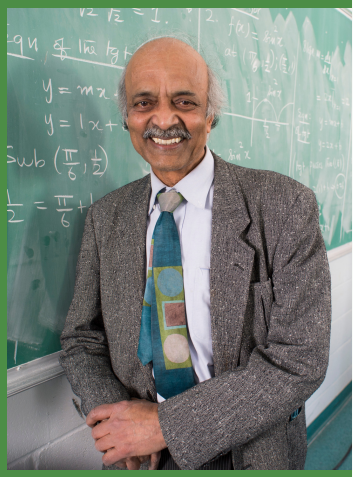
NAPE

Newfoundland and Labrador Association of Public and Private Employees

LOCAL OFFICERS' MANUAL



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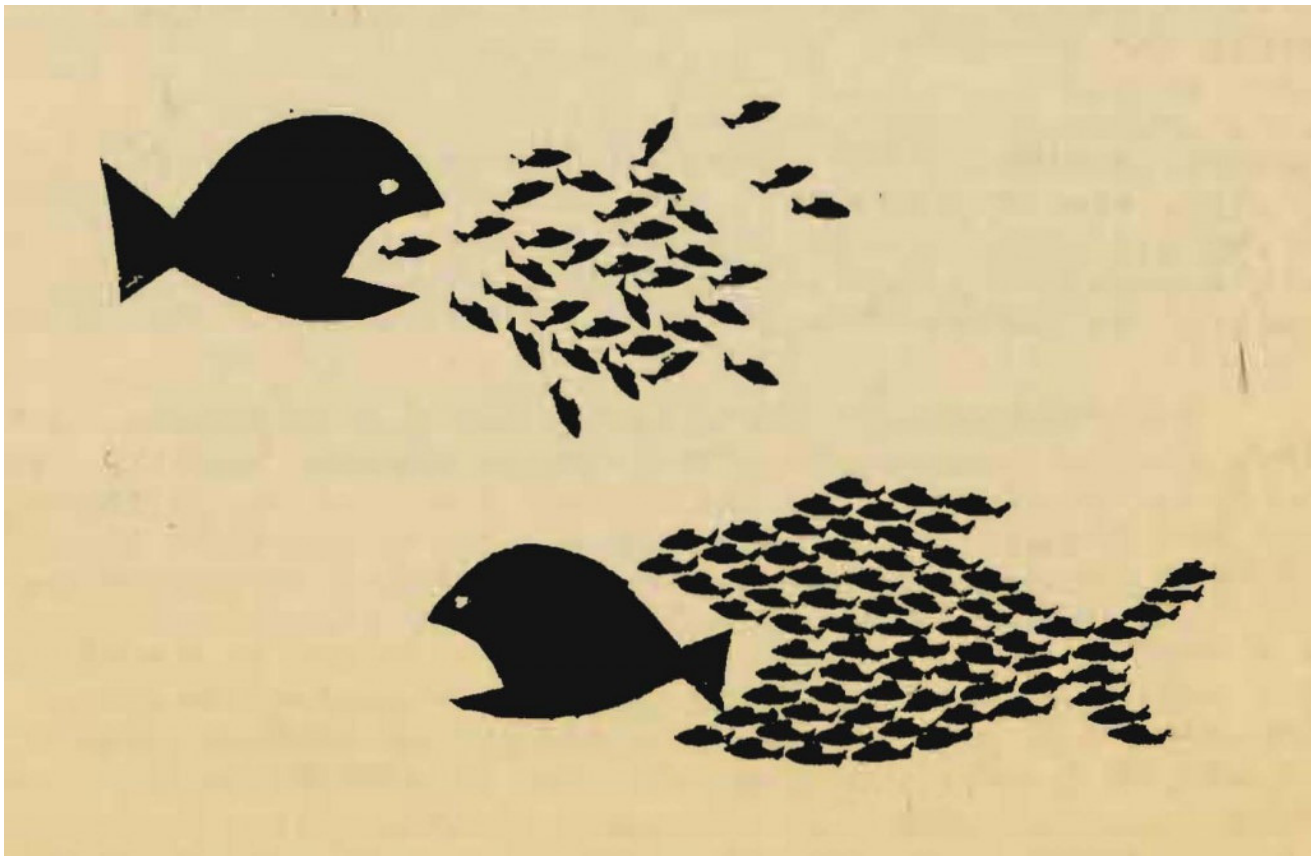
OBJECTIVES

- To familiarize Local Officers with the structure of the Labour Movement, including NAPE, and how their roles fit into the structure.
- To assist Local Officers in becoming acquainted with one another to understand their administrative tasks.
- To assist Local Officers in understanding the roles and responsibilities of their Union positions.
- To assist Local Officers in understanding and practicing the basics of parliamentary procedure.
- To assist Local Officers in running a Local meeting according to NAPE Constitution.
- To familiarize Local Officers with both NAPE's Constitution and Policy Manual and their obligations and responsibilities under both.
- To assist Local Officers in communicating with management and the membership.



SOLIDARITY FOREVER

When the Union's inspiration through the workers' blood shall run
There shall be no power greater anywhere beneath the sun
For what force on earth is weaker than the feeble strength of one
For the Union makes us strong.

CHORUS
Solidarity forever!
Solidarity forever!
Solidarity forever!

For the Union makes us strong.
They have taken untold millions that they never toiled to earn
But without our brain and muscle not a single wheel would turn
We can break their haughty power, gain our freedom when we learn
That the Union makes us strong.

CHORUS

In our hands is placed a power greater than their hoarded gold
Greater than the might of armies magnified a thousand-fold
We can bring to birth a new world from the ashes of the old
For the Union makes us strong.

CHORUS

Oh the women of the Union, they have just begun to fight
They have learned of women's issues; they have learned of women's rights
They're prepared to fight for freedom; they're prepared to stand their ground
Women make the Union strong!

CHORUS (Repeat twice)

LEADERSHIP

The 6 most important words:
“I admit I made a mistake”

The 5 most important words:
“I am proud of you”

The 4 most important words -
“What is your opinion?”

