

BY-LAWS

OF THE

**PETERBOROUGH AND
DISTRICT LABOUR COUNCIL**

(CLC/OFL)

(Chartered by the Canadian Labour Congress - May 1956)

approved June 5, 2017



Canadian Labour Congress

Congrès du travail du Canada

TABLE OF CONTENTS

ARTICLE	PAGE
ARTICLE I – NAME, BOUNDARIES, AND OBLIGATIONS	4
ARTICLE II – OBJECTS.....	5
ARTICLE III – HARASSMENT AND DISCRIMINATION.....	7
ARTICLE IV - MEMBERSHIP	9
ARTICLE V - MEETINGS.....	10
ARTICLE VI – REPRESENTATION	12
ARTICLE VII – COMMITTEES.....	12
ARTICLE VIII - OFFICERS.....	13
ARTICLE IX - DUTIES OF THE PRESIDENT.....	14
ARTICLE X - DUTIES OF THE VICE-PRESIDENT	15
ARTICLE XI - DUTIES OF THE SECRETARY-TREASURER	15
ARTICLE XII - DUTIES OF THE RECORDING SECRETARY.....	16
ARTICLE XIII - DUTIES OF THE SERGEANT-AT-ARMS	16
ARTICLE XIV – DUTIES OF THE EXECUTIVE	16
ARTICLE XV - TRUSTEES	17
ARTICLE XVI - OBLIGATIONS OF APPOINTEES TO BOARDS AND COMMITTEES	18
ARTICLE XVII - REVENUE	18
ARTICLE XVIII - OMBUDSPERSON	19
ARTICLE XIX - AMENDMENTS	21
ARTICLE XX - ADDITIONAL BY-LAWS	21
ARTICLE XXI - ORDER OF BUSINESS	22
ARTICLE XXII - RULES OF ORDER.....	22
APPENDIX 1 – BOURINOT’S RULES OF ORDER AT A GLANCE	24

ARTICLE I – NAME, BOUNDARIES, AND OBLIGATIONS

- Section 1.** This Labour Council shall be known as the Peterborough and District Labour Council, CLC.
- Section 2.** It shall consist of organizations affiliated to the Canadian Labour Congress, which become affiliated to this Labour Council and which are situated in Peterborough county and contiguous areas not otherwise covered by another Labour Council.
- Section 3.** These organizations shall conform to the By-Laws and rules and regulations of the Council set forth herewith. This Labour Council shall not be dissolved while there are five (5) organizations remaining in affiliation.

Section 4. Obligation for Delegates

Before assuming his/her duties, each newly appointed delegate shall commit to the following obligation:

“I shall be faithful to the duties of a delegate to this Labour Council. I will attend, when able to do so, all meetings of the Council, and will work at all times for, and in the interest of, the Council and the Canadian Labour Congress.”

Section 5. Obligation for Members of the Executive

Before assuming his/her duties, each newly elected member of the Executive Council shall commit to the following obligation:

“I do hereby sincerely pledge my word and honour, to perform my duties as an Officer of this Labour Council. I will attend, when able to do so, all meetings of the Council of which I shall be a member, and at the end of my term of office, I shall turn over to the Council and/or to my successor, all properties or funds in my possession that belong to the Council.”

ARTICLE II – OBJECTS

Section 1. The purposes of this Labour Council are the following:

- (a)** Support the principles and policies of the Canadian Labour Congress;
- (b)** Promote the interests of its affiliates and generally to advance the economic and social welfare of workers;
- (c)** Assist affiliated organizations in extending the benefits of mutual assistance and collective bargaining to workers;
- (d)** Assist in the organization of the unorganized into unions for their mutual aid, protection, and advancement, giving recognition to the principle that both craft and industrial unions are appropriate, equal, and necessary methods of union organization;
- (e)** Engage in political action and participation in municipal, provincial, and federal election campaigns;
- (f)** Engage in ongoing political activism—addressing local issues, working with community groups, lobbying and advocacy of municipal councils, school boards, members of provincial legislatures, and members of Parliament;
- (g)** Participate in campaigns of the CLC, federations of labour, and affiliates by providing support and coordination;
- (h)** Engage in media relations and public communications campaigns to raise the profile of the labour movement in the community;
- (i)** Communicate with affiliates and union members to provide information on important issues;
- (j)** Promote the values of the labour movement by organizing events for such designated days as May Day, Labour Day, Day of Mourning, International Women’s Day, National Aboriginal Day, and the National Day of Remembrance and Action on Violence Against Women;

