



WORKING
TOGETHER FOR
SASKATCHEWAN

Community Services Sector
Rainbow Youth Centre
Local 5126
Southeast Area Council

Bargaining Guidelines
March 2011

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and

Approved by the
Membership, Constitution & Legislation Committee
on November 15, 2011

**SGEU Local 5126
RAINBOW YOUTH CENTRE
Bargaining Guidelines**

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**SGEU LOCAL 5126
RAINBOW YOUTH CENTRE
Bargaining Guidelines**

1. STRUCTURE OF THE BARGAINING UNIT

1.1 The bargaining unit of Rainbow Youth Centre Local 5126 consists of all in scope employees of the Rainbow Youth Centre as set forth in the relevant Article of the Collective Agreement.

1.2 There is one work site located in Regina, Saskatchewan, Canada.

2. ROLES AND RESPONSIBILITIES

2.1 Steward Council

2.1.1 Election of Steward Council

2.1.1.1 The Steward Council shall be elected by in scope members of the Rainbow Youth Centre bargaining unit.

2.1.1.2 The election of the Steward Council shall be held every two (2) years and occur in odd years in accordance with SGEU Constitution and Community Services Sector Bylaws. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.

2.1.1.3 The Steward Council election shall be conducted in accordance with Community Services Sector Bylaws and occur in the month of June. Election process shall include a nomination and written ballot procedure. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.

2.1.1.4 An Election Working Group shall be formed and follow procedures in accordance with Article 2.4 of these Bargaining Guidelines.

2.1.1.5 The election of the Steward Council shall be conducted by secret ballot vote.

2.1.1.6 The three (3) nominees receiving the highest number of votes shall be deemed elected as Stewards.

2.1.1.7 Results of the Steward Council election shall be posted on the Union Bulletin Board, electronically mailed to in scope members, and mailed to in scope members absent from the work site due to leave upon conclusion of the election.

2.1.1.8 Elected Stewards to the Steward Council shall choose a chairperson.

2.1.2 **Term of Office**

2.1.2.1 Stewards of the Steward Council shall serve a two (2) year term of July 1st to June 30th, or whenever a vacancy occurs, serve for the remainder of the term.

2.1.3 **Duties of Steward Council**

2.1.3.1 Stewards shall perform duties in accordance with the SGEU Steward Job Description. Refer to Appendix 2 of these Bargaining Guidelines.

2.1.3.2 Stewards shall advocate on behalf of members of the Rainbow Youth Centre bargaining unit.

2.1.3.3 Stewards shall enforce the provisions of the Collective Agreement and represent members during disputes with the employer. Responsibilities include the bargaining of matters arising after the signing of a Collective Agreement that require letters of understanding or contract amendments.

2.1.3.4 Stewards shall serve as a member of the Negotiating Committee pending a Negotiating Committee election as conducted in accordance with Article 2.2.1 of these Bargaining Guidelines.

2.1.3.5 Stewards shall organize membership meetings.

2.1.3.6 Stewards shall organize and maintain accurate records and required documentation, including an accurate mailing list of members.

2.1.3.7 Stewards shall organize and update the Local 5126 bulletin board.

2.1.3.8 Stewards shall attend the relevant SGEU Union Leadership Development Course regarding Steward Roles and Responsibilities within the first twelve (12) months of their term of office.

2.1.3.9 Stewards shall participate in Community Services Sector meetings.

2.1.4 **Steward Vacancies**

2.1.4.1 When a vacancy occurs on the Steward Council before the expiry of a term, an election by the members of the bargaining unit shall be conducted within thirty (30) days of the vacancy.

2.1.4.2 The Election Working Group shall be comprised of the remaining Stewards of the Steward Council and one (1) in scope member.

