

Policies & Procedures Manual

Meetings

MEETINGS

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GENERAL

REFERENCE: Executive Board Meeting - February 1984
Executive Board Meeting - February 1987

ACCIDENT INSURANCE

UNA shall maintain an accident insurance policy to protect Board Members and delegates while on authorized Union business. The policy shall provide "topping up" to the members' basic rate of pay while on leave for such accident.

GENERAL

REFERENCE: Executive Board Meeting - Aug./Sept. 1993

ATTENDANCE OF NON-MEMBERS

Individuals who are not UNA members may attend UNA meetings only by invitation or with the permission of the Local President, District Chair or UNA President.

GENERAL

REFERENCE: Executive Board Meeting - September 2005

DISSENT

A member who is present at a meeting shall support the decisions of the majority made through the democratic process, unless the member has stated his/her intent to dissent prior to the adjournment of such meeting. Notice of dissent shall be recorded in the minutes. In addition, the member shall forward a written dissent to the Chair as soon as possible, and no later than 10 calendar days, after the adjournment of the meeting. The written dissent shall become part of the permanent record. (See Position Statement #12 “Decisions - Support For”)

GENERAL

REFERENCE: Executive Board - August 1992

GUIDELINES FOR MEMBERS ATTENDING DELEGATE MEETINGS

The delegate meetings of UNA are “business” meetings and it is vital that each member give direction to the Executive Board in regards to the business at hand. Each day of the meeting is a “full” day of business with established start and finish times. Should an emergency arise requiring your absence from the meeting, please check with the Credentials Chairperson.

Each Delegate should:

1. Bring their current UNA membership card.
2. Be aware of whether they are fully or partially funded and which Local they are representing.
3. Be fully aware of the contents of the package and the proposals enclosed.
4. Be prepared to have all motions, amendments to motions and substitute motions written out clearly prior to moving the motion, if possible.

For further information, please contact your Local President.

GENERAL

REFERENCE: Executive Board Meeting - December 1983
Executive Board Meeting - August 1990/Aug./Sept. 1993

INVITATION TO DISTRICT REPRESENTATIVES

The assigned District Representatives shall be invited by the Local President to attend at least one (1) Local General Meeting or Executive Meeting of each of their assigned Locals.

GENERAL

REFERENCE: Executive Board - August 1986

REGISTRATION AT MEETINGS**RESPONSIBILITIES OF VOTING DELEGATES AND OBSERVERS**

1. Delegates should be at the registration desk at the appropriate time (those arriving within 15 minutes of start of meeting will be directed to the late registration table).
2. Voting Delegates will register according to District and Local - registration shall be in writing after a membership card check.
3. Observers will register separately; the same protocol as voting delegates is to be followed.
4. Members must present their UNA card when registering.
5. Temporary cards are only valid for 4 months. People reporting with temporary cards will be directed to Credential Chairperson if the card has expired.
6. Name tags must be worn at all times.

RESPONSIBILITIES OF LOCAL PRESIDENTS

Local Presidents should:

1. Ensure that the Local's membership list is up-to-date and in Provincial Office sixty (60) days prior to Annual General Meeting (See Article 9.03 - Constitution).
(Annual General Meeting - November 2000)
2. Have appropriate numbers of Voting Delegates and alternates elected.
3. Ensure that each Voting Delegate, alternate and Observer elected is a member in good standing and holds a current UNA card and knows to bring it with her.
4. Hold a meeting with the voting delegates to inform them of credentials procedures.
5. Be available to the Credentials Chairperson to clarify problems that might arise concerning the Local.

GENERAL**ACCOMMODATION FOR MEMBERS AT MEETINGS OF UNA**

1. Except for the Executive Board at Annual General Meetings, only those members residing outside of the host city shall be eligible to have their accommodations provincially funded for any meeting of UNA (i.e. Board, Annual, Demand Setting, Reporting or Special Meetings). For Delegate Meetings of UNA each Local not entitled to delegate housing shall be eligible for one (1) provincially funded room for that Local's use.
2. Where accommodations are arranged by UNA only these accommodations shall be eligible for provincial funding.
3. Except for delegate meetings and out-of-province meetings, UNA shall fund hotel rooms to a maximum of \$130.00 per night plus tax.