The 3 most important words –
“If you please”

The 2 most important words –
“Thank you”

The MOST important word –
“We”

And the LEAST important word –
“I”

BEFORE UNIONS THE WORD WAS:

No seniority
No representation
No promotional opportunities
No health and safety program
No preference of shift
No work standards
No guaranteed wage increases
No overtime pay after 8 hours
No time and a half for Saturdays
No double time for Sundays
No rotation of premium time
No paid absence allowance
No life insurance benefits
No sickness and accident benefits
No long term disability benefits
No supplemental unemployment benefits
No employee assistance program
No voluntary overtime
No health and safety committee

No job security
No grievance procedure
No job classifications
No protective equipment
No relief periods
No uniform pay scale
No cost of living raises
No call in pay
No shift premiums
No jury duty pay
No paid vacations
No bereavement pay
No medicare protective
No short work week benefits
No severance pay
No early retirement
No dental program
No paid holidays
No prescription drugs

HARASSMENT POLICY

NAPE is dedicated to providing a harassment-free conference/meeting experience for everyone. We do not tolerate harassment of conference participants in any form.

1. The Newfoundland and Labrador Association of Public and Private Employees takes seriously its responsibility to ensure this Conference/Seminar and all Union functions are free of harassment. Discrimination and harassment are against the law and are in violation of NAPE's Constitution.

2. As a Union we stand proudly together when we claim that an injury to one is an injury to all; when we sing "Solidarity Forever"; when we refer to one another as "sister" or "brother".

3. We must ensure our words are not empty, not defeated through any action which embarrasses, insults, humiliates or degrades. For that is what harassment is all about. It is an expression of power and superiority by the harasser(s) over another, because of race, color, sex, sexual orientation, disability, age, marital status, political or religious affiliation or place of national origin.

4. Harassment stems from inequality, discrimination - both systemic and individual - and intolerance in our society.

HARASSMENT POLICY (CONT'D)

Employers are legally charged with the responsibility for maintaining a harassment free workplace. However, as with health and safety, we know from long experience that Unions must take a proactive approach to ensure workers' rights.

One of the cornerstones to building a strong Union is the principle that every member has the right to dignity and respect. This means being able to work in a harassment free workplace and participating in a welcoming Union environment.

The possibility of a member complaining about another member's actions is distasteful and divisive. However, Unions must take a stand that harassment is completely unacceptable behaviour regardless of the perpetrator. Offenders must be held accountable for their behaviour.
Contract Language

Recommended anti-harassment language for Collective Agreements should include:

- a stated commitment by the Employer and Union to establishing and maintaining a harassment free workplace;
- a definition of sexual harassment;

- where possible, proceedings and results to be kept in strictest confidence;

- victim to be offered counselling and/or leave with pay during the investigation. She/he will not be forced to transfer, but have the right to transfer on her/his request, and to be "made whole" by addressing any reprisals that were imposed on her/him;

- harasser who has authority over the victim to be transferred during investigation;

- counselling to be provided as part of the rehabilitation (e.g. drug and alcohol abuse)

- education on harassment at the workplace to be the joint responsibility of the Union and the Employer and will be provided on the Employer's time.

HARASSMENT POLICY (CONT'D)

Representation

Every victim of sexual harassment shall be given an immediate hearing by whatever resources (Union representatives, Stewards, Legal Advisor) are needed and available. All information shall be handled with the greatest confidentiality. Stewards or Union representatives who are uncomfortable with attempting a resolve in a harassment case should contact their Union office.

When sexual harassment occurs between a Union member and non-Union management person, the lines are clearly drawn and the Union process for resolution of the complaint is routine, but when the alleged harasser is also a Union member, there are certain rights that both the victim and the alleged harasser have.

Unions are obligated by law to represent everyone fairly in the Bargaining Unit for which they are certified or voluntary recognized as the bargaining agent. The duty of fair representation must be honoured as it relates to the administration of Collective Agreements and also to collective bargaining. The Union may have to consider the merits of proceeding with a grievance on behalf of the victim and on behalf of the alleged harasser based on discipline imposed. The Union must balance the competing interests in a way which will meet the standards imposed by the legal duty.

Procedures shall be initiated to deal with cases of sexual harassment between Union members at Union functions and activities between NAPE Staff, between members and between members and Staff

PROCEDURES

Confidentiality

One of the key factors in assisting the victim and the investigation process is strict confidentiality. In the interest of those involved, disclosure of the harassment should involve as few people as possible.
The Shop Steward, Chief Shop Steward or Local President and the Chief Executive Officer or designate should be the only levels involved.

HARASSMENT POLICY (CONT'D)

Investigation Process

- Victim to be offered counselling and/or leave with pay during the investigation. She/he will not be forced to transfer but have the right to transfer on her/his request and to be "made whole" by addressing any reprisals that were imposed on her/him.

- Harasser who as authority over the victim to -Counselling to be provided as part of the rehabilitation (e.g. drug and alcohol).

Union Functions

Clearly to ensure an effective and speedy resolve to harassment, Unions have to confront it in the workplace and also within the Union itself. To ensure a welcoming environment for all our present and future members, we recommend the following:

- In the interest of those involved, disclosure of the harassment should involve as few people as possible.

- Victims are encouraged to report harassment to activity co-ordinator.

- Immediate investigation will commence and appropriate action will be taken.

- Union will do a further investigation and appropriate steps will be taken, i.e. notification of Local Executive of reason for dismissal, removal of office held, any other appropriate action.

- All necessary support shall be given to the victim.

HARASSMENT POLICY (CONT'D)

EDUCATION

Training will be provided to elected officials (Stewards, Executives, Board) and to Staff to increase their sensitivity to and awareness of all forms of harassment and to assist them in dealing appropriately with its prevention. All educational programs will focus on this policy and on promoting respect between brothers and sisters in the workplace and at Union functions.
NAPE shall develop model contract language on sexual harassment for bargaining sessions.