- 2.1.4.3 The remaining Stewards of the Steward Council shall approach in scope members by their seniority within the Union until such a member indicates acceptance for serving on the Election Working Group.
- 2.1.4.4 The Election Working Group shall conduct an election process in accordance with Articles 2.4.2, 2.4.3, 2.4.4, 2.4.5, and 2.4.6 of these Bargaining Guidelines.
- 2.1.4.5 The election to fill a vacancy on Steward Council shall be conducted by secret ballot vote.
- 2.1.4.6 The one (1) nominee receiving the highest number of votes shall be deemed elected as Steward and fill the vacated position for the remainder of the unexpired term.
- 2.2 **Negotiating Committee**
- 2.2.1 **Election of Negotiating Committee**
- 2.2.1.1 The bargaining unit of Rainbow Youth Centre shall have a Negotiating Committee of three (3) members in accordance with SGEU Constitution and SGEU Policy. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents. The Negotiating Committee shall be comprised of one (1) Steward and two (2) in scope members of the bargaining unit.
- 2.2.1.2 All members of the Negotiating Committee shall be elected by in scope members of the Rainbow Youth Centre bargaining unit.
- 2.2.1.3 The Negotiating Committee nominations and election shall occur in February of the year the most recent Collective Agreement expires.
- 2.2.1.4 A membership meeting shall be held in January of the year the most recent Collective Agreement expires with the purpose of electing a Steward to the Negotiating Committee and with the purpose of forming an Election Working Group.
- 2.2.1.5 An Election Working Group shall be formed and follow procedures in accordance with Article 2.4 of these Bargaining Guidelines.
- 2.2.1.6 When the Steward Council election is to be conducted in the month of June during the same year as the Collective Agreement expires, the Steward Council representative elected in February as a member of the Negotiating Committee shall fulfill the Negotiating Committee term of office regardless of that Steward's intent to stand for re-election or the Steward Council election outcome in June.

- 2.2.1.7 Stewards not elected to the designated Steward position on the Negotiating Committee shall have the right to accept nomination to the designated in scope positions on the Negotiating Committee.
- 2.2.1.8 The two (2) in scope member nominees receiving the highest number of votes shall be deemed elected as members of the Negotiating Committee.
- 2.2.1.9 Results of the Negotiating Committee election shall be posted on the Union Bulletin Board, electronically mailed to in scope members, and mailed to in scope members absent from the work site due to leave upon conclusion of the election.
- 2.2.2 **Term of Office**
- 2.2.2.1 The Negotiating Committee shall serve a term commencing from the date of election results and for the duration of bargaining a new Collective Agreement. Upon ratification, the Negotiating Committee will be deemed terminated.
- 2.2.2.2 Any member of the Negotiating Committee missing three (3) consecutive Negotiating Committee meetings, without prior communication with other Negotiating Committee members regarding absence, shall be deemed to have resigned.
- 2.2.3 **Duties of Negotiating Committee**
- 2.2.3.1 The Negotiating Committee shall:
 - 2.2.3.1.1 Review the most recently expired Collective Agreements, review reports from previous Negotiating Committee, and consult with Steward Council to identify issues for the proposals package.
 - 2.2.3.1.2. Organize a process for gathering proposals and information from members of the bargaining unit.
 - 2.2.3.1.3 Develop a proposals package for the bargaining unit.
 - 2.2.3.1.4 Be delegated with the authority to ratify the proposals package on behalf of bargaining unit in accordance with SGEU Constitution. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents
 - 2.2.3.1.5 Ensure that the "Article 1 Purpose" section of all expired Rainbow Youth Centre Collective Agreements is maintained in new Collective Agreements.
 - 2.2.3.1.6 Represent and negotiate on behalf of the members of the bargaining unit a new Collective Agreement with the employer.

