



Federation of
Post-Secondary Educators
of BC

FPSE Standing Committee Guidebook

May 2013

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INTRODUCTION

This handbook is designed as an orientation for new FPSE Standing Committee representatives. It includes an overview of FPSE, the purpose and function of its eleven Standing Committees, as well as the roles and responsibilities of Committee members.

About the Federation of Post-Secondary Educators of BC (FPSE)

The Federation of Post-Secondary Educators of BC (formerly CIEA, the College-Institute Educators' Association of BC), a registered society under the *BC Society Act*, is a federation of faculty associations formed in 1980 to provide educators in the post-secondary system with a provincial voice. FPSE acts as an umbrella organization which provides services and other forms of support and enables the strategic focusing of resources on common issues while ensuring that member locals' autonomy and decision-making authority over all local matters are maintained. FPSE, with 19 member locals, represents approximately 10,000 faculty and staff working in universities, colleges, institutes, and private sector institutions (see Appendix 1).

FPSE Locals

FPSE locals have autonomy. Each local is a certified trade union under the *Labour Relations Code*, has a collective agreement with its own employer, and is responsible for setting its own dues and running its own local affairs. While a portion of local dues are remitted to FPSE, FPSE's members are its locals.

Governance

Guided by our Constitution & By-Laws (<http://www.fpse.ca/>), FPSE member locals have direct input every year in the setting of priorities, targeting of resources and the drafting of policy that guide the Federation. This is done at our Annual General Meeting (AGM) where delegates vote (see Appendix 2) on resolutions that guide and direct the Federation's work.

The AGM is also an opportunity for locals to understand some of the challenges facing both the post-secondary education system as a whole and how our collective response to those challenges can make a real difference in the working lives of our members.

The FPSE Office

At FPSE's provincial office in Vancouver, the President and Secretary-Treasurer work alongside FPSE's staff. FPSE Staff Representatives provide a full range of labour relations, organizing, education, policy and communications services to locals and support FPSE work on provincial initiatives. Administrative and Financial Coordinators ensure the smooth operation of the FPSE provincial office and FPSE meetings and business.

SERVICES

The services that FPSE provides to locals are comprehensive. They ensure that locals not only have strong representation and advocacy on local issues, but also access and participation in provincial and national issues that are critical to post-secondary educators. In addition, membership in FPSE allows locals to build skills, capacity and solidarity within their local faculty association and strengthen their connections with other faculty associations, both here in BC and across Canada. Following is a more detailed list of the services that locals receive as members of FPSE.

LABOUR RELATIONS SUPPORT

Our Federation provides all locals with staff support on labour relations issues within their local. Our labour relations Staff Representatives are skilled advocates with in-depth knowledge of contract administration, the details of negotiated benefit plans, the grievance and arbitration process, as well as years of experience negotiating local and provincial post-secondary education collective agreements.

Our annual budget also includes substantial resources to cover the legal costs associated with arbitrations as well as any additional legal challenges associated with this process.

SKILLS AND CAPACITY BUILDING

FPSE makes a dedicated effort to improve the knowledge, skills and confidence of local activists by providing them with local and provincial workshops on key issues within labour relations and post-secondary education. At our spring conference, we set aside a day for local activists to attend workshops on emerging issues. As well, FPSE has established a **Labour Relations and Public Advocacy Certificate program** that ensures activists develop a broad base of knowledge and skills that will strengthen the local's capacity to represent the interests of their members (see Appendix 3).

Our commitment to capacity building is also evident in the structure of our system of **Standing Committees**. These committees, which report to the Presidents' Council, provide advice, research and recommendations to Presidents' Council. These committees address a number of important issues including pensions, education policy, health and safety, human rights and international solidarity, non-regular faculty, private sector faculty, bargaining coordination, the status of women, equity, contract administration, professional and scholarly development, disability management, and organizing (see Appendix 4; see Appendices 5 & 6 for details on the roles and duties of Standing Committee representatives, Chairs, Executive Liaisons and staff.)