All members attending functions of NAPE shall be provided with a copy of the policy and this policy shall be read at the beginning of each function.

Updated educational material shall be developed and distributed to all members.

Harassment includes, but is not limited to:

•Verbal comments that reinforce social structures of domination [related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age, religion, [your specific concern here].
•Sexual images in public spaces

•Deliberate intimidation, stalking, or following

•Harassing photography or recording

•Sustained disruption of talks or other events

•Inappropriate physical contact

•Unwelcome sexual attention

Advocating for, or encouraging, any of the above behaviour

CONSENT CULTURE

Consent is an active, affirmative, conscious, direct, unimpaired, and voluntary agreement to engage and continue to engage in sexual activity.

Consent cannot be given while impaired.

All of the elements of consent must be present, even if alcohol or drugs have been consumed. It is not acceptable for a person who is said to have engaged in sexual violence to use their own consumption of alcohol or drugs as an excuse for their mistaken belief that there was consent.

Consent is ongoing

Consenting to one kind of sexual activity does not mean that consent is given for another kind of sexual activity.

A person may withdraw consent at any time during the sexual activity and consent only applies to a specific instance of sexual activity.

Consent cannot be given ahead of time

The existence of a relationship or past sexual activity does not alone constitute consent. Subsequent consensual sexual activity, communication, or other conduct of a sexual nature does not suffice as evidence of consent to prior sexual activity.

Coercion - The act of using subtle pressure, drugs, alcohol, or force to have sexual contact with someone against their will. Sexual coercion is ongoing attempts to have sexual contact of some kind with another person who has already expressed that they do not want to have sexual contact.

Hounding is when someone repeatedly asks, and through the process of wearing a victim down, they eventually receive a constrained “yes”.

Be they physical threats, or threats to harm someone else, somebody who makes you fearful to say “no” is engaging in coercive practices. If you are afraid of the repercussions of “no”, then consent is not freely-given.

NAPE - YOUR UNION

In becoming a NAPE member you are uniting with over 25,000 public and private sector workers across our great province. NAPE is the largest union in Newfoundland and Labrador.

Unions are built on the fundamental principle that we are stronger when we work together – that there is strength in numbers. Alone, each worker must negotiate and deal with their employer as an individual. By working together, workers have a more powerful collective say about their working conditions, health and safety, pay and benefits.

Through its collective voice, the union movement has been able to accomplish much for workers. In fact, many of the working conditions that all workers in our society enjoy is because of the work of the labour movement over the years; health and safety standards, maternity leave, pensions, minimum wage, the 40 hour work week, weekends, and the list goes on and on.

In NAPE you have joined a strong voice for you and your family. Our union has a proud and rich history of defending its members, negotiating good collective agreements, advocating for strong public services, and fighting to improve the lives of workers and their families.

YOUR FUNDAMENTAL RIGHTS

In becoming a NAPE member you are entitled to the following:

Safe work environment

Union access

Union representation

Grievance Procedure

THE UNION ADVANTAGE

By working together, you have access to increased protections and rights:

•Better pay and benefits
•Safer working conditions
•Collective say in your work
•Representation
•Fair process

Because of our collective strength, we are able to pool our resources and provide high quality services and benefits to members. It also means that we are a powerful agent for positive change in the province – at the bargaining table and in our communities.

Few unions can match the range of membership services NAPE provides. These include:

• professional staff to deal with grievances and problems in the workplace;
• skilled negotiators to bargain contracts;
• two lawyers on staff to protect you and your rights in the workplace;
• a dedicated health and safety expert and advocate;
• communications and campaigns to make sure members know what's going on – and to win public support for your issues;
• shop Steward training and professional development;
• a comprehensive education program to help members know their rights, defend themselves and each other, and develop skills to be leaders within our union;

THE UNION ADVANTAGE

NEWFOUNDLAND & LABRADOR'S UNION ADVANTAGE FOR WORKERS

Over $1.16 BILLION in 2014

$28.71/HOUR | **$22.31**/HOUR

This added up to **$22,411,862** every week!

There were **81,400** union members working everywhere in Newfoundland & Labrador in 2014 — about **38%** of the provincial workforce. They earned **$6.40**/hour more because their unions negotiated fair wages and work hours.

Women with unions earned **$9.02**/hour more than women without a union at work. The wage gap* was **$140**/week smaller for women with a union.

*the gap in average weekly pay between women and men working the same hours, union vs non-union.

Young workers (aged 15-24) earned **$9.81**/hour more with a union at work.

That provided an extra **$2.2 MILLION** more each week to help start their lives and support their families.

New Canadians (all landed immigrants) with a union earned **$8.21**/hour more.

That put over **$34 MILLION** more into their paycheques in 2014 to support their families and communities.

Aboriginal workers* earned **$7.46**/hour more with a union at work.

That added nearly **$2.3 MILLION** more each week to help with the cost of living and providing for loved ones.

*Total Off Reserve.

The UNION ADVANTAGE really adds up. The fair wages and work hours that unions negotiated delivered over **$22.4 MILLION** more every week into the provincial economy through better paycheques for workers.

Those extra dollars get spent at local businesses, where they sustain jobs, and support community services that add to eveyone's quality of life. **That's the union advantage.**

canadianlabour.ca

MEMBERSHIP CARDS

It is important that ALL MEMBERS fill out and submit your NAPE Membership Card.

The card is your proof of membership, entitles you to vote in NAPE elections, and ensures that your union has your most up to date contact and employment information.

Please do what you can to ensure every member in your local/worksite has their card.

ADVANTAGE DISCOUNT PROGRAM

While NAPE's main goal is to negotiate better agreements and protect the rights of our members, we also strive to find ways to improve members' lives outside of work.

To help achieve that goal, we created a discount program – the NAPE Advantage Program – for our members.

The NAPE Advantage Program is designed to be mutually beneficial: NAPE supports members by helping to reduce their daily expenses, while businesses increase their customer base. It's a win-win situation.

