

**POLICY MANUAL
OF
LOCAL 2228**

**INTERNATIONAL BROTHERHOOD
OF
ELECTRICAL WORKERS**

Ottawa, Ontario

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REVISION TABLE

Motion number / Date	Summary of changes
2013/12/06	2013 Rewrite of policy manual
Motion 2015-0-172 2015/09/10	5.3 Submission of salary and expense claims
Motion 2015-0-179 2015/09/22	3.9 Dues Administration
Motion 2015-0-184 2016/06/11	Appendix B – Distribution of Unit Documents
Motion 2016-0-194 2016/11/25	Section 9.2 – IFATSEA Attendance
Appendix C 2016/12/16	Updated – 2017 rates
Appendix E 2017/05/26	Investment Policy (replacement)
Appendix J 2017-11-07	Region standing advances - \$3,000.00
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1 GOVERNANCE

1.1 Policy Manual Disclaimer

Local Union policies shall in no way conflict with the Bylaws of the Local Union or the IBEW Constitution. Any policy which may be in conflict with these Bylaws and Constitution may not be enforced, and the Local Union Bylaws or Constitution shall be binding on the Local's officers and members.

1.2 Policy Manual Amendments

Unless otherwise specified, all amendments to the Policy Manual must be ratified by a "General Membership Vote".

1.3 Members in Good Standing

For purposes of this Policy Manual, members in good standing ("Members") are members paying dues in accordance with Article XVIII of the IBEW Constitution and are not in arrears in accordance with Article XXI of the IBEW Constitution.

1.4 Bylaw Amendments

Bylaw amendments shall be made in accordance with Article XV of the Local Union Bylaws. Proposals for change shall be submitted in accordance with procedures to introduce resolutions (*Appendix H – Motion Process Flowchart*). The vote on proposal for change shall be ratified by a "National Supervised Vote".

1.5 Motion Number Assignment

Motions during Executive Board (E-Board) meetings that deal with the order of business or other procedural matters do not require a motion number. The E-Board meeting's secretary will indicate in the meeting notes which motions require a serial number and which do not.

Only motions that cause the Local to take action need a motion number.

The following system shall be used to determine the motion number:

All motions take the form YYYY-R-XXX where:

- YYYY is the year in which the motion is introduced
- R is the Region in which the motion originated. If the motion is originated by a Table Officer, Business Office or the E-Board then "0" is used.

- XXX is a sequence number which DOES NOT rollover to zero at the beginning of the next year.

Motions will be primarily identified by their sequence number (XXX). They never repeat or reset to 1 so there is no ambiguity. The additional information (YYYY-R) gives us additional information as to the origin and when the motion was introduced.

Motions originating from Regions will not be assigned a motion number until distributed across the country.

1.6 Resolutions

Members wishing the Local to take a particular action or expend funds shall require the adoption of a resolution. The Resolution shall be introduced in accordance with unit procedures to introduce resolutions (*Appendix H – Motion Process Flowchart*). The Resolution shall describe the action desired and rationale for it. Resolutions shall be ratified by means of general membership vote.

1.6.1 Unit Procedures

A minimum of five members must be present at a unit meeting to introduce a resolution. The unit must use the Unit Motion Form (*Appendix G*) and must follow the procedures described in *Appendix H*.

1.6.2 Executive Board Procedures

E-Board resolutions must specify the action to be taken and rationale behind it. Any E-Board member or Table Officer may introduce a resolution but only E-Board members may vote on the resolution.

1.7 National Supervised Vote

1.7.1 Method of Voting

National Supervised Votes shall be conducted by secret electronic ballot. The electronic vote shall be conducted by a reputable firm with appropriate safeguards to prevent disclosure of individual votes, unauthorised votes, multiple votes and shall have a mechanism to segregate ballots.

1.7.2 Eligibility to Vote

Only Members shall be eligible to participate in a National Supervised Vote. Should any question arise with respect to an individual's eligibility to vote, the individual shall be issued a "segregated ballot". The vote count shall not take place until the eligibility of all voters is resolved.

1.7.3 Roles and Responsibilities of Election Officers

The President, Financial Secretary and Election Judge shall be the Local's Election Officers.

