

CUPE 3912 Strike Committee Terms Of Reference

Prepared: July 23rd, 2022

1. Purpose

The Strike Committee is responsible for all strike logistics in preparation for and during a strike, including but not limited to strike avert activities. When a strike becomes necessary, the strike committee shall mobilize with the goals of:

- Planning, preparing, and organizing a strike
- Preparing and implementing an effective strike strategy
- Mobilize the general membership
- Coordinate collective action (picketing campaigns, media coordination, events, etc.)

The Strike Committee shall cooperate with the Executive Board in deciding the calling and the timing of a strike.

2. Composition

The Strike Committee is a committee of the general membership formed pursuant to Section 17 of the Bylaws, and shall consist of two classes of members:

- Non-voting ex-officio members
 - Members of the Executive Board
 - Members of the bargaining unit's Negotiating Committee
- Up to 16 Voting members, elected by the membership at any general membership meeting
 - Voting members must be elected to a minimum of one and a maximum of two subcommittees
 - Ex-officio members cannot become voting members

3. Subcommittees

- The Strike Committee shall have four subcommittees:
 - Administration
 - Communications
 - Finance
 - Picketing
- Each voting member of the Strike Committee shall be a member of at least one but at most two subcommittees.
- Voting members of each subcommittee shall elect a coordinator, who will chair the subcommittee and be responsible for ensuring full and complete sharing of information among the subcommittees and be charged with ensuring the completion of the

subcommittee's responsibilities. A subcoordinator will also be elected, to perform the same duties in the coordinator's absence.

4. General Responsibilities and Powers

4.1. General responsibility: The Strike Committee shall be responsible for recruiting members for strike-related activities, aims, and events, including but not limited to strike avert activities.

4.2. Duty to Consult: No strike shall be called unless the Executive Board and the Strike Committee have both met and voted to call a strike and are in agreement as to the date to commence the strike.

- Within 48 hours of the Strike Committee giving a Notice of Intent to Strike to the Executive Board, the Executive Board shall meet and vote on whether and when to call a strike.
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- If the Executive Board and the Strike Committee are unable to agree on whether to call a strike or on the strike's commencement date, a Special Membership Meeting shall be held on the minimum 72-hour notice for deciding the matter by the general membership's majority vote.

4.3. Deciding to Strike: The Strike Committee must meet and vote on whether and when to call a strike following apparent need, including but not limited to:

- a bargaining impasse;
- a failed tentative agreement vote;
- direction from members at a Special Membership Meeting; or
- receipt of an Intent to Strike document from the Executive Board.

4.4. Access to Information: The Strike Committee's voting members shall have access to any and all documents, information, records, mailing lists, membership lists, communication channels, bargaining proposals with the Employer, and any other material object necessary to conduct their duties.

- Access shall be provided to individual voting Strike Committee members promptly and no later than 24 hours of the making of a request for access.
- Strike Committee members shall respect CUPE 3912 members' privacy in the handling of any information to which they are provided access, and shall not divulge complete or partial list of the membership to anyone who is not a member of the Strike Committee

4.5. Communication with Membership: The Strike Committee will be tasked with providing bargaining updates once it is ratified, as well as providing weekly strike bulletins once a strike is called.

- Individual Strike Committee members must be provided access to CUPE 3912 Local mailing lists, divided up by bargaining unit, membership role (TA, PTA, etc.), and any and all other means of communication with the general membership, including employer and personal contact information.

- **Financial Commitments:** The Strike Committee shall be responsible for and have full authority to order and purchase strike-related materials and services.

5. Subcommittee Responsibilities and Powers

All Subcommittees are subject to the same responsibilities and powers as the Strike Committee as a whole.

All subcommittee's shall submit progress reports and meeting minutes to the Strike Committee, following all meetings. If major changes to the subcommittee responsibilities are to be made, they must be approved by a majority vote at a general membership meeting.

Specific responsibilities include:

5.1. Administration

- Developing strike policy and objectives
- Securing space and schedule staff rotations for a designated strike headquarters
- Ensure adequate accommodations and confidentiality for striking and non-striking members (including developing confidentiality protocols)
- Approval of the CUPE *Form F: Daily Report*
- Handling of *Incident Report Forms* and related documentation
- Prepare and maintain services (utilities, phones, email addresses, video cameras, printers and extra forms, contact lists/phone trees, etc.)
- Secure and prepare physical goods for strike purposes (traffic cones, tents/kiosks, first aid kits, COVID tests, garbage bags/cans, loudspeakers, picketing gear, etc.)