A list of participating businesses can be found here on NAPE's website.

If you know of a business that would be interested in participating, please ask them to contact NAPE.

How do members get a discount?

The process is easy:

Step 1: Show your NAPE card

Step 2: Get a discount.

COMMUNICATIONS

Communicating with our members is something NAPE prides itself on. For a union to be successful, members must (1) know what's going on with their union and (2) be able to get in touch with union representatives easily.

Facebook

One of the key ways NAPE connects with its members is via Facebook.

The NAPE Facebook page can be found at: www.facebook.com/NAPENL.

Website

To coincide with its efforts in social media, NAPE also launched a new and improved website at: www.nape.ca.

Our website has become an integral part of our communication strategy with our members. In the past year alone, our site had over 120,000 hits.

The website is a quick and fast way to access you collective agreement, contact your ERO, sign up for email updates, send inquiries, and more.

Check in regularly for updates and info.

Newsletters and Publications

NAPE also produces several newsletters and publications to keep members up to date on their union. These publications are mailed directly to members' homes.

NAPE App

NAPE has an app designed to keep information at our members' fingertips.

The app is available for iPhone and Android.

THE LOCAL

NAPE Locals are composed of unionized members in one or more workplaces.

Members elect an executive to run the local in a democratic process.

Usually consists of a President, Secretary, Vice President, etc...

Each local has by-laws that govern how decisions are made, composition, etc...

Hold regular membership meetings.

Deal with workplace problems, grievances, collective bargaining and other issues related to the union movement at the workplace level.

Elect delegates to attend various labour conventions.

Financed by membership dues.

What does your local number mean?

•Let's look at Local 6206

•First digit is 6 - is for region number in this case region 6 (St. John's).
•Second digit is 2 – is the component number 2 (Hospital Support Staff)
•Third and fourth digits are the number of locals in your region for that component.
•It is the sixth local formed in that region.

LOCAL COMMITTEES

Local committees are sub-groups set up to address or deal with a specific union or workplace issue, concern, or topic

They can be very beneficial in getting rank and file members involved (increase participating in union activities), breaking up workloads, ease people into being involved in the Local, etc...

·Some examples of local committees.

·Young Workers Committee

·Social Committee

·Grievance Committee

·Orientation Committee

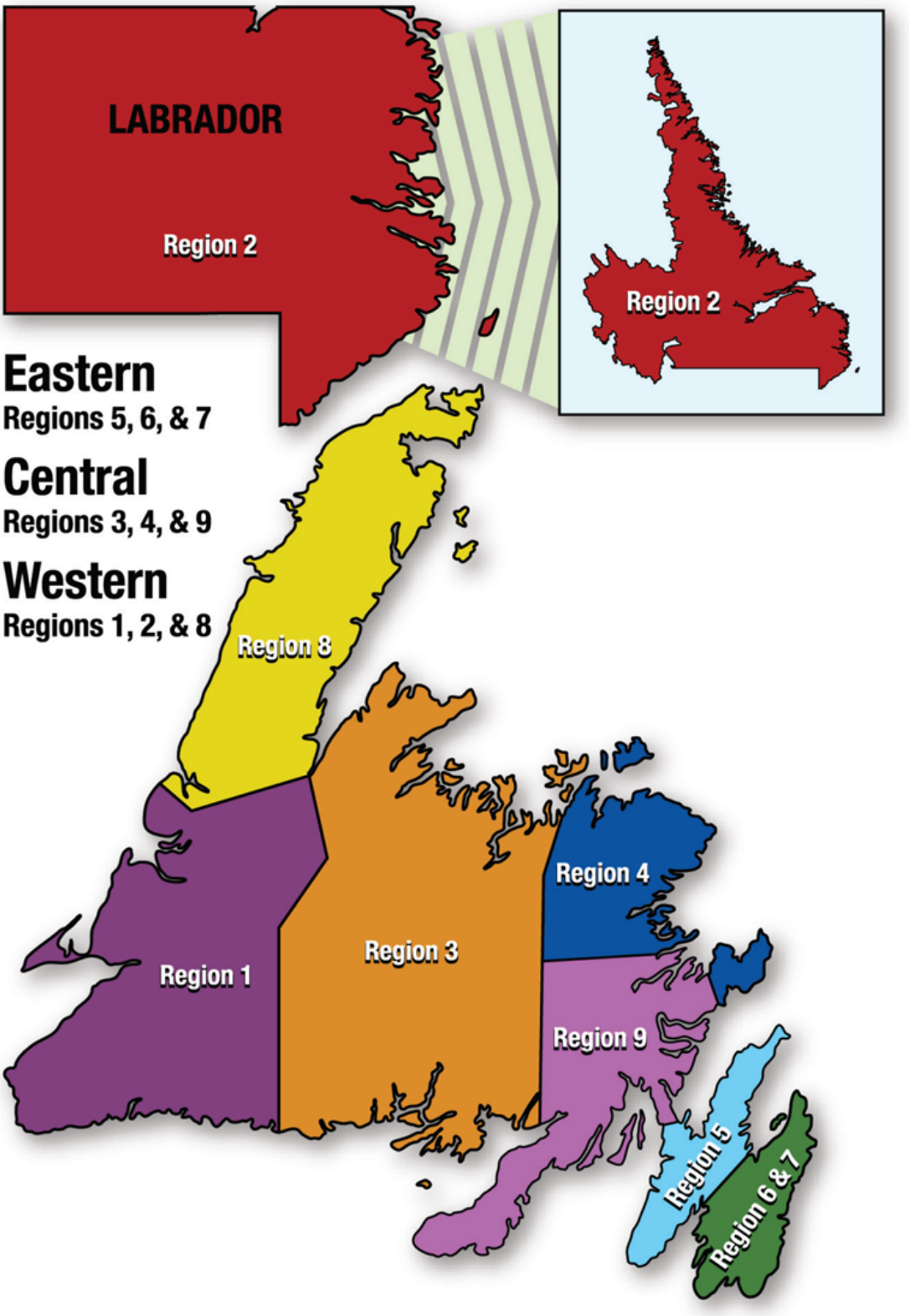
·Membership Committee

·Occupational Health and Safety Committee

·Shop Steward Committee

REGIONS

Locals are organized into geographic regions:



COMPONENTS

Components are groupings of workers based on bargaining unit or similar work profiles

NAPE has over 100 bargaining groups

This means there are over 100 different NAPE collective agreements throughout Newfoundland and Labrador.

