

OPSEU MUNICIPALITIES SECTOR BY-LAWS
of the
ONTARIO PUBLIC SERVICE EMPLOYEES UNION

ARTICLE 1: Name

- 1.1 This Sector shall be known as the Municipalities Sector of the Ontario Public Services Employees Union (OPSEU).

ARTICLE 2: Interpretation and Abbreviations

- 2.1 “Union” means Ontario Public Service Employees Union and not a subsidiary body.
- 2.2 “Sector” refers to the Municipalities of the Broader Public Service (BPS).
- 2.3 “Constitution” refers to the Constitution of the Union.
- 2.4 “Executive” refers to the Sector Executive Committee.
- 2.5 “Office” refers to an elected office of the Sector.
- 2.6 “Chair” refers to the Chair of the Sector.
- 2.7 “Local” or “Unit” refers to a single-unit Local, or a Unit of a multi-unit or composite Local, composed of members employed by Lower and Upper Tier Municipalities or Agencies funded in whole or in part by Municipalities.
- 2.8 “Bargaining Team” refers to the team elected for the purposes of negotiating regional or province wide Sector agreements.

ARTICLE 3: Aims and Purposes

- 3.1 The aims and purposes of the Sector shall be:
- a) to promote regional and/or province wide Sectoral bargaining;
 - b) to discuss matters of common interest; develop and promote policies and positions on matters of concern;
 - c) to promote and advocate justice, equality and efficiency in services to the public;
 - d) to co-ordinate Union activities on a Sectoral basis;
 - e) to participate with other Union groups to promote and support the aims, purposes and goals of the Union.

ARTICLE 4: Jurisdiction

- 4.1 Any Unit/Local employed and /or funded in whole or in part by Municipalities (Upper and Lower Tier), may become a member of the Municipal Sector.

ARTICLE 5: Membership

- 5.1 Any Unit/Local as defined in Article 4.1 shall be deemed to be a member of the Sector
- 5.2 Every Unit/Local is entitled to:
- a) participate in the Sector's business; and
 - b) receive a copy of the by-laws and minutes of the Sector, be advised of amendments to it and receive an updated copy whenever the by-laws are compiled and reprinted.

ARTICLE 6: Delegate Entitlement

- 6.1 Delegate entitlement for each Unit/Local shall be as follows
- a) up to 75 members – Two (2) delegates;
 - b) over 75 members – Three (3) delegates.
- 6.2 Sector Executive members are automatic delegates and are not part of the delegate count for the Unit/Local.
- 6.3 The highest-ranking officer in the Municipalities Sector Unit/Local will be the automatic first delegate.
- 6.4 By application to the Executive, special consideration for additional representation, due to the geographical spread of the Unit/Local, can be requested.
- 6.5 In order to address extenuation circumstances, the Executive may use its discretion to appoint up to five (5) additional delegates to any meeting of the Sector.
- 6.6 With the exception of 6.2, in no case shall the number of delegates from any Unit/Local exceed three (3).

ARTICLE 7: Sector Meetings

- 7.1 The Sector shall meet at least once a year. Other meetings of the Sector may be called if deemed necessary by the Executive of the Sector.
- 7.2 The order of business at a Sector meeting shall be:

- I) Call to Order
- II) Adoption of the Agenda
- III) Minutes of the previous meeting
- IV) Business Arising from the Minutes
- V) Treasurer's Report
- VI) Reports
- VII) New Business
- VIII) Adjournment

In presenting an agenda based on the above order of business, the Executive should specify subjects under items 6) and 7). The Sector may change the above order of business by amending the by-laws or any given meeting by giving reasonable advance notice

- 7.3 The conduct of the meeting will be in accordance with Robert's Rules of Order.
- 7.4 A quorum for Sector meetings shall be 50% of the delegates registered and entitled to vote. Should the Executive Board of OPSEU change the required percentage, this Article will be amended accordingly.

