

SOCIAL SERVICE WORKERS COORDINATING COMMITTEE BY-LAWS

Note: This copy of the by-laws includes amendments approved by delegates at the Social Services Conference in 2015. The amendments were to the following Articles 7.2, 7.3, 7.11.

Updated April 2015

SOCIAL SERVICE WORKER'S COORDINATING COMMITTEE BY-LAWS

ARTICLE 1 - Name

This organization shall be known as the Social Service Workers Coordinating Committee, a committee under the auspices of CUPE Ontario hereinafter referred to the as the Committee.

ARTICLE 2 - Purpose

The Committee shall determine its program of activity to provide for cooperation and unification of bargaining agendas, and to research and identify the problems of social policy issues that are unique to this jurisdiction with a view to having them dealt with further. The Committee as a body shall not participate in or support a person or persons for elected positions at convention.

ARTICLE 3 – Environmental Sustainability and Fiscal Responsibility

Where possible, SSWCC members will make an effort to co-ordinate their travel arrangements in a manner that is environmentally sustainable and economically sensible. This will include, but not be limited to, the usage of public transportation, car-pooling, taxi-sharing, choosing ground travel over air travel where possible (i.e. bus or train), amalgamating and/or consolidating committee activity where possible and practical, and soliciting those corporations who invest in environmental sustainability (i.e. those who are committed to environmental research and practice and/or incorporate carbon-offsetting into their business practice).

ARTICLE 4 - Interpretation

Whenever a gender pronoun has been used throughout these bylaws, it shall be taken to include all other genders where the context allows.

ARTICLE 5 - Accessibility

Conferences must be accessible to ensure that all members can participate fully. All meetings, teleconference calls and conferences must be held in locations that are both physically accessible and meet the individual accommodated needs of our members. All individual requests for accommodation shall be submitted to CUPE Ontario division within outlined in the conference registration package.

ARTICLE 6 – Objectives

Members of the Social Services Workers Coordinating Committee (SSWCC) will carry out the objectives as outlined below:

- 6.1 To promote and support cooperation and communication among Social Service members in Ontario by defining common interests, developing and implementing action plans and campaigns to create active and responsive Locals working together towards common, unified positions;
- 6.2 To promote coordinated bargaining initiatives among Social Service members in Ontario;
- 6.3 To respond to Convention resolutions;
- 6.4 Organizing unorganized social service agencies in collaboration with the organizing department and other structures within CUPE;
- 6.5 To develop and maintain liaisons with community social service advocacy organizations;
- 6.6 To organize an annual conference;
- 6.7 To recommend priorities for legislative, legal, bargaining organizing and educational activities for Social Service workers to CUPE National and CUPE Ontario;
- 6.8 To assist the officers and staff of CUPE in promoting CUPE principles and policies;
- 6.9 The committee, through outreach to locals in the sector, will assist the National union in establishing and maintaining an up-to-date list of local unions and a file of current collective agreements pertaining to Social Service workers;
- 6.10 To access and advocate for appropriate resources to carry out the committee objectives.

ARTICLE 7 – Composition and Committee Representation

- 7.1 To stand for nomination, members must be from an affiliated local of CUPE Ontario.
- 7.2 The Committee is to be elected by a plurality vote, but no candidate shall be elected who receives less than 25% of the total votes cast for a two (2) year term in term in even numbered years. The committee will be composed of one (1) Chair, one (1) Health and Safety representative, one (1) Injured worker representative, one (1) Equity and Inclusion representative (as per article 7.10 & 7.11), three (3) representatives from each of the following sub- sectors, elected during their sub sector-meetings:
 - a) Child Care

- b) Developmental Services
- c) Municipal Social Services
- d) Children's Aid Societies
- e) Community Agencies (and)
- f) 1 member from local 1750 (Local 1750 will notify SSWCC of their representative to the Committee)

The order in which elections will be conducted at the conference will be there position of Chair, Health and Safety representative, Injured Worker representative, Equity and Inclusion representative then sub-sector representatives.