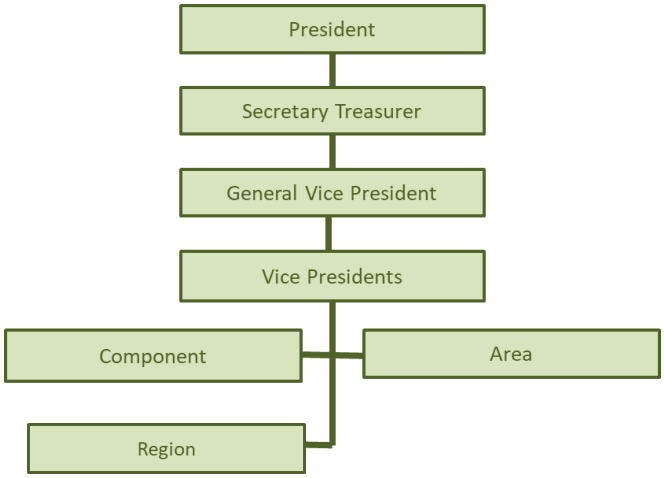
Component No.	Bargaining unit name	No. of Board members
Component 1	General Service	2 board members
Component 2	Hospital Support Home Care	2 board members 1 board member
Component 3	Maintenance & Operational Services	1 board member
Component 4	CNA Faculty	1 board member
Component 5	NL Liquor Corporation	1 board member
Component 6	Lab X-ray Health Professionals	1 board member
Component 7	Correctional Officers	1 board member
Component 8	Education Support Local Government	1 board member 1 board member
Component 9	Waterford Hospital	1 board member
Component 0	Private Sector	1 board member

BOARD OF DIRECTORS / EXECUTIVE: STRONG LEADERSHIP FOR A STRONG UNION

The Board of Directors are the elected leadership of the Union.

The Executive is comprised of:

President
Secretary Treasurer
General Vice President
Western, Central, and Eastern Vice President



The President and Secretary-Treasurer are elected directly by the members every three years via mail in ballot. They are the paid, full time directors of the Union.

The remainder of the Board is comprised of area, component, and region representatives who are elected at NAPE's Biennial Convention or at their respective Component Conventions.

CONVENTIONS

NAPE is YOUR union. Decisions are made democratically by the members through conventions and elections. NAPE has been built by members to ensure everyone has an opportunity to be heard and to contribute to any decisions the union makes.

Decisions of the union, including passing your collective agreement, local officers, shop stewards, your board of directors, bargaining priorities, are made by you – the members of NAPE. That's democracy in action.

Decisions for the union are made at conventions.

Members are elected to go from the local as delegates.

Motions and resolutions are voted on by delegates from the various locals.

Conventions are the ultimate decision-making body of the union.

AFFILIATIONS

NAPE represents you in your workplace and is active at the provincial level in standing up for your rights and the working conditions, products, and services that you provide.

However, decisions are made by governments at the provincial and federal level which have an impact on you, your job, your working conditions, etc.

To help ensure that workers have a voice at these levels of decision making, NAPE is affiliated with the following labour organizations:

Newfoundland and Labrador Federation of Labour (NLFL) -

The Newfoundland and Labrador Federation of Labour has a proud history of representing the interests of union members and workers since 1936. The Federation of Labour is made up of nearly 30 affiliated unions, 500 locals and six District Labour Councils. We represent more than 65,000 working women and men from every sector of our economy and from every community in our province.

National Union of General And Public Employees (NUPGE) (National Union) -

The National Union of Public and General Employees (NUPGE) is a family of 11 component and 3 affiliate unions. Taken together we are one of the largest unions in Canada. Most of our 390,000 members work to deliver public services of every kind to the citizens of their home provinces. We also have a large and growing number of members who work for private businesses.

Canadian Labour Congress (CLC) -

Canada's largest labour organization, bringing together dozens of national and international unions, provincial and territorial federations of labour and community-based labour councils to represent 3.3 million workers.

NEWFOUNDLAND AND LABRADOR FEDERATION OF LABOUR

Canadian Labour Congress

Congrès du travail du Canada

NUPGE CANADA

AFFILIATIONS

Workplace → Locals

Municipality → Labour Councils

Provincial → Federation of Labour

National → CLC (Canadian Labour Congress)