FPSE has negotiated with the **Canadian Education Exchange Foundation (CEEF)** to facilitate **exchange leaves from post-secondary faculty**. CEEF is a non-profit foundation that facilitates exchanges between both students and educators, mostly within the K-12 system. When interested Faculty members complete the CEEP application process, CEEP compares the information, looking for compatibility with other applicants to try to identify a possible exchange. Factors include discipline, family size and accommodations (which you trade). There is a fee to apply and, again, if there is a successful exchange.

The basic exchange program assumes that a Canadian educator will exchange his or her teaching position with an educator in another country or province for a period of one year. Canadian educators continue to be employed and paid by their home institutions. All benefits and seniority are retained.

For more information, please visit the FPSE website or contact Canadian Education Exchange Foundation (<http://www.ceef.ca>).

BARGAINING SUPPORT

With much of our emphasis on labour relations issues, the importance of collective bargaining cannot be overstated. FPSE devotes considerable staff time and resources to supporting the bargaining process at both a local and provincial level. Our labour relations Staff Representatives support local and provincial negotiating committees to achieve the best agreements possible. Member locals ask for many forms of support from their Staff Representatives, including: conducting legal and contract research; providing training; producing draft language; giving advice on strategy and tactics; acting as spokesperson at the negotiating table; preparing legal briefs and representing the local when bargaining requires the Labour Relations Board. Our staff also work closely with the Bargaining Coordination Committee and Presidents' Council in order to coordinate bargaining across the Federation, the post-secondary sector, and the public sector in general.

DEFENCE FUND

Our effectiveness in coordinated bargaining is closely linked to our capacity to support locals that decide to take job action to achieve their bargaining objectives. The FPSE defence fund has close to \$7.3 million to provide strike support for members who opt to take job action. The defence fund is also used to support the coordinated bargaining efforts during a bargaining year. The fund covers some of the direct costs of having locals participate in the bargaining process. The defence fund has also been used to offset the costs associated with court actions or public campaigns in which Presidents'

Council has identified an issue that could adversely affect the entire public post-secondary system or post-secondary educators as a group. For example, we used the defence fund to offset the costs of our court challenge of the provincial government's contract-ripping legislation (Bill 28).

PUBLIC POLICY AND LOBBYING

Our Federation understands the important impact that public policy and public perceptions have on our institutions and our members. That's why FPSE devotes considerable attention to public policy issues and the choices made by governments. To ensure our voice is heard in the development of public post-secondary education policy, our Federation maintains an active presence on a number of fronts. Every year, for example, we convene a Presidents' Council meeting in Victoria ("Lobby Day") to ensure that local presidents meet with MLAs and discuss in detail how funding and policy choices are affecting their institutions. FPSE also funds a number of public opinion research polls to gauge public support on our issues. FPSE works with community allies to make sure that our views have a broad base of support in the community. FPSE also issues policy papers that detail the specific changes that we believe are needed to strengthen access and affordability across our system.

Part of the work that our federation does on public policy issues requires our direct participation in formal advisory processes established at the provincial and national level. The president of FPSE co-chairs the Canadian Apprenticeship Forum, which is a national organization that brings together labour, employer and government representatives who are involved in the delivery of trades training and apprenticeship programs in the provinces and territories of Canada. The FPSE president is also on the Minister of Advanced Education's Advisory Committee, which meets regularly to provide comment and advice to the Minister on initiatives within the ministry. FPSE is also part of the Ministry of Advanced Education and Labour Market Development's Skill's Plus Sponsorship Committee, which provides advice to the provincial government on this new initiative.

AFFILIATIONS

Our strength as a Federation also comes from our work with other parts of the labour movement. For example, through our affiliation to the **National Union of the Canadian Association of University Teachers** (NUCAUT), FPSE participates directly in the **Canadian Labour Congress** Executive Council. The affiliation to the CLC means that FPSE locals can also participate in local labour councils, an affiliation that builds strong links within our communities. FPSE is also affiliated to the **BC Federation of Labour** and our President is one of sixteen BCFL officers. FPSE is directly affiliated to the **Canadian Association of University Teachers** (CAUT) and the FPSE president has sat on the CAUT Executive Committee. Through this affiliation, we are able to access CAUT's national database on salaries, benefits and contract language in post-secondary collective agreements across Canada, among other data and services. The CAUT affiliation also links FPSE to Education International, a global collective of educators working to improve access and affordability through international efforts.

