

GLP Executive Policies

1. CHAPTER EXECUTIVE

1.1 Chapter Officers (Chairperson, Vice-Chairperson, Secretary-Treasurer, and Signing Authorities)

A. Continuity of Authority

Chapter officers (Chairperson, Vice-Chairperson, Secretary-Treasurer) will take office at the close of the Chapter Annual General Meeting in odd-numbered years.

B. First Meeting of New Chapter Executive

The first meeting of a newly elected chapter executive will be held as soon as reasonably possible after Chapter Annual Meeting in odd-numbered years.

Until the chapter executive changes the signing officers at the first meeting of the newly elected executive, the signing officers of the previous executive shall retain the rights and authorities set out in the chapter constitution and policy.

C. Duties

(i) Chairperson and Vice-Chairperson

The Chairperson shall preside at meetings of the chapter and of the chapter executive. In the absence of the Chairperson, the Vice-Chairperson shall act for the Chairperson.

(ii) Secretary-Treasurer

The Secretary-Treasurer shall be responsible for maintaining chapter minutes and records and shall cause notices of all meetings to be sent out in accordance with the chapter constitution.

The Secretary-Treasurer shall be responsible for safekeeping of chapter funds, shall cause to have proper accounts and records kept of all financial transactions and shall be custodian of such books and records.

Amended October 3, 2005

1.2 Policy Establishment and Review

The chapter executive will, by motion, periodically adopt statements of policy governing the conduct of chapter affairs. Such policies are binding, as applicable, on the chapter, chapter members, and staff until amended or repealed by a subsequent executive motion or convention resolution. Where an inconsistency exists between such policies

and the GLP Constitution, the GLP Constitution will govern. Where an inconsistency exists between such policies and the policies of the Association or the Association Constitution and By-laws, the Association policies, Constitution and By-laws will govern.

Proposals for policies may originate from the chapter executive, chapter committees, individual chapter members or staff. As a general rule, a draft of any proposed new policy or policy amendment will be circulated to the chapter executive prior to an executive meeting. After discussion at a chapter executive meeting, the proposed policy may be: adopted as originally submitted, adopted as amended, rejected, tabled until the next meeting, referred back to the originator for further consideration and revision, or referred to an existing committee for review and recommendation to a subsequent chapter executive meeting.

Policies of the chapter will be recorded in the chapter policy manual.

The chapter executive will appoint a policy review committee of at least three members as required to periodically review all existing policies to ensure their continued relevance and appropriateness. The committee will make recommendations for changes it deems necessary, if any, to a subsequent chapter executive meeting. The committee will also review and make recommendations on issues or proposed policies referred to it by the chapter executive.

Adopted November 1, 1999

2. FINANCE

2.1 Signing Authority

Designation of signing officers will be by motion of the chapter executive.

Any two designated signing officers have signing authority, but if the Secretary-Treasurer is available, s/he should sign cheques.

2.2 Investment

The Secretary-Treasurer shall be responsible for the management of chapter funds. As the need for liquidity outweighs all other needs, the Secretary-Treasurer shall be guided by the following:

- Chapter funds will be kept in investment vehicles that guarantee the principal deposited.
- Funds shall be kept in investment vehicles with immediate access to the funds. This shall include savings accounts, cashable GIC's and other such investments.
- Funds shall not be kept in stocks, bonds or mutual funds composed of stocks and

bonds.

2.3 Grants and Donations

A. The purpose of the Grants and Donations policy is to:

- Support organizations whose aims and objectives are generally consistent with, or complementary to, those of the PEA and/or are compatible with the good and welfare of members
- Complement, rather than duplicate, grants and donations permissible under the Association's Grants and Donations policy
- Recognize long and outstanding service to the GLP Chapter
- Promote the Association and the GLP Chapter

B. At its first meeting following the Chapter Annual Meeting, the chapter executive will appoint, by motion, a Grants and Donations Committee comprised of three members.

The grants and donations committee shall vet all funding requests and may recommend that donations be made to:

- Community based projects with which PEA members and/or their immediate families are involved and which create a lasting benefit to the community. Grants or donations in this category shall not exceed \$500 per project.
- Union-based family social events. Grants or donations in this category shall not exceed \$100 per social event.
- Service recognition awards to GLP members who have given outstanding service to the GLP over a period of years. Gifts in this category shall not exceed \$100 per person.

Requests from members in support of retirement, cultural or sporting events involving members and/or their immediate families shall be denied.

Political parties are not eligible for grants or donations under this policy.

Total grants and donations approved by the chapter executive in any given fiscal year shall not exceed one-third (1/3) of the chapter grant for the fiscal year.

Grants and donations shall not exceed current cash reserves.

The chapter executive will report all grants and donations to the next Chapter Annual Meeting.

Amended December 2, 2002

3. ASSOCIATION CONVENTION

3.1 Election of GLP Delegates

A. Chapter Executive

The chapter executive committee shall attend convention as delegates as of right.