(Executive Board Meeting - December 1992/August 2000)

4. A provincially funded member who would otherwise be eligible for hotel accommodation and who chooses to stay at a private residence, may claim up to \$50.00 per day.

(Executive Board Meeting - June 2007)

CONSTITUTION

Copies of the Constitution shall be distributed to the Local Executives, the Executive Board Members and the UNA Staff within 90 days of the Annual General Meeting. Ensure changes to the Constitution and Policies and Procedures Manual are posted on the UNANet by December 31st of same year as that Annual General Meeting.

*(Executive Board Meeting - February 1986/June 1988/
Annual General Meeting - October 1992/October 2003)*

DATES

UNA shall attempt not to hold meetings when the CARNA or the CRPNA are holding their Annual Meetings.

(Executive Board Meeting - November 1988)

ELECTIONS

Prior to the elections, an explanation and a visual example be given to the delegates at an Annual General Meeting regarding preferential balloting.

EXECUTIVE OFFICER CANDIDATES

- 1) Speeches and questions and answer period for the election of UNA Executive Officers shall be scheduled on the agenda for the first day of the applicable Annual General Meeting.

Each candidate shall be given a copy of the agenda 45 days prior to the AGM. Each candidate shall be allotted 15 minutes for a speech. A question and answer period following speeches shall not exceed 30 minutes.

GENERAL CONT'D

- 2) Each candidate may have a scrutineer present during the vote and when the ballots are counted.

The number of votes cast for each candidate will be declared at least one hour prior to the end of the meeting in which the election took place. A candidate may request a recount of the ballots prior to the adjournment of the meeting. If no recount is requested, the ballots shall be destroyed.

(Executive Board Meeting - November 2000)

(Executive Board Meeting - June 2007)

EQUITY GROUPS

Any self-identifying equity group of UNA members including but not limited to Youth, Workers of Color, Aboriginal Workers, GLBT and Men be provided with a meeting space during the UNA Provincial AGM. These meetings will not occur during the business portion of the UNA AGM.

(Annual General Meeting - October 2008)

LAPTOP COMPUTERS

UNA Members may use Laptops at the Annual General Meeting.

(Annual General Meeting - October 2007)

SEATING ARRANGEMENTS

Doors to the meeting room will open 90 minutes prior to the meeting start time on the first day. Seating shall be assigned. Random draws of Districts, then Locals within the District will occur. Membership Committee members will place placards on the tables indicating the assigned seats. Numbers of seats assigned per Local will be based on delegate and observer information received two (2) weeks prior to a meeting of the UNA. The seating arrangements shall remain unchanged for all days of the meeting.

(Executive Board Meeting - June 2001)

GENERAL CONT'D

SERGEANT-AT-ARMS

A Sergeant-at-Arms shall be appointed by the President of UNA, for a term coinciding with the term of the President of UNA.

PROCEDURE:

1. The Sergeant-at-Arms shall be a UNA member in good standing.
2. The Sergeant-at-Arms shall be responsible to the President of UNA and shall be in charge of:
 - a. Security at the meetings of UNA and any Executive Board Meeting or Disciplinary Hearing as directed by the President.
 - b. Preserving order as directed by the Chair.
 - c. Overseeing the physical arrangements of the meeting (e.g. that the furnishings are in proper order for each meeting, etc.)
3. The Sergeant-at-Arms shall be empowered to appoint door people for security and procedural reasons, and if necessary, to hire security guards.
4. The Sergeant-at-Arms shall be directed regarding her duties by the President with reference to Robert's Rules of Order.
5. The Sergeant-at-Arms shall be funded for all Delegates Meetings of the UNA and additional meetings, as directed by the President.

(Executive Board Meeting - June 1984/May 1987/March 1992)

TIMEKEEPER

A timekeeper shall reside at the head table from start to finish at all meetings.

(Executive Board Meeting - December 1982)

VENDOR BOOTHS AT UNA DELEGATE MEETINGS (MEMBER OPERATED)

Intent: To allow UNA members to showcase their handcrafted arts.

Criteria: For Member's Only; Member vendor's shall not be registered delegates (voting or observers) at the meeting; Handcrafted products may be for display or for sale.

Procedure: Interested members must submit their product information to the Membership Committee folder prior to the meeting.