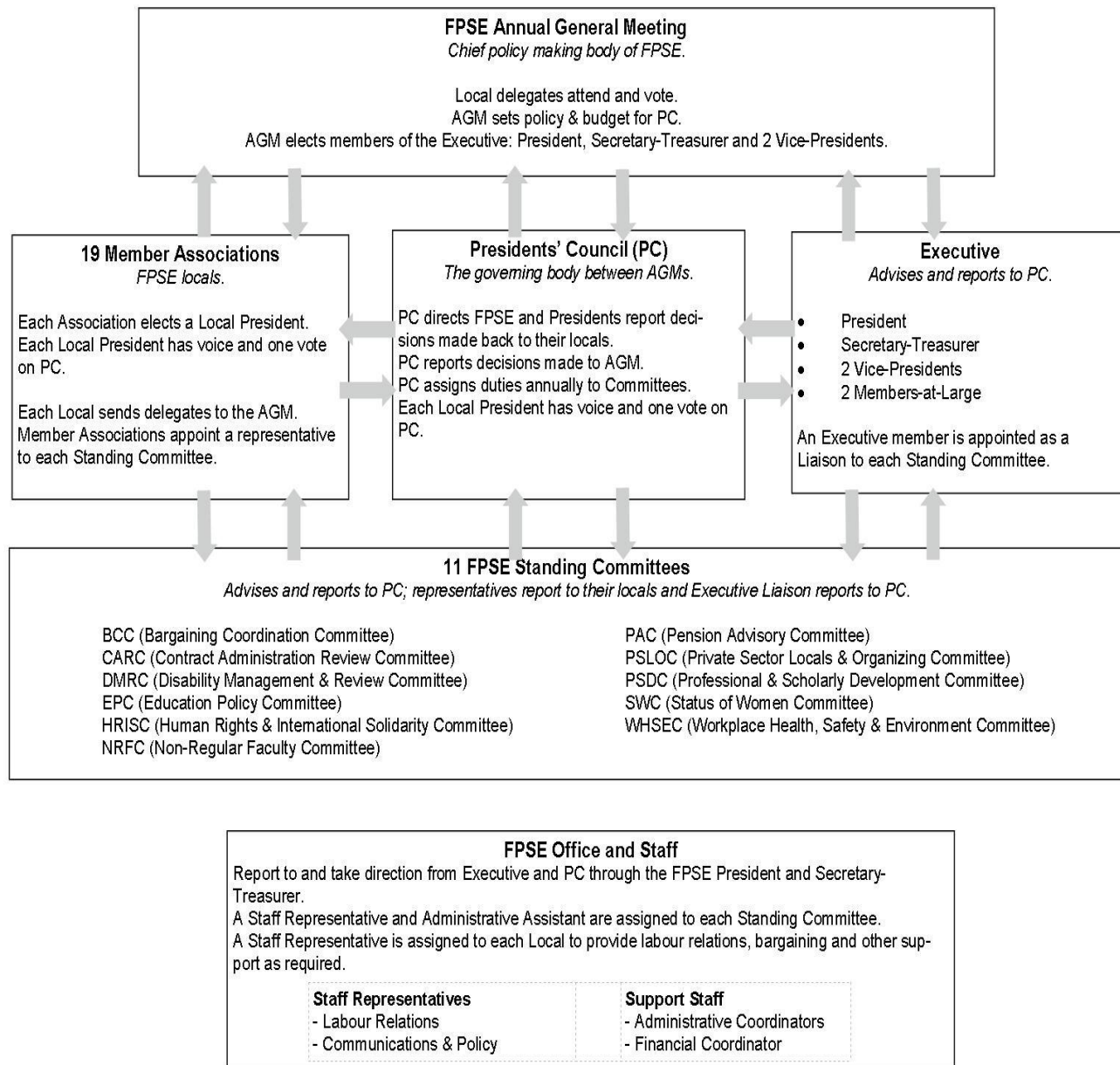
COLLEGE PENSION PLAN

In the late 1990s, FPSE achieved the long-sought goal of **joint trusteeship** in the College Pension Plan. The governance change was a significant step forward for our organization because it meant that plan members now had an equal voice in the ongoing management and oversight of our \$2.4 billion pension plan. Through joint trusteeship, FPSE—one of four plan partners—is able to appoint trustees from within our ranks. As well, as a plan partner we are able to provide trustees with advice on the priorities that need to be addressed in the operation of the plan. We are also able to negotiate funding improvements through our work with plan partners.

FPSE actively supports the work of the Post-Secondary Branch of the BC Retired Teachers' Association, which members can join once they retire. The Post-Secondary branch provides retirement workshops to help members prepare for their retirement, as well as working to ensure retirees stay connected and have a voice on issues related to the pension plan.

APPENDIX 2

FPSE STRUCTURE



APPENDIX 3**LEARNING UNION AT WORK**

FPSE Labour Relations and Public Policy Advocacy Certificate Program (LRPPA)

The FPSE Labour Relations and Public Policy Advocacy Certificate Program (LRPPA) provides comprehensive skills development in critical areas of labour relations and post-secondary education advocacy. The program draws upon the expertise and skills of our union activists and staff, by using a collegial and interactive style. The FPSE certificate will help build your capacity to speak out for post-secondary education and your faculty members.

The FPSE Labour Relations and Public Advocacy Certificate is acquired by taking three core courses and three electives.

CORE COURSES:

- 1. Steward Training, Basic**
- 2. Collective Bargaining, Basic**
- 3. Job Action, Basic**

AVAILABLE COURSES:**Steward training**

This program is offered at two levels: basic and advanced. The FPSE Steward Training Manual and course are designed to provide practical advice on the role of a union steward in general – as a leader, educator, communicator and representative – and specifically in the investigation, preparation and representation of grievances.

Effective meetings

The FPSE Effective Meeting Manual and workshop are designed to assist member locals in planning for and conducting executive, committee and general membership meetings that are more effective and efficient. Topics include meetings as an organizing tool, planning the meeting, the agenda, getting people to attend, and the role of the Chair.

