

Executive Councillor Handbook

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INTRODUCTION

Welcome to MoveUP's Executive Council!

This handbook is designed to provide some guidance to you in your role and responsibilities. As an Executive Councillor, you are a leader in MoveUP.

Every three years, the members of MoveUP elect their Executive Council. The constituencies for these positions are set by the Executive Council itself, on advice from the Electoral Committee.

Each Councillor represents approximately 100 members. The elections are held approximately 18 months after the Executive Board elections.

ROLE OF THE EXECUTIVE COUNCIL

When Councillors attend their first meeting after being elected, you swear an oath of office to uphold the values of our union. These are found in Article 2 of the Constitution.

The basics of this role are found in our constitution. Article 7 outlines how Councillors are elected, how often the council meets, and the general responsibilities of Councillors.

[Article 7.4 outlines the duties of Executive Council members.](#)

7.4 Duties of the Executive Council

The Executive Council shall have the following powers and duties:

- a) The Executive Council shall be a legislative body with the power to make, revise and amend the Bylaws of MoveUP in the interests of all Members.
- b) The Executive Council will act as an assembly to discuss and rule on matters pertaining to the welfare of the Members and upholding of the objective of the purposes and aims of MoveUP as outlined in Article 2.
- c) The Executive Council shall approve the operating budget of MoveUP as well as any non-operating expenditures over \$5,000. In no case shall total expenditures in any fiscal year exceed the total funds available in the general fund from revenue and other authorized sources.
- d) After the end of each fiscal year surplus funds accrued in that year, in amounts to be determined by the Executive Council, shall be transferred to the Defence Fund, Contingency Fund, Reserve Fund, and/or carried over to the General Fund in the current fiscal year, on a two-thirds majority vote in favour by the Executive Council.

e) The Executive Council shall receive reports of all committees of MoveUP.

f) When Executive Board Members are unable to act or do not have sufficient numbers to meet the required amount of delegates to conventions, conferences, seminars and similar meetings, Executive Councillors may be elected or appointed as delegates to such conventions or meetings.

g) If a Councillor shall absent himself or herself from more than 50% of regular scheduled meetings without reason deemed sufficient by the Executive Council, the Councillor will be considered in default and action will be initiated to fill the vacancy.

h) The Executive Councillors will be responsible for the welfare of the individual members in the groups they represent and to the full extent and meaning of the Constitution.

i) A member elected to the position of Executive Councillor within MoveUP who voluntarily ceases employment within the bargaining unit will be deemed to have resigned the elected position as of the last date of employment.

In addition to this list, Executive Councillors are also automatic delegates to MoveUP's triennial convention. (Article 12.3 of the Constitution). Further responsibilities are found in the Bylaws.

But what does all this really mean?

The role of an Executive Councillor can be summed up in 5 main areas:

1. Attend meetings. These meetings are where the business of the local is conducted, and if you're not there, then you won't know what's going on, and you won't be able to represent your constituents as they deserve. Be prepared to be at the whole meeting.
2. Prepare for the meetings. The agenda and documents you'll need for the meeting are sent out to all Councillors (via the Member Portal) a few days ahead of the meeting. Read through the documents, and come prepared to discuss them.
3. Report to your constituents about the meeting. How you do this will depend on your employer and the area you represent.
4. You're still a job steward. This means you may still be called upon to act as a job steward for members, so you need to keep your skills fresh by attending training offered by MoveUP.
5. Mentor new job stewards. Got a new steward in your area? Part of your role is to show them how the job is done and act as a sounding board for them. You may need to recruit stewards if there aren't enough in your area.

KNOWLEDGE AND DEVELOPMENT

In order to understand your role in your union, you should have a good understanding of these documents:

- MoveUP Constitution
- MoveUP Bylaws
- MoveUP Policies
- Your collective agreement

EXECUTIVE COUNCIL MEETINGS

So what happens at a meeting of the Executive Council? The official 'Order of Business' is covered in Bylaw 6, and the 'Rules of Order' are in Bylaw 7.

'Order of Business' means the agenda for the meeting. The 'Rules of Order' are the guidelines around how we work through the agenda. Here is an explanation of what they mean.

A. The President, or in their absence, the Secretary-Treasurer or a Vice-President of the Local Union shall preside at all Executive Board and Council meetings and Conventions. Business shall be confined to a pre-arranged agenda drawn up by the Executive Board, a copy of which shall have been forwarded to all Councillors or published for all members prior to the meeting.

This means that the President chairs the meeting. The President could also call on any of the other Table Officers to chair the meeting. There must be an agenda, and it must be circulated to you prior to the meeting. (As mentioned previously, the agenda and all other documents for a council meeting are uploaded to the Member Portal a few days ahead of the Council meeting. You will get an email advising you that they are there.)