The Financial Secretary shall forward to the Election Judge and the firm conducting the vote an initial list of members eligible to vote. This voter list shall contain the following information: name, full address, BA number, and the voter's region. The Election Judge shall be responsible for coordinating the vote with the vote provider. The Election Judge shall be responsible for providing final results to the President and certifying the final results.

1.8 General Membership Vote

1.8.1 Eligibility to Vote

Only Members shall be eligible to participate in a general membership vote.

1.8.2 Method of Voting

All voting shall be done by show of hands at regular Unit meetings. The resolution shall be provided to the Unit Chair in advance and in writing. Each unit shall report the result of the vote to the business office on the form in *Appendix G – Unit Motion Form*. The Business Office shall tally the results of the vote and report the outcome to the E-Board and Unit Chairs.

1.8.3 Roles and Responsibilities of Unit Officers

Unit Officers shall confirm the results of the vote, complete the unit motion form and return it to the Business Office immediately following the vote.

1.8.4 Time Limits for Unit Voting

Units must vote on resolution within four months of it being sent from the Business Office.

1.9 Executive Board Governance

1.9.1 Notice to Members

E-Board meeting and location shall be published on the website not less than 60 days prior to the planned meeting.

1.9.2 Agenda Items from Members

Members may submit agenda items to the President. Agenda items must be submitted at least 30 days prior to the planned meeting.

1.9.3 Executive Board Reports

Reports of regular E-Board meetings shall contain the information described in *Appendix A – Executive Board Report Contents*. Once approved, the E-Board reports shall be distributed in accordance with *Appendix B – Executive Board Report Distribution*.

E-Board minutes shall not be posted on the web-site or in any location where they can be downloaded.

1.9.4 Executive Board Standing Agenda Items

The following topics shall be standing agenda items at every regular E-Board meeting:

- 1) Resolutions / status of grievances;
- 2) Member / Non-member lists;
- 3) Quarterly Regional Financial Reports;
- 4) Officer and Committee Reports; and
- 5) Financial Planning

1.9.5 Executive Board Committee Reports

Committee Chairs shall produce a report of their committee's activities for inclusion in the E-Board Report.

Committee reports that require the Local to take action must contain a resolution. The resolution must contain the rationale ("Whereas") and the action required ("Therefore.....").

The E-Board will make a motion to **receive** a committee report if no action is required or recommended. The E-Board will make a motion to **accept** a committee report if action is required. Acceptance of the report is deemed acceptance of the motion in the report.

1.9.6 Other Reports

All Officers shall provide a written report of their activities since the last regular E-Board Meeting.

Upon request of the E-Board, the Assistant Business Manager(s) and Business Representative(s) shall deliver a report of their activities to the E-Board and Table Officers.

The E-Board members shall prepare a report on status of all units within their jurisdiction, including the date of the last meeting(s), frequency of meetings and any outstanding unit advances.

1.9.7 Unit Chairpersons Attending Executive Board

The E-Board may invite Unit Chairpersons to attend all or part of an E-Board Meeting.

1.10 Unit Governance

Units shall be governed in accordance with Article XIII of the Local Union Bylaws.

1.10.1 Attendance at Unit Meetings

Only Members shall be permitted to participate in regular unit meetings. Retirees and guests may be invited to attend regular unit meetings by majority vote of Members present but such individuals shall not have a voice or a vote at the meeting.

Only Members shall be permitted to participate in special unit meetings.

1.10.2 New Units

The E-Board is authorized to establish new units when five or more Members signify in writing a desire to create a new unit. They must submit an application on the approved form in *Appendix L – Application for New Unit*.

The E-Board shall consider whether or not a sufficiently strong community of interest exists within the proposed unit and the proximity of it to existing units.

1.10.3 Unit Elections

Only Members are eligible to run for Unit Office.

Unit Officers shall be elected by secret ballot in accordance with Local Union Bylaws.

Nominations in writing may be received by the Unit Recorder in advance of the meeting. Nominees must accept the nomination to be included on the ballot. Nominations may be offered from the floor during the regular meeting and nominees must be present at the meeting to be considered for office.

Elected Officers are installed at the end of the meeting.

The minutes of the unit meeting shall record the names of the nominees, the position for which they were nominated, and the results of the votes.