- 2.2.3.1.7 Maintain open lines of communication between members of the bargaining unit, Steward Council, and the Agreement Administration Advisor (AAA).
- 2.2.3.1.8 Ensure confidentiality.
- 2.2.3.1.9 In collaboration with the Steward Council, organize the ratification of the tentative Collective Agreement in accordance with the SGEU Constitution. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 2.2.4 **Negotiating Committee Vacancies**
 - 2.2.4.1 When a vacancy occurs within the Negotiating Committee, the remaining members of the Negotiating Committee shall consult with the Steward Council, and working by collaboration, shall determine whether filling the vacancy is conducive to the bargaining process. It may be determined that the Negotiating Committee can proceed with the remaining two (2) committee members for the designated term of office.
 - 2.2.4.2 In situations where the Steward Council and remaining members of the Negotiating Committee determine to fill the vacant position, the following options are to be considered:
 - 2.2.4.2.1 Option 1 Delegate a Steward.
 - 2.2.4.2.2 Option 2 Delegate a member of the bargaining unit.
 - 2.2.4.2.3 Option 3 Call for an election by the membership of the bargaining unit within thirty (30) days of the vacancy. The Steward Council shall form the Election Working Committee and conduct an election process in accordance with Article 2.4 of these Bargaining Guidelines.
 - 2.2.4.3 Filling the vacancy shall be determined by consensus among Steward Council and the Negotiating Committee. If consensus cannot be reached, the vacant position shall be filled in accordance with Article 2.2.4.2.3 of these Bargaining Guidelines.
 - 2.2.4.4 If an option to delegate rather than the election option is chosen, the rationale for the decision and the name of the delegate shall be posted on the Union bulletin board and sent electronically (or mailed) to the membership.

- 2.3 **Negotiating Committee Chairperson**
- 2.3.1 **Election of Negotiating Committee Chairperson**
- 2.3.1.1 The Negotiating Committee shall choose a chairperson.
- 2.3.2 **Term of Office**
- 2.3.2.1 The Negotiating Committee Chairperson shall serve a term commencing on the date of selection and remain in place until a new Negotiating Committee is elected.
- 2.3.3 **Duties of Negotiating Committee Chairperson**
- 2.3.3.1 The Negotiating Committee Chairperson shall:
 - 2.3.3.1.1 Organize and chair all Negotiating Committee meetings.
 - 2.3.3.1.2 Organize and chair, in collaboration with the Steward Council chairperson, all membership meetings of the bargaining unit that pertain to current negotiations of the new Collective Agreement.
 - 2.3.3.1.3 Communicate with the assigned SGEU Agreement Administration Advisor (AAA).
 - 2.3.3.1.4 Prepare and distribute all printed material, correspondence, and information required by members of the Negotiating Committee.
 - 2.3.3.1.5 Sign all communications related to negotiations, including communications to members of the bargaining unit.
 - 2.3.3.1.6 Inform the Steward Council Chairperson of absent or vacant positions on the Negotiating Committee.
 - 2.3.3.1.7 When applicable, communicate with the SGEU Community Services Sector Chairperson, Administration Committee, and SGEU President in accordance with SGEU Constitution and SGEU Policy. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 2.4 **Election Working Group**
- 2.4.1 A membership meeting shall be held prior to an election pertaining to the Steward Council or to the Negotiating Committee for the purpose of forming an Election Working Group comprised of three (3) in scope members of the bargaining unit who will not be accepting nomination to the relevant vacancy. At the meeting, a request will be made for in scope members to voluntarily indicate their commitment to be part of the

Election Working Group. A motion is needed to confirm the Election Working Group.

- 2.4.2 The Election Working Group shall be responsible to organize the procedures for nominations and the procedures for election. Nominations shall be by written submission. The Election Working Group shall provide the required nomination forms.
- 2.4.3 Notification of call for nominations shall be posted on the Union bulletin board for a period of no less than ten (10) calendar days and no more than fourteen (14) calendar days prior to the date of election.
- 2.4.4 Notification shall be electronically mailed to in scope members, and mailed to in scope members absent from the work site, no less than ten (10) calendar days and no more than fourteen (14) calendar days prior to the date of election.
- 2.4.5 Notification shall: state the purpose of the notification, state the names of the Election Working Group, outline the procedures for making nominations, state to whom nominations are to be submitted, state the deadline date for submitting nominations, and include nomination forms. Notification shall also state the date, time, location, and voting procedures of the election.
- 2.4.6 Voting ballots shall be provided by the Election Working Group on the date of the election.
- 2.5 **Grievance Committee**
 - 2.5.1 The Steward Council of the Rainbow Youth Centre bargaining unit shall act as the Grievance Committee.
 - 2.5.2 Stewards shall process grievances and follow Grievance Procedures as directed by the pertaining Article of the most current Collective Agreement of the Rainbow Youth Centre.
 - 2.5.3 Stewards of the Steward Council shall process initial stages of grievances in the bargaining unit in accordance with SGEU Policy. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
 - 2.5.4 It is recognized that strategies of Problem Solving, Problem Resolution, and Mediation may be conducted by a Steward of the Steward Council prior to processing initial stages of grievances.