7.3 a) Should a temporary vacancy occur in the sub-sector representative positions, the Health and Safety representative position or the Injured Workers representative position or the Equity and Inclusion representative the vacant position shall be offered to the unsuccessful candidates in a temporary capacity in the order of votes received at the last conference election. If the temporary vacancy cannot be filled in this manner, it shall be filled by the committee appointing a replacement taking into consideration the recommendation of the sub-sector affected. Upon the return of the elected representative there shall be a transition process for a hand off of the ongoing work.

b) Should a permanent vacancy occur in the sub-sector representatives or the Health and Safety representative position or the Injured Worker representative, or the Equity and Inclusion representative the position shall be offered to the unsuccessful candidates in the order of the votes received at the preceding election. If the vacancy cannot be filled in this manner, it shall be filled by the committee appointing a replacement until a by-election can take place at the next annual Social Services Conference.

7.4 The Chair of the Social Service Worker Committee shall be elected by voting delegates on the conference floor. Whereas he or she automatically sits on the CUPE Ontario Executive Board by way of this title, the Chair cannot be considered for the additional positions of area representative or occupational representative.

7.5 The Vice Chair, Secretary and Treasurer of the Committee shall be elected bi-annually from amongst the members of the Committee.

7.6 Should the Chairperson permanently vacate the position during the term of office, the Vice-Chair will assume the Chair's role until the committee can be convened and elect a new Chairperson as soon as reasonably possible.

7.7 Should the Vice-Chair, Secretary or the Treasurer permanently vacate their position during the term of office, elections for these positions will be held at the next scheduled committee meeting.

7.8 The Committee has the authority to declare vacant a position held by a member of the Committee who is absent for two (2) consecutive duly called meetings of the Committee without a justifiable reason.

7.9 A Health and Safety Representative shall be elected to represent the SSWCC on the Ontario Division Health & Safety Committee bi-annually by all delegates present at the annual conference in the even numbered years.

The person so elected must have Health and Safety 1 and 2 as a minimum requirement or equivalent.

The Health & Safety Representative will be a member of the the SSWCC and will report to the Committee on all Health and Safety issues relating to the SSWCC.

- a) Should a permanent vacancy occur in the H&S representative, the position shall be offered to the unsuccessful candidates in the order of the votes received at the preceding election. If the vacancy cannot be filled in this manner, it shall be filled by the committee appointing a replacement until a by-election can take place at the next annual Social Services Conference.
- b) According to the Ontario Division Constitution the H&S representative elected at the Social Service Conference will represent Social Service Workers on the Provincial Health and Safety Committee. If the H&S rep is unable to represent the sector more than twice (2) a term at either the SSWCC Committee meetings or the CUPE Ontario H&S Committee meetings without a justifiable reason, the Committee has the authority to declare the position vacant.

7.10 An Injured Workers Representative shall be elected to represent the SSWCC on the Ontario Division Injured Workers Committee bi-annually by all delegates present at the annual conference in the even numbered years.

The person so elected must have WSIB Level 1 and 2 as a minimum requirement, or equivalent.

The Injured Workers Representative will be a member of the the SSWCC and will report to the Committee on all Injured Workers issues relating to the SSWCC.

- a) Should a permanent vacancy occur in the Injured Worker representative, the position shall be offered to the unsuccessful candidates in the order of the votes received at the preceding election. If the vacancy cannot be filled in this manner, it shall be filled by the committee appointing a replacement until a by-election can take place at the next annual Social Services Conference.
- b) According to the Ontario Division Constitution the H&S representative elected at the Social Service Conference will represent Social Service Workers on the Provincial Health and Safety Committee. If the H&S rep is unable to represent the sector more than twice (2) a term at either the SSWCC Committee meetings or the CUPE Ontario Injured Worker Committee meetings without justifiable reason, the Committee has the authority to declare the position vacant.

7.11 CUPE Ontario has a diverse membership and all committees work hard to have the diversity of the Union reflected in those who are elected to represent the sector.

An Equity and Inclusion representative shall be elected to represent the SSWCC bi-annually by delegates identifying as either Racialized, LGBTQ, Young Workers, Workers with Disabilities, Woman or Aboriginal workers in the Equality Caucus at the annual conference in even numbered years.

The person so elected must self-identify as either Racialized, LGBTQ, Young Worker, Worker with Disabilities, Woman or Aboriginal.

The Equity & Inclusion representative will be a member of the SSWCC and liaise with the CUPE Ontario Equality Committees & Human Rights Committee and will work with the SSWCC Committee to bring an equity and inclusion lens to all work of the committee and support the ongoing work of the Equality Committees.