1.11 Local Union Committees

Terms of reference for committees mandated by the IBEW Constitution or established by the Local Union shall be described in the Local's Committee Handbook. The E-Board is authorized to amend the Terms of Reference for these committees.

1.12 Elections of National Officers

The elections of National Officers shall be done by a National Supervised Vote and in accordance with the Local Union Bylaws.

Incumbent Officers who do not intend to stand for re-election shall make their intentions known as soon as the decision is made.

1.13 Participating Withdrawal Cards

Participating Withdrawal Cards shall be issued in accordance with the IBEW Constitution, Article XXIV.

Applications for Participating Withdrawal Cards shall be made using the form in *Appendix O – Participating Withdrawal Cards*.

The E-Board shall be authorized to approve or reject applications for Participating Withdrawal Cards.

Members under participating withdrawal remain subject to the IBEW Constitution and the Local Union by-laws. The Participating Withdrawal Card does not entitle the holder to participate in the affairs of the Local or attend Local Union meetings. However, members under participating withdrawal maintain their seniority in the bargaining unit and may continue their membership in the Local's Group Life Insurance program.

Members requesting a PWC shall:

- 1) Complete and sign the application for Participating Withdrawal found on the Local's website.
- 2) Return the signed application with posted dated cheques to the Business Office. The post-dated cheques must cover the full period of the absence and be for your full working dues. (Please contact the Business Office to confirm the amount of dues to be paid).

1.14 Hiring of staff

The Business Manager shall consult with the E-Board prior to making staffing decisions.

2 INFORMATION MANAGEMENT

2.1 Record Retention and Destruction

The Local Union is authorized to destroy records according to the schedule in *Appendix D – Data Retention Periods*.

2.2 Active/Inactive Units

The E-Board shall maintain a list of all units and the information shall be updated at each E-Board Meeting.

2.3 Safeguarding of Essential Records

The Local's official records shall be stored in a safe, secure and accessible manner. Records essential to the Local's day-to-day operation shall be duplicated or backed up at least every week and maintained off site.

3 FINANCES

3.1 Financial year

The Local's financial year shall begin on January 1 and end on December 31.

3.2 Standing Travel Advances

National Officers may be provided a standing travel advance where the requirement is demonstrated. The amount of a standing advance shall be recorded in *Appendix J – Standing Advances*.

3.3 Regional Finances

3.3.1 Regional Advance

Regions shall be provided with a standing advance for the administration of the region. The amounts may be increased by E-Board resolution. The amounts are noted in *Appendix J- Standing Advances*.

3.3.2 Duties of Regional Treasurer

The Regional Treasurer's duties shall be similar to those of the Local Union Treasurer. The Regional Treasurer shall take appropriate steps to safeguard the region's financial records. The Regional Treasurer shall keep copies of regional disbursements.

3.3.3 Regional Bank Accounts

E-Board members shall establish and maintain a bank account for the proper accounting of Regional expenses. The name of the bank account shall be "IBEW Local 2228 Region X", where "X" is the Region's number.

No more than three Officers from the region shall have signing authority on the Regional Bank Account. The E-Board Member must be one of the three Officers. Any two of the three Officers are authorized to sign the cheque.

The authorized signing Officers are:

- 1) E-Board member (mandatory)
- 2) Administrative Unit Chairperson
- 3) Administrative Unit Vice Chairperson
- 4) Administrative Unit Recorder
- 5) Regional Treasurer

3.3.4 Transfer of regional responsibilities

When a E-Board member leaves office, the transfer of responsibilities regarding Region advances shall be done in accordance with the following procedures:

- 1) The outgoing E-Board member shall submit a final disbursement report, and shall refund the Region's standing advance to the Local, less any expense amounts claimed.
- 2) The President shall provide written confirmation of the transfer of responsibilities to facilitate the creation of a new bank account.
- 3) The incoming E-Board member shall request a regional advance from the Business Manager and open a new account;
- 4) If the same bank account is to be used, both the incoming and outgoing E-Board members shall sign the standardized Transfer Form provided by the Business Office and send a copy to the Business Manager.

