

CUPE 3903



Bourinot's Rules of Order & General Membership Meeting FAQ!

Our meetings are spaces for **collective discussion** and **decision making**. We follow **Bourinot's Rules of Order** (ROO) to use our time productively, to ensure transparency as much as possible, and to ensure all members are treated equally and fairly so that all can participate to their fullest extent.

As members often have questions about ROOs and meeting procedures, we've compiled this FAQ to provide some **quick responses**.

No factsheet can replace fuller conversations, so please feel free to ask your questions! Before General Membership Meetings (GMMs), Executive Officers will announce themselves.

If you are unsure of procedures or would like help formulating a motion, approach an **Executive Officer**. They'll help you or find someone who can. Contact information for Executive Officers can also be found on our website, should you wish to connect outside of a GMM space.

What does the Chair do?

The Chair **facilitates the meeting** ensuring the ROO, the Local's bylaws and the CUPE National Constitution are followed. Members may challenge any ruling of the Chair if they believe proper procedure was not followed.



Who is the Chair?

The Chair of a meeting is **the person facilitating** it. It's our practice for GMMs to have Co-Chairs, one of which is often the Chairperson of the Local. **Co-chairs share duties** and have equal authority.

What is the Equality Statement?

All of our conduct as a Local should abide by the **Equality Statement**, which we read at the start of every GMM alongside a Land Acknowledgement. If one member is being discriminated against, we all lose out on the **exchange of ideas and collective decision making** that must occur for our local to function. If you believe the Equality Statement is being violated you may come to the microphone or unmute, and call a **point of privilege** to interrupt the speaker and draw the Chair's attention to the violation. You should note the Equality Statement is being violated and give the reason.

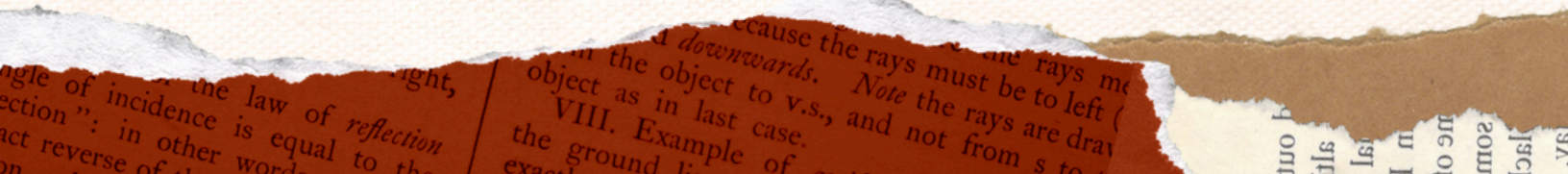


What if there's a violation of the equity statement?

A violation of the Equality Statement comes before all other business, so by calling a point of privilege you can jump to the front of the Speakers List, forcing the meeting must stop to address the concern. The Chair will decide how to proceed. If the Chair feels the Equality Statement cannot be maintained, then the meeting must be adjourned.

I'm having trouble participating because of some conditions of the meeting, what can I do?

You may call a **point of privilege**. For example: if people are speaking without using the microphone, preventing you from hearing them, you could ask that the Chair enforce microphone usage. Points of privilege allow you to skip to the front of the Speakers List, and if urgent, you can even interrupt the current speaker. Before the meeting, you can also contact the Equity Officer about any **accessibility needs**.





When can I ask a question?

Questions are generally taken during discussion of an item. Questions should be about the topic at hand, and if off-topic, the Chair will direct you to an appropriate place on the agenda for your question. At the end of the meeting there is normally a spot on the agenda for miscellaneous discussion & questions.

What is a Speakers List?

Can I jump to the front of the List?

You must get on a Speakers List to speak about a motion or item. The Chair keeps the Speakers List and you get on the list by **lining up at a microphone** (in-person) or **using the “raise hand” function** (online). Normally your name is added to the list in the order you line up/raise hands; however, we try to alternate between microphones and balance speakers between online and in-person formats. **New speakers** are usually prioritized. If in-person and unable to come to a microphone, roaming or accessibility mics can be arranged. Please ask an Executive Officer if you are unsure how to access a roaming mic. **Jumping to the front of the Speakers List is only allowed in the following cases:** challenge to the Chair, point of order, and point of privilege (i.e., alerting to violations of the Equality Statement). All other matters must wait in the queue.



