



# **Ambulance Committee of Ontario**

## **Objectives and By-Laws**

**Approved by CUPE Ontario Executive Board October 12, 2011**

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# CACO Objectives & By-Laws

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## Article 1 NAME

This organization shall be known as the CUPE Ambulance Committee of Ontario (CACO), a committee of the Canadian Union of Public Employees Ontario Division (CUPE Ontario) and shall be hereinafter referred to as the "Committee".

## Article 2 PURPOSE

- a) The Committee, as generally directed by the Annual Conference of the CACO shall determine its program of activity, which should provide for co-ordination and unification of bargaining agendas and pinpoint the problems that are unique to that particular occupation with a view to having them dealt with further through the Ontario Regional Office of CUPE and CUPE Ontario. Such programs shall be confined strictly to the Occupational Group and will not depart from those problems.
- b) It shall not be a purpose of the CACO to participate in the sponsoring or supporting of person or persons for elected positions at conventions.

## Article 3 OBJECTIVES

The objectives of this Committee shall be:

- a) To unite emergency medical workers of Ontario in co-ordinating and presenting common objectives and matters pertaining to workers in the ambulance sector.
- b) To present matters of legal, policy and legislative concern of emergency medical workers to CUPE Ontario, the Ontario Council of Hospital Unions (OCHU) and CUPE National.
- c) To, at all times, work for the good and welfare of the members in the ambulance sector and work for the support of the programs of CUPE Ontario, and encourage affiliation to CUPE Ontario.

- d) To take all possible steps to establish close cooperation and communications between emergency medical workers in Ontario.
- e) The Committee, through CUPE, shall establish and maintain an up-to-date list of Local Unions and a file of current Collective Agreements pertaining to the ambulance sector.
- f) The Committee will keep Locals with emergency medical workers informed of ongoing programs and assist and help, in all ways possible, to create active and responsive Locals working together towards common-unified positions within the province.
- g) The Committee will plan, in conjunction with CUPE Ontario and OCHU, the National Union educational seminars/workshops to define common interests and to organize and plan conferences.

#### **Article 4 ANNUAL CONFERENCE**

##### **1) *General***

- a) A conference of CUPE emergency medical workers of Ontario shall be held annually.
- b) The time and place for the Annual Conference shall be set by the Committee in consultation with CUPE Ontario.
- c) The theme and program of the Annual Conference shall be set out by the Committee in consultation with CUPE Ontario.
- d) The "Conference call" shall be in the hands of the Local Unions at least sixty (60) days prior to the date of the Conference.
- e) Registration fees for delegates shall be determined by CUPE Ontario in consultation with the Committee for each Conference having regard to CUPE Ontario By-Laws.
- f) The Annual Conference shall be governed by the Rules of Order in Appendix "A" attached hereto and forming part of these By-Laws. For other matters in dispute, *Bourinots Rules of Order* shall govern.
- g) The Committee will assist CUPE in organizing of unorganized emergency medical workers in Ontario.

## 2) ***Delegates and Voting***

- a) There shall be accredited voting and non-voting delegates. Accredited delegates are recognized as members who attend from their own Local Union and that the Local Union has paid the registration expenses of the member.
- b) There shall be no restriction on the number of attendees from each Local Union, but each Local will be limited to the number of voting delegates as follows:
  - Up to 100 members – 2
  - 101 to 250 members – 3
  - 251 to 400 members – 4
  - each additional 150 members 1 delegate
- c) Locals that represent both health care and non health-care members shall be allowed voting delegates based only on the number of emergency medical workers in their Local membership using the above formula. Emergency medical workers shall be defined as paramedics/communications officers and those workers who provide direct support services for ambulance services.
- d) Small Locals who lack sufficient resources be awarded subsidies to attend the Conference, subject to availability of funds. Notice and subsidy forms shall be in the hands of the Locals at least sixty (60) days prior.

## **Article 5 CO-ORDINATING COMMITTEE and COMMITTEE REPRESENTATION**

- a) All elected members of the CACO Committee shall be from CUPE locals affiliated to CUPE Ontario.
- b) The Chairperson shall be elected for a two (2) year term by the voting delegates at the Annual Conference in the odd numbered years.
- c) Election of the Committee shall be held bi-annually in the odd-numbered years, by the voting delegates. The Committee shall consist of the Chair, elected from amongst all the voting delegates, and the following representatives:
- d) The Committee shall consist of the Chair and four (4) members at large, one (1) Health and Safety member elected from amongst all the voting delegates. In addition to this, the Committee shall have one (1)

representative of communications officers elected solely from amongst all of the voting communications delegates and one (1) northern representative elected from amongst northern delegates.

