



GENERAL MEMBERSHIP MEETING AGENDA

29 January 2019, 5:30 - 7:30 p.m.

Emmanuel College EM119

- 1) Order
- 2) Equity Statement
- 3) Introductions (5 min)
- 4) Agenda (~ 5min)
- 5) Initiation of New Members (5 min)
- 6) Minutes (5 min)
 - a) Adoption of 2 October 2018 minutes
- 7) Nominations for Elected Positions (10 min)
 - a) Chief Returning Officer
 - b) Communications and Recording Secretary
- 8) Business
 - a) Motion to amend Article 6 of the C.U.P.E. 3902 Bylaws regarding large membership meetings, moved by Stewards' Council's Large Meetings Subcommittee with support of Stewards' Council. (15 min)
 - b) Budgetary amendment to hire anti-oppression consultant, moved by the Executive Committee. (15 min)
- 9) Reports
 - a) Executive Committee Report (5 min)
 - b) Stewards' Council Report (5 min)
 - c) Campaign Reports
 - i) Sick of Racism (5 min)
 - ii) Precarious Situation (5 min)
 - iii) Post Doc Mobilizing Campaign (5 min)
 - iv) Access C.U.P.E. (5 min)
- 10) Donations (10 mins)
- 11) Announcements
 - a) Finance Committee (5 min)
 - b) Mayworks and CUPE 3902 Collaboration (5 min)
- 12) Adjournment

Equity Statement

The sacred land on which C.U.P.E. 3902 operates is the territory of the Huron-Wendat and Petun First Nations, the Seneca, and most recently, the Mississaugas of the Credit River. The territory was the subject of the Dish With One Spoon Wampum Belt Covenant, an agreement between the Iroquois Confederacy and the Ojibwe and allied nations to peaceably share and care for the resources around the Great Lakes.

Today, the meeting place of Toronto is still the home to many indigenous people from across Turtle Island and we are grateful to have the opportunity to work on this territory.¹

In doing this work, C.U.P.E. 3902 is committed to the elimination of discriminatory behaviour, policies or practices that prevent or undermine the full and equal participation of all who wish to join and pursue the mission of the organization.

Practices that prevent or undermine participation include speech or conduct that are colonialist, racist, sexist, transphobic or homophobic or that discriminate on the grounds of ability, age, class, gender presentation, religion, language, national and ethnic origin.

Discrimination can happen overtly, covertly and by omission. Sometimes discrimination takes the form of harassment. Harassment means using real or perceived power to abuse, devalue or humiliate others. Harassment will not be perceived or treated as frivolous behaviour. The uneasiness and resentment that harassment creates hinder the growth of the union and hamper our capacity to work together.

We are taking proactive steps to ensure that full and equal participation is possible. We are working toward anti-oppression, toward being conscious of our privileges, and toward creating an environment where union members are respected for abilities and potential.

We commit to build a union culture in which equity, diversity and safety are fundamental. This statement serves to remind us all that diversity in our society is a strength, and that we must ensure equality and equity.

¹ The settled-land language was provided to C.U.P.E. 3902 by First Nations' House at the University of Toronto

Accessibility Information and Reimbursement Information

Here is a list of accommodations we are able to offer at C.U.P.E. 3902. This is not an exhaustive list. Please contact us at chair@cupe3902.org if you are seeking further accommodations. We look forward to having you at our meetings.

Reserved Seating for Members with Limited Mobility

The back row of seats will be reserved for members with limited mobility. The room itself is accessible and on the ground floor, but stairs are required to sit in rows beyond the back row. We will also have a couple aisle seats reserved.

Doors, Entrance-Ways, and Aisles

Location: Emmanuel College, Room 119, 75 Queen's Park Cres E, Toronto. The closest accessible entrance is on Queen's Park Ave across from ROM/Faculty of Music.

The room is on the main floor and the door will be propped open until the beginning of the meeting. A staff person will be present to open the door for late arrivals. Entrances should be free of any lips or obstructions.

The aisles between the rows of seats are wide and can be widened if necessary due to rolling tables. Some aisle seats will be reserved for people who need accommodations.

General Information about the Size, Location, Lighting, and Noise at the Meeting

EM 119 can fit one hundred people, and this is a typical size for a GMM. At least 40 people need to attend for the meeting to have quorum and for decisions to be able to be made.

EM 119 is well lit with windows all around the room. Lights are usually kept on during a presentation.

Meetings can become noisy, although an Equity Officer will be present to assist anyone who is affected by noise levels and to help keep the audience courteous and civil.

If any of this causes a barrier for you, please let the Chair or Equity Officer (eo@cupe3902.org) know and we will do our best to correct the situation for you.

Washrooms

Accessible washrooms are available in the hallway outside the room, a few metres away.