ARTICLE 8 – Roles and Responsibilities of Committee Members

8.1 Chairperson

The Chairperson of the SSWCC Committee:

- Shall represent the Sector on the CUPE Ontario Executive Board and as such be from an affiliated local.
- Shall work closely with the CUPE National staff and OD staff assigned.
- Shall be responsible, in conjunction with the CUPE Ontario President, for the promotion of good relations with other groups as well as interacting with other unions, organizations, and relevant structures.
- Shall be required to attend or assign a designate to attend Government relations meetings with relevant agencies and ministries, to establish working relationships in order to better the interests of workers in their sector in every way.
- Shall preside at all Conferences and at all meetings of the committee and in the event of a central or coordinated bargaining process within the bargaining structures unless there is an alternative elected structure.
- Shall have the authority to interpret and enforce bylaws subject to appeal firstly to the President of CUPE Ontario, secondly to the delegates at a sectoral conference, and ultimately the National President.
- Chair or designate shall be an ex-officio member of all sub-committees, or working groups, within their sector.
- Shall, with the support of the staff assigned to the sector, prepare and present a report on the work of the sector to the annual conference, Ontario Executive Board and Convention.
- Shall, where possible and appropriate, be sent at the committee's expense to any convention, conference, or seminar, etc. deemed pertinent by the sector committee.

- Shall actively encourage the recruitment of non-affiliated locals to join CUPE Ontario and to become more active in their sectoral work.
- Shall be involved in and provide leadership to the development and implementation of campaigns within the sector with the support of the CUPE Ontario Campaigns Coordinator.
- Shall be engaged concerning all communications that go out concerning issues in the sector.
- Shall, on the recommendation of the committee, set the time and place of the annual conference. This shall be done in conjunction with the CUPE Ontario events coordinator.

8.2 Vice-Chair

The Vice-Chair shall:

- If the Chair is absent or not eligible, perform all duties of the Chair.
- Preside over SSWCC Committee meetings in the absence of the Chair.

8.3 Secretary-Treasurer

The Secretary-Treasurer shall:

- Receive and review committee financial statements from the CUPE Ontario Secretary-Treasurer on a monthly basis and provide a report of the committee's financial statements at face to face committee meetings and provide a written annual report at the annual conference.

8.4 Recording Secretary

The Recording Secretary shall:

- Take minutes of all committee meetings, conference calls and conference proceedings and provide them to the Chair and the sector co-ordinator in a timely manner.

8.5 Health & Safety Representative & Injured Worker Representative

The Health & Safety Representative & Injured Worker Representative shall:

- Be responsible for bringing forward the social services sector issues respective to Health and Safety and Injured Workers to the CUPE Ontario Committees to ensure that the sectors priorities are incorporated into work plans and campaigns of the Health & Safety Committee and Injured Workers Committee.
- Provide the SSWCC regular updates of the work of the CUPE Ontario Health & Safety Committee and Injured Workers Committee and encourage engagement in ongoing work plans and campaigns.

- Be responsible for carrying out the objectives of the SSWCC Committee as outlined in Article 6.

8.6 Sub-Sector Representatives

The Sub-Sector Representatives shall:

- Be responsible for carrying out the objectives of the SSWCC Committee as outlined in Article 6.

ARTICLE 9- Conferences

9.1 A Conference for the Ontario Social Service Workers shall be held annually. Except as otherwise directed by the delegates at the Social Service Workers Conference.

Delegates to the Social Services Worker Conference are unlimited.

Notwithstanding the above, for purposes of voting on issues pertaining to the business of SSWCC, the following shall be on how voting delegates are selected from each Local Union:

1 to 100 members	2 delegates
101 to 250 members	3 delegates
251 to 400 members	4 delegates
each additional 150 members	1 additional delegate
District Councils	1 delegate

Locals who represent both social service and non-social service workers shall be allowed voting delegates based only on the number of workers in the social services sector in their local.

The President of the Ontario Division or his/her appointee shall be accorded delegate status. Area District Councils shall be allowed one (1) voting delegate.

9.2 The President of the Ontario Division or his/her appointee shall be accorded delegate status. Area District Councils shall be allowed one (1) voting delegate.

9.3 The theme of the conference shall be set out by the Committee. Conference location shall be planned five (5) years in advance where feasible.

9.4 The 1st call for the conference shall be mailed 120 days prior to the start of the conference and the second call shall follow 60 – 45 days prior to the start of the conference.

9.5 Registration fees for delegates shall be determined by the Committee for each conference having regard to costs involved.