- (k)** Encourage all workers without regard to grounds protected within the Human Rights Code, to share in the full benefits of union organization;
- (l)** Secure legislation which will safeguard and promote the principles of free collective bargaining, the rights of workers, and the security and welfare of all people;
- (m)** Protect and strengthen our democratic institutions, to secure full recognition and enjoyment of the rights and liberties to which we are justly entitled, and to preserve and perpetuate the cherished traditions of our democracy;
- (n)** Promote the cause of peace and freedom in the world, and to assist and cooperate with free and democratic labour movements throughout the world;
- (o)** Aid and encourage the sale and use of union made goods and union services through the use of the union label and other symbols; to promote the labour press and other means of furthering the education of the labour movement;
- (p)** Press for representation on public boards, committees, planning committees, housing committees, United Way, Exhibition Board, recreation commission and boards, and other public municipal bodies;
- (q)** Safeguard the democratic character of the labour movement and to observe and respect the autonomy of each affiliated union; and
- (r)** Encourage workers to vote, to exercise their full rights and responsibilities of citizenship, and to perform their rightful part in the political life of the municipal, provincial, and federal governments while preserving the independence of the labour movement from political control.

Section 2. Consistent with the objective identified above, the Labour Council will identify organizational goals and develop a strategic plan for achieving them. This plan could include the following:

- (a)** Raising the community profile of the labour movement by organizing around name days such as Labour Day, Day of

Mourning, International Women's Day, and other days as identified by the local union leadership;

- (b)** Identifying issues for advocacy work with municipal councils and boards including participation on committees such as community infrastructure, transportation and other citizen's committees;
- (c)** Developing strategies for participation in local, national, provincial, or affiliate campaigns;
- (d)** Recommending committees for affiliate participation to organize events, coordinate strike and bargaining support, liaise with community organizations, coordinate campaigns;
- (e)** Developing a media and public relations plan to raise the profile of the labour movement; and
- (f)** Developing relationships with community organizations and allies.

ARTICLE III – HARASSMENT AND DISCRIMINATION

Section 1. The CLC takes seriously its responsibility to ensure that all union functions are free of harassment. Discrimination and harassment are against the law and in violation of the CLC Constitution.

Section 2. Harassment includes, but is not limited to:

- (a)** Prohibited grounds under the Canadian Human Rights Act and the Ontario Occupational Health and Safety Act; for example, unwelcome remarks, jokes, innuendos, or taunts about a person's body, clothing, race, ancestry, colour, ethnic origin, citizenship, sex (including pregnancy), sexual orientation, disability, age, marital status, family status, political or religious affiliation, place of national origin, record of offences, and any other ground protected by law.
- (b)** Insulting gestures and practical jokes; for example, of a sexist, racist, or homophobic nature;
- (c)** Displaying of pornographic or racist pictures, graffiti, or material, except where said material is being actively discussed by the Council;

- (d) Leering;
- (e) Refusing to talk to, or work with, a person because of his or her race, ancestry, colour, ethnic origin, citizenship, sex (including pregnancy), sexual orientation, disability, age, marital status, family status, political or religious affiliation, place of national origin, or record of offences.
- (f) Unwanted physical contact or sexual overtures.

Section 3. Complaints of harassment or discrimination at any Labour Council function shall be investigated immediately by the Representative of the Canadian Labour Congress and a member of the Executive. In the event that the CLC Representative is not available, such investigation shall be conducted by two members of the Executive.

Section 4. Equality Statement

Union solidarity is based on the principle that union members are equal and deserve mutual respect. Any behaviour that creates conflict prevents us from working together to strengthen the labour movement.

As unionists, mutual respect, cooperation, and understanding are our goals. We neither condone nor tolerate behaviour that undermines the dignity or self-esteem of any individual or creates an intimidating, hostile, or offensive environment.