B. Regional Entitlement

The remaining chapter delegate entitlement shall be divided proportionately among eight provincial regions according to the number of chapter members whose work location falls within the region. The GLP Executive will select a date 120 to 90 days prior to convention to determine the number of chapter members whose work location falls within each region.

C. Definition of Regions

For the purposes of delegate selection, regions are defined as follows:

<i>Kamloops</i> 100 Mile House Alexis Creek Clearwater Horsefly Kamloops Kelowna Lillooett Merritt Oliver Penticton Quesnel Salmon Arm Vernon Williams Lake	<i>Nelson</i> Castlegar Cranbrook Creston Fernie Golden Grand Forks Invermere Nelson Revelstoke	<i>Prince George</i> Burns Lake Dawson Creek Fort Nelson Fort St. James Fort St. John Houston Mackenzie McBride Prince George Prince Rupert Queen Charlotte Smithers Terrace Vanderhoof
<i>Vancouver</i> Abbotsford Burnaby Chilliwack Coquitlam Delta Hope Langley New Westminster	<i>Vancouver Island</i> Campbell River Courtenay Cowichan Lake Duncan Hagensborg Nanaimo Parksville Port Alberni	<i>Victoria</i> Saanichton Sidney Victoria

North Vancouver Port Coquitlam Port Moody Powell River Rosedale Sechelt Squamish Surrey Vancouver	Port McNeill	
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D. Delegate Elections

The Nominating Committee for chapter executive elections shall also be tasked with preparing a list of candidates who have agreed to stand for election as delegates within each provincial region as defined in Article VI of the GLP Chapter Constitution.

Where the number of candidates exceeds the number of delegate seats available within any region, the list of candidates who have agreed to stand for election in that region shall be put to the general membership of that region for their vote. Ballots shall normally be delivered to each member or mailed to his/her last known address along with chapter executive election ballots.

Should a region be unsuccessful in filling its delegate entitlement, the chapter executive shall appoint the necessary additional delegate(s) from a pool of chapter members nominated but not elected in other regions. In making such appointments the chapter executive shall consider balancing professional representation.

E. Credentials

As per Article III (5) of the PEA By-laws, the chapter shall cause the credentials for each of the chapter delegates to be delivered and received at the Association headquarters at least 30 days before the date of convention.

Amended November 20, 2006

4. CONTRACT BARGAINING COMMITTEE

4.1 Appointment of Contract Bargaining Committee

A. The Contract Bargaining Committee will have six members appointed by the GLP Executive, including:

- i) Four members of the GLP Executive
- ii) Two members-at-large

B. A call for members-at-large to the Contract Bargaining Committee will be published in The Professional and by email bulletin to Local Representatives. Should fewer than two members-at-large respond to the call, the GLP Executive may appoint additional GLP Executive member(s) to the Contract Bargaining Committee, to a maximum of six.

C. In appointing the Contract Bargaining Committee, the GLP Executive shall consider appointing a committee that represents the widest range of GLP members.

D. The GLP Executive shall be kept apprised of bargaining activity and will participate directly in the development of the membership bargaining survey.

E. The bargaining committee shall use consensus decision making.

Amended December 19, 2000

5. ANNUAL GENERAL MEETING

5.1 Resolutions

The deadline to submit resolutions shall be printed in Association publications and on the web site at least 60 days prior to the date set for the Annual General Meeting (AGM).

Any GLPC member may submit resolutions to the Annual General Meeting provided that at least one other GLPC member second each resolution. A resolution may be withdrawn with the agreement of the submitting member and seconder. The chapter executive may submit resolutions to the AGM.

Resolutions are to be submitted to the Association headquarters such that they are received no later than 14 days prior to the AGM. Resolutions not submitted by this deadline may be considered from the meeting floor provided that a majority of members present and voting vote to accept the resolution for consideration.

Resolutions adopted by an AGM that meets the quorum requirements established by the chapter constitution shall be binding. Should the meeting fail to achieve quorum, resolutions adopted by the meeting shall be taken as advice to the chapter executive.

5.2 Resolution Committee

Prior to the AGM the chapter executive will appoint a Resolutions Committee comprised of three GLPC members, including the chapter Vice-Chairperson, who shall chair the committee.

The Resolutions Committee shall meet prior to the AGM to consider each resolution submitted. The committee shall be empowered to combine like resolutions, amend for

clarity and/or replace with substitute resolutions. The committee will make a recommendation on each resolution, substitute or composite resolution to the AGM.

5.3 Rules of Order

Except as provided above and by the GLPC Constitution, the meeting will be conducted in accordance with Robert's Rules of Order.

Adopted February 7, 2001

5.4 Attendance

No later than sixty (60) days prior to the date of the Annual General Meeting a call for members interested in receiving funding for travel and leave expenses to attend the meeting shall be printed in Association publications and on the web site. The deadline for this purpose shall be established by the chapter executive.

The chapter executive shall select attendees to receive funding for travel and leave expenses from among those who volunteer, giving preference to local representatives. In making their selections, the GLP executive shall strive to achieve diversity of representation by geographic location, ministry, profession and gender, as per the composition of the GLPC membership.