3.3.5 Processing of Regional Expenses

Regional expenses shall be approved and claims processed in accordance with the following:

- 1) The E-Board member shall sign all regional expense claim forms;
- 2) Individual expense claims shall be submitted with original receipts and signed by claimant;
- 3) The Region shall submit claims on the approved Region Disbursement Claim Form provided by the Business Office and it shall be signed by the Regional Treasurer and submitted to the Business Office;
- 4) The Region disbursement claim form shall be attached to the claim;

- 5) Region claims shall only include expenses incurred for the region; all national expenses shall be submitted directly to the Business Office.

3.3.6 Time Limits for Submission

Regions shall submit expenses claims on a quarterly basis and no later than the 15th of the month following each quarter.

Non-compliance shall be reviewed by the Business Manager and referred to the E-Board for resolution.

3.3.7 Record Retention

The Region shall keep a copy of all financial records and expense claims for a period of one year. These records include bank statements, and other financial records.

3.4 Unit Expenses

The Region Representative shall be responsible for the proper financial administration of all Units including advances, expenditures, reimbursements, and non-compliance.

Units may spend money on items associated with Unit meetings such as room rental and refreshments. Other expenses require E-Board approval.

Unit advances shall not exceed \$500.

3.5 Strike Appeals

The Local may contribute an amount of up to two thousand dollars (\$ 2,000) per Strike Appeal and not to exceed ten thousand dollars (\$ 10,000) in a fiscal year for all authorized strike fund appeals from First District Locals. Amounts greater than this amount, or other appeals, will be subject to E-Board approval.

3.6 Ad hoc donations

The Business Manager may make charitable donations to registered charities or workplace social funds provided the total of such donations does not exceed \$1,000 in a calendar year. Individual financial requests in excess of \$500 shall be subject to E-Board approval.

3.7 Official Charity

The official charity of IBEW 2228 shall be the Multiple Sclerosis Society of Canada.

3.8 Investment Policy

The Local shall have an Investment Policy describing the type of investments and guide the Local's relationship with an Investment Advisor. This policy is *Appendix E – Investment Policy*.

The signing authority for making investment orders are delegated to the President and the Treasurer of the Local. Either Officer is authorized to give direction to the Investment Advisor, as provided in the Investment Policy.

The E-Board shall review the Investment Policy at least annually and at the Fall E-Board meeting.

The President or the Treasurer will make recommendations to the E-Board Members before doing investments transactions.

3.9 Dues Administration and Adjustments

Dues rates shall be calculated and adjusted on an annual basis. The rates shall be based on the salaries and per capita in effect on January 1st of each year and shall become effective in April of that year.

4 SALARIES, HEALTH AND WELFARE BENEFITS

4.1 General Provisions

The Business Manager shall develop and maintain a Human Resource Policy in consultation with the E-Board. The policy shall respect the provisions of the Local Union Bylaws.

4.2 Members on Full-time Leave of Absence from their Home Employer

The Local shall subsidise the pension, health and welfare benefits in an amount equal to the amount subsidized by the home employer taking into account any salary differences.

Other fringe benefits shall be provided in accordance with the HR Policy.

4.3 Other Full-Time Staff

The Local may provide health and welfare benefits to other full-time staff.

4.4 Members on Temporary Assignment to the Local

Members on temporary assignment to the Union (e.g. Negotiating Teams, E-Board meetings, etc) shall be entitled to reimbursement for lost wages and benefits as well as reasonable travel expenses in accordance with Local Union Policy.

Members required to travel outside their home area on authorized Local Union business outside their normal working hours shall be reimbursed as follows:

- ½ days' pay for travel up to 4 hours;
- 1 days' pay for travel in excess of 4 hours.

4.5 Executive Board Members Time Off for Regional Business

E-Board members are authorized to take one day per month to conduct the business of the Local.

5 TRAVEL, REPRESENTATION AND OTHER EXPENSES

5.1 General

- 1) Members on authorized Union business are entitled to be reimbursed for reasonable expenses;
- 2) Members who receive reimbursement from other sources shall not claim the same from the Local;
- 3) The schedule of rates and allowances are in *Appendix C – Rates and Allowances*.
- 4) Rates for meals incidentals and mileage shall be associated with the rates of the two major employers (highest) and shall be updated annually on January 1.