Disability management

The FPSE Disability Management course will provide faculty representatives, activists and committee members with the most current information on disability management issues as well as emerging trends in this critical subject area.

Working with the media

Working with the media is a critical part of local communications work. This course will help FPSE locals work effectively with local media on critical issues in your community and institution.

Effective political action

Change does not come about by itself. This course covers the basic steps of a political campaign – be it to influence an election, to secure bargaining objectives, or to challenge a policy or initiative by the institution. This course outlines the basic elements in developing any campaign and details how those strategies and tactics can be used to achieve better outcomes at a local level.

Effective union executive

The FPSE Union Executive course is designed to help local executive members develop effective decision-making procedures that build member involvement at a local level. Topics include goal setting, legal authority, fiduciary duty, and conflict of interest.

Layoffs

The FPSE Layoffs course provides a review of legal rights and strategies to defend against layoffs and to cope with those you could not stop. Topics include strategies and alternatives to layoffs; layoff by seniority; layoff notices; bumping rights; severance pay; recall rights; employee counseling and other services; and more.

Governance

The FPSE Governance course will provide a guide to faculty representatives who serve on institutional boards, education councils and senates. The course will highlight important duties and responsibilities as well as encourage new members to participate in these functions.

Collective bargaining

This course is offered at two levels: basic and advanced. It provides a review of the bargaining process as well as strategies for achieving success at the bargaining table.

Collegial authority

This course reviews some of the emerging issues that faculty face as department heads or departmental committee members. It discusses the ways in which faculty can exercise their "collegial authority" with due care and balance their responsibilities in ways that avoid conflict.

Job action

This program is offered at two levels: basic and advanced. It reviews the legal as well as strategic issues that need to be addressed when preparing for job action.