Nearest Accessible Subway Stop, Directions, and Accessible Transportation

Emmanuel College is *south* of *Bloor Street* on the *south side* of *Charles Street*, the *east side* of *Avenue Road*, and the *north-east side* of *Queen's Park Cres E*.

Museum Station is the nearest subway stop, but it is not accessible.

Queen's Park Station is the nearest accessible subway stop and has both elevators and escalators. It is located *south* of the building location and is just under 1 km (800 m) away.

If you need to use another form of accessible transportation, the Local will reimburse your costs. Email the Chair (chair@cupe3902.org) for more information.

ASL Translation and Transcription

ASL Translation is available upon request. Transcription can also be arranged.

Dietary Restrictions

We will provide vegan and gluten-free options in our food. Please contact us if you have other allergies or dietary requirements.

Childcare

Childcare reimbursement is available for those with childcare. Please contact the Chair to set this up.

Scents

C.U.P.E. 3902 meetings are a scent-free environment. Please do not wear anything with scents.

Roaming Mic

Roaming mics will be available to participants. Please put your hand up if you'd like a roaming mic during the discussion, rather than moving to the stationary mics.

Careworkers, P.S.W.s, and other Attendants

Your careworker is welcome in the space. Please let sign-in know that you have a careworker with you.

Green Space

There is a court yard outside the room, accessible via the Queens Park Ave entrance.

Is this information insufficient or incorrect? Was something not working (such as an accessible door button)? Email chair@cupe3902.org and she'll send the information to our AccessCUPE Committee. Thank you for helping to make our Local more accessible.

Supplementary Information for 7: Nomination for Elected Positions

The G.M.M. will include two elections for the positions of the Chief Returning Officer and the Communications and Recording Secretary.

All nominations must be seconded by a member in good standing. Nominations may be submitted to the Chair of the Local, chair@cupe3902.org, provided that the nomination clearly indicates a nominator and seconder, and that the nominee accepts the nomination. Nominations may also be made on the floor.

The elections will be run by the C.R.O., once elected.

Chief Returning Officer

The responsibilities of the position are as follows: The C.R.O. shall have the authority to make and enforce fair and neutral election guidelines in order to ensure that the election is conducted in such a way as to conform to good electoral practice; in particular, ethical campaign standards shall be adhered to, no member's ballot should be identifiable, all ballots should be properly accounted for, and adequate care must be taken for the security of all election materials.

The **Communications and Recording Secretary** shall:

- i. Be the chief information and recording officer of the Local.
- ii. Responsible for overseeing all communications technology and computer systems that support the goals and administration of the Local.
- iii. Be the editor-in-chief of the Local newsletter.
- iv. Ensure the maintenance of the Local's website.
- v. Cause to be kept a correct, full, and impartial account of the proceedings of meetings of the Executive, Stewards' Council and the membership, in a file which shall be kept in the Local office. These records must also include a copy of the full financial report and the written financial report presented by the Secretary-Treasurer. The record will also include Trustee reports.
- vi. Ensure that proper notice is provided to the membership for all meetings and referenda, including strike and ratification votes.
- vii. Prepare the agenda for each meeting of the Executive Committee and all Membership Meetings, and shall ensure the production and transportation of adequate supplies of relevant supporting documentation for each such meeting.
- viii. Ensure that accurate records of the membership of the Local are maintained, including applications for membership, membership lists, and all other records which the Executive Committee or membership deem to be necessary. All such records shall be kept in the Local office or safety-deposit box.
- ix. Ensure that proper records of all correspondence of the Local are maintained.
- x. Ensure the maintenance of accurate email lists.

Motions for 8: Business a) Motion to amend Article 6 of the C.U.P.E. 3902 Bylaws regarding large membership meetings, moved by Stewards' Council Subcommittee with Support of Stewards' Council

Motion to amend the bylaws #1

WHEREAS large member meetings present specific organizational challenges especially pertaining to time management,

BIRT the bylaws be amended to include the following text:

ARTICLE 6: MEMBERSHIP MEETINGS

[...]

6.5 LARGE MEETINGS

- a) Any meeting where there is a reasonable expectation that one hundred or more members will be in attendance shall be considered a large meeting.
- b) Large meetings must begin at the announced time or as soon as quorum has been reached, whichever is later.
- c) Timed Agendas:
 - i. Agendas for large meetings shall include a time allocation for each agenda item with the goal of conducting the meeting within the announced time limits.
 - ii. The chair of the meeting shall be responsible for enforcing these time allocations. Any motion remaining on the floor at the end of an agenda item's time allocation shall automatically be put to a vote.
 - iii. Adding or removing time from an agenda item during a meeting may be done by a motion from the floor, which shall be considered as an incidental motion to suspend procedural rules.