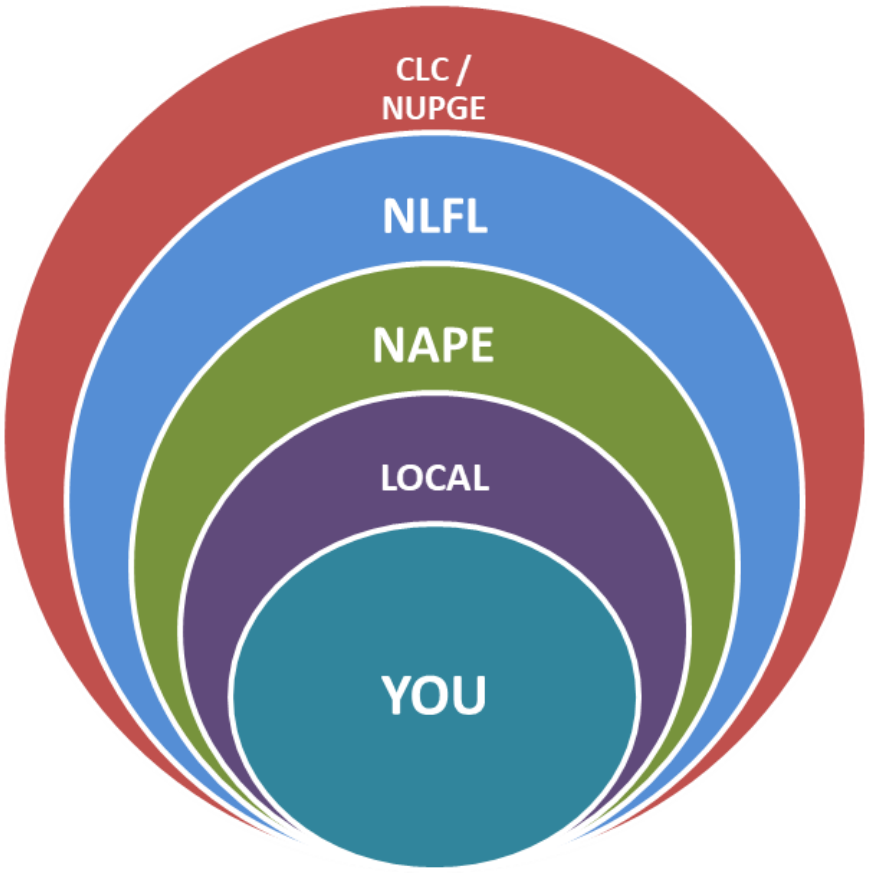
International → ICFTU – International Confederation of Free Trade Unions

Locals → Your Local

Provincial → NAPE

National → NUPGE

International → ICFTU



COLLECTIVE AGREEMENT

Your collective agreement has a big impact on your work life. It is the result of negotiations between NAPE negotiating teams and your employer over many years.

A collective agreement is a written agreement that states the duties of the employee and employer and ensures compliance with the regulation of scheduling, holidays, general work conditions, health and safety, and rate of pay. It sets out the ground rules at work – for you and for your employer. It also sets out processes to resolve workplace issues (grievances)

Your NAPE bargaining team is made up of union members just like you who have been elected to represent you at the bargaining table. You also have an opportunity to suggest changes to the collective agreement in your workplace at a bargaining meeting or component convention.

At the Negotiating Meeting or Component Convention prior to your next round of collective bargaining, all delegates representing Locals covered by your contract will debate and vote on resolutions – which are basically the suggestions for negotiations put forward by Locals. They will also vote to determine who will be on the negotiating team.

The members elected to the negotiating team are supported by a NAPE staff member with training and experience in negotiating collective agreements. Based on the resolutions passed at the Component Convention or Negotiating Meeting, your team members will meet to prepare a proposal to present to the employer's negotiating team. When the two teams meet face to face, each team will present and exchange their proposals.

Both teams will meet several times – negotiating back and forth. Usually the end result is a tentative agreement. Your team will stay at the negotiating table until it reaches what it believes is the best possible deal for all members.

Once your team has a tentative agreement, NAPE will schedule ratification votes. All members covered by the contract who are in good standing with the union can vote – you just need to show your NAPE membership card.

One member, one vote.

COLLECTIVE AGREEMENT (CONT'D)

At the ratification vote, a representative of the negotiating team will explain the tentative agreement and answer any questions you might have before the vote. Most often, members will vote to accept the tentative agreement, but if not, it's back to the negotiating table for both teams. Sometimes when negotiations stall, a neutral person (someone who isn't on the employer's side or the union's side) with expertise in labour relations, called a conciliation officer, is brought in to get things back on track.

During the negotiations process, you won't hear a lot from the union about what is being said. Experience has proven it's best to keep that kind of information at the bargaining table.

If your bargaining team is unable to reach a tentative agreement they believe will be acceptable to the members, several things can happen.

1. The employer can lock you out as long as the contract has expired. This is more common in the private sector.

2. The union can hold a strike vote. If enough members vote in favour of a strike, it can give your bargaining team more power at the bargaining table. It can also mean you end up on strike. Almost every NAPE contract is successfully negotiated – strikes are rare.

3. Occasionally, both parties agree to go to binding arbitration. In binding arbitration, a neutral third party with considerable expertise in labour relations, who's acceptable to both the union and the employer, will review both the union's and the employer's position. They then decide what will be in the new contract based on what they think is fair and reasonable. The new contract is imposed on both the union and the employer. Some components, like Correctional Officers, are not allowed to be locked out or go on strike. If they cannot reach a negotiated settlement, they must go to binding arbitration.

Our goal is to reach good collective agreements at every round of bargaining without any job disruption.

ISSUE IN THE WORKPLACE? FOLLOW THE STEPS!

To ensure your issue is dealt with quickly as well as to ensure that the right people know about it at the right time, please make sure to follow the steps if you have questions, comments, concerns or a possible grievance in your workplace.

1. Talk to your shop steward (always the first step)

2. Talk to your Local Officers

3. Contact one of the NAPE offices to talk to a staff person

4. Contact a NAPE Board or Executive member

SHOP STEWARD

Your shop steward is someone who works in your workplace. He or she is your first contact when you need help with anything related to your working conditions or collective agreement.

Elected or appointed within a NAPE Local, stewards enforce the collective agreement and protect the rights acquired by members through negotiations and other union actions. Thus, shop stewards are your first line of defence as they are responsible for enforcing contracts, handling grievances, ensuring worksite safety, mobilizing members for political campaigns, orienting new members to the worksite and NAPE, and more.

They also act as a line of communication from your union – they generally bring the latest news about upcoming education opportunities, bargaining news, and other information.

Along with their duties relating to the union and the workplace, stewards also act as a liaison between members of your NAPE Local's executive and the membership. It is their job to make sure the members they represent at the worksite know what the provincial union and the Local are doing.