- 2.6 **Chief Steward/Area Council Executive**
- 2.6.1 **Election of Chief Steward/Area Council Executive**
- 2.6.1.1 Nominations and Elections of Chief Steward/Area Council Executive members shall be conducted in accordance with Community Service Sector Bylaws. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 2.6.2 **Term of Office**
- 2.6.2.1 Chief Stewards/Area Council Executive members shall serve a two (2) year term of office in accordance with the SGEU Constitution and Community Service Sector Bylaws. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 2.6.3 **Duties of Chief Steward/Area Council Executive**
- 2.6.3.1 Chief Stewards shall perform duties in accordance with the SGEU Chief Steward Job Description. Refer to Appendix 3 of these Bargaining Guidelines.
- 2.6.3.2 Chief Stewards shall perform duties in accordance with Community Services Sector Bylaws. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 2.6.4 **Chief Steward/Area Council Executive Vacancies**
- 2.6.4.1 Vacancies shall be filled in accordance with SGEU Constitution and Community Service Sector Bylaws. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 2.7 **Occupational Health Committee**
- 2.7.1 The Occupational Health Committee shall be comprised of two (2) worker representatives and, in accordance with SGEU Constitution, at least one (1) Steward. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 2.7.2 **Election of Worker Representatives**
- 2.7.2.1 Worker Representatives shall be elected by the workers of the work site that they represent.
- 2.7.2.2 Elections of Worker Representatives site shall occur in October.
- 2.7.2.3 Stewards shall be responsible for conducting the election of Worker Representatives.

- 2.7.2.4 The election of Worker Representatives shall include a nomination process.
- 2.7.2.5 Notice shall be sent electronically to in scope members, mailed to in scope members absent from the work site, and posted on the Union bulletin board in the work site no less than ten (10) calendar days and no more than fourteen (14) calendar days prior to the date of election.
- 2.7.2.6 The notice shall: state the purpose of the notice, outline the procedures for making nominations, state how and where nominations are to be submitted, state a specific date for when nominations need to be submitted, include information regarding how to access nomination forms, and state the election date, time, and location.
- 2.7.2.7 The election of Worker Representatives shall be conducted by secret ballot vote. Stewards shall provide the voting ballots on the day of election.
- 2.7.2.8 The two (2) nominees receiving the most votes shall be deemed elected as a Worker Representative for the work site.
- 2.7.2.9 Results of the election of Worker Representatives shall be sent electronically to in scope members and posted on the Union bulletin board upon conclusion of the election.
- 2.7.3 **Election of Steward Representative**
- 2.7.3.1 Elected Stewards shall choose a Steward Representative to serve a term of office on the Occupational Health Committee.
- 2.7.4 **Term of Office for Worker and Steward Representatives**
- 2.7.4.1 Worker Representatives and the Steward Representative shall serve a three (3) year term of November 1st to October 31st or whenever a vacancy occurs shall serve for the remainder of the vacant term.
- 2.7.5 **Duties of Worker and Steward Representatives**
- 2.7.5.1 The Worker and Steward Representatives on the Occupational Health Committee shall:
 - 2.7.5.1.1 Participate in the identification and control of health and safety hazards in or at the place of employment.
 - 2.7.5.1.2 Cooperate with the occupational health and safety service, if any, established for the place of employment.