The sitting members of the Social Service Committee shall be accorded automatic delegate status at the conference but cannot be eligible for re-election unless they are accredited delegates of their own Local.

The conference shall be governed in accordance with the Constitution of the Canadian Union of Public Employees.

A business meeting will be held within the conference and the order of business will be as follows:

ORDER OF BUSINESS

1. Roll Call of Officers
2. Reading of Minutes of Previous Conference
3. Matters arising out of Minutes
4. Executive Officer Reports
5. Chairperson's Reports
6. Correspondence
7. Unfinished Business
8. New Business
9. Good of the Union
10. Introduce the new committee members (in odd number years)
11. Adjournment

ARTICLE 10 – Affiliation

Participation in the Committee sub-sectors and annual conference shall be open to all Social Service Local Unions in the province of Ontario chartered by CUPE National.

ARTICLE 11 - Finances

- 11.1 Financing shall be as provided in the Constitution of CUPE Ontario Division. A separate accounting of all monies received shall be maintained by CUPE Ontario.
- 11.2 The Committee shall be authorized to request an annual voluntary levy of two dollars (\$2.00) per member per year.
- 11.3 The Committee should receive at least a written financial update on their resources and spending from the secretary-treasurer of CUPE Ontario at each of its regular meetings.
- 11.4 Each sub-sector shall have the right to create a sub-committee to support bargaining initiatives in their sector. Pending approval from the members of the sector a sub-sector shall have the right to create a voluntary levy to help fund the costs of the sub-committee.

ARTICLE 12 - Expenditures

Members of the Committee, when incurring expenses or lost time when involved on behalf of and authorized by, the Social Services Coordinating Committee, will be reimbursed in accordance with the Financial Policies of CUPE Ontario. It is understood that the SSWCC committee will not cover costs related to SSWCC committee members attending the Ontario social service conference. All SSWCC committee members will submit an expense voucher & receipts as per CUPE Ontario Financial Policies to the coordinator of the committee.

ARTICLE 13 - News Bulletins, Reports and Publications

- Committee shall endeavour to publish such reports as required, giving a brief summary of Committee activities and provincial news.
- The Committee may, from time to time, publish reports, pamphlets, newsletters, etc., in order to acquaint Local Unions with urgent problems or to convey information to the Local Unions.
- A summary of each conference shall be prepared by the Secretary and form a part of the next SSWCC report.
- The Chair, Treasurer, Health and Safety rep and the Injured Worker rep shall submit a written report to each Conference.
- The members of each sub-sector shall, bi-annually, submit a brief written report to the Chair and the committee on the work and activities accomplished in their sector during the relevant time period, and the members of each sub-sector shall submit a written report to the Social Service Workers Conference detailing the activities and work in their sector in that year.

ARTICLE 14 – Committee Meetings

14.1 The Committee shall normally meet at least three (3) times per year.

14.2 Meetings, planning sessions and sub-committee meetings shall be subject to the budget of the committee.

14.3 The committee will utilize conference calls in between regularly scheduled meetings.

14.4 The Committee shall conduct all business referred to it by the annual conference and Ontario Division convention and carry out a work-plan in accordance with its purpose and objectives.

- 14.5 The committee will set its own agenda and committee members will submit agenda items to the chair 14 days prior to the meeting. The chair will distribute this agenda to the greater committee seven (7) days prior to the meeting.
- 14.6 The Committee will submit to the CUPE Coordinator matters referred to the Committee by locals for consideration, advice and/or assistance.
- 14.7 The Committee, through outreach to locals in the sector, will assist the National Union, in establishing and maintaining an up-to-date list of local unions and a file of current collective agreements pertaining to Social Service Workers.
- 14.8 The Committee shall be empowered to set up sub-committees to carry out the business of the Committee.
- 14.9 There shall be a priorities and planning sub-committee comprised of the following:

Chair
Vice-Chair
Treasurer
Coordinator of Social Services
National Researcher
Ontario Division Liaison

This sub-committee will assist in setting priorities and ensuring that the business of the Committee is carried out between meetings of the Committee.

ARTICLE 15 – Amendments to the Constitution & Bylaws

- 15.1 The constitution and bylaws may be amended at any annual conference by a two-thirds majority vote.
- Proposed amendments to the constitution may be made by a motion from a Local Union duly signed by the President and Secretary or by a recommendation of the Committee. Amendments shall be received by the Chair of the Committee not later than forty (40) 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.
- 15.2 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.
- 15.3 Amendments may not conflict with the Constitution of CUPE or of CUPE Ontario and shall be subject to approval by CUPE Ontario & by the National Executive Board.

