

## **POLICY 3 – Local Annual Delegated Meeting Policy**

### **Local Annual Delegated Meeting Agenda/Reports**

- 3.01** (a) Delegates shall receive the Agenda and Committee reports approximately two (2) weeks prior to the Local Annual Delegated Meeting, including a list of all Delegates by Unit and Bargaining Certification. R  
Jan 96
- (b) That the Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 Local Annual Delegated Meeting delegates be listed in vertical order including the first names, Units and Bargaining Certifications of each delegate in Local Annual Delegated Meeting Minutes and Agendas. R  
Jan 92
- 3.02** (a) The Agenda shall provide for fifteen (15) minutes at the end of each day, and not less than five (5) minutes nor more than fifteen (15) minutes immediately prior to each lunch break, for Good of the Order. R  
Jan 96
- (b) The agenda shall provide time for a National Health and Safety Officer to read a Health and Safety statement and identify emergency and first aid personnel, emergency exits, procedures, and information necessary to safely conduct the business of the Local Annual Delegated Meeting. R  
May 14
- 3.03** The President's and the National Executive Council Reports shall be made in writing to the Local Annual Delegated Meeting, with the exception of certain items of a strategic nature. Upon appointment of any new committee, the President's Report shall include a clear mandate of the committee along with the number of members appointed and a date by which the committee will complete its work. R  
May 13
- 3.04** The Local Union Trustees of the Telecommunication Workers Pension Plan shall report to all regular Local Annual Delegated Meetings regarding the workings and welfare of the Plan. The report shall be followed by a question period from the Local Annual Delegated Meeting Delegates. R  
Jan 96
- 3.05** At each Local Annual Delegated Meeting, a list of Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 Arbitration decisions handed down in the preceding year shall be distributed to Delegates, and shall include a brief summary for each case. R  
May 13

### **Nominations/Elections**

- 3.06** Nominations for Committees shall take place on the first day of the Local Annual Delegated Meeting. On a one or two day Local Annual Delegated Meeting, the nominations shall be one of the first items of business, and the election to take place at the end of the Local Annual Delegated Meeting. Nominations shall be re-opened to fill the duration of a term vacated by a successful candidate." R  
May 17
- 3.07** (a) The Bylaws Committee shall consist of a minimum of six (6) Local Annual Delegated Meeting Delegates nominated and elected at the Local Annual Delegated Meeting: one (1) from each province that has a chartered Unit and a minimum of two (2) at large. In the event there are no nominations from a province with a chartered Unit, vacancies shall be filled with at large. Any increase to these numbers shall be included on the Agenda that is put forward by the National Executive Council and approved by the Local Annual Delegated Meeting. R  
May 13
- (b) The Finance Committee shall consist of a minimum of six (6) Local Annual Delegated Meeting Delegates nominated and elected at Local Annual Delegated Meeting: one (1) from each province that has a chartered Unit and a minimum of two (2) at large. In the event there are no nominations from a province with a chartered Unit, vacancies shall be filled with at large. Any R  
May 13

increase to these numbers shall be included on the Agenda that is put forward by the National Executive Council and approved by the Local Annual Delegated Meeting.

- (c) The Education Committee shall consist of a minimum of six (6) Local Annual Delegated Meeting Delegates nominated and elected at Local Annual Delegated Meeting: one (1) from each province that has a chartered Unit and a minimum of two (2) at large. In the event there are no nominations from a province, with a chartered Unit, vacancies shall be filled with at large. Any increase to these numbers shall be included on the Agenda that is put forward by the National Executive Council and approved by the Local Annual Delegated Meeting. R  
May 13
- (d) The Bargaining Committee for the Telus Bargaining Certification shall consist of the President, a minimum of three (3) members of the National Executive Council and a minimum of six (6) Local Annual Delegated Meeting Delegates nominated and elected by Delegates of that Bargaining Certification: one (1) from each province that has a chartered Unit and a minimum of two (2) at large. In the event there are no nominations from a province with a chartered Unit, vacancies shall be filled with at large. Any increase to these numbers shall be included on the Agenda that is put forward by the National Executive Council and approved by the Local Annual Delegated Meeting. R  
May 13
- (e) The Solidarity Committee shall consist of a minimum of six (6) Local Annual Delegated Meeting Delegates nominated and elected at Local Annual Delegated Meeting: one (1) from each province that has a chartered Unit and a minimum of two (2) at large. In the event there are no nominations from a province, with a chartered Unit, vacancies shall be filled with at large. Any increase to these numbers shall be included on the Agenda that is put forward by the National Executive Council and approved by the Local Annual Delegated Meeting. R  
May 14
- 3.08** Alternate delegates shall not be eligible to run for the positions of Chair, Vice-Chair or for Committees. R  
Mar 03
- 3.09** The term of office for Local Annual Delegated Meeting Committees shall be two years, with staggered elections, except for the Bargaining Committee which shall not stand down until after the contract is signed and the Credentials Committee which shall stand down after each Local Annual Delegated Meeting. R  
Jan 96
- 3.10** CLC Convention Delegates shall include the President, Secretary-Treasurer, and eight (8) delegates plus two (2) alternates nominated and elected at Local Annual Delegated Meeting. The number of delegates may be increased by the National Executive Council. R  
Jan 92
- 3.11** Nominees for **Chair, Vice-Chair**, and Bargaining Committee positions of Bargaining Certifications over 1000 members shall: R  
May 17
- (a) Submit a written resume, to be circulated to Delegates at the Local Annual Delegated Meeting.
- (b) Address a three (3) minute speech to the Local Annual Delegated Meeting.”
- 3.12** The number of votes cast for each candidate on each round of balloting for any elected position shall be recorded and made visible at the Local Annual Delegated Meeting for the information of the delegates. R  
May 13
- 3.13** Each ballot must contain a number of votes corresponding exactly to the number of positions to be filled on that ballot. R  
Jun 86