(Executive Board Meeting - March 2011)

ANNUAL GENERAL MEETINGS

REFERENCE: Annual General Meeting - October 1992

TIMELINES - ANNUAL GENERAL MEETING**1. JANUARY**

The Annual Calendar with the Annual Meeting deadline dates marked shall be mailed to the Locals in the first Newsbulletin of the year.

2. MARCH

Constitutional Amendment forms and Policy Resolution forms with a cover letter from the Legislative Committee shall be mailed to all Locals.

The President shall send a letter to the Canadian Nurses Union Presidents' advising them of the dates of the Annual General Meeting.

3. 180 DAYS PRIOR – APRIL 29, 2011

(April 29, 2011) A memo shall be sent by the President regarding the Annual General Meeting with a review of information to be received and preparation needed at the Local level. Enclosures shall include Nomination forms and the Auditor's Financial Statements.

The service contract with the Parliamentarian shall be confirmed.

The Legislative Committee Chairperson shall send a memo noting that nomination forms and resumes are to be returned to the Provincial Office of UNA 60 days prior to the Annual General Meeting. **(August 26, 2011)**

4. 160 DAYS PRIOR – MAY 18, 2011

Constitutional Amendments and Policy Resolutions shall be submitted 160 days prior to the Annual General Meeting **(May 18, 2011)**.

5. 75 DAYS PRIOR – AUGUST 11, 2011

(August 11, 2011). Board Committee reports shall be in Provincial Office for typing. A memo shall be sent to Locals from the Provincial Office regarding registration for hotel accommodation and "Expense Guidelines".

A letter shall be sent to invited guests with "Information regarding UNA and material from the Provincial Office regarding hotel accommodation."

6. 60 DAYS PRIOR – AUGUST 26, 2011

Deadline for the receipt of nominations in Provincial Office **(August 26, 2011)**.

ANNUAL GENERAL MEETINGS CONT'D**7. 50 DAYS PRIOR – SEPTEMBER 6, 2011**

The list of nominees and candidates declared “Acclaimed” is signed by the Legislative Chairperson and two members of Legislative Committee (**September 6, 2011**).

8. 45 DAYS PRIOR – SEPTEMBER 9, 2011

(**September 9, 2011**). A memo is sent to the Locals regarding Credentials including the Local delegate entitlement [as of 45 days prior].

A memo is also sent to the Locals regarding District Entitlement.

Enclosures: Agenda, proposed Constitutional Amendments & Policy Resolutions, Annual Committee Reports, proposed Budget, minutes of the previous Annual General Meeting, copy of UNA’s Constitution, Credentials forms, Standing Rules; list of Locals with Local number and name (in numerical order), list of nominees and resumes and candidates declared “Acclaimed”, A memo is sent from Provincial Office regarding the location of the meeting rooms, registration, hospitality, activities available, etc. Executive Officers Reports and the Directors’ Reports to be submitted and mailed out with Annual General Meeting packages.

NOTE: Sufficient quantities shall be sent to the Locals for all of their delegates. Delegates are required to bring their packages with them. Observers will be given packages at registration.

Guests shall be sent this package.

9. The Executive Officers, Director of Finance and Administrative Services and Chairperson of the Credentials Committee meet with the President, the Parliamentarian, and the Executive Secretary.

EXECUTIVE BOARD MEETINGS**ABSENCE**

Article 4.10 of the Constitution read: “The District Representative shall designate an alternate member to attend Executive Board meetings in the District Representative's absence.”

Pursuant to Article 4.10 above, an alternate shall be designated in the event a District Representative will be absent for an entire Executive Board Meeting. In the event that a District Representative is absent for a portion of an Executive Board Meeting and the absence impacts quorum, an alternate shall be designated.

(Executive Board - June 2010)

AGENDA

Agendas of Executive Board Meetings, particularly start and end times and potential times of closed Executive Sessions, be distributed to Executive Board Members and Observers with as much notice as possible.

(Executive Board – June 2005)

ADJOURNMENT

The Executive Board Meetings shall adjourn no later than 1530 hours on the last day of the meeting.

(Executive Board - October 1979/May 1991/February 1994)

DEBATE

Discussion on any one agenda item, in the absence of a formal motion to extend discussion, shall be limited to five minutes.