ARTICLE 16 – 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 of Order" (see attached)

APPENDIX "A"

RULES AND ORDER OF BUSINESS

The Rules and Order of Business governing Conferences shall be:

1. The Chairperson, or in the absence of, or at the request of the Chairperson, a Vice-Chairman shall take the chair at the time specified at all regular and special conferences. In the absence of both the Chairperson, or designated representative, a Chairperson shall be chosen by the Committee.
2. No question of religious character shall be discussed.
3. When a delegate wishes to speak such person shall proceed to one of the microphones provided for that purpose, and when recognized by the Chairperson shall give his/her name and the organization represented, and shall confine all remarks to the question at issue.
4. Speeches shall be limited to three (3) minutes except in the moving of a motion when the delegates shall be allowed five (5) 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 if it is to call a point of order.
7. A delegate, when called to order 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 unparliamentary conduct, the Chairperson may be compelled to name said delegate and submit the delegate's 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. Questions may be decided by a show of hands, or a standing vote, on the basis of one (1) vote per delegate. A roll call vote may be demanded by two-thirds of the delegates present. In a roll call vote each delegate shall be entitled to one (1) vote.
11. The Chairperson shall have the same rights as other delegates to vote on any question, and in the case of a tie vote, shall also cast the deciding vote.
12. When the previous question is moved, no discussion or amendment to either motion is permitted. If the majority vote that "The question is 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.

13. A delegate shall not move a motion to refer back after having spoken on the question at issue.
14. A motion to refer back is not debatable and when properly seconded the question shall immediately be put to the Conference.
15. If a report is adopted it becomes the decision of the Conference.
16. When a question is pending before the Conference, no motion shall be in order except to refer to adjourn for the previous question to postpone for a definite time. If any of the foregoing motions is negated, it cannot be renewed until after an intermediate proceeding.
17. 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.

APPENDIX "B"

DEVELOPMENTAL SERVICE SECTOR COORDINATING COMMITTEE (DSSCC) **TERMS OF REFERENCE**

ARTICLE I - NAME

The organization shall be known as the CUPE Developmental Services Sector Coordinating Committee (DSSCC), hereinafter called the DSSCC. The Committee shall constitute a sub-committee under the auspices of the CUPE Ontario Social Service Workers Coordinating Committee (SSWCC) as per Article 13.8 of the SSWCC bylaws.

ARTICLE II - PURPOSE

To promote and advance coordinated and centralized bargaining among developmental services locals in Ontario.

ARTICLE III – OBJECTIVES

- i. To coordinate bargaining proposals and bargaining strategies to improve wages, benefits and working conditions and to prevent the erosion of services and supports.
- ii. To preserve superior provisions bargained by local unions and bargaining units.
- iii. To identify, in consultation and cooperation with local unions and bargaining units, issues and priorities for each round of co-ordinated bargaining.
- iv. To promote and support true solidarity of all member local unions and bargaining units in coordinated bargaining.
- v. To inform members of current bargaining trends within the Developmental Services sector.
- vi. To provide support for local unions and bargaining units in education, information sharing, morale and when possible financial support and any other areas identified by the sector in a democratic fashion.
- vii. To work with the Social Services Coordinator and National Research Staff to prepare language for bargaining proposals that have been identified by local unions and bargaining units as priorities for coordinated bargaining.
- viii. To advocate for a central bargaining table in the developmental services sector.

ARTICLE IV – FINANCES

- i. The DSSCC shall administer a special fund, known as the "DSSCC Fund" exclusively for the purpose of offsetting expenses incurred by the DSSCC in the carrying out of its objectives. Any expenses shall be reviewed and approved by the DSSCC and administered in accordance with the CUPE Ontario Financial Policies.
- ii. Local unions and bargaining units shall be requested to pay a volunteer levy of \$2.00 dollars per member, per year, or such other amount as may be determined by a two-thirds majority vote at a conference or meeting of local unions and bargaining units for which notice has been given. _____
- iii. The DSSCC shall also seek out additional funding from other sources.
- iv. All expenditures from the "DSSCC Fund" shall be in accordance with the purpose and Objectives of the DSSCC as set out above.