Adopted May 1, 2003

6. LOCAL REPRESENTATIVES

The Chapter Executive shall be responsible for appointing Local Representatives in accordance with PEA Policy 3.3 *Appointment of Local Representatives*.

Local Representatives will be expected to perform their duties as governed by this policy and the guidelines set out in the "Local Representatives Manual" provided to all Local Representatives by the PEA.

6.1 Term of Service and Elections

In even-numbered years, the Chapter Executive will call for nominations for the position Local Representatives in each jurisdiction area set out by the PEA. Where only one nomination is received in a jurisdiction, the Chapter Executive may appoint the candidate. Should more than one nomination be received, the Chapter Executive may arrange a local election and appoint the successful candidate. The Chapter Executive may appoint more than one member to represent a jurisdiction. Where no nominations are received, the Chapter Executive may appoint a Local Representative.

The Chapter Executive shall arrange for Local Representative elections in any jurisdiction in which 30 per cent of members sign a petition to call an election.

The union's head office shall be advised of appointments of Local Representatives.

6.2 Use of Representative Members Lists

The PEA provides each Local Representative with a member list for their jurisdiction area. These membership lists are to be used with extreme discretion and are primarily for use in forwarding official correspondence from the Association Staff, the Association Executive or the GLP Chapter Executive.

Correspondence forwarded to the GLP Chapter distribution lists should be kept free of comments reflecting the Local Representative's personal opinions.

Member lists are not to be used for electioneering.

Adopted December 2, 2002

7. CHAPTER WEBSITE

The Chapter website is intended to provide information, resources and a discussion forum for GLP members.

All GLP members will be registered and provided a password for access to the discussion forum.

7.1 Website Management

The Chapter Executive will appoint a sub-committee from among the members of the executive to manage the website. The committee may delegate day-to-day management of the website.

7.2 Website Content

Information to be posted on the website may include:

- Approved GLP Chapter Executive minutes
- GLP Chapter AGM minutes approved and draft
- GLP Chapter election statements
- GLP Chapter election results
- GLP Chapter Executive membership and contact information
- GLP Chapter policies
- GLP Chapter Constitution

External groups shall not be permitted to advertise on the website.

7.3 Elections

The website postings shall be limited to statements that have been submitted by the candidates and have been accepted for distribution to the membership with election materials.

An executive member may not actively manage the website during the period of any election if s/he is a candidate in the election.

7.4 Discussion Forum

The following discussion forum guidelines shall be posted on the Chapter website:

This discussion site is provided for the express use of the GLP Chapter membership to discuss mutual issues of concern to the GLP Chapter of the Professional Employees Association.

The forum site will generally not be moderated. Considering the real-time nature of this bulletin board, it is impossible for us to review messages or confirm the validity of information posted. Please remember that we do not actively monitor the contents of and are not responsible for any messages posted. We do not vouch for or warrant the accuracy, completeness or usefulness of any message, and are not responsible for the contents of any message. The messages express the views of the author of the message, not necessarily the views of this discussion forum or any entity associated with this discussion forum.

Any user who feels that a posted message is objectionable is encouraged to contact the Webmaster immediately by email. We have the ability to remove objectionable messages and we will make every effort to do so, within a reasonable time frame, if we determine that removal is necessary. This is a manual process, however, so please realize that we may not be able to remove or edit particular messages immediately.

The GLP Executive intends to take a somewhat hands-off approach to managing this discussion site. However, in order to avoid having the forum clogged by “flame wars”, commercial messages, and anonymous posts that contribute little to useful exchange of ideas, comments and discourse, the following are GLP Chapter discussion forum guidelines:

- Use your first and last name, rather than a handle or alias. Anonymous messages will be removed. Forums with real names on the posts have a higher level of discourse, fewer attacks, and more intelligent messages. Also, please do not respond to anonymous messages.
- Please leave messages conforming to common standards of decency.
- Racism, sexism, and any other abuse of an individual’s rights will not be tolerated.
- Do not use profanity.
- This forum is not the place for personal attacks (“flames”); civil arguments are welcome, while “flame wars” that devolve to personal attacks will be removed.
- Users shall respect intellectual property rights and laws and shall not infringe

copyrights or software licenses. The user is responsible for assessing whether information they post has copyright on them.

- It is prohibited to use this site for illegal, actionable or criminal purposes. Criminal law forbids the display or dissemination of hate literature, child pornography, illicit drug literature or obscene material.
- Messages from third parties shall not be posted without prior written consent.

Note: By posting a message on this forum, you are agreeing to adhere to the guidelines of this forum, and that you understand any message deemed against the said guidelines will be deleted. Any violation of the guidelines may result in a ban.

Adopted December 2, 2002

8. PROFESSIONAL ISSUES

The GLP chapter acknowledges that it is the responsibility of the various professional licensing bodies to address issues affecting the practice of the respective professions. The GLP chapter will not take public positions on professional issues that are properly within the authority of the professional licensing bodies.

Adopted February 26, 2003