Note: For the purposes of this clause, north shall be defined as any service located north of North Bay including North Bay.

- e) There shall be no more than two (2) Committee members elected from the same Local. Should more than two (2) members from a single Local, who stand for election, the two (2) successful candidates for election, from the same Local, who receive the most votes shall be considered elected.
- f) The member elected as Chairperson of the CACO shall be the ambulance representative on the Health Care Workers' Co-ordinating Committee (HCWCC).
- g) The Chairperson of the Committee, after consultation with the effected Local constituency and the Committee, has the authority to appoint replacements for members of the Committee who resign or are absent from two (2) consecutive duly-called meetings of the Committee without reasonable excuse.
- h) The members of the Committee (of the CACO) shall elect one (1) member from among the Committee as Vice Chair to act when the Chairperson is unavailable and one (1) member to act as Secretary of the Committee.
- i) The sitting members of the Committee (of the CACO) shall be accorded automatic status at the Annual Conference, but shall not be eligible for re-election unless they attend as a properly accredited delegate as per Article 4 (2) (a) above.
- j) The CUPE Associate Coordinator of Ambulance Workers for Ontario shall act as liaison to the Committee and as a member of the Committee and shall assist in every way possible to provide the Committee with the facilities and services of CUPE National.

## **Article 6 COMMITTEE MEETINGS AND DUTIES**

- a) The Committee shall meet at least six (6) times per year at the call of the Chairperson subject to available funding. The Committee, in consultation with the Ontario Division, will determine the location of the meeting.

- b) The Committee shall conduct all business referred to it by the Annual Conference, and shall, in the interval between conferences, have full and complete charge of all business.
- c) The Committee shall be empowered to set up sub-committees for study and reporting on special issues.
- d) The Committee shall establish and maintain a Contract Bank consisting of all current Collective Agreements affecting emergency medical workers in Ontario.
- e) The Committee, in conjunction with the Coordinator, shall advise Local Unions on all matters of contractual, legislative or similar matters which may affect the welfare of the Local Union or its membership in general.
- f) The Committee, or the Annual Conference, recognizing the autonomy of Local Unions shall have no right or authority to bind Local Unions to any course of action or decision of the Committee or Annual Conference unless such decision is ratified by the Local Unions concerned.
- g) The members of the Committee, or the Committee as a whole, shall not in any way interfere in the operation of Local Unions unless so requested by the Local Union concerned and then only in an advisory capacity.
- h) When in session a majority of the Committee shall constitute a quorum and official action may be taken.

## **Article 7 FINANCE**

Financing shall be provided for by CUPE Ontario in accordance with guidelines for Division Committees.

## **Article 8 EXPENDITURES**

- a) Members of the Committee shall be reimbursed when incurring expenses or lost time when involved with Committee business in accordance with the policy of the Ontario Division.
- b) All expenditures and bills of the Committee shall be accompanied by an expense voucher duly signed by the member submitting same, along with receipts, where necessary, and approved by the Chairperson.

## **Article 9 NEWS BULLETINS, REPORTS AND PUBLICATIONS**

- a) The Committee shall, through CUPE Ontario, publish such reports as required giving a summary of Committee activities and provincial news.
- b) The Committee shall, from time to time, publish reports, pamphlets, newsletters, etc. in order to acquaint ambulance workers' Local Unions and Area Committees with urgent problems; or, to convey information to the Local Union.
- c) ***Conference Report***

Where possible, a complete report on the Conference shall be prepared by the Secretary and made available to all ambulance Locals and CACO Committee members within four (4) months after the close of the Conference.

- d) ***Reports to the Conference***

All Committee members shall submit a written report to the Secretary of all his/her actions during his/her term of office at least thirty (30) days prior (where possible) to the Annual Conference. The same shall be made part of the general conference report.