5.2 Travel Advances

Travel advances may be provided to Members travelling on behalf of the Local. A request shall be submitted to the Business Manager with a statement of projected expenses and purpose of travel.

5.3 Submission of Salary and Expense Claims

All requests for reimbursement of individual expenses and salary shall be submitted within 3 months of the expense being incurred. The Local shall not be required to reimburse expenses or salary submitted beyond the three-month time limit.

All expense claims must be submitted using the approved Local Union expense claim form and signed by the claimant.

All original, itemized receipts must be submitted with expense claims (credit card statements alone are not sufficient).

If there is no itemized receipt accompanying an expense claim, a written explanation itemizing the expense along with the reason for the missing receipt/s must be submitted.

Claims with receipts may be submitted electronically in Portable Document Format (PDF). It is recommended that original claim and receipts be kept until reimbursement is received.

5.4 Representation Expenses

National Officers may be reimbursed for a sum up to and including two and one-half times the per diem allowed for dinner in accordance with the Policy Manual. The sum is allowed per claim for such expenses incurred.

All other Officers, Staff and Stewards must seek approval in advance of the expense.

Claims under this authorization shall be made on a form indicating date, location, purpose of meeting, identify of persons attending and amount of expense with attached receipts if possible.

5.5 Business Class Travel

When work requirements dictate, the Business Manager, Assistant Business Managers and Business Representatives may be authorized to use business class travel.

6 COLLECTIVE BARGAINING

6.1 General

6.1.1 Authority to Amend

No modification shall be made to the Collective Agreement except by ratification of the membership of that Bargaining Unit.

6.1.2 National Joint Council / Nav Canada Joint Council Agreements

Any benefits gained through the National Joint Council / NAV CANADA Joint Council which requires removal of a negotiable item from a Collective Agreement as a condition of benefit acceptance shall be subject to ratification by the Members of that Bargaining Unit.

6.1.3 Collective Agreement Briefing

Following the signing of a new Collective Agreement, the Business Manager may call a meeting of the Chief Stewards for the purposes of conducting an in-depth review of the Collective Agreement and provide other training as considered necessary by the Business Manager.

6.1.4 Negotiating Team Post-bargaining Activities

On completion of negotiations the Negotiating Team shall prepare a written report and make a presentation to the President. At the discretion of the Business Manager or upon resolution of the members of the E-Board, a membership survey shall be conducted following the conclusion of bargaining. The purpose of this survey is to collect information on the memberships' view of the negotiation process recently undertaken.

6.1.5 Bargaining Units other than Federal Government or NAV CANADA

The collective bargaining procedures for Bargaining Units other than Federal Government or NAV CANADA shall be adapted to suit the needs of the Bargaining Unit while respecting the principles outlined in this policy. The President and Business Manager shall consult on the most appropriate steps considering the size of the bargaining, geographic disparity and other factors.

6.2 Dispute Resolution

6.2.1 Default Dispute Resolution Process

The Local's default dispute resolution process for all bargaining units shall be "Conciliation – Strike".

6.2.2 Amendments to Default Dispute Resolution Process

The default dispute resolution process for a Bargaining Unit may be amended by a majority vote of the Members within that Bargaining Unit.

The amendment shall remain in effect until further amended.

Either, the Business Manager, the E-Board or the Members of that Bargaining Unit may initiate a vote to amend a Bargaining Unit's dispute resolution procedure.

6.3 Proposal Development

6.3.1 Member Input

Collective bargaining proposals shall be submitted electronically using the web based bargaining proposal tool. Members submitting proposals shall provide their name, membership number, daytime phone number and personal e-mail address. Members are encouraged to include substantiating data with their proposals whenever possible.

6.3.2 Schedule of Activities

The Business Manager shall post a notice on the Local Union website reminding Members of the upcoming round of collective bargaining no less than 9 months prior to the expiry of a Collective Agreement.

To be considered for the upcoming round of collective bargaining, Members are required to submit their proposals at least 8 months prior to the expiry of the Collective Agreement.

E-Board member shall appoint their Unit / Regional Steering Committees no later than 8 months prior to the expiry of the Collective Agreement. The names of the members on unit and Regional Steering Committees shall be provided to the President and Business Manager.