- iv. Agenda time allocations shall be prepared with the expectation that the time allocated is sufficient and reasonable for the agenda item. For large meetings that are also ascension meetings, the following model is recommended:

Order Equity statement Introductions Adoption of the agenda	20 mins
Presentation of the tentative agreement (T.A.)	40 mins
First accessibility break	10 min
Q&A on the presentation	50 min
Second accessibility break	10 min
Motion to send the T.A. to ratification	50 min
Adjournment	

d) Chairs of Large Meetings:

- i. An experienced person from outside the local shall be invited to serve as chair for a large meeting. At A.G.M.s and G.M.M.s this item shall be at the Executive's discretion.
- ii. The chair shall be provided with up-to-date copies of the local's bylaws and policies, the rules of order, and a document describing the practices of the local especially with respect to accessibility. This material shall be provided in advance but also in physical form for the chair to refer to as needed during the meeting itself.

Motion to amend the bylaws #2

WHEREAS having advance access to digital and screen-readable copies of materials prepared for meetings is an accessibility requirement for many members and beneficial to the informed participation of all members,

BIRT the bylaws be amended to include the following text:

ARTICLE 6: MEMBERSHIP MEETINGS

[...]

6.4. NOTICE

- a) Written notice of the date, time, and place of any general membership or unit meeting shall be given to applicable members, including notices on Local bulletin boards, not later than seven (7) days previous to the meeting, except for unit meetings called for the consideration of contract offers immediately previous to and during strikes.
- b) Placing an advertisement in any of the Guardian, Varsity, Newspaper, or Bulletin shall be sufficient to satisfy the requirement that notice be given to all members.
- c) Notice shall also be given on the Local website and through the email lists maintained by the Local but email/website notice shall not substitute for the written notice required in 6.4 (a) and 6.4 (b).
- d) Notice shall also be given, where possible, on Local bulletin boards.
- e) “Immediately previous to” shall mean fewer than seven (7) days previous to the date upon which strike action is scheduled to commence.
- f) Meeting agendas shall be circulated in advance to all members who are eligible to participate in a meeting. If the agenda for the meeting includes a motion to adopt the recommendations of a committee, caucus, bargaining team or council, supporting materials, such as a written report, shall be circulated in advance to all members who are eligible to participate in the meeting. These documents shall be provided in accessible formats such as .docx or screen-readable pdf. These documents shall be circulated not later than seven (7) days previous to the meeting, except for unit meetings called for the consideration of contract offers during conciliation or immediately previous to and during strikes, where documents should be circulated not later than forty-eight (48) hours before a meeting.

8: Business b) GMM 2018-19 Budgetary Amendment

Amendment

BIRT the 2018-19 budget (passed at the 27 March 2018 AGM) be amended as follows:
under Expenses> Operating Expenses> line 550-Professional Fees, add line 566- Consulting, budgeted \$40,000, to retain an Anti-Oppression Consultant.

Background

The local is committed to cultivating a culture free from oppression and harassment. Toward this end, we would like to retain an Anti-Oppression Consultant to (1) review and align current policies, bylaws and procedures with best practices ensuring an equitable, harassment free, and safe union environment; (2) develop anti-oppression and anti-harassment policies and procedures; and (3) ensure all policies are in compliance with CUPE National bylaws and policy requirements, as well as relevant legislation.

This amendment will bring the Total 550-Professional Fees to \$132,500 (from \$92,500) and the Total Expenses to \$3,358,354.71 (from \$3,318,354.71).

Due to projected underspending in several budget lines and increased investment, we expect to have the monies to cover this additional expense.

*Supplementary Information for 8 b): Original Call For Anti-Oppression Consultant,
circulated in Summer 2018 until December 2018*

Call for Anti-Oppression Consultant

CUPE 3902 is the trade union representing more than 9,500 part-time, contract-academic workers at the University of Toronto (primarily teaching assistants, sessional lecturers and post-doctoral fellows). We are looking for an anti-oppression policy consultant to assist the annually elected Executive Committee with a review of their policies and the creation of anti-harassment policy.

We need a consultant to:

- Assist CUPE 3902 in the development of anti-oppression and anti-workplace-harassment policy and procedure.
- Review and align current CUPE 3902 policies, bylaws, and procedures with best practices ensuring an equitable, harassment-free, and safe union environment.
- Ensure all policy recommendations are in compliance with both CUPE National bylaws and policy requirements, as well as relevant legislation.

The consultant should be:

- Familiar with labour law and union culture.
- Experienced in analyzing policy through an anti-oppression or equity framework.
- Familiar with best practices for equitably handling intra-organizational harassment complaints.

Please submit a quote and proposal to chair@cupe3902.org