Discriminatory speech or conduct which is racist, sexist, transphobic, or homophobic hurts and divides us. So too, does discrimination on the basis of disability age, class, religion, language, and ethnic origin.

Sometimes discrimination takes the form of harassment. Harassment means using real or perceived power to abuse, devalue, or humiliate. Harassment is not a joke. The uneasiness and resentment it creates are not feelings that help us grow in solidarity.

Discrimination and harassment focus on characteristics that make us different. They reduce our capacity to work together on shared

concerns such as decent wages, safe working conditions, and justice in the workplace, society, and in our unions.

The CLC's policies and practices reflect our commitment to equality. This event is a harassment free zone to ensure that the dignity and equality of all sisters and brothers is respected.

ARTICLE IV - MEMBERSHIP

Section 1. Members of the Labour Council shall be as follows:

- (a)** Local Unions, branches, and lodges of national and international unions, regional and provincial organizations affiliated to the CLC;
- (b)** Local Unions, in the area, chartered by the CLC; and
- (c)** Student groups, retiree groups, and other community groups may affiliate to the Labour Council as associate members.

An associate member or an accredited representative of an international or national union with a local, lodge, or branch, affiliated with this Council, shall be given voice in Council proceedings. Unless such representative is a properly credentialed delegate to this Council, such representative shall not be entitled to vote in Council proceedings.

Section 2. Any organization affiliated with this Labour Council may be expelled from membership in the Council by a majority roll call vote at a meeting. Any decision to expel may be appealed to the Executive Committee of the Canadian Labour Congress within two (2) months. The decision shall be in force and effect during appeal.

Section 3. Any delegate may be suspended or expelled for conduct disruptive of the operation of the Council, by a majority roll call vote at a meeting. In such cases, the local union which the delegate represents will be notified and requested to replace him/her. Any decision to expel may be appealed to the Trustees of the Labour Council who shall investigate the cause of the suspension or expulsion and make a recommendation to a subsequent meeting of the Council with regard to reinstatement. An individual may be

reinstated to delegate status by majority vote of a meeting of the Council. The decision shall be in force and effect during appeal.

Section 4. CLC Officers, Directors, and Representatives shall be accorded all rights and privileges of delegates, except the right to vote, when they attend meetings of this Labour Council.

Section 5. It shall be the duty of each affiliated organization to furnish the Secretary-Treasurer of the Labour Council with the following:

(a) All official reports which deal with matters within the purview of the Council;

(b) Such other reports as will facilitate and make more effective the work of the Council; and

(c) A statement of their membership in good standing.

Section 6. Affiliates are encouraged to file with the Secretary-Treasurer of the Labour Council and the Research Department of the Canadian Labour Congress in Ottawa, copies of their collective agreements.

ARTICLE V - MEETINGS

Section 1. The regular meetings of this Labour Council shall be the governing body of the Council. Except as provided in Article XIX, its decisions shall be by majority vote.

Section 2. The regular meetings of the Labour Council shall be held on the fourth Tuesday of each month, except in the month of December when the meeting will be held on the third Tuesday of the month. Meetings shall commence at five thirty o'clock (5:30 pm) sharp and may continue until seven thirty o'clock (7:30 pm), and may be extended by a motion from the floor.

Section 3. Executive Members will not suffer lost wages to attend Executive Meetings. If the Executive Meeting is scheduled at a time that an Executive Member is required to work, the meeting date will either be changed or the Executive Member will be reimbursed for lost wages if they must take time off work without pay to attend. Prior to granting lost wages, the Executive Member shall attempt to have lost wages reimbursed by his/her local, regional, or national union. These payments will be subject to budgetary restriction.

Section 4. Special Meetings:

- (a)** Special meetings of the Labour Council may be called by direction of the Executive or on request of affiliated organizations representing 20% or more of the total membership and auxiliary membership of the Council, as evidenced by the records of the Secretary-Treasurer.
- (b)** In the event a special meeting is called, as provided in sub-section (a), the Executive shall call such a meeting within five (5) calendar days and shall give all organizations, no less than, five (5) calendar days' notice of the time and place for holding the special meeting, together with a statement of the business to be considered at such meeting.
- (c)** Representation to special meetings shall be on the same basis as regular meetings.
- (d)** Except as provided in sub-section (b), a special meeting shall exercise the same authority as regular meetings.
- (e)** The Executive may, at the regular June meeting of the Council, recommend the suspension of the regular meetings for the months of July and/or August and that the Executive be empowered to conduct the normal business affairs of the Labour Council during this two (2) month period. Notwithstanding this provision, special meetings may be called by action of the members in July or August as described in (a) through (d) above.