Regional / Unit steering Committees shall complete their review of proposals at least 7 months prior to the expiry of a Collective Agreement.

National Steering Committee shall meet at least six months prior to the expiry of the Collective Agreement.

6.3.3 Steering Committee Roles and Responsibilities - General

Steering Committee shall be responsible for:

- 1) confirming the intent of the member's proposal;
- 2) ensuring there is sufficient evidence to support the proposal (completeness and relevance);
- 3) setting the priority according to the guide chart provided;
- 4) merging similar or overlapping proposals;

6.3.4 Regional Steering Committee

E-Board members shall appoint a Regional Steering Committee consisting of up to four members and shall obtain as broad a representation from within the Region as possible. At least 2 members of the Regional Steering Committee shall indicate their willingness and ability to attend the National Steering Committee meeting and serve on the Negotiating Team. E-Board members shall chair the Regional Steering Committee.

Expenses for Regional and Unit Steering Committees shall be paid from Regional funds but shall be accounted for separately. Receipts are required for all expenses.

6.3.5 Unit Steering Committee

Where required, E-Board members may appoint a Unit Steering Committee for the purpose of reviewing proposals from a particular Unit.

6.3.6 National Steering Committee

Each E-Board member shall submit three names from their Regional Steering Committee to the President. At least two of the three individuals shall be willing and able to be on the Negotiating Team.

The President shall pick at least one Member from each Region to be on the National Steering Committee. The National Steering Committee shall consist of at least 6 Members but not more than 12. At least one of the individuals selected from each region shall be willing to sit on the Negotiating Team.

E-Board members shall not be appointed to the National Steering Committee

The National Steering Committee shall be responsible for the preparation of the final proposals to be submitted to the employer.

The National Steering Committee is authorized to modify or discard any proposal submitted by the Regional Committee or the Business Office. The National Steering Committee is also authorized to generate their own proposals for collective bargaining.

6.4 Negotiations

6.4.1 Negotiation Team Composition

The Negotiating Team shall be appointed by the President in consultation with the Business Manager.

The Negotiating Team shall consist of at least three Members but no more than six Members from the applicable Bargaining Unit.

When possible, the majority of the members on the Negotiating Team shall have previous collective bargaining experience. When possible, the majority of members of the Negotiating Team shall be from the National Steering Committee.

E-Board members shall not be appointed to the Negotiating Team. However the election or appointment of a current Negotiating Team member as E-Board member shall not disqualify the Negotiating Team member from participating.

The President, at his discretion, may replace a Negotiating Team member who is unable to fulfil his/her duties.

When possible, at least one member of the Negotiating Team shall be bilingual.

6.4.2 Communications

The Bargaining Units proposals shall only be made public following the exchange of proposals with the employer.

The Business Manager shall post on the web site the dates and location of bargaining sessions.

The Negotiating Team shall provide progress reports to inform the membership of progress in negotiations.

As soon as possible following the completion of collective bargaining or the release of the Conciliation Report, the Business Manager shall make available to the members the complete terms of settlement or Conciliation Report

6.5 Ratification Voting Procedures

6.5.1 Ratification of Collective Agreement

Ratification of Collective Agreements shall be done by way of National Supervised Vote of the members of the bargaining unit or by other similar procedure taking into account the size of the Bargaining Unit.

6.5.2 Time to Review Information

Members shall have at least 21 days to review the terms of the Negotiated Settlement or Conciliation Report before being required to cast their ballot.

In exceptional circumstances, the E-Board may authorize a shorter time period.

6.5.3 Time Allowed to Vote

Members shall have at least seven full days in which to cast their ballot. In exceptional circumstances the E-Board may authorize that the time allotted to vote be extended beyond the initial deadline.

6.5.4 Release of Voting Outcome

Only the outcome of the vote shall be made public. The vote count shall not be disclosed.

6.5.5 **Strike Planning**

Ballot questions shall be wording as described in *Appendix K - Ballot Questions for Ratification Votes*.

Rejection of a Conciliation Board authorizes the Local to begin strike preparations.

National Officers shall be provided training on How To Conduct a Strike.