- 2.7.5.1.3 Receive and distribute to workers information regarding health and safety.
- 2.7.5.1.4 Receive, consider and resolve matters respecting the health and safety of workers.
- 2.7.5.1.5 Carry out any other duties that are specified in *The Occupational Health and Safety Act* and prescribed in *The Occupational Health and Safety Regulations*.

2.7.6 **Occupational Health Committee Vacancies**

- 2.7.6.1 When a worker vacancy occurs before the expiry of a term, an election by the workers of the worksite shall be conducted within thirty (30) days of the vacancy and in accordance with Article 2.7.2 of these Bargaining Guidelines.

3. **OATH OF OFFICE FOR ELECTED OFFICIALS**

- 3.1 In accordance with SGEU Constitution all elected officials shall take the Oath of Office as follows:

- 3.1.1 "In accepting nomination, I _____ do hereby sincerely pledge my word to the Saskatchewan Government and General Employees' Union, that I will truly and faithfully perform the duties of my Office in accordance with the SGEU Constitution, the Statement of Equality, the Policies and Bylaws of the Union."

- 3.1.1.1 Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.

4. **RECALL OF ELECTED OFFICIALS**

- 4.1 Elected officials of Local 5126 include: Stewards, Members of the Negotiating Committee, the Negotiating Committee Chairperson, and Worker Representatives of the Occupational Health Committee.

- 4.2 An elected official may be subject to a recall process in accordance with the SGEU Constitution. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.

- 4.3 A sector/local wishing to recall one (1) or more of its elected officials may do so subject to the following stipulations:

4.3.1 **Petition Process**

4.3.1.1 Recall must be petitioned for by 25% of the members who are represented by the person being recalled. The petition must outline the reasons for recall in clear and concise language.

4.3.1.2 Upon receiving the duly signed petition, an elected official responsible for the person being recalled shall call a meeting for that purpose. The notice of meeting must be advertised at least fourteen (14) days in advance of the date of meeting. The notice must include the time, date, location and purpose.

4.3.1.3 The official facing recall shall receive a copy of the petition, reasons for the recall and notice of the meeting where the vote will take place. Such notice shall be at least fourteen (14) days prior to the date of the meeting.

4.3.2 **Recall Process**

4.3.2.1 The official facing recall shall have the opportunity to present their position or response to the petition prior to the vote occurring.

4.3.2.2 The two-thirds (2/3) majority vote of those members in attendance shall be required to unseat the incumbent. Only those who are members of the committee/councils or delegates to the body that elected the person being recalled can vote on the recall.

4.3.2.3 Voting shall be done by secret ballot.

4.3.2.4 Vacancies created by a recall shall be filled following the elected process for other vacant positions.

5. **ROLE OF AAA (Agreement Administration Advisor)**

5.1 SGEU shall assign the Agreement Administration Advisor (AAA) to the bargaining unit in accordance with SGEU Constitution and SGEU Policy. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.

5.2 The role of the AAA is to assist, advise, and support the Stewards, the Negotiating Committee and in scope members of the Rainbow Youth Centre bargaining unit in accordance with SGEU Constitution and SGEU Policy. The AAA shall always be in attendance during bargaining meetings when a new Collective Agreement is being negotiated with the employer. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.

5.3 With substantiated reasons, the elected officials of the bargaining unit can request that the assigned SGEU AAA be removed.

6. **PROPOSALS GATHERING AND PACKAGE RATIFICATION**

6.1 Every in scope member of the Rainbow Youth Centre bargaining unit shall have the right to submit proposals and information for changes to the Collective Agreement in accordance with SGEU Constitution and SGEU Policy. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.

6.2 The Negotiating Committee shall organize the proposals gathering process in accordance with SGEU Constitution and SGEU Policy. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.