Through their actions on so many levels, stewards have the power to ensure their Locals are strong, representative, and successful in protecting membership rights

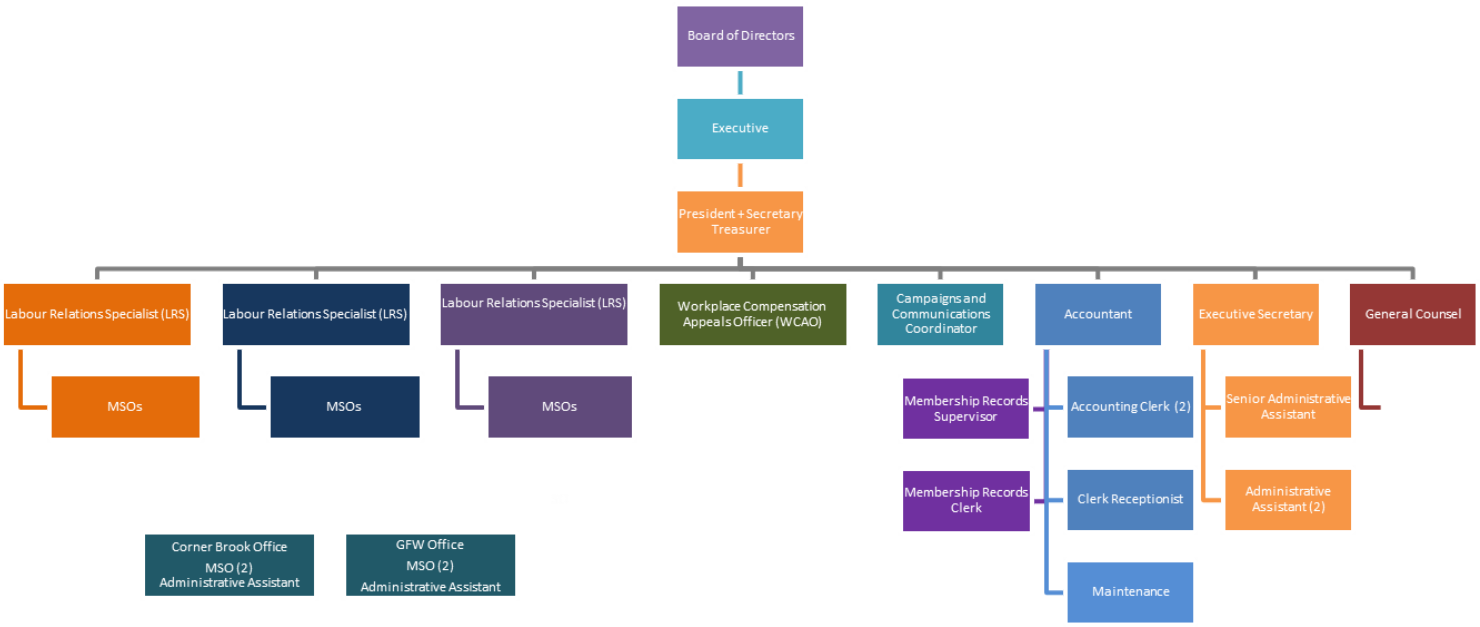
NAPE SERVICING REPS (STAFF)

In addition to your steward, NAPE has trained professional staff working on your behalf to solve your workplace issues through the grievance process set out in your contract.

NAPE Servicing Reps are the staff people responsible for servicing you. They are experts in your collective agreement, employer/employee relations, grievances, and negotiations.

When issues can't be resolved by your Shop Steward, a NAPE Servicing Rep is always available to provide advice and assist you in any way necessary.

ERO = Employee Relations Officer
MSO = Membership Servicing Officer
LRS = Labour Relations Specialists



LOCAL MEETINGS

Membership meetings are not simply places for members to get information and cast votes, which could also be accomplished through newsletters and mail referendums.

Meetings should give members a sense of power by bringing them together. They can see and feel that they are not alone, that others have similar problems, and that others have found solutions.

Meetings should give members the opportunity to observe leaders and potential leaders in action. They can learn from each other, combine ideas, and build something bigger.

The local membership meeting is the heart of the democratic trade union, and its decisions are the pulse of the organization.

It would be hard to over-emphasize the importance and value of local union meetings. It is here that the union's membership makes decisions concerning the goals, activities, and direction of the local.

One of the most important leadership tasks is to make membership meetings interesting and exciting events, where members--new and old alike--feel welcome to attend and participate.

A membership meeting should be a forum to:

1. Inform the membership (and learn from the membership) about what is happening, what might be happening, and why.

2. Conduct union business by allowing the membership to discuss issues and make decisions on implementing the local's policies and programs.

3. Build unity and solidarity within the local.

EFFECTIVE LOCAL MEETINGS

A Checklist: Productive Meetings

Carefully plan and organize the meeting's agenda, ahead of time. This is the task of the President and the Executive Board.

Provide the membership with advance notice. Use leaflets, newsletters, bulletin boards, public service radio & television--or a combination of methods.

Be sure the meeting place is comfortable, convenient, and accessible to all members.

Start the meeting on time!

Run the meeting efficiently, smoothly, and democratically.

End the meeting on time!

A CHECKLIST: CHAIRING A MEETING

Make sure all business is in the form of a motion (which must be seconded), and that all motions are stated clearly so everyone understands. If necessary, ask the member to re-state an unclear motion.

Be certain that members have enough information to make a decision on any motion.

Keep the "long-winded" member from talking too much and dominating the discussion--if necessary, establish and enforce a time limit for each speaker. Protect every member's right to speak--even when he or she is expressing an unpopular opinion.

During the course of a meeting, educate members about parliamentary procedure--don't let it be used to confuse them.

For example, when a member speaks out of turn, don't simply say, "You're out of order." Explain why the person is out of order and explain when and how the member can make his/her point.

If you wish to speak on a motion, turn the duties over to the Vice-President until action on that motion is completed. This ensures the "neutrality of the chair."

Be respectful and make sure others are doing the same.

