

SECTION 17 – COMMITTEES

Committee training is mandatory. When training is held, any committee member or officer who does not attend at least one of the training sessions within 90 days from the first day of their term shall not receive any union funds for their committee work – this includes honoraria and reimbursements for any committee-related expenses. Officers and committee members who have previously received this training must retake this training every 4 years.

Attendance at all committee meetings must be recorded. Failure to attend three (3) consecutive meetings without having submitted a good reason in writing before or after the absence will result in that position being declared vacant.

Failure to attend 70% of meetings of a given committee will result in a corresponding reduction in committee-related honorarium. The Secretary-Treasurer will develop a proposal concerning the honorarium reduction and the Executive Committee will approve or adapt this proposal at an Executive Committee Meeting. This applies to Executive Committee Officers, Stewards, the Membership Officer, and any other committee member. Executive Officers affiliated with a committee as required by the role description in Section IX are subject to reduction of the Executive honorarium for absences on required committees.

Each existing committee shall be responsible for providing a written report at least seven (7) calendar days ahead of the Annual General Meeting (AGM). Time permitting at the AGM a committee may provide a presentation of their report at the AGM.

(a) Special Committees

A special committee may be established for a specified purpose and a specified period of time by the membership at a meeting. The members shall be elected at a membership meeting, or may, by specific authorization of the membership, be appointed by ~~the President or the~~ Executive Board. Two (2) members of the Board may sit on any special committee as ex-officio members.

1. Negotiating Committee

This shall be a special ad hoc committee established for each bargaining unit ~~at least three (3)~~ **no later than the October** months prior to the expiry of the respective collective agreement and automatically disbanded when a new collective agreement has been signed.

- (i) The function of the committee is to prepare collective bargaining proposals and to negotiate a collective agreement. **If there are more than one type of occupations in the bargaining unit, the committee will prepare general proposals for the entire bargaining**

unit and group proposals that are specific to one group of occupations within that bargaining unit. All-Unit proposals shall be ratified by a simple majority vote of the members of the whole bargaining unit to get a bargaining mandate. Group proposals shall be ratified by a simple majority vote of the members of that group of employees. Once group proposals have been approved they will be incorporated into the main proposals package to be presented to the whole membership and exchanged with the Employer.

(ii) The committee shall consist of the Vice-President(s) for the bargaining unit, and ~~up to~~ two (2) members from the bargaining unit (one of which **shall be the Steward(s) of the Unit, unless they are the (co-)Chair of the Mobilization Committee.**)

Non-officer members of the committee shall preferably have current contracts under the applicable Collective Agreement} **and shall be** elected at a membership meeting. **The President , as an ex-officio member of this committee is not required to attend all the meetings with the committee or with the Employer, unless they are filling a vacancy or chairing all-unit negotiating committee meetings.**

The Committee shall elect a Chair and Secretary.

(iii) While **the Negotiating Committee will aim to have a broad range of members participating at all stages of the bargaining process,** members of the Negotiations Committee must represent the interests of all members of the bargaining unit.

(iv) Following the election of the Negotiating Committee, the union shall arrange for in-house CUPE Education. All members of the Negotiating Committee shall be required to attend this training session. **If the CUPE Bargaining Committee training is not available in a timely manner then other forms of training will suffice. All training will be arranged following the standard practices of the Local.**

(v) The CUPE National Representative assigned to the Local shall be a nonvoting member of the committee and shall be consulted at all stages from formulating proposals, through negotiations, to contract ratification by the membership. **They shall be the Lead Negotiator of the Negotiating Team of all bargaining units.**

(vi) **During the course of negotiations it is the Committee's duty to report back to the membership regarding the progress of negotiations. Whether information on a specific issue can be reported back will depend on the speed at which negotiations are progressing and the complexity of the issue. However, the committee will be guided by their duty to report to the membership and the membership's right to be aware of all information.**