The Business Manager and E-Board shall maintain a "Strike Action Plan".

The plan shall be updated periodically taking into account the size of the group, disparity of members, and relevant legislation.

The plan shall outline the communication networks, use of technology, public relations, logistics and all other aspect of ensuring an effective strike and a return to work protocol.

7 GENERAL ADMINISTRATION

7.1 Telecommunications

A monthly telecommunication expense subsidy of \$20 will be available to Unit Chairs for use of personal telecommunication data/voice devices and plans of any kind for the good of the Local. This shall be administered by the Regional Reps.

A monthly telecommunication expense subsidy of \$40 will be available to Table Officers and E-Board members for the same purpose. This shall be submitted on the regional expense claim.

In lieu of the telecommunication subsidy, a Table Officer or E-Board member may obtain a cell/smart phone and plan administered by the Business Office under its existing group plan if it is practical and cost effective to do so.

Unit Chairs, Table Officers, and E-Board members shall provide the Local with their contact information, and shall immediately notify the Local of any changes to this information.

7.2 Equipment and Supplies

The L.U. 2228 will provide a \$1200 subsidy to all Table Officers and E-Board members (save and except the Business Manager, President, and Recording Secretary) for the purchase of mobile computing device. This payment shall be made to the Officers following their installment after each Local Union election.

The L.U. will continue with its current practice of purchasing laptops for the President, and Recording Secretary to meet specific business requirements.

7.3 Awards and Recognition

7.3.1 President's Award

The President's Award is presented annually to a member, other than a Table Officer or E-Board member, who has contributed to the Local in the example of our first President, Brother Ed Donoghue, who gave of himself so that the Local could be born and grow.

Typically, the President's Award recipient is a volunteer who has worked tirelessly on behalf of our members, encouraging them to come together to support each other and to hear new ideas. The recipient is a respected workers' advocate, and has consistently demonstrated leadership through their many union activities. Some activities may include organizing meetings and social events, as well as serving on committees and leading other initiatives. The recipient has earned the respect of our members by providing service, guidance, and support to them during difficult times, all with good humour and ready wit. The recipient has enhanced the reputation of the Local through their leadership, persistence, and professionalism.

Award procedure:

- The recipient is chosen by the E Board at their first meeting of the year, for services performed during the previous year;
- Nominations are accepted from any member of the Local in writing.
- An awards committee of no less than 2 and no more than 3 shall accept nominations and make recommendations to the E Board.
- The recipient will receive a plaque with the inscription, "Local 2228, IBEW President's Award, "In appreciation of Outstanding Services to Local 2228". The plaques will also be inscribed with the recipient's name and the year for which the award was given.
- A personal gift of an IBEW watch shall be presented to the recipient.
- Detailed submissions can be sent to the business office or directly to the President.
- All qualified award nominees shall be awarded a suitably-engraved stein with an IBEW pin appropriately affixed.

7.3.2 Outstanding Stewardship Award

The Outstanding Stewardship Award is an annual award presented to a Local 2228 shop steward who has made significant contributions to the Local and its members.

Nominations may be made by a member or group of members of IBEW Local 2228. Completed nomination forms should be sent to the Business Office by email (office@ibew2228.ca) or regular mail at the following address: Local 2228, I.B.E.W. 1091 Wellington Street W. Ottawa On, K1Y 2Y4

Criteria Guidelines:

The Shop Steward has

- Been a strong advocate for members in his or her workplace,
- Demonstrated leadership during difficult times,
- Increased solidarity in the workplace,
- Enhanced reputation of union through professional attitude,
- Has earned significant respect from members through on-going efforts to provide service, guidance, support and information etc. to members, or
- Made other notable contributions to members of the Local.

The selection board will evaluate the nominations in the fall of the current year.

The Business Manager or a delegate will present the award to the winner toward the end of the current year.

7.3.3 **Bill Andreef Scholarship**

In recognition of Brother Bill Andreef's extensive contributions to the Local, a fund, known as the "Bill Andreef Scholarship Fund has been established. Brother Andreef has served the Local with distinction as Shop Steward, President, Vice-President, Recording Secretary, Treasurer, E-Board member, Unit Chairperson, and is a charter member.