Section 5. Delegates representing at least six (6) local unions shall constitute a quorum for the transaction of business.

Section 6. Guest speakers shall be placed at the start of the agenda and be cleared at prior Council meetings, if possible.

Section 7. The Labour Council will participate in regional General Meetings as convened by the Canadian Labour Congress from time to time.

ARTICLE VI – REPRESENTATION

- Section 1.** Representation at meetings for member organizations shall be on the following basis: From affiliated local unions, branches, and lodges, three (3) delegates for 200 or fewer members and one (1) additional delegate for each additional 200 members or major fraction thereof.
- Section 2.** The number of members of each organization for the purpose of selecting delegates to the Labour Council shall be the average monthly number on which per capita tax was paid over the previous six-month period.
- Section 3.** It is the responsibility of the Labour Council's affiliate organizations to notify the Secretary Treasurer or Sergeant at Arms of any changes made to the organization's delegates to Council.
- Section 4.** Any organization suspended or expelled by the Canadian Labour Congress or this Labour Council shall not, while under such penalty, be allowed representation in the Council.
- Section 5.** Any person suspended or expelled from any organization affiliated to this Labour Council shall not be seated as a delegate.

ARTICLE VII – COMMITTEES

- Section 1.** The President, in consultation with the Executive, shall appoint such committees as are necessary to conduct the affairs of the Labour Council.
- Section 2.** Each Committee will be chaired by a member of the Executive. Local unions will be requested to appoint people to the committee upon the request of the Labour Council President.
- Section 3.** Committees may include campaign coordination for Municipalities Matter and other campaigns, organizing activities on name days, strike and bargaining support, media relations and communications, women's rights, equity and others as required.

ARTICLE VIII - OFFICERS

- Section 1.** The Executive of the Labour Council shall consist of a President, Vice-President, Secretary-Treasurer, Recording Secretary, Sergeant-at-Arms, and five (5) Members at Large.
- Section 2.** Each Executive member shall be a delegate in good standing of a member organization. No one shall be eligible for election unless he/she attended fifty percent (50%) of the meetings of the Labour Council in the previous six (6) months unless he/she can satisfy the body of just cause for not reaching this threshold.
- Section 3.** Positions on the Executive that expire December 31st shall be filled by election at the regular meeting of the Labour Council in November. Terms of office are for two years beginning the January 1st immediately following the November election of each officer.
- Section 4.** Election of Executive members shall be by secret ballot, except in cases of acclamation. A majority of votes cast shall be required before any candidate can be declared elected, and second and subsequent ballots shall be taken, if necessary, to obtain a majority.
- Section 5.** Auxiliary member delegates may not vote in elections and may not nominate candidates to office.
- Section 6.** The election of each office shall be completed before nominations may be accepted for any subsequent office. When a member is nominated, their name, union, and local will be stated. A person nominated, or his/her nominator, shall be allowed three (3) minutes to speak prior to the vote.
- Section 7.** Terms in office on the Executive shall commence upon the completion of elections. The term of office shall be for two (2) years.

Section 8. The following order for nominations and election to the Executive will be followed:

1. President;
2. Vice-President;
3. Secretary-Treasurer;
4. Recording Secretary;
5. Sergeant-at-Arms;
6. Five (5) Members at Large.

Section 9. In the event of a vacancy in the office of the President, the Vice-President shall perform the duties of the President until a successor is elected at the end of the term. If the Vice-President is unable to act in this matter, the Secretary-Treasurer shall perform this duty.

Section 10. In the event of a vacancy in the office of either Vice-President or Recording Secretary, the President shall perform the duties of the vacant office until a successor is elected.

Section 11. In the event of a vacancy in any office of the Council, the vacancy shall be filled at the next regular Labour Council meeting, after the vacancy has been declared by the Council except the President. Affiliated locals shall be notified at least fifteen (15) days prior to the election.