6.3 **Format of Proposals**

6.3.1 A proposal is a suggested change to the Collective Agreement.

6.3.2 A proposal must be in written form and worded clearly.

6.3.3 Proposals shall include:

6.3.3.1 Statement of the desired change.

6.3.3.2 Reasons for the change.

6.3.3.3 References to relevant article(s) in the agreement.

6.3.3.4 References to other agreements, if applicable.

6.4 **Proposal Gathering**

6.4.1 Proposals gathering should occur prior to the expiry of the most recent Collective Agreement, and shall be no later than six (6) months after the termination date of the most recent Collective Agreement.

6.4.2 A notice about proposals gathering shall be posted on the Union bulletin board in the work site, sent electronically to in scope members, and mailed to the members of the bargaining unit absent from the work site due to leave of absence, no less than ten (10) calendar days and no more than fourteen (14) calendar days prior to the deadline for submissions.

6.4.3 The notice shall: state the purpose of the notice, outline the format for making proposal submissions, state how and where proposals are to be submitted, and state the deadline date for when proposals are to be submitted by.

- 6.4.4 The Negotiating Committee shall organize an informational session with members of the bargaining unit to explain the format used when submitting proposals.
- 6.4.5 After proposals have been gathered, the Negotiating Committee shall develop a proposals package for negotiation with the employer.
- 6.5 **Proposals Package – Consultation Process with Membership**
- 6.5.1 The Negotiating Committee shall call a membership meeting of the Rainbow Youth Centre bargaining unit to discuss, consult, and receive feedback pertaining to the proposals package.
- 6.5.2 A notice of the membership meeting shall be electronically mailed to in scope members, and mailed to in scope members absent from the work site due to leave, no less than ten (10) calendar days and no more than fourteen (14) calendar days prior to the date of the meeting.
- 6.5.3 The notice shall: state purpose, date, time, and location of the meeting and include a copy of the proposals package.
- 6.5.4 Late proposals may be presented at the membership meeting and shall be considered for inclusion in the final package by a fifty per cent (50%) plus one (1) vote of those members voting at the meeting.
- 6.5.5 The Negotiating Committee shall have the right to make additions to the proposals package prior to the membership meeting.
- 6.6 **Ratification of the Proposals Package**
- 6.6.1 Upon completion of the consultation process, the Negotiating Committee shall be delegated with the authority to ratify the proposals package on behalf of Rainbow Youth Centre bargaining unit in accordance with SGEU Constitution and SGEU Policy. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 6.6.2 The process of Ratification shall be by consensus. If consensus cannot be reached, a secret ballot vote of the Bargaining Committee shall be conducted with a fifty per cent (50%) plus one (1) vote deeming the proposal package ratified.
- 6.6.3 Following ratification by the Negotiating Committee, the proposals package shall be presented to the employer for negotiation.

7. **RATIFICATION OF TENTATIVE AGREEMENT**
- 7.1 Ratification of the Tentative Collective Agreement shall be in accordance with SGEU Constitution. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU Constitution.
- 7.2 When, through the process of negotiations, the Negotiating Committee and the employer reach a tentative Collective Agreement, the tentative Collective Agreement shall be ratified by both the members of the Rainbow Youth Centre bargaining unit and the employer in accordance with SGEU Constitution. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 7.3 The tentative Collective Agreement shall be submitted to the SGEU Community Services Sector Executive and SGEU Administration Committee for review and approval before ratification by the members of the bargaining unit in accordance with SGEU Constitution. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 7.4 The Negotiating Committee Chairperson, in collaboration with the Steward Council Chairperson, shall call a membership meeting of the bargaining unit to ratify the tentative Collective Agreement after the required approval has been obtained.
- 7.5 A notice of the membership meeting for the purpose of ratifying the tentative Collective Agreement shall be electronically mailed to in scope members, mailed to in scope members who cannot be notified electronically, and mailed to in scope members absent from the work site, no less than ten (10) calendar days and no more than fourteen (14) calendar days prior to the date of the ratification meeting.
- 7.6 The notice shall: state the purpose, date, time, and location of the ratification meeting and include a copy of the document being ratified.
- 7.7. Ratification shall be by secret ballot vote.
- 7.8. The Negotiating Committee shall be responsible for organizing voting procedures for ratification.
- 7.9 When ratification ballots are being counted, the Negotiating Committee shall ensure that a SGEU Provincial Council member, not representing the bargaining unit directly, is present as a scrutineer in accordance with SGEU Constitution. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 7.10 Ratification of a tentative Collective Agreement shall be achieved by a fifty per cent (50%) plus one (1) vote of those members voting.