Leadership

Effective leadership at the local level plays a critical role in advocating for members. This course reviews the elements of leadership necessary to advocate effectively for your membership.

Member-to-member conflict

Tensions in the workplace can often lead to serious labour relations problems. This course discusses how to deal with those conflicts and increase understanding and effective communication between members.

Advocacy

Our skills as advocates can ultimately make an enormous difference in the outcomes we secure for members. This course focuses on skills building exercises to ensure better advocacy at the local level.

ACCESS TO COURSES:

You can take advantage of the FPSE education program in one of the following ways:

Local Workshops

FPSE provides on-site workshops presented by our experienced Staff Representatives for individual locals upon request. The most popular workshops are Steward Training, Collective Bargaining, and Effective Union Executives. Talk to your local executive about scheduling a workshop.

FPSE Standing Committees

FPSE conducts workshops and professional development events for our eleven Standing Committees. FPSE Standing Committees meet twice a year and have a representative from each local across the province. If you are a committee member, talk with your committee chair about scheduling a workshop.

Spring Conference

A wide selection of workshops and educational opportunities are presented at the FPSE Spring Skills Development Conference. The conference focuses on developing the skills and knowledge of the membership and activists. Talk to your local executive about attending.

FPSE AGM and Convention

FPSE always schedules a wide range of workshops and events for AGM delegates. Topics range from trends in post-secondary education, human rights, workplace safety, violence in the workplace, and government policy.

FPSE Office

From time to time, FPSE holds workshops at our Vancouver office for all interested members on Saturdays (lunch provided). Watch for postings or email notices for any upcoming events. Please be sure to register, as space is limited.

APPENDIX 4**FPSE STANDING COMMITTEES**

FPSE has eleven Standing Committees where local representatives, FPSE Executive Liaisons and Staff Representatives meet to coordinate strategy and provide Presidents' Council with advice in critical areas. Each Standing Committee operates from terms of reference that are ratified by the Annual General Meeting.

All committees comprise one member from each local. The committee chair is selected annually at the spring meeting prior to the AGM from among its members. The chair attends the March Presidents' Council meeting to report on the activities of the committee. The Standing Committees recommend policy and action plans, which address current issues in their subject area, to Presidents' Council and to the AGM.

FPSE's Standing Committees are:

Bargaining Coordination Committee (BCC)

BCC works to improve the economic and professional welfare of the members through bargaining by facilitating the exchange of information on these matters among members and by providing assistance in the collective bargaining process (Constitution 2.2 and 2.10). Collective action is necessary to maintain and improve the economic standing, professional rights, and working conditions of the members of FPSE.

Contract Administration Review Committee (CARC)

CARC works to improve the economic and professional welfare of the members of FPSE by facilitating the exchange of information on these matters among members and by providing assistance in the administration and enforcement of collective agreements (Constitution 2.2 and 2.10).

Disability Management & Rehabilitation Committee (DMRC)

FPSE's Disability Management & Rehabilitation Committee has a mandate to assist locals to identify and assess the disability and rehabilitation needs of members and to support the development of local Joint Rehabilitation Committees. The committee is working on a best practices manual to assist locals and individual members dealing with disability issues.

Education Policy Committee (EPC)

EPC advises and makes recommendations to the Presidents' Council on education policy issues. The EPC keeps abreast of developments in post-secondary education and policy by reviewing and monitoring the education policy and initiatives of similar organizations, the federal and provincial governments, as well as other professional and educational organizations.

Human Rights & International Solidarity Committee (HRISC)

HRISC promotes human rights protection and education among faculty and staff, students and administrators. The HRISC joins with existing human rights groups within the community for the purpose of exchange of information and the promotion of strengthened human rights protection in BC. The committee's fundamental goal is the preservation and enhancement of standards of humanity, peace and human rights legislation, on the national as well as the international level, working cooperatively with national and international NGOs and labour organizations whose mandate it is to promote human rights worldwide.

