed PEL courses for an evaluation and assignment of duties.
 - b) ~~That new applications for other courses will not be considered until such time as Step A has been completed.~~

Registration for Local Courses

~~Including Basic Job Steward Training, 1-day Local Area Schools, and 3-day Courses.~~
register@unifor111.com

Including the Our Union in our Workplace, and any other Local 111 developed course, 1-day Local Area Schools, and 3-Day Courses.

- All interested members must register via e-mail to ~~the local Recording Secretary~~ or designate **education@unifor111.com**
- :
 - e-mail should contain name, property, seniority number, and course/name date
 - ~~applicants must confirm receipt of registration by phone or e-mail~~
 - **All applicants receive a response letter regarding their application**
 - other than ~~Basic Job Steward Training~~, **the Our Union in Our Workplace, and any other Local 111 developed courses**, all applications are sent to the National, after local approval
 - any applicants for courses where lost time is paid by the Local will be reviewed by the local Executive Board

Registration Approvals and Confirmations

Basic Job Steward Training

- ~~first-come, first-served~~
- ~~registration is confirmed by e-mail two weeks before the course date~~

Our Union in Our Workplace, and all Local 111 Developed Courses

- Every effort will be made to ensure the members chosen to reflect the diversity of the workplace
- All applicants receive a response letter regarding their application
- Registration is confirmed by e-mail two weeks prior to the course date

1-day Local Area Schools

- ~~first-come, first-served~~
- Every effort will be made to ensure the members chosen to reflect the diversity of the workplace
- All applicants receive a response letter regarding their application
- Local Area Schools are open to all locals
- registration is confirmed by e-mail ~~one week~~ **two weeks** before the course date

3-day Courses (and any other course with lost time paid)

- Available at <http://www.unifor.ca>, as well as in hard copy on each property.
- Comprised of
 - Local Involvement Questionnaire
 - Cover letter
 - Applicant must confirm receipt of application by phone call or by e-mail to the Education Committee
- 3-Day area course application must be signed by Property Representative or Chief Job Steward
- All applicants receive a response letter regarding their application
- Must wait 2 months after completing Our Union in Our Workplace course before applying for a 3-Day Area Course.
- Registration is confirmed by email two weeks prior to the course date

~~3-day Courses (and any other course with lost time paid)~~

- ~~all applicants are reviewed by the local Executive Board, with consultation of the Property Representative for the applicant's property~~
- ~~all applicants receive a response letter regarding their application~~

Bulletins & Postings

General Posting Guidelines

- properties are asked to post educational opportunities at least two weeks ~~before~~ prior to the application deadline
- ~~leave bulletins up at least one week after deadline~~
- ~~recommended: leave bulletin posted one week after course date~~

Call Letters/Accepting Applications Bulletins

- include expiry/application deadline in all ~~course~~ bulletins
- ~~recommended: send an “applications closed” bulletin to be posted after deadline~~

Records

Attendance

- members must sign in for each day of each course
- a record is kept of what courses members have completed
- attendance records will be maintained by the Education Committee for the reference of the Local

Resources

- educational materials, including course documents, are kept in the Local office
- every effort will be made to keep education materials in an electronic format, as well as in hard copy
- Refer to Bylaw 18.51