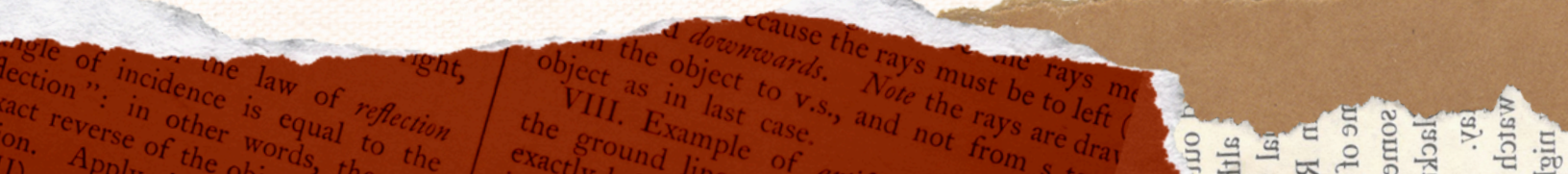
Do I have to say my name at the microphone?

Every time you speak, you should say **your name and corresponding unit** (i.e., "Hi, this is Emily, Unit 3..."). If you speak in Stewards' Council, please also say your department or hiring unit.

This lets the Chair address you properly and gives the room some context. **Your name will not be included in the minutes.** The meeting minutes refer to rank-and-file (non-Executive) members as "member" or reference comments as "from the floor."

When do we get a break?

Breaks are guaranteed in the Local's bylaws. **In a three-hour meeting, we have two 10-minute breaks**, usually at the hour marks. A break normally comes after the completion of an agenda item not in the middle of one. If you feel a break is appropriate at some other point (i.e., after an emotionally difficult discussion) you may ask that a break be held.

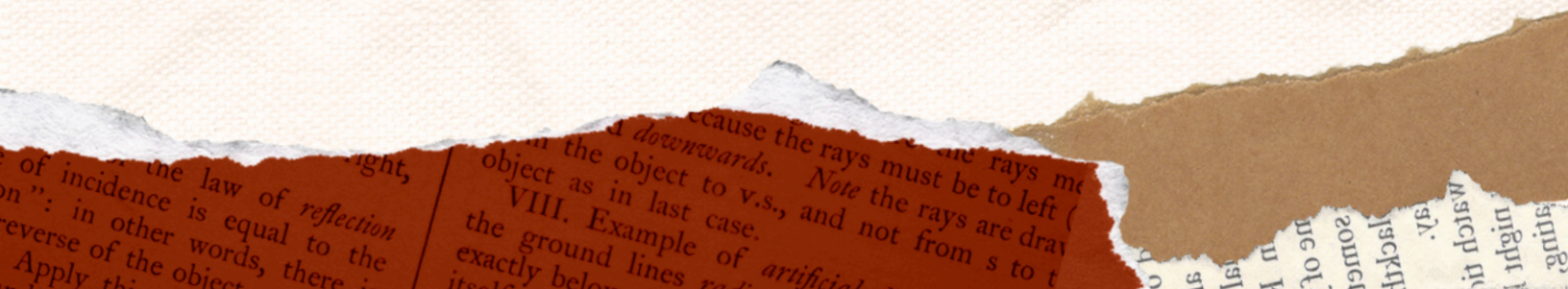


How can I have something added to the agenda? I want to make a motion; when do I do it?

Before the meeting, you can **email the Recording Secretary** to ask for your item to be added. In the meeting, the agenda will be discussed; this is also a time to propose an amendment to the agenda that will include your item. The Recording Secretary or Chair can suggest the most appropriate point on the agenda for your item, or you can suggest one.



Agenda amendments must be seconded, discussed, and then voted on by those present. Remember there is usually also a place for “**New Business**” included in the agenda. You can also choose to discuss your item during this section of the meeting. In this case, it does not need to be formally added to the agenda (thus, no seconder, discussion, or vote).





I think the Chair is wrong and want to challenge their ruling. How does this work?

To **challenge the chair**, you may move to the front of the Speakers List. Approach the microphone or unmute yourself and state "I challenge the Chair." Then, make clear which ruling you are challenging (though you don't give your reason yet). The challenge must then be seconded in order to proceed.

Once a challenge is made and seconded, the Chair must step down from their chairing duties, and their Co-Chair steps in. You, the challenger, are then given a chance to **explain why you feel the Chair ruled incorrectly**. The Chair then explains their ruling. Then, there is no debate, and the meeting proceeds immediately to a vote on the challenge.

