Elections will take place May 6th 2018

(2 Year Terms) voting for Offices:
President, Second Vice President and Sergeant-at-Arms

Committees:
Labour Management, Grievance, and Communications & Education

All nominations will be accepted at April 2018 Membership Meeting

Before members put their name forward for a position, we recommend you read the duties (see attached). It is important to note that a majority of meetings are on the weekend and last minute meetings can be called.

It is also important to note that if you are elected Chair of Communications & Education Committee, you are required to keep the website and facebook page updated as well as prepare newsletters bi-monthly.
(a) President

The President shall:

- Enforce the CUPE National Constitution, these Local Union bylaws and the Equality Statement.

- Interpret these bylaws as required.

- Preside at all membership and Executive Board meetings and preserve order.

- Decide all points of order and procedure (subject always to appeal to the membership).

- Have the same right to vote as other members. In the case of a tie vote, the President may cast another vote or the President may refrain from casting an additional vote, in which case the motion is defeated.

- Ensure that all Officers perform their assigned duties.

- Fill committee vacancies where elections are not provided for.

- Introduce new members and conduct them through the initiation ceremony.

- Sign all cheques and ensure that the Local Union’s funds are used only as authorized or directed by the CUPE Constitution, Local Union bylaws, or vote of the membership.

- Have first preference as a delegate to all conventions, conferences, weeklong school and educational.

  (Article B.3.1)

- Chair Labour Management Committee with no additional stipend.

- Attend all regular, special and Executive meetings.

- Sit on the Nova Scotia School Board Council of Unions Executive as the Local’s representative.

- Be responsible to compose and send all correspondence with the exception of correspondence pertaining to committees.

- Be responsible to approve all correspondence pertaining committees prior to it being sent.

- Attend the Joint Benefits Committee Meetings.

- Pick up mail.

- On termination of office, surrender all properties of the Local to his/her successor.
(g) Sergeant-at-Arms

The Sergeant-at-Arms shall:

- Guard the inner door at membership meetings and admit no one but members in good standing or Officers and officials of CUPE, except on the order of the President and with consent of the members present.

- Maintain the record of membership attendance at meetings and keep a current running tally sheet of membership attendance for the previous two (2) years. Carry ballots for all regular and special meetings.

- Shall maintain the proper order of questions from the floor at membership meetings.

- Shall assist the Nominations and Election Committees as directed by the Board.

- Shall render assistance to any member of the Executive Board as directed by the Board.

- Perform such other duties as may be assigned by the Executive Board from time to time.

- Attend all regular, special and executive meetings.

- Shall on termination of office surrender all property of the Local to his/her successor.

(c) 2nd Vice President

The 2nd Vice President shall:

- If the 1st Vice President is absent or incapacitated, perform all duties of the 1st Vice President.

- If the office of 1st Vice President fall vacant, be acting 1st Vice President until a 1st Vice President is elected.

- Render any assistance to any member of the Board as directed by the Board.

  - Shall be chair of the grievance committee with no additional stipend.

  - Attend all regular, special and executive meetings.

  - On termination of office, surrender all property of the Local to his/her successor.
2. **Communications and Education Committee**

The term of this Committee will be reduced to 1 year until May elections, 2017 and then the term of this Committee will revert back to a two (2) year term.

This committee will:

- Arrange for a presentation of the Local at any appropriate and available educational seminar and submit recommendations accordingly to the Executive Board.

- Implement the Bursary process. Bursaries to be paid from general funds. One (1) Bursary of $250 to be awarded in each high school with the CBVRSB and one (1) Bursary of $250 awarded outside the district.

- Education funding to be maintained at $10,000 yearly from EI rebate.

- Inform the members of meetings.

- Establish a “contact” network for distributing newsletters etc., to the Membership. Pass on any information, circulars or notices as requested by the Executive. Members requested to contact their “call person” with information re serious illness or death, etc.

- Newsletter will be published bi-monthly and website and face book page will be maintained.

- A written report is to be presented to the Executive monthly and all cheques will be written from the general fund.

The committee shall be comprised of (5) members. The committee shall appoint its secretary from among its members. The Chair shall be the person with the highest amount of votes, if they don’t want it, it shall fall down to the next person with the highest votes and so on.