B. In all debates or discussions, no speaker shall speak more than three minutes without the consent of the majority of the meeting, and no member shall speak more than once to a motion without the consent of the Chair.

There is a time limit of 3 minutes for each time you want to speak. Everybody gets a chance to speak once on a topic before the Chair let's someone speak a second time. You may hear the Chair ask, "Are there any other first time speakers" before letting someone speak again on the same topic. This doesn't apply once we move on to another topic, although the time-limit does.

C. Any member wishing to speak shall rise and address the Chair. The member shall confine his or her remarks to the question or subject and avoid repetition.

Two short sentences, but a lot of explanation! When you attend a council meeting in person, you'll notice that there are microphones set out amongst the tables. If you want to speak, you need to go to one of the microphones. Sometimes there is more than one person at a microphone waiting to speak. The Chair will do their utmost to call upon speakers in the order that they got to a microphone or in line to speak at a microphone. When it is your turn to speak, the Chair will acknowledge you, and then you get to speak. You start by identifying yourself, which means you give your name and bargaining unit. You'll notice that the microphones are all pointed towards the podium, and your back is to the rest of council. It will feel odd, but this is referred to as 'addressing the Chair'. Don't turn the microphone around to address the council! Your comments are directed at the Chair.

When you're speaking to an issue or a motion, you need to stay on topic. Don't go off on a tangent about something else, and try not to repeat yourself. If you go on for more than three minutes (see 'B' above) or wander too far off-topic, the Chair could call you 'out of order'. This means that you're out of line, and you need to either correct that or stop talking.

When we hold council meetings online, we have to modify this slightly. Instead of going to a microphone, you indicate to the Chair, through an electronic 'raised hand' that you would like to speak. The Chair will call on Councillors in the order that hands are raised. There is also the opportunity for Councillors to ask questions on the 'chat' function of the meeting, and the Chair will answer questions as they come up. However, if you wish to speak, either in favour of, against, or to amend a motion, you will need to raise your electronic hand and be called upon by the Chair to speak.

D. The President shall be privileged to debate upon all subjects on calling any other Officer to the Chair.

Generally, the President (or anyone else who might be chairing in their place) doesn't speak on an issue. They may provide some background, but they don't speak in favour of or against an issue while they are chairing the meeting. If they want to do that, they need to call on another Table Officer (see 'A' above) to chair the meeting so they can go to the floor to a microphone and speak to the issue at hand, just like every other member of the Council.

E. All questions, other than the election of officers, shall be decided by a voice vote. Any three members can request a count to be taken.

Generally, when we vote on a motion it is by voice. The Chair calls the vote by saying 'all those in favour', and if you're in favour of a motion, you indicate by saying 'aye'. Then the Chair will say, 'all those against', and if you're against it, you would say 'nay'. The Chair will then indicate if the motion passes or fails ('defeated').

Sometimes, it can be difficult to tell which way the vote goes. Some votes can be very close, and in those cases, the Chair may ask for a show of hands. Or, three members of council could ask for that. If it is still too close or tied, then we would go to a roll call vote: each councillor will be called on, and their vote recorded. But thankfully, that's a really rare occurrence.

F. The election of officers shall be by secret ballot vote.

This is self-explanatory, and our elections are covered in other areas of our constitution and bylaws. You should take a few minutes to read them so you understand our election processes well and can share your understanding with fellow members who may be unsure. If you have any questions specifically about elections, you can contact the President or the Returning Officer for clarification.

G. Revisions and amendments to the Bylaws must carry a two-thirds majority of the Executive Council present.

Unlike the Constitution, the Bylaws can be amended by the Executive Council. However, it requires 2/3 of the attendees at a council meeting to vote in favour of the motion to change the Bylaws.

H. “Bourinot’s Rules of Order” shall be the authority governing all questions of order or procedures not otherwise covered by the above Bylaws or by the Constitution of MoveUP.

Most people are familiar with the term “Robert’s Rules”, and Bourinot’s are similar, but they are Canadian. This rule is telling us that if something isn’t covered by the previous rules set out here, then you need to refer to Bourinot’s Rules to see how to deal with it.

If you’re really interested, you can find a reference guide here: https://www.oise.utoronto.ca/oise/UserFiles/File/OISE_Council_General/Bourinots_at_a_glance.pdf Some of the mechanics of these will be amended when we are doing a remote meeting (for example, no voice votes), but the basics will always remain the same.

If you have questions or need some advice, reach out to your Executive Board member or your Vice President. They are here to provide support to you.

Thank you for stepping up into this role and for your continued dedication to our union and its members.