8. **STRIKES**

- 8.1 Strikes action shall be in accordance with the SGEU Constitution. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 8.2 Only the SGEU President (or the SGEU Acting President whenever the President is not available), in consultation with the Negotiating Committee chair, is authorized to serve notice of Strike Action to the employer on behalf of SGEU.
- 8.3 Prior to withdrawal of services by all or part of the bargaining unit, the Negotiating Committee shall conduct a secret ballot vote.
- 8.4 The secret ballot vote shall be conducted at a special meeting of the bargaining unit.
- 8.5 Those members who vote in the bargaining unit concerned shall constitute a quorum.
- 8.6 A strike vote shall be decided by a fifty per cent (50 %) plus one (1) vote of those members voting.

9. **COMMUNICATIONS**

9.1 **Public Communications**

- 9.1.1 In accordance with SGEU Constitution and SGEU Policy, the SGEU President is responsible, as chief spokesperson, for all communication to those outside the Union on matters of Union policy, program and activities or on issues of provincial, national or international significance. Therefore, all requests for such communication from members, the media or other organizations must be referred to the SGEU President directly, or through the SGEU Communications Officer. The appropriate response and the responsibility for responding will then be determined. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 9.1.2 All members and elected officers shall consult and take the direction of the SGEU President, directly or through the SGEU Communications Officer, about all request to speak publicly as a Union spokesperson on matters of Union policy, program or activity in accordance with SGEU Policy. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 9.1.3 The Steward Council and Negotiating Committee shall determine who will act as spokesperson on behalf of the Rainbow Youth Centre bargaining unit subject to Articles 9.1.1 and 9.1.2 of these Bargaining Guidelines.

9.2 **Membership**

- 9.2.1 Membership meetings of the Rainbow Youth Centre bargaining unit shall be held during the course of collective bargaining to provide reports to members and receive feedback from members concerning bargaining issues in accordance with SGEU Policy. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 9.2.2 Membership meetings regarding collective bargaining shall be chaired by the Negotiating Committee Chairperson in collaboration with the Steward Council Chair.
- 9.2.3 The Negotiating Committee shall provide written bargaining report(s) to the members of the bargaining unit during the course of collective bargaining in accordance with SGEU Policy. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 9.2.4 Members of the bargaining unit are entitled to a copy of the Collective Agreement and any letters of understanding that are signed between negotiations in accordance with SGEU Policy. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 9.2.5 Collective Agreements are to be distributed to members of the bargaining unit by Stewards in accordance with SGEU Policy. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 9.2.6 Membership meetings of the bargaining unit regarding general membership issues and elections, or as specified in these bargaining guidelines, shall be chaired by a Steward.
- 9.2.7 Unless already specified in these Bargaining Guidelines, notice of all membership meetings shall be no less than ten (10) calendar days and no more than fourteen (14) calendar days prior to the date of the membership meeting.

9.3 **Sector / Provincial Council**

- 9.3.1 Written bargaining reports shall be provided to the SGEU Community Services Sector Executive and the SGEU Administration Committee when pertinent information arises during the course of collective bargaining.
- 9.3.2 The Negotiating Committee Chairperson or the assigned SGEU staff shall ensure an attendance sheet is completed for each Negotiating Committee meeting to qualify members for payment of stipend, and shall distribute expense claim vouchers at the conclusion of the meeting for completion.

9.3.2.1 The Negotiating Committee Chairperson or the assigned SGEU staff shall submit all expense claims and the attendance sheet to the SGEU Accounting Department in accordance with SGEU Policy. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.