ARTICLE 8: Executive Officers and Committee

- 8.1 The Executive of the Sector shall be composed of the following officers: Chair, Vice-Chair, Secretary, Treasurer and Political Action/Communication Co-ordinator.
- 8.2 The officers shall be elected by and from the Sector for a term of two (2) years.
- 8.3 Two Alternates shall be elected to fill vacancies that may occur on the Executive Committee during the term of office. Alternates shall be elected by the Sector at large and ranked by the highest number of votes.
- 8.4 Vacancies on the Executive Committee shall be filled by a vote of the remaining members of the Executive Committee. In the end, the position left vacant will be filled by the first Alternate and the second Alternate will fill the first Alternate vacancy.

8.5 Duties of Officers of the Sector Committee

8.5.1 Chair

The Chair of the Sector Committee or the Chair's designee shall:

- a) represent the Sector at the Sector Chairs Committee;
- b) attend all regular meetings of the Executive, as necessary;
- c) enforce compliance with the by-laws and regulations of the Sector;

- d) be an ex-officio member to the Regional/Central Negotiating Team;
- e) the Chairperson of the Sector Executive and the Chairperson of the Negotiating Team shall not be the same person;
- f) preside at Sectoral meetings;
- g) be an ex-officio member of all Sectoral Committees;
- h) generally supervise the affairs and operations of the Sector; and
- i) carry out such other duties as may be prescribed by the Sector by-laws.

8.5.2 Vice-Chair

The Vice-Chair shall

- a) attend all meetings of the Executive and Sector;
- b) in the absence of the Chair, perform all duties and functions of the Chair; and
- c) accept and exercise such other duties as may be designated by the Executive or the Chair.

8.5.3 Secretary

The Secretary shall:

- a) attend all meetings of the Sector and the Executive and keep minutes;
- b) accept and exercise such other duties as may be designated by the Executive or the Chair

8.5.4 Treasurer

The Treasurer shall:

- a) attend all meetings of the Sector and the Executive;
- b) be responsible for the proper administration of the operating funds of the sector;
- c) file an audit report on a form specified by Head Office when requested to do so;
- d) accept and exercise such other duties as may be designated by the Executive or the Chair.

8.5.5 Political Action/Communication Co-ordinator

The Political Action/Communication Co-ordinator shall:

- a) attend all meetings of the Sector and the Executive;
- b) accept and exercise such other duties as may be designated by the Executive or the Chair.

ARTICLE 9: Committees

- 9.1 Standing Committees may be formed by the Sector Executive.

- 9.2 From time to time it may become necessary for the Executive Committee to appoint an Ad Hoc Committee for a specific purpose. In this instance, the Executive Committee will establish terms of reference for the Ad Hoc Committee.
- 9.3 Ad Hoc Committees established in 9.2 shall be for a set period of time as decided by the Executive Committee and shall report to the Executive on their progress regularly and at Sector meetings.

ARTICLE 10: The Bargaining Team

- 10.1 The Regional Sectoral Bargaining Team consisting of no more than five (5) members shall be elected by the members of the Units/Locals affected.
- 10.2 When province wide Sectoral bargaining in the Municipalities Sector becomes feasible, the Bargaining Team shall be elected from the participating Units/Locals; the size of the Team will be determined at that time.
- 10.3 The Chair of the Bargaining Team shall be elected by the Team Members.
- 10.4 The term of office for the Bargaining Team shall be determined by the Sector at the time the Team is elected.

ARTICLE 11: Authority and Finances

- 11.1 The authority for the formation and activities of the Sector are set out in Article 20 and 21 of the OPSEU Constitution.
- 11.2 The signing officers shall be any two (2) of the Chair, Vice-Chair, Secretary and Treasurer.
- 11.3 The fiscal year of the Sector shall coincide with that of the Union.

ARTICLE 12: Amendment

- 12.1 These by-laws may be amended only by a two-thirds majority vote of the delegates present and voting at any Sector meeting, provided that at least sixty (60) days notice of the proposed amendments is given to the Units/Locals.
- 12.2 These by-laws and all amendments shall be subject to the approval of the President of the Union before coming into force.
- 12.3 In all matters not specifically dealt with above, or where conflict arises, these by-laws shall be subject to the provisions of the Constitution and/or such policies as are enunciated by the Executive Board.