(Executive Board Meeting - February 1993/June 2005)

DECISIONS – SUPPORT FOR

The decisions of the majority made through the democratic processes of the Union shall be actively supported by the elected representatives. This shall include information being provided by the elected representatives, at every level, to ensure that the rank and file membership knows the reasons why decisions are made, and how they can be supported.
(Cross-referenced “Position – 12”)

(Annual General Meeting – 1988)

EXECUTIVE BOARD MEETINGS CONT'D**ELECTION OF STANDING COMMITTEES**

Election for Standing Committees shall take place at the first regular meeting of the Executive Board following the Annual General Meeting.

(Executive Board Meeting - August 1998)

EXECUTIVE OFFICERS' REPORT

The Executive Officers shall report on their activities at each Board Meeting.

(Executive Board - December 1977/February 1987/March 1992)

EXECUTIVE SESSIONS

An Executive Session will be scheduled on the morning of the first day of the Executive Board Meeting only if there are items to be discussed, otherwise the regular business of the Executive Board will commence. Time spent in Executive Session must be as brief as possible.

(Executive Board - May 1990/March 1992/Feb.1999)

Executive Sessions shall start at the time stated on the Agenda regardless of whether or not all members are present. If no Agenda items for the PRN session are identified to the President by 1700 hours of the previous day, there shall be no PRN scheduled session. There shall be no non-scheduled Executive Sessions except when all members are able to attend such sessions. "Scheduled Sessions" shall mean those scheduled on the Agenda and sent to Board members.

All members of UNA shall be considered welcome at Executive Sessions of the Executive Board unless specifically excluded by the Executive Board.

(Special Board Meeting - November 14/88)

The Executive Board may have closed Executive Sessions. Only Board members, and from time to time, Directors or legal counsel of UNA are included. A closed Executive Session is used to discuss sensitive issues.

These may include issues pertaining to staff (e.g. grievances) legal issues, or issues of a personal nature between Board members. Closed Executive Session is designed to limit the number of individuals having knowledge of the matter. The Executive Board shall endeavor to limit the use of Closed Executive Sessions.

(Executive Board Meeting - May 1992)

EXECUTIVE BOARD MEETINGS CONT'D**GUESTS**

Guests may be invited to Executive Board Meetings with prior approval of the Executive Board or when time or other circumstances do not permit prior approval, the unanimous approval of the Executive Officers.

(Executive Board - October 1981)

OBSERVERS

Observers wishing to attend the Board Meeting shall advise the Executive Secretary, UNA Provincial Office. District Chairpersons shall advise the Executive Secretary of the names of funded observers. Observers may participate in discussion when recognized by the Chair but shall not make or vote on motions. The observers will be asked to provide a written report on the last day of the Board Meeting.

(Executive Board - June 1983; November 1999; June 2001)

LOCAL MEETINGS

REFERENCE: Executive Board Meeting – Feb/March 2006

ATTENDANCE SIGN IN SHEET

All Locals shall ensure that all members attending a Local Meeting sign an Attendance Sign In Sheet.

Only UNA Members who have signed the meeting Attendance Sign In Sheet shall be eligible to vote at any Local meeting, including elections.

NON-UNA MEETINGS

REFERENCE: Executive Board Meeting - August 2000

DELEGATE SELECTION

Where possible, 65-75% of voting delegates attending non-UNA conferences shall be from the Local Executive and General Membership. This would only apply to situations where more than five (5) voting delegates are to be selected.

Of the above 65-75% of delegates for all non-UNA provincially funded conferences, conventions, and non-UNA educational opportunities, when possible and where number of delegates warrant, ten percent (10%) or no less than one (1) shall be designated as a Youth delegate. For the purposes of this policy, "Youth" is designated as thirty (30) years and under.

(Executive Board - June 2005)

Where there are draws in the categories of Executive Board, Local Executive and/or members-at-large for non-UNA provincially funded conferences, conventions and non-UNA educational opportunities, a member shall submit her name to one category only.

(Executive Board - June 2006)

YOUTH

REFERENCE: Annual General Meeting - October 2005

YOUTH AT MEETINGS

For all UNA delegate meetings, Locals shall be encouraged that when possible and where the number of delegates warrant, a portion of delegates shall be designated as Youth. For the purposes of this policy, "Youth" is defined as thirty (30) years and under.