- v. There shall be three (3) signing officers elected from the DSSCC, with any two (2) signatures required for disbursement of funds.
- vi. The Treasurer will provide a report on the revenues and expenditures of the DSSCC-at each Bargaining Conference or leadership meeting called by the DSSCC.
- vii. If the Committee should cease to exist, then all money shall be returned on a per capita basis to each local union and bargaining unit at the time of dissolution. Such monies shall only be returned to those local unions and bargaining units that have contributed to the volunteer levy.

ARTICLE V - COORDINATED BARGAINING

- i. Collective Bargaining shall be conducted in a two-tiered bargaining strategy consisting of both coordinated bargaining and local bargaining.
- ii. Priorities and proposals for coordinated bargaining shall be approved by the majority of voting delegates present at a Bargaining Conference.
- iii. The Committee in consultation with staff shall develop a survey to solicit input from local unions and bargaining units for coordinated bargaining in advance of the Bargaining Conference. Each local union bargaining unit shall be responsible for the distribution of the survey to its members. The results of the survey shall be presented to delegates attending the bargaining conference.
- iv. The coordinated bargaining proposals shall be provided to local unions and bargaining units following the Bargaining Conference and shall form part of the Coordinated Bargaining Kit.
- v. The Coordinated Bargaining Kit shall contain the coordinated bargaining proposals, rationales, and the Solidarity Pact. The Solidarity Pact commits local unions and bargaining units to the coordinated bargaining process. The coordinated bargaining proposals are tabled in bargaining by participating local unions and bargaining units.
- vi. The Coordinated Bargaining proposals shall be ratified along with local proposals by each local union and bargaining unit no later than two weeks before notice to bargain is given. Upon ratification the local union and bargaining unit shall sign the Solidarity Pact which shall be provided to the Social Services Coordinator.
- vii. Participating local unions and bargaining units shall table the coordinated bargaining proposals as part of the local's bargaining package.

ARTICLE VI - BARGAINING CONFERENCE AND LEADERSHIP MEETINGS

- i. The Committee shall be responsible for convening a Developmental Services Bargaining Conference to prepare for coordinated bargaining. Additional leadership meetings or conferences may be called by the Committee or at the written request of a simple majority of the local unions and bargaining units. The purpose of the meeting shall be to discuss bargaining priorities and support. All conferences and meetings shall be open to all local unions and bargaining units.
- ii. Representation At Conferences and Meetings
Each local shall be entitled to one voting delegate and any number of alternates that shall have voice, but no vote. For example, a Local Union that has four bargaining units whose members are all employed by developmental service agencies is entitled to one

vote. Similarly, a local that has four units, but only two of the units have members employed by developmental service agencies is also entitled to one vote. Each local union and bargaining unit shall register the names of its delegates, alternates and contact person prior to the start of the meeting or conference.

- i. The Chair of the Committee shall cast the deciding vote in the event of a tie vote.
- ii. All decisions shall require a simple (50% + 1) majority vote, with the exception of proposed amendments to the Terms of Reference.
- iii. A quorum shall consist of one third (1/3) of the registered voting delegates.
- iv. All meetings and conferences, including committee meetings, shall be held in venues that are fully accessible.

ARTICLE VII - ELECTIONS

- i. The seven area representatives of the Committee shall be elected by voting delegates from their area at the Developmental Services Bargaining Conference or Leadership meeting at which committee elections are held. There shall be two delegates elected from Region "A", two delegates elected from each Region "B", two delegates elected from Region "C" and one delegate elected from Region "D".
- ii. The Chairperson shall be elected as a separate position by all voting delegates at the Conference/Meeting at which committee elections are held. The Committee members shall elect from their numbers a Vice-Chairperson, and a Treasurer, and these three shall be considered the three (3) signing officers. The elections shall be by simple majority.
- iii. If a member of the Committee fails to attend two or more meetings without giving sufficient reason during his or her term of office his or her position shall be declared vacant and his or her alternate shall replace him or her for the remainder of his or her term. If there is no alternate then the Committee may appoint a member from the region where the vacancy exists until the bargaining conference or leadership meeting at which committee elections are held.
- iv. All DSSCC positions, with the exception of the three trustees, shall be for a two year term. Elections shall take place in even numbered years.
- v. Notice of elections shall be sent to all DS Local Unions and Local Union Units not later than sixty days prior to the Conference or Leadership Meeting.
- vi. Trustees shall be elected for a term of one, two and three years. The role of the Trustees are to audit the finances of The Committee and to report to the Conference or meeting. The Trustees shall issue a written report of their findings which shall be sent to each local union and bargaining unit not less than sixty days prior to the conference or meeting at which time the report will be presented.
- vii. The Developmental Service Committee members elected to the Social Service Workers Coordinating Committee shall have voice but no vote at meetings of the DSSCC.
- viii. The DSSCC shall meet as required to meet the objectives of the DSSCC as set out above.
- ix. The Committee shall have the assistance of National Staff.