Section 12. The Executive Officers shall hold title to any real estate of the Labour Council as trustees for the Council. They shall have no right to sell, convey, or encumber any real estate without first submitting the proposition to a meeting and such proposition is approved.

ARTICLE IX - DUTIES OF THE PRESIDENT

Section 1. The President shall be the Chief Executive Officer of the Labour Council. He/she shall exercise supervision over the affairs of the Council, sign all official documents, and preside at regular and special meetings of the Executive.

Section 2. Subject to appeal to the Canadian Labour Congress, the President shall have the authority to interpret these By-Laws. His/her interpretation shall be conclusive and in full force and effect unless

reversed or changed by the Executive, or a membership meeting, or a meeting of the Canadian Labour Congress.

Section 3. The President, or his/her designate, shall be ex-officio members of all committees, with all the rights and privileges of a committee member.

Section 4. The President, or his/her designate, shall be the delegate to the Executive Council of the Federation of Labour where required.

ARTICLE X - DUTIES OF THE VICE-PRESIDENT

Section 1. The Vice-President shall aid the President in his/her duties as chief executive officer of the Labour Council and act on his/her behalf when required to do so.

ARTICLE XI - DUTIES OF THE SECRETARY-TREASURER

Section 1. The Secretary-Treasurer shall be the Chief Financial Officer of the Labour Council.

Section 2. The Secretary-Treasurer shall be in charge of books, documents, files, and effects of the Labour Council, which shall at all times be subject to the inspection of the President and Executive.

Section 3. The Secretary-Treasurer shall, subject to the approval of the Executive, invest surplus funds of the Council in ethical securities or deposit them in credit unions or banks.

Section 4. The Secretary-Treasurer shall be bonded in such amount as may be determined by the Executive.

Section 5. The Secretary-Treasurer is empowered to require affiliated organizations to provide statistical data, in their possession, relating to the membership of their organizations.

Section 6. The Secretary-Treasurer shall present a budget for the coming fiscal year, at the October meeting of the Labour Council. Honorariums paid to officers shall be limited to any amount(s) designated for this purpose in the approved budget.

ARTICLE XII - DUTIES OF THE RECORDING SECRETARY

- Section 1.** The Recording Secretary shall conduct all correspondence of the Labour Council and the Executive.
- Section 2.** The Recording Secretary shall perform such other duties as may be necessary for the proper and effective administration of the affairs of the Labour Council.
- Section 3.** The Recording Secretary shall cause the proceedings of all Labour Council meetings and all sessions of the Executive to be recorded.
- Section 4.** The Recording Secretary shall send copies of the Labour Council minutes to the Canadian Labour Congress at the CLC Regional Office.

ARTICLE XIII - DUTIES OF THE SERGEANT-AT-ARMS

- Section 1.** It shall be the duty of the Sergeant-At-Arms to receive the name of each delegate upon entering the room and shall record his/her attendance.
- Section 2.** The Sergeant-At-Arms shall perform such duties as may be assigned to him/her by the President.
- Section 3.** Whenever a meeting is declared a closed meeting, the Sergeant-At-Arms shall examine the status of all persons at the meeting to ascertain their right to attend the meeting.

ARTICLE XIV - DUTIES OF THE EXECUTIVE

- Section 1.** The Executive shall be the governing body of this Labour Council, between meetings. It shall take such action and render such decisions as may be necessary to fully carry out the decisions and instructions of the Labour Council meetings, and to enforce the provisions contained in these By-Laws.
- Section 2.** The Executive shall meet upon the call of the President. It shall also be necessary for the President to call a meeting upon the request of three (3) other members of the Executive.
- Section 3.** Five (5) members of the Executive shall constitute a quorum for the transaction of the business of the Labour Council.

Section 4. The Executive is authorized to:

- (a) Reimburse members of the Labour Council for necessary expenses in performing their duties for the Council;
- (b) Recommend honorariums, subject to the approval of the delegates to the Labour Council; and
- (c) Clear the expenses for guest speakers, if any, prior to the speakers' attendance at the Labour Council meeting.
- (d) All mileage will be paid after the travel has occurred, at the rate of 45 cents per kilometer, or at the rate established by Canadian Labour Congress policy, whichever is higher.