### Committees

- 3.14 The cut-off date for recommendations to Committees from Units shall be **one hundred and twenty (120) calendar days prior to the following** Local Annual Delegated Meeting. Units shall prepare their recommendations to the fullest extent, e.g. article, paragraph and reason when presenting same to Local Annual Delegated Meeting.
- 3.15 Committee Chairs or their appointees shall gather and prepare all needed material and make it available to committee members ten (10) days prior to any meetings. The Chair shall determine the number of days the committee will meet. The President shall ensure committee Chairs are trained. R  
Mar 03
- 3.16 The Secretary-Treasurer shall arrange time off for Committee Meetings in sufficient time to enable all members to attend. Committee Meetings should not be held during Local Annual Delegated Meeting unless absolutely necessary. R  
Jan 96
- 3.17 All elected committees will report **to the Local Annual Delegated Meeting**. All other committees may prepare written submissions to be included in the Local Annual Delegated Meeting Kit for information only. A committee desiring to report may do so with notification to the Secretary-Treasurer fifty (50) **calendar** days prior to the submission of the Agenda to Local Annual Delegated Meeting. R  
May 17
- 3.18 Committee members who are not Local Annual Delegated Meeting Delegates shall be allowed time off to participate when the Committee reports, and they shall be paid by the Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 when they attend. R  
Jan 96
- 3.19 Delegates shall not be on more than one elected Committee. Delegates may, however, be appointed to other Committees provided they have expertise in the subject area of that Committee. This expertise shall be explained to the Local Annual Delegated Meeting. All appointed committees shall be reviewed by the National Executive Council on an annual basis. Should a reduction be necessary, any member sitting on more than one appointed committee will be removed first. R  
Jan 96
- 3.20 All committees, appointed, elected, working and the National Executive Council committees have a specific mandate and that that mandate be in writing and available to any member requesting it.
- Note: Elected committees' mandates are covered in the Bylaws, Article XIII. Local Annual Delegated Meeting Policy No. 4 covers other committees' mandates. Mandates are available from the Secretary-Treasurer upon request.* R  
Jan 99

### Officers

- 3.21 If an Officer takes early retirement on terms imposed by the Company, this early retirement will take effect on the date stipulated for all employees affected. R  
Jan 96
- 3.22 At the time a Local Union officer's term expires, the Local Union shall make every attempt to place the outgoing officer per seniority and the provisions of their Collective Agreement. R  
Jan 96

### General

- 3.23 All Local Annual Delegated Meetings are declared non-smoking on the main Local Annual Delegated Meeting floor area. R  
Jan 92
- 3.24 Immediate members of delegates' families shall be allowed to sit at Local Annual Delegated Meeting with prior approval of the Credentials Committee. The National Executive Council shall establish criteria to determine the eligibility of visitors. R  
Jan 96
- 3.25 A room shall be made available outside of the Local Annual Delegated Meeting hours for any groups of members wishing to use it. The allocation of this room will be made by the Chair on an availability R  
Mar 03

basis. All caucus meetings are to be open to any Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 members.

- 3.26** The Secretary-Treasurer shall update the policy papers after each Local Annual Delegated Meeting and distribute them to each Unit Officer as soon as possible. R  
May 13
- 3.27** All Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 Policies shall be subject to mandatory review every four (4) years. R  
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