SAMPLE LOCAL MEETING AGENDA

1. Call to order

2. Adopt the agenda

3. Roll call of Officers

4. Adopt Minutes

5. Business arising out of the minutes

6. Reports of Officers, Delegates, and Committees

7. Nomination, election and installation of Officers

8. Unfinished Business

9. New Business

10. Adjournment

SNAPSHOT: LOCAL PRESIDENT / VICE-PRESIDENT

You are the elected leaders of the Local.

It is your responsibility to ensure the union is strong in your workplace and that members are informed and engaged.

You are responsible for bringing people together, breaking down barriers, and making sure that the union local is advancing the cause of workers every day.

As President of a NAPE Local, it is your responsibility to “call” meetings of your Local. To “call” a meeting is simply to decide to have a meeting.

Generally, you call a meeting when you have some business to discuss. You may have had a request from your negotiating committee to get a vote on a particular proposal that the Government negotiating committee has made. You may be asked to conduct a strike vote. You may even have a request from your members to call a meeting.

The main role of all local union leaders is to advance the interests of the local union members. The best run locals are those that successfully advance the interests of their membership within a culture of problem solving.

The President shall be the Chief Executive Officer of the Local and shall exercise supervision over the affairs of the Local.

The President shall be one of the signing Officers for cheques issued on behalf of the Local.

The President shall be the ex-officio member of all Committees of the Local.

The President shall be the Chief Shop Steward in the Local. (This must be voted on at the Annual General Meeting.)

The President shall carry out any other duties that are directed by the Executive or Local members.

The Vice President shall perform duties and discharge responsibilities assigned to him/her by the President or the Executive

SNAPSHOT: TREASURER

The Treasurer shall be the Chief Financial Officer of the Local.

The Treasurer shall be in charge of books, documents, files, effects and monies of the Local which shall, at all convenient times, be subject to inspection of the Executive.

The Treasurer shall be responsible for the depositing of all monies of the Local and such monies shall be deposited in a registered financial institution.

The Treasurer shall report on the administration of his/her office at the Executive meetings and all general meetings and shall be responsible for the preparation of a financial statement of the Local for presentation at the annual general meeting.

The Treasurer shall arrange for the annual audit of the books of the Local at least thirty (30) days before the annual general meeting of the Local by a qualified Auditor appointed by the Local at a Local meeting. The audited accounts are to be in the hands of the Executive five (5) days before the annual general meeting.

All money paid out by the Treasurer shall be first passed by the Executive or the Local in meeting.

All cheques issued on behalf of the Local shall be signed by the Treasurer and President, or in the event of the absence or the disability of the President, the Vice President and the Treasurer.

The fiscal year of the Local shall end on the last day of December in each year.

When an Executive member ends his/her term of office, he/she will turn over all Union materials.

SNAPSHOT: TREASURER (CONT'D)

REBATES TO LOCALS

Each Local shall receive a portion of the annual dues to the Union, the amount shall be fixed from time to time by the Biennial Convention. These funds are considered the property of the Local and shall be sent to the Local on the first day of April of each year, providing they have submitted an audited financial statement for the previous year.

1 - 25 members	$700
26 - 50 members	$800
Over 50 members	$16 per member

If the December 31st policy now being followed for determining the amount of a rebate will receive proves to be unfair and inadequate, then the Finance Committee will average the membership of that Local over a twelve (12) month period and the rebate shall be based on that average.

Temporary staff are included for rebate purposes.

BANKING

All payments by a Local should, where possible, be made by cheque. One important advantage of making payments by cheque is that it provides two (2) permanent records of each transaction; one in the books of the Local and the other in the books of the bank. Also, the Local is able to avail of the services of the bank in helping to safeguard its cash against possible loss or error.

A cheque book containing blank cheques together with bank deposit slips can be obtained from the bank selected by the Local at the time that the bank account is first opened. The Local can use a savings account with a passbook or current account with a monthly statement.

The Executive of the Local should give formal approval to the opening of a bank account by naming the bank selected and the signing officers authorized to sign cheques on behalf of the Local. It is very important that all cheques be signed by two (2) signing officers of the Local. The bank will require certain forms to be filled out and properly signed by the officers of the Local before accepting cheques issued to the Local. A copy of these forms should be kept on file in the Local's records.

SNAPSHOT: TREASURER (CONT'D)

END OF FINANCIAL YEAR

At the end of the Financial Year of your Local, all Locals must complete a financial report and forward to NAPE Head Office in St. John's .

This is done in the form of a Statement of Income and Expenses Sheet. All monies received through rebates and any other form of monies raised through the Local is listed individually on the left-hand side of the Statement Sheet and totaled at the bottom.

Any monies paid out from the Local's funds during the year are listed individually on the right-hand side of the Statement Sheet and totaled at the bottom.

The difference in the total of the Income and the total of the Expenses should then be tabulated and listed underneath as Cash on Hand.

The Statement of Income and Expenses, is then signed by the Local President and Treasurer and the Auditor, then forwarded to NAPE Head Office.

NOTE: A Local's financial year runs on the calendar year (January to December inclusive)

SNAPSHOT: SECRETARY

The Secretary shall be responsible for keeping an up-dated list of members in the Local and should notify the Office of any change in the membership list.

The Secretary shall be responsible for keeping the minutes of the Local and Executive meetings, the writing of correspondence and the keeping of records.

According to the Union's Constitution and your Local's By-Laws, the Secretary is responsible for seeing that the following information is submitted to Head Office within the specified time limits:

(a) A copy of the minutes of all meetings shall be forwarded to the Head Office within thirty (30) days of such meetings.

(b) Component Convention

A list of delegates and alternates, and proposed resolutions shall be in the hands of the President at least sixty (60) days prior to said Convention.

(c) Annual General Meeting

In the years when there is a Biennial Convention, the following information shall be in the hands of the President at least sixty (60) days prior to said Convention:

(i) list of Officers;
(ii) copies of Officers' Annual Reports;
(iii) Local Treasurer's Report; and
(iv) a copy of the Auditor's Report and Audited Financial Statement

CONTACT INFORMATION

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NAPE

Newfoundland and Labrador Association of Public and Private Employees

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