Non-Regular Faculty Committee (NRFC)

NRFC works to promote and improve the representation of non-regular faculty members within FPSE and its member locals. CAUT refers to these members as 'contract academic staff', and typically they work on per course, per term or year contracts with varying expectations of ongoing work. As a result of their weak job security and often unequal salaries and benefits, non-regular faculty often find it difficult to have their voices and interests heard, but a major goal of FPSE is to achieve prorated salaries and improved benefits.

Pension Advisory Committee (PAC)

PAC seeks to improve the pension benefits available to plan members of the College Pension Plan and acts as a forum for discussion and communication for members regarding plan rules, policies and initiatives. The committee reviews the current investment policies of Pension Plans and advises the Presidents' Council, in its role as plan member partner, of any recommendations for change to policies and strategies. FPSE's appointed trustees act as resources for PAC and PC.

Private Sector & Local Organizing Committee (PSLOC)

The Private Sector & Local Organizing Committee works to promote the interests of those members of FPSE locals and sub-locals who work for private sector employers or for employers who are not part of the publicly-funded BC post-secondary education system. The committee seeks to enhance the organizing efforts of FPSE and FPSE locals so that the benefits of unionization can be spread throughout the educational and training sectors.

Professional & Scholarly Development Committee (PSDC)

PSDC assists FPSE locals to identify and assess the current and future professional development needs of their members, and promotes means of enabling FPSE members individually and collectively to develop their own professional development activities.

Status of Women Committee (SWC)

The responsibilities of the SWC include those activities which contribute to an improvement in the status of women. Such activities address both the current and future needs and interests of women in the BC post-secondary education sector.

Workplace Health, Safety & Environment Committee (WHSEC)

WHSEC assists FPSE locals to identify and assess the current and future occupational health and safety needs of their members, and to promote means of enabling FPSE members individually and collectively to develop their own occupational health and safety activities.

APPENDIX 5**STANDING COMMITTEE ROLES**

Committee Chair (see also Appendix 6)

- Chairs meetings.
- Ensures meetings are conducted in a fair and respectful manner in which all views are heard and considered.
- Assists committee decision-making and performance with the use of facilitation techniques.
- Reports and speaks for the committee to FPSE Presidents' Council, if required.
- Develops meeting agendas with input from local representatives, the executive liaison and the Staff Representative assigned.
- Attends the FPSE Annual General Meeting (AGM) and reports on behalf of the committee.
- Reports to and attends the March Presidents' Council meeting as an observer (voice but no vote), and others upon request of the President.
- Encourages and reminds local representatives that they represent their local and should act and vote in accordance with their local's positions and direction.
- Ensures new local representatives are provided with an orientation about their respective committee and current issues. This duty can be delegated or in conjunction with the executive liaison or the Staff Representative.
- Makes inquiries if a local fails to appoint a local representative. This duty can be delegated or in conjunction with the executive liaison or the Staff Representative.
- Ensures committee meetings adhere to the FPSE Constitution and By-Laws and act within their role as an advisory body to Presidents' Council.

Local Representatives

- Share information and local experiences with the rest of the committee.
- Work with the rest of the committee to provide advice, information, research and recommendations to Presidents' Council (via the chair and executive liaison).
- Follow direction from the chair when the meetings are in session.
- With the rest of the committee, be prepared to act upon direction from Presidents' Council.
- Have the duty of representing their locals on the issues facing the committee. As a result, they have an obligation to consult with their local executives and president and with members on key issues identified in committee agendas BEFORE coming to provincial meetings and to support their local positions at the subsequent meetings.

- Regularly report back to their local executives and president on all issues debated and decided at committee meetings.
- Participate fully and come prepared to all meetings.
- Participate in the decision-making processes of the committee.
- Be prepared to join and actively participate in ad hoc and sub-committees.