ARTICLE VIII – REVIEW

The DSSCC shall, at the end of every round of coordinated bargaining conduct a review of the preceding round of coordinated bargaining. The DSSCC shall meet, conduct the review and distribute the report to all local unions and bargaining units.

ARTICLE IX - CHANGES TO RULES AND PROCEDURES

The Terms of Reference shall not be changed or amended until the proposed change or Amendment has been sent as a notice of motion to each of the local unions and bargaining units and has been ratified by a two-thirds (2/3) majority vote.

APPENDIX "A"

Note: Additional Locals may be added

Region A

South West

Local 2345	Community Living Windsor
Local 2597	South Huron & District ACL
Local 3137	Community Living Essex County
Local 3315	Community Living Kincardine & District
Local 4370	Community Living Sarnia- Lambton
Local 4504	Forward House of London

Hamilton/Niagara

Local 181.01	Community Living Brant (FT)
Local 181.02	Community Living Brant (PT)
Local 181	Participation House
Local 2276	Community Living Welland Pelham
Local 2276.01	Community Living St. Catharines
Local 2276.02	Community Living Fort Erie
Local 2276.03	Community Living Port Colborne/Wainfleet
Local 2977	Bethesda Home (FT)
Local 2977.01	Bethesda Home (PT/Relief)
Local 3943.01	Community Living Hamilton
Local 3943.02	Able Living – Binbrook (formerly Participation House)
Local 3943.04	Able Living- Palmer House (formerly Participation House)
Local 4967	Rygiel Supports for Community Living

Region B

Central West

Local 966 Brampton Caledon Community Living
Local 3083 Community Living Dufferin
Local 4392 Community Living Guelph Wellington

Toronto

Local 2191 Community Living Toronto (FT)
Local 2191 Community Living Toronto (PT)
Local 4369 Operation Springboard

Central East

Local 2936.00 Community Living Ajax Pickering (FT)
Local 2936.01 The Participation House Project (Durham Region)
Local 2936.02 Community Living Oshawa Clarington (known as CLOC)
Local 2936.03 Community Living Oshawa Clarington (formerly Our Home)
Local 2936.07 Community Living Durham North (FT)
Local 2936.08 Community Living Ajax Pickering & Whitby (PT)
Local 2936.11 Community Living Durham North (PT)
Local 3572 Georgina Association for Community Living
Local 4603 Community Living Haliburton County

Region C

Eastern

Local 1521 Ottawa Carlton Association for Persons with Developmental Disabilities
Local 1521.03 Therapeutic & Educational Living Centres Inc. (TELCI)
Local 2605 Total Communication Environment
Local 2737 Community Living – Stormont County
Local 2892 Community Living Dundas County
Local 3390 The Glengarry Association for Community Living
Local 3456 Stormont–Dundas Glengary Developmental Services Centre
Local 3691 L'Association Pour L'integration Social D'Ottawa
Local 3826 Ottawa-Carlton Life Skills Inc.
Local 4266.11 St. Stephen's Residences of Ottawa
Local 4826 Ottawa Foyer Partage
Local 4870 Tamir
Local 5088 Community Living Upper Ottawa Valley

South East

Local 29 Ongwanada
Local 2635 Community Living Kingston
Local 3794 Kerry's Place / Melanie's Place
Local 4474 Tayside Community Residential & Support Options
Local 4742 The Mills Community Support Corporation
Local 5259 Lanark Association for Community Living

Region D

Local 1813	Community Living – South Muskoka (Para Group)
Local 1813	Community Living – South Muskoka (Vocational)
Local 3440	Community Living Kirkland Lake
Local 4710	Community Living West Nipissing (Sturgeon Falls)
Local 65.02	Fort Francis & District Association for Community Living
Local 1880	Community Living Algoma
Local 2462	Community Living Espanola
Local 2599	Sudbury Developmental Services
Local 2624	Manitoulin & District Association for Community Living
Local 3426	Superior Greenstone Association for Community Living

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