A scholarship of \$1500 will be awarded annually to a son or daughter of a member of Local 2228, who is enrolled in a post-secondary educational program. The scholarship shall be for a period not exceeding four years. A committee shall be appointed to establish the selection criteria and to make the selection.

8 COMMUNICATIONS & PUBLIC RELATIONS

8.1 Official Spokesperson

The official spokesperson for the union shall be the Business Manager.

The Business Manager may delegate another member of the Local as a spokesperson of the Local, if required.

8.2 Responsibility of the Press Secretary

In accordance with Article XVI Section 3 of the IBEW Constitution, the Local may have a Press Secretary, appointed by the President, who is not considered an Officer of the Local.

The Press Secretary shall:

- a) Establish lines of communications with the media.
- b) Prepare press releases as dictated by the Business Manager.
- c) Send press releases to the media.
- d) Release appropriate news or events to the media upon approval of the Business Manager.

8.3 Bilingual Policy

Correspondence originating from the Business Office for the general membership shall be published in both of Canada's official languages.

8.4 Membership Surveys

Members or Officers of the Local, through a resolution, may request a survey or a non-binding referendum of the Local's members. These surveys may be conducted in order to determine interest and/or opinions on a wide variety of issues, for the purpose of improving member services, seeking direction, forming positions, and the setting of policy.

A report of the Local's membership survey results shall be published as soon as possible after the results are collected.

9 AFFILIATIONS

9.1 Labour Federations

Regions may affiliate with Local, Region and/or Provincial Labour Federations.

Regions affiliated with Provincial Labour Federations, may authorize up to three delegates to attend Provincial Labour Federation Conventions.

9.2 I.F.A.T.S.E.A

The Local shall affiliate its members who are associated with the Aviation Industry to International Federation of Air Traffic Safety Electronics Associations (IFATSEA).

The Local will pay the expenses for a maximum of three delegates to attend the I.F.A.T.S.E.A. Annual General Assembly. In consultation with the Executive Board the delegation will be appointed by and include the President. In the event the President is unable to attend an alternate may be appointed in their place. The Executive Board may approve more attendees in years that circumstances deem it appropriate.

The Business Manager may authorize Business Office staff or Officers serving on the IFATSEA Board or as an IFATSEA director or officer to attend and have their expenses paid by local.

9.3 IBEW 1st District Progress Meetings

The delegate to the 1st District All Canada Progress Meeting shall be elected by the E-Board. The delegate shall be selected from the Region where the meeting is to be held.

9.4 NCBAA

The Local shall maintain membership in the Nav Canada Bargaining Agents Association (NCBAA), and may incur annual expenses associated with NCBAA membership which do not exceed \$5000. Annual NCBAA costs in excess of \$5000 shall be approved by the E-Board.

9.5 NJC

The Local shall maintain membership in the National Joint Council (NJC) and may incur annual expenses associated with NJC membership which do not exceed \$5000 (exclusive of attendance at NJC annual seminar) per year. Annual expenses in excess of \$5000 shall be approved by the E-Board.

The Local may authorize a maximum of three officers (excluding the Business Manager or his staff) or stewards to participate in the Annual Seminar.

APPENDIX A - EXECUTIVE BOARD REPORT CONTENTS

Section	Description
	Cover page indicating the location and dates of the meetings
1	Attendance sheet including the name of the Officer appointed to take the minutes of the meeting
2	List of Local Union committees and their Chairs as currently constituted
3	Salaries of Business Manager and Assistant Business Manager as of January 1 st of that year (Spring E-Board meeting only)
4	The order of business as noted by the meeting secretary
5	List of and full text of motions introduced since last E-Board meeting including: E-Board motions passed between E-Board meetings; E-Board motions passed at the last E-Board meeting; Motions from unit meetings; This section will include the motion number, title and details of the resolution (“Whereas” and “Therefore Be It Resolved”)
6	The following Officer reports shall be included in the E-Board minutes: Business Manager/Financial Secretary President Vice-President Treasurer Recording Secretary E-Board Members / Regional Representatives
7	The following other reports shall be included in the E-Board minutes: All committee reports Auditor's report (Spring E-Board only) Budget for the following financial year (Fall E-Board only)
8	Investment Policy and Report