ARTICLE XV - TRUSTEES

Section 1. Three (3) Trustees shall be elected by the Labour Council in the same manner as the Officers. Initially, the Trustee receiving the largest number of votes shall be elected for three (3) years, the Trustee receiving the second largest number of votes shall be elected for two (2) years and the Trustee receiving the third largest number of votes shall be elected for one (1) year. Subsequently, one (1) Trustee shall retire each year as the term for which such Trustee was elected expires and succeeding Trustees shall be elected for three (3) years. The Trustee retiring shall be eligible for re-election.

Section 2. The Trustees shall not be members of the Executive Council.

Section 3. The Trustees shall conduct an audit of the books and accounts of the Labour Council quarterly as of March 31st, June 30th, September 30th, and December 31st, based on actual verification of the Secretary-Treasurer's records as outlined on the Canadian Labour Congress Report Form (form 34 LC). They shall see that all audit reports are posted for the information of all delegates and copies forwarded to the Canadian Labour Congress at Ottawa and the CLC Regional Office.

Section 4. Should the Trustees be unable or otherwise fail to audit the books of the Labour Council, it shall be the duty of the Executive Council

or of the President to have the books checked and properly audited by a firm of chartered accountants or some equally qualified party.

Section 5. All Financial Officers of the Labour Council shall be bonded in an amount to be determined by the Executive Council, but in no case shall the amount be less than the annual income of the Labour Council.

Section 6. Where Labour Council Officers are not bonded through the Canadian Labour Congress, the Trustees shall certify to the Congress that all Financial Officers of the Council are bonded in accordance with the provisions of these By-Laws.

ARTICLE XVI - OBLIGATIONS OF APPOINTEES TO BOARDS AND COMMITTEES

Section 1. Appointees will perform their duties as a representative of the Labour Council.

Section 2. All appointments will be reviewed at the end of the term of the appointment.

Section 3. Appointees can be removed from their position by the Labour Council for not performing their duties to the satisfaction of the Council.

Section 4. Appointees must report verbally, or in writing, to the satisfaction of the Labour Council.

ARTICLE XVII - REVENUE

Section 1. A per capita tax shall be paid to the Labour Council upon the full paid-up membership of each affiliated organization that is a regular member of the Labour Council.

Section 2. Each affiliated local union, branch, or lodge shall pay, before the last day of each month for the preceding month, a per capita tax in an amount to be determined by action of the membership as adjusted from time to time. Under no circumstances shall the amount be less than forty (\$0.40) cents/month of which five (\$0.05) cents/month shall be set aside for the Action Fund.

Section 3. Any organization three (3) months or more in arrears of per capita tax to the Labour Council, shall be notified in writing by the

Secretary-Treasurer. Such organization shall not be entitled to seat delegates at Council meetings until all arrears are paid in full or other payment arrangements acceptable to the Council have been approved by the Executive.

- Section 4.** The Executive may authorize contributions up to \$200.00 per month from the Action fund per union for each month while they are on strike. These donations shall be used only in aid of union locals within the geographical jurisdiction of the Council. Additional monthly donations or contribution greater than \$200.00 must be authorized by action of the membership.

ARTICLE XVIII - OMBUDSPERSON

- Section 1.** If a delegate has a complaint or grievance against any officer or delegate of the Labour Council, which cannot be dealt with by the procedures set forth in these By-Laws, the aggrieved delegate shall have the right to submit the case with all relevant material to the Secretary-Treasurer of the Canadian Labour Congress, who shall immediately refer the case with all documentation to the Ombudsperson appointed by the Canadian Labour Congress.
- Section 2.** The Ombudsperson will, under the authority vested in the office of Ombudsperson by the Congress, undertake such inquiries, hearings or meetings as deemed advisable and report on the findings, conclusions and recommendations as soon as possible to the parties to the complaint, and to the Secretary-Treasurer of the Congress.

Section 3. Terms of Reference for Ombudsperson

In carrying out the duties assigned by the Canadian Labour Congress, the Ombudsperson is empowered:

- (a)** To receive inquiries concerning the rights of delegates and to advise them on the procedures open to them for the redress of complaints.
- (b)** To receive complaints, to investigate them, to hold a hearing when the complaint warrants it, and to issue written reports, determination or findings on the individual cases.