## **Article 10 AMENDMENTS TO THE CONSTITUTION**

- a) The By-Laws may be amended at any Annual Conference by a two-thirds majority vote.
- b) Proposed amendments to the By-Laws may be made by a motion from a Local Union or by a recommendation of the Committee. Amendments shall be received by the Chair of the Committee not later than thirty (30) days prior to the Annual Conference. The proposed amendments shall be circulated to all member Locals at least twenty-one (21) days prior to the Annual Conference.
- c) In case of late notice-of-amendment, a two-thirds majority of the delegates present shall be required in order to have the amendment considered by the delegates. Late amendments shall only be dealt with after all properly submitted amendments have been considered.
- d) Amendments may not conflict with the Constitution of CUPE, CUPE Ontario and the National Unions and shall be subject to approval by the CUPE Ontario

Executive Board. Unless specifically stated otherwise, all amendments shall take effect immediately following the conclusion of the conference that adopts them.

## **ARTICLE 11 ORDER OF BUSINESS**

1. Roll Call of Officers
2. One minute silence for all fallen members
3. Reading of Minutes of Previous Conference and Summary of Committee Minutes
4. Matters Arising out of Minutes
5. Committee Members Reports
6. Chairperson's Reports
7. Correspondence
8. Unfinished Business
9. New Business
10. Good and Welfare
11. Nominations and Elections  
(every two (2) years in odd-numbered years within the jurisdictional subgroups)
12. Adjournment

## **ARTICLE 12 - OATH OF OFFICE**

Upon completion of the election, the newly elected Officers shall come forward to the platform and clearly and audibly speak the following lines:

*"I, ....., do most sincerely promise, that I will truly and faithfully, to the best of my ability, perform the duties of my office, for the ensuing term, as prescribed in the Constitution and laws of the Canadian Union of Public Employees, and as an Officer of this Union, will at all times endeavour, both by counsel and example, to promote the harmony and preserve the dignity of its sessions.*

*I further promise, that at the close of my official term, I will promptly deliver all monies, books, papers, or other property of this Union, in my possession, to my duly-elected successor in office."*

## **APPENDIX "A"**

### ***Rules and Order of Business***

The Rules and Order of Business governing conferences shall be:

1. The Chairperson, or in his/her absence or request, a Vice-Chairperson, shall take the Chair at the time specified at all regular and special conferences. In the absence of both the Chairperson and his/her designated representative a Chairperson shall be chosen by the Committee.
2. No question of a religious character shall be discussed.
3. When a delegate wishes to speak, he/she shall proceed to one of the microphones provided for that purpose and when recognized by the Chairperson he/she shall give his/her name and the organization he/she represents and shall confine his/her remarks to the question at issue.
4. Speeches shall be limited to five (5) minutes, except in the moving of a motion, and then the delegate shall be allowed ten (10) minutes.
5. A delegate shall not speak more than once upon a subject until all who wish to speak have had an opportunity to do so.
6. A delegate shall not interrupt a speaker except to call a point of order.
7. If a delegate is called to order he/she shall, at the request of the Chairperson, take his/her seat until the question of order has been decided.
8. Should a delegate persist in un-parliamentary conduct, the Chairperson may be compelled to name him/her and submit his/her conduct to the judgement of the Conference. In such case the delegate whose conduct is in question should explain and then withdraw and the Conference will decide what course to pursue in the matter.
9. When a question is put, the Chairperson, after announcing the question, shall ask: "*Are you ready for the question?*" If no delegate wishes to speak the question shall be put.
10. A quorum required to conduct official business of the Conference shall be a majority of the voting delegates present.
11. Questions may be decided by a show of hands, or a standing vote, on the basis of one (1) vote per voting delegate. A role call may be demanded by two-thirds of the delegates present. In a role-call vote, each voting delegate shall be entitled to one (1) vote.
12. The Chairperson shall have the same rights as other delegates to vote on any question and, in the case of a tie, he/she shall also cast the deciding vote.

13. When the previous question is moved, no discussion or amendment to either motion is permitted. If the majority vote that "the question be now put", the original motion has to be put without debate. If the motion to put the question is defeated, discussion will continue on the original motion.
14. A delegate shall not move a motion to refer back after he/she has spoken on the question at issue.
15. A motion to refer back is not debatable and, when properly seconded, the question shall immediately be put to the Conference.
16. If a report is adopted it becomes the decision of the Conference.
17. When a question is pending before the Conference no motion shall be in order except :
  - (a) to refer
  - (b) to adjourn for the previous question
  - (c) to postpone for a definite time

If any of the foregoing motions is negated it cannot be renewed until after an intermediate proceeding.

18. A motion may be reconsidered providing the mover of the motion to reconsider voted with the majority and a notice of motion is given for consideration at the next sitting and said notice of motion is supported by two-thirds of the delegates qualified to vote.