Elections will take place May 6, 2018

(2 Year Term) voting for Office: Sergeant-at-Arms

Committees:

Labour Management, Grievance, and Communication & Education

At the April 2018 Membership Meeting nominations were accepted for Sergeant-at-Arms.

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 may 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.

(g) 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 or her successor.
(5) **Labour Management**

- Shall consist of four (4) members.

1. **Grievance Committee**

   This committee will:

   - Process and oversee the handling of all local grievances.
   - Receive copies of all grievances.
   - Prepare a written report on the status of all grievances to be submitted to the Executive Board, the National Representative, and to the membership meeting.
   - Use forms provided by CUPE National.
   - Be reflective of all classifications within the Local.
   - When a grievance is not settled in the initial steps provided for in the collective agreement, this committee will decide whether or not the grievance should proceed to arbitration.
   - If the decision is to not proceed, the grievor(s) may appeal the decision to the Executive Board.

   The committee shall be comprised of five (5) to seven (7) members. The committee shall elect its secretary from among its members.
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 representation of the local at any appropriate and available educational seminar or conference and submit recommendations accordingly to the Executive Board.

- To implement the bursary process. Bursaries to be paid from the general funds. One bursary of $250.00 to be awarded to each high school within the CBVRSB and one bursary of $250.00 awarded outside the district.

- Education committee funding to be maintained at $10 000.00 yearly from EI rebate.

- Inform the members of the 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 deaths etc.

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

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

The committee shall be comprised of five (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.