- (c) To decide whether or not allegations are sufficiently serious and substantial to justify a hearing and, if not, to dismiss a complaint without a hearing.
- (d) To order, in cases where the decision favours the complainant, such remedies as are necessary to redress the injustice to the individual.
- (e) To recommend, based upon the cases handled, changes in the constitutions of bodies concerned which, in his/her judgment, would eliminate the causes of the complaints.
- (f) To submit to the Canadian Labour Congress, before March 31st each year, a statistical report of the cases handled during the previous calendar year, and the disposition thereof, including such comments and recommendations as may be of assistance to the Congress in determining future policy with respect to the functions of this office.
- (g) To recommend, for the approval of the Canadian Labour Congress:
 1. Procedures for the handling of correspondence and written records relative to complaints received;
 2. Procedures to be followed at meetings, hearings and inquiries, including the appearance and testimony of individuals;
 3. Procedures for obtaining access to relevant files and other documentation;
 4. Procedures for reimbursement of complainants, defendants and witnesses for travel and other expenses.

Section 4. In addition to the foregoing the Ombudsperson would, if his/her orders or recommendations are not acted upon and grievances settled within a period of thirty (30) days after the report has been submitted to the parties, have the authority to publicize any decision, award or other findings the Ombudsperson has made.

ARTICLE XIX - AMENDMENTS

Section 1. Proposed amendments to these By-Laws must conform with the Constitution, principles and policies of the Canadian Labour Congress, and must be submitted to the Labour Council by notice of motion at least twenty-eight (28) days before the proposed amendment is to be considered.

Section 2. Such amendments may be adopted by a two-thirds (2/3) majority vote of those present and voting.

Section 3. However, amendments shall only become effective after approval by the Executive Committee of the Canadian Labour Congress.

ARTICLE XX - ADDITIONAL BY-LAWS

Section 1. The election of delegates to the Ontario Federation of Labour shall be held at the regular Labour Council meeting in the months of May or June. The President of the Labour Council shall automatically be a delegate to the convention. Other delegates, if required, shall be elected from the floor of the Labour Council meeting.

Section 2. The election of delegates to the Canadian Labour Congress Convention shall be held at the next regular Labour Council meeting, after notification is received from the Congress as to the time, place and date of the triennial Convention. The President of the Labour Council or his/her designate shall be a delegate to the Convention. Other delegates, if required, shall be elected from the floor of the Labour Council meeting.

Section 3. Where days are mentioned in these By-Laws, they shall be calendar days.

ARTICLE XXI - ORDER OF BUSINESS

Section 1. The business of the Labour Council, during each regular meeting, shall be conducted in the following order:

Sergeant-At-Arms Report
Roll Call of Officers
Introductions
Guest Speaker
Approval of minutes
Unfinished Business
Secretary-Treasurer's Report
Executive Report/Recommendations
Recording Secretary Report
Nominations and Elections (if any)
New Business
Committee Reports
Local Union Reports
Other Business
Adjournment

ARTICLE XXII - RULES OF ORDER

Section 1. The President, or in his/her absence or at his/her request, the Vice-President or Secretary-Treasurer, shall take the Chair at the time specified at all regular and special meetings.

Section 2. No question of a sectarian character shall be discussed at meetings.

Section 3. A delegate shall not speak more than once on a subject, until all others who wish to speak have had an opportunity to do so.

Section 4. A delegate shall not interrupt another except it be to call to a point of order.

Section 5. If a delegate be called to order, he/she shall, at the request of the Chairperson, take his/her seat until the question of order has been decided.

Section 6. Should a delegate persist in unparliamentary conduct, the Chairperson will be compelled to name him/her and submit his/her conduct to the judgement of the meeting.

Section 7. Questions may be decided by a show of hands or a standing vote, but a roll call vote may be demanded by thirty per cent (30%) of the delegates present. In a roll call vote, each delegate shall be entitled to one (1) vote.

Section 8. Two (2) delegates may appeal the decision of the Chair. The question shall not be debatable except that the Chairperson may make an explanation of his/her decision.