10. **RULES OF ORDER FOR ALL MEMBERSHIP MEETINGS**

10.1 Rules of Order for all Membership Meetings shall be conducted in accordance with SGEU Constitution. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents

10.2 The Order of Business at any membership meeting of Rainbow Youth Centre bargaining unit shall follow the Membership, Constitution and Legislation (MC&L) Committee Bargaining Guidelines Template and include:

10.2.1 Statement of Equality.

10.2.2 Appointment of Ombudsmun.

10.2.3 Adopting of the Agenda.

10.2.4 Adoption of the Previous Minutes.

10.3 All membership meetings shall keep an official record of minutes in accordance with SGEU Policy. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.

10.3.1 Official records of minutes shall include:

10.3.1.1 Place (community and location), time, date, and recorded proceedings.

10.3.1.2 Name of Chairperson, name of minute recorder, list of all those in attendance, and list guests/resource people in attendance.

10.3.1.3 All motions made at the meeting including the name of member who moved, the name of the member who seconded, and the decision of the motion as to whether the motion was carried, defeated, amended, referred, tabled, or withdrawn.

10.3.1.4 An accurate reflection of the actions taken and decision made regarding the business of the meeting.

10.3.1.5 Documents regarding committee business, such as reports and financial statements shall be attached to the minutes by the recorder of the minutes.

- 10.4 At the close of each membership meeting of the bargaining unit the Chair and the Secretary or designated recorder of the minutes shall sign the attendance list directly below the last signature and add the date and time in accordance with SGEU Policy. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 10.5 After adoption, the minutes shall be signed by the Chair and the Secretary or designated recorder of the minutes. Minutes shall be kept in a Minutes binder. The Minutes binder shall be the official records of all business done in the bargaining unit. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 10.6 A copy of approved, signed minutes of Local membership meetings of the bargaining unit shall be sent to the SGEU Community Services Sector Secretary in accordance with SGEU Policy. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 10.7 Quorum of a membership meeting of the Rainbow Youth Centre bargaining unit shall be three (3) members in attendance at the start of the meeting.
- 10.8 The Chairperson of the membership meeting shall vote only in the event that a tie in vote occurs.
- 10.9 There shall be no proxy voting at membership meetings in accordance with SGEU Constitution. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
11. **AMENDMENTS TO BARGAINING GUIDELINES**
- 11.1 Amendments to these Bargaining Guidelines shall follow the Membership, Constitution and Legislation (MC&L) Committee Template. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.
- 11.2 Bargaining Guidelines shall be reviewed annually.
- 11.3 Every member of Rainbow Youth Centre bargaining unit has the right to submit proposals for amendments to the Bargaining Guidelines.
- 11.4 All amendments must conform to SGEU Constitution, SGEU Policy, and SGEU Community Services Sector Bylaws.
- 11.5 Amendments shall be ratified by the membership at a meeting held annually in the month of February.
- 11.6 The Steward Council Chair shall organize and chair the meeting.

- 11.7 A notice of the meeting shall be electronically mailed to in scope members, and mailed to in scope members absent from the work site during the posting period, no less than ten (10) calendar days and no more than fourteen (14) calendar days prior to the date of the meeting.
- 11.8 The notice shall: state the purpose, date, time, and location of the meeting, and outline how and when to submit amendments.
- 11.9 A proposal for amendment to the Bargaining Guidelines shall be presented as a motion at the February meeting and must be seconded to be considered. Following debate and question proceedings the motion shall be decided by an opinion (in favor or against) vote of the members attending the meeting.
- 11.10 Amendments to these Bargaining Unit Guidelines shall be deemed ratified by a fifty per cent (50%) plus one (1) vote of those members voting.
- 11.11 Amendments to the Bargaining Unit Guidelines shall come in to effect immediately following ratification by the membership pending approval by the Membership, Constitution and Legislation (MC&L) Committee.
- 11.12 The amended Bargaining Guidelines shall be forwarded to the MC&L Committee within sixty (60) days following ratification by the membership in accordance with SGEU Constitution. Refer to Appendix 1 of these Bargaining Guidelines for relevant Article in SGEU documents.