

LOCAL 002
CONVENTION
PROTOCOLS

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I - Setting and achieving priorities for Local 002 at AUPE Conventions

Issues and resolutions

- 1) Vice-Chair of the Local would oversee day-to-day operations of the convention and recruit other members to assist as needed. Secretary would send out any items requiring Local's attention, along with the other correspondence for convention. Treasurer would approve/request time-off for Council related activities during Convention, review/approve expense claims and make payments for convention related activities.
- 2) Chair and the Provincial Executive (PE) Rep would liaise with Chairs and PE Reps of other locals and identify common interests, clarify information concerning Convention resolutions, candidates for office and other issues to promote Local 002 priorities.
- 3) Local 002 Executive would review the issues identified throughout the year, recommend priorities to the Local and facilitate discussion of these issues at Chapter AGMs, the Local AGM, and at other Local meetings, as required (necessary), to promote awareness of the ideas and also to solicit other ideas from the members.
- 4) The Local would hold a convention planning session (AM) and council meeting (PM) the day before (Wednesday) the convention starts. The convention delegates would be advised to review the resolutions presented in the convention package so they can discuss these knowledgeably at this meeting.
- 5) In the election years, consideration should be given to hold a 2-day council meeting in September. The extra day could be used for Local planning, candidate presentations (to hear the platforms of candidates running for AUPE offices), convention planning and an early start to council business.

Candidates and Leadership

- 1) Candidates from Local 002 are encouraged to declare/indicate interest to the Local preferably prior to the Local 002 AGM to build support. It would be in the best interests of the member to build support within the Local (financial backing and votes) early in the campaign.
- 2) All candidates seeking positions in AUPE would be given an invitation to speak to the Local and an opportunity to explain their platform and position on various issues. The Local Executive would provide a pre-arranged time to speak for a set number of minutes during a Council meeting.
- 3) Considering that the average age of the Local 2 Council members is between 45-50 years, the executive should give priority to developing new leaders, by soliciting interest from the members and also by mentoring observers and guests to the convention.

II - Strategies for organizing support for resolutions being brought forward at Convention

Objective

- To gain support for key resolutions
- To enhance Local 002's image
- To promote Local 002 priorities in an effective manner

Resolutions

- The Local must identify the important resolutions at the Convention Planning meeting and take a position on each.
- The Local should take a position on as many other resolutions as practicable.

Lobbying

- When we send a resolution to Convention we must have a strategy to get it approved at committee, onto Convention floor and passed at Convention

AUPE Committees

- Local 002 committees should approach their equivalent AUPE committee
- Develop and use contacts on the AUPE Committees
- Get Local 002 members on AUPE committees
- Influence the order in which committee resolutions are presented and debated on the Convention floor

Work with other locals

- Use the Chair and Provincial Executive Representative to find out what other Locals are saying about resolutions and promote Local 002's position
- Develop relationships with other Locals key to the passage of Local 002's important resolutions

Caucus Room

- Use it as a venue for hosting prominent delegates
- Have information and pamphlets on issues available for visitors

Speaking points

- Delegates are encouraged to work together, or with the vice-chair and/or any other member who is knowledgeable in the area to develop speaking points to present the Local's position in a concise manner and word them in positive terms

III - Guidelines on expectations, conduct and attendance of Local 002's delegates at Convention/workshops/conferences/meetings/Labour School or any other Local related activities

General Conduct

- At all times it is important for the delegates to remember that they represent the Local and therefore, it is of utmost importance that the delegates **don't embarrass the Local**.
- During discussions, follow general rules of proper communication, i.e. extend common courtesy, use positive and constructive language. For example, it is acceptable to show emotions on an issue one is passionate about, however, don't grandstand or use inflammatory expressions. In general, listen and respect other opinions and points of view. It is best to remember that even if one must disagree on certain issues, one need not be disagreeable. Speak only for yourself, avoid interrupting others and share the air time (don't dominate or repeat ideas).

Attendance

- Local 2 delegates to Convention and members attending workshops and meetings are expected to arrive on time and to attend all business sessions. These may include meals and evening sessions, and will include the bear pit session in election years.
- First time delegates are encouraged to watch the DVD provided to first time delegates' to Convention. This DVD is extremely useful.
- Delegates, who are Council members, are expected to attend all Council meetings during Convention. Other delegates/observers and guests are encouraged to attend as many council meetings as possible during the convention.
- Delegates are encouraged to attend picket lines when organized
- All delegates should be prepared to work a shift in the Local 002 Caucus room (if required).
- The Events Coordinator, and whichever other members she/he recruits, will be responsible for the operation of the Caucus room. Only the Events Coordinator is eligible to approve expenses for the caucus room or charge expenses to the room.

Time-off

- The Local Executive will decide how much time-off with pay to grant to delegates for Council related meetings prior to the convention.

- If for any reason, a delegate does not use the time-off allotted to them, the delegate must inform the Local Treasurer, who will inform the Staff rep assigned to Local 002. The delegate should not abuse the time off allotted, to run personal errands (unless it is an emergency and has been approved by the Treasurer or the Vice-Chair who will notify the Treasurer).

Speaking on the Convention Floor

- If the Local takes a position on a resolution, speakers are expected to convey the Local's position. Those speaking against the Local's position should **clearly and categorically** state that their view is personal and not that of Local 002.
- On resolutions that are deemed to promote Local 002's interest, delegates are urged not to take a position against the Local in public. It is better for the Local's image to present a united front. Any differences of opinion should be (as a matter of courtesy) debated within the council before going public.

Voting on the Convention floor

- Local 002 delegates may vote their conscience on resolutions in general, however, on resolutions important to Local 002, delegates are requested to vote the way of the Local's position or abstain.

Emergency Resolutions at Convention

Local 002 delegates to AUPE Convention will follow the proper procedure, as approved by Local 002 Council, for the introduction of emergency resolutions, through the Local or Local Executive, to Convention, which includes:

- Having a written emergency resolution for discussion along with a rationale for the emergent nature of the resolution;
- Presenting said motion to a duly constituted meeting of the Council at Convention, or, if this is not possible because Council is in the final session of Convention, a duly constituted meeting of the Executive Committee;
- Full debating and voting on both the emergent nature and content of said resolution by Local 002 Council or Executive Committee, as appropriate, prior to the introduction of the emergency resolution to the Convention

If this procedure is not followed, the delegate will not present the resolution to the Convention on behalf of Local 002.