Section 9. In case of a tie vote, the Chairperson shall cast the deciding vote.

Section 10. When the previous question is moved, no discussion or amendment of either motion is permitted. If the majority vote that "the question be now put," the original motion has to be put without debate. If the motion to put the question is defeated, discussion will continue on the original motion.

Section 11. A motion may be reconsidered at the same meeting, if the mover of the motion to reconsider voted with the majority, and said motion is supported by two-thirds (2/3) of the delegates qualified to vote.

Section 12. All motions, if requested by the Chair, or resignations must be submitted in writing.

Section 13. In all matters not regulated by these By-Laws, Bourinot's Rules of Order shall govern.

APPENDIX 1 – BOURINOT’S RULES OF ORDER AT A GLANCE

To do this...	You say this...	May you interrupt the Speaker?	Must you be seconded?	Is this debatable?	Is this amendable?	How is this decided?
Suspend any normal rule(s) for a specific (typically urgent) reason (this may not suspend rules set out in the CLC Constitution)	I move we suspend the rule... In order to...	No	Yes	Yes	Yes	Consensus
Object to incorrect procedures being used	Point of order (and explain)	Yes	No	Yes, only on the point	No	Chair rules
Seek clarification from the previous speaker	Point of information (and explain)	Yes, if urgent	No	No	No	Chair rules
Object to something which prevents your continued participation (e.g., excess noise)	Point of privilege (and explain)	Yes, if urgent	No	No	No	Chair rules

To do this...	You say this...	May you interrupt the Speaker?	Must you be seconded?	Is this debatable?	Is this amendable?	How is this decided?
Make a motion	I move...	No	Yes	Yes	Depends, usually yes	Depends, usually majority
Withdraw a motion	I withdraw my motion (mover only, motion must be on the floor)	No	Original seconder must consent	No	No	Consensus
Change a motion (this may be used to clarify a motion but not negate its intent)	I move that the motion be amended to read...	No	Yes	Yes	Yes	Majority (or consent of both mover of the original motion and the seconder of the original motion)
Postpone consideration of a motion	I move that the motion be postponed until...	No	Yes	Yes	No	Majority
End debate on a motion without a vote (debate may continue later in the meeting)	I move that we proceed to the next order of business	No	Yes	No	No	Majority
End debate on a motion and proceed to a vote	I call the question	No	Yes	Yes	No	Majority

To do this...	You say this...	May you interrupt the Speaker?	Must you be seconded?	Is this debatable?	Is this amendable?	How is this decided?
Object to an incorrect procedure being used	Point of order	Yes	No	Yes, only on the point	No	Chair rules
Postpone a motion until explicitly recalled	I move that the motion be tabled	No	Yes	Yes	Yes	Majority
Recall a tabled motion	I move that the motion be lifted from the table	No	Yes	Yes	No	Majority
Ask that individual votes be recorded in the minutes	I call for a roll call vote	No	No	No	No	Request granted, but only if 5 or more dissented from the original vote
Move that a motion from a previous meeting be reconsidered or rescinded (advance notice of motion required)	I move that the motion dated ... that reads... be reconsidered/ rescinded	No	Yes	Yes	No	2/3 majority
Overturn the ruling of the chair	I challenge the chair on...	Yes	Yes	No	No	Majority

To do this...	You say this...	May you interrupt the Speaker?	Must you be seconded?	Is this debatable?	Is this amendable?	How is this decided?
Adjourn a meeting (at any time, including in the middle of debate)	I move we adjourn	No	Yes	No	No	Majority
Consider an item/motion not on the agenda	Not permitted except during "other business," at which point standard speaking and motion rules apply	No	N/A	N/A	N/A	N/A
Consider something out of its scheduled order	I move that the agenda be amended in order to deal with item....	No	Yes	No	No	Majority
Seek clarification from the previous speaker	Point of information...	Yes if urgent	No	No	No	Chair rules
Have a motion studied more before being voted on	I move that the motion be referred to...	No	Yes	Yes	Yes	Majority

To do this...	You say this...	May you interrupt the Speaker?	Must you be seconded?	Is this debatable?	Is this amendable?	How is this decided?
Enquire about procedure or consequence	Point of order	Yes	No	Yes, only on the point	No	Chair rules