Executive Liaison

- Plays a key role in the communication link between committees and Presidents' Council. The executive liaison acts as a conduit of information and decisions between Presidents' Council and the committee and represents Presidents' Council to the committee.
- Informs the committee of initiatives proposed by Presidents' Council or the FPSE Executive or system developments relating to the committee responsibilities. Part of each executive liaison report should focus on this information so that committee local reps can see their issues in a broader context.
- Advises committees whether or not an initiative it is considering is a duplication, or in contravention, of FPSE policy.
- Informs the Executive and Presidents' Council in a timely way on advice from committees, as well as any problems encountered at the committee level.
- Reports and speaks for the committee to Presidents' Council, if the committee chair is not present.
- Assumes the chair in the absence of the Standing Committee chair.
- Provides input into the committee agenda.
- Takes minutes in the absence of FPSE staff.

Local Presidents

- Presidents ensure that a local representative is appointed to each committee and that they are informed of their duties.
- Presidents must ensure that local representatives are informed of their local's position on all relevant matters that are to be considered at committees. Many locals have procedures to ensure that their representatives understand local issues and the local's position on committee agenda items. For instance, some locals invite their committee reps to attend executive meetings.

Staff Representative

- Provides support and advice to the committee and the committee chair.
- Provides input into the committee agenda.
- Records and produces draft committee minutes.
- Submits relevant committee motions to Presidents' Council for review.
- Provides support to sub-committees.
- Arranges guest speakers and workshops for the committee.
- Ensures support staff, the FPSE President and others, as appropriate, are updated regarding the committee's needs and activities.
- Assists the chair, executive liaison and local representative's committee members as required.
- Creates a summary of resolutions and actions, and forwards to committee members in a timely manner.

Support Staff

- Keeps committee membership lists and listservs current.
- Books hotel rooms for members attending meetings.
- Assists with flight arrangements if required.
- Organizes meeting room bookings and catering.
- Organizes distribution of material to members.
- Assists committee chair, executive liaison, Staff Representatives and members as required.

APPENDIX 6**STANDING COMMITTEE CHAIR:
POSITION DESCRIPTION**

Selection

A local representative on each FPSE Standing Committee shall be elected as Chair for one or two year terms, according to the committee's terms of reference.

Chairpersons shall be elected at the last committee meeting that is held prior to the Annual General Meeting, except in the case of the Non-Regular Faculty Committee, which elects its Chair at the autumn meeting.

Committees should endeavour to nominate as Chair committee representatives who have served on the committee at least one term as a local representative.

Function

Committee Chairs are responsible for chairing FPSE Standing Committees and ensuring that committee meetings are run in a smooth, efficient and effective manner. Although the Chair should remain neutral as much as possible, the Chair is also a local representative and should express the point of view of his/her local.

Committee Chairs shall ensure the committee's meetings adhere to the FPSE Constitution and By-Laws and that the committee acts within its role as an advisory body to Presidents' Council.

The Chairperson or designate shall have observer status at meetings of the Presidents' Council, with voice but no vote.

Duties

Committee Chairs shall chair meetings of the FPSE Standing Committees for which they were elected.

In the absence of the Chair, the FPSE executive liaison will assume the chair.

Committee Chairs shall report to and may attend the March Presidents' Council meeting as observers, and any other meetings upon the request of the President.

Incoming Chairs shall attend the FPSE Annual General Meeting & Convention. Chairs shall participate in any Convention orientations and planning opportunities provided.

A duly elected chairperson shall complete his or her term as Chair, even if they cease to be a designated local representative for his or her respective committee.

Committee Chairs shall:

- Set meeting agendas, in consultation with committee members, the executive liaison, and the Staff Representative assigned.
- Communicate with other Chairs on issues/questions related to their duties, including by using the FPSE Chair listserve.
- Participate in training made available by FPSE and make suggestions regarding additional forms of training or assistance that may be beneficial to Chairs carrying out their duties.
- Ensure there is a speaker for each agenda item.
- Provide direction to assigned Staff Representatives and support staff regarding committee operations and meeting preparations.
- Ensure that new members are welcomed and provided with information/ orientation.
- Call meetings to order, as well as adjournment.
- Ensure committee representatives understand the meeting procedures and their duty as local representatives to represent their local's views.
- Ensure that committee resolutions and actions adhere to the FPSE Constitution and By-Laws and are consistent with the committee's role as an advisory body to Presidents' Council.
- Ensure meetings are run democratically.
- Keep discussion focused on the agenda.
- Insist upon respectful behaviour.
- State the motion clearly before the vote.
- Ensure committee decisions are understood by all representatives and responsibility is assigned for carrying out the decisions.
- Call for volunteers to join and participate in ad hoc and sub-committees to accomplish specific and clearly articulated time-limited tasks and assignments.
- Ensure committee decisions and/or initiatives are implemented.
- Canvas committee members and liaise with other Standing Committee Chairs.
- Exercise their option to vote as a local representative.
- Ensure inquiries are made in the case of locals that have not appointed a representative or the appointed representative fails to attend.