5.2. Finance

- Elaboration and oversight of a strike budget
- Opening and administration of designated strike pay and strike fund bank accounts including:
 - Confirming signatories and access rights to subcommittee members
 - Ordering of cheques, making deposits/withdrawals, and oversight.
- Completion of regular audits of strike finance and resources
- Management of strike pay and related documentation, including:
 - Setting up a Member Assistance Fund and related criteria in writing accessible to all members and approved by the Finance and Administration Subcommittees
 - Preparation of sample letters for members to send to their financial institutions and service providers
 - Circulation of information and response to membership questions concerning strike pay, the Member Assistance Fund, and *Strike Pay* concerning the calculation of strike pay, reconc and strike benefits.
- Completion and approval of *Daily Report Form F*

5.3. Communications

- Preparation of weekly bulletins to update general membership on strike progress

- Development of strike slogans, posters, signage, and related media (overlap with picketing subcommittee)
- Coordination of external communications with, but not limited to media personnel (with the help of the Local's Spokesperson, Outreach Coordinator, and Communications Officer), CUPE National inquiries (with the help of the CUPE National Representative), and other academic union locals and groups.
- Development of specific pre-approved statements to be distributed to members of the local, their immediate family, community (such as students), the public, and the media, which are available upon request.
- Ensure the consistency of messaging on picketing materials (buttons, signs, other swag), on the CUPE 3912 webpage (in conjunction with the Webmaster), and in interviews and statements to the media.
- Development of social media guidelines for members concerning the strike and related activities.

5.4. Picketing

- Select and appoint Picket Captains
- Complete the *Picket Line Planning Tool*
- Assemble picket captain kits and provide physical materials to picketers
- Organize and administer picket captain training
- Generate and circulate a picket schedule
- Develop specific media relations packets and protocols in conjunction with the Communications Subcommittee
- Develop law enforcement relations and scab relations packets and protocols
- Develop member-to-member and member-to-public conflict resolution protocols
- Develop protocols for dealing with scenarios where a member is in distress, requires first aid, and is undergoing an emergency. Ensure first-aid/CPR certified picketers are deployed on each rotation/shift.
- Harvest contact information for picketing phone trees and email chains. Update mailing lists accordingly.

6. Composition and Operation of Subcommittees

Unless otherwise stated, the following applies to every subcommittee:

6.1. Subcommittee Composition

- Each subcommittee will be led by a designated coordinator and a sub-coordinators.
 - Each Finance Subcommittee coordinator will have signing authority confirmed with the bank at which the strike pay and strike fund accounts are held.
- Executive members of the CUPE 3912 Local and members of the bargaining unit's Negotiating Committee are considered non-voting ex-officio members of each subcommittee.
- Each subcommittee shall consist of a coordinator, a subcoordinator, and at least two additional voting members.

6.2. Establishing Subcommittee Membership

- During a General Membership Meeting, members will be elected to specific Strike Subcommittees. Elected members of each Strike Subcommittee are considered voting members of the larger Strike Committee as well as the specific Strike Subcommittee.
- Interested candidates must disseminate preferred Strike Subcommittee positions, a short statement, and contact information ahead of the meeting to facilitate discussion.
 - Questions for the candidates should be asked via email ahead of the meeting. There will not be time to have formal question periods during the elections.
 - Existing Mobilization Committee members are not automatically assumed to be strike committee members. Their appointment must be confirmed via election at the same General Membership Meeting.
 - Members for the strike committee at a given institution must have held a valid contract as a part-time faculty, TA, marker, or demonstrator at that institution in the last 36 months.
- Members may be elected to positions on multiple subcommittees at a general membership meeting, however no more than one coordinator position may be held at a given time.
- Once the Strike Committee membership has been established and ratified by election at a general membership meeting, voting members of each subcommittee will appoint one Coordinator and one Subcoordinator at the first meeting of each subcommittee.

6.3. Subcommittee Operation

- Quorum: A majority of voting members are required to conduct business. Meetings cannot be held if less than half of the members are present.
- Meetings of subcommittees will follow Bourinot's Rules of Order.
- During votes and decision-making, the quorum rule will be followed.
- The chair of each meeting is the subcommittee coordinator. In their absence, the subcoordinator is responsible for chairing the meeting. No meetings will be held without either or both the coordinator or subcoordinator.
- Belligerent or pro-management members of a subcommittee can be suspended or recalled at a Special Membership Meeting.
- Voting subcommittee members who do not attend meetings and/or do not reply to communications for over one week will be considered negligent in their duties and will be automatically resigned from their posts.
 - Replacements for these vacancies will occur via election at the next General Membership Meeting as per section 6.2.

6.4. Information Sharing and Transparency

- Inter-subcommittee communication is considered unrestricted.
 - Specific requested information should be produced and disseminated as soon as feasible.
 - If a prolonged delay in accessing documents occurs, access rights can be confirmed at a Special Membership Meeting, at which time (or immediately after)

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the documents must be produced to the requesting Subcommittee or voting Strike Committee member.

- Subcommittees will have access to any and all documents, mailing lists, communication channels, bargaining proposals with the Employer, and any other material object necessary to conduct their duties.
 - Requested documents will be provided to the Strike Committee a maximum of 24 hours after request.
 - If the 24 hour timeframe is violated, access rights can be confirmed at a Special Membership Meeting.
- Subcommittees will be allowed to directly disseminate any communication destined to the membership, barring those which disrespect CUPE National or CUPE 3912 Local guidelines or are pro-Management, directly. Subcommittee communications do not require the oversight or authorization of the Spokesperson or Executive.