APPENDIX 7**STANDING COMMITTEE RULES OF ORDER**

1. MAIN MOTION

Purpose: To get the meeting to take some kind of action.

Rules: Debatable. No vote required if all agree and if confirmed by the Chair. If agreement not achieved, majority vote required. All other motions apply to it.

2. TO AMEND

Purpose: To make some change to the main motion without changing its intent.

Rules: Debatable. No vote if original Mover agrees/considers it friendly. If not, majority vote required. Amend, reconsider, close debate motions apply.

3. TO REFER

Purpose: To refer the main motion to another body for consideration.

Rules: Debatable as to advisability of referring, and as to instructions. Majority vote required. Amend, reconsider, close debate motions apply.

4. TO CALL THE QUESTION

Purpose: To close debate on the motion under discussion.

Rules: Chair must first recognize mover. Not debatable. Two-third vote required.

5. TO TABLE

Purpose: To postpone consideration of a motion, usually to a stated time.

Rules: Not debatable. Majority vote required.

6. TO WITHDRAW

Purpose: To withdraw any motion under consideration.

Rules: Not debatable. No vote required unless there is objection to withdrawal.

7. TO APPEAL / CHALLENGE

Purpose: To appeal a decision of the Chair.

Rules: Not debatable. Mover states reason for appeal, then Chair states reason for decision. Majority vote required.

8. POINT OF ORDER

Purpose: To correct an error in the conduct of the meeting.

Rules: Not debatable. Point is decided by the Chair, subject to appeal.

9. POINT OF PRIVILEGE

Purpose: To propose a motion or raise an issue on a matter that may affect the honour, dignity, or safety of the meeting or of individuals.

Rules: Not debatable. Point is decided by the Chair, subject to appeal. If a motion results, it is debatable. All other motions apply to it. Majority vote required.

10. COMMITTEE OF THE WHOLE

Purpose: To allow informal discussion with straw votes that can lead to consensus.

Rules: Motion to go into committee of the whole, discussion of options without normal restrictions of debate, motions, amendments, points of order, etc. Motion to come out of committee of the whole' chair reports to meeting. Action is formally moved, debated, agreed.

11. TO ADJOURN

Purpose: To adjourn the meeting.

Rules: Debatable. Majority vote required. Not normally made until all business has been completed, except in cases of urgency.

Post-Vote

A. TO RECONSIDER

Purpose: To reconsider the vote on the main motion.

Rules: Debatable. Mover must have voted with prevailing side. Majority vote required. Table, close debate motions apply. If motion succeeds, original motion comes back, is re-debated and voted on again.

B. TO RESCIND

Purpose: To annul a main motion.

Rules: Debatable. Two-thirds vote required. Rarely used, and not in order if a motion to reconsider would have the same effect.

Source: CHF Canada, *Rules of Order*

APPENDIX 8 STANDING COMMITTEE MEETING GUIDELINES

Meeting Guidelines¹

- One person speaking at a time
- Allow everyone to contribute
- Respect each other's views
- Be aware of triggers (self and others)
- Ask questions to clarify
- Willingness to push boundaries and go outside comfort zones
- Be mindful of confidentiality
- The right to "pass" on commenting
- Contribute by sharing ideas and asking questions
- Acknowledge all types of diversity and experiences

¹ Based on material provided by Naomi Wolfe, NICFA (Local 16) at 2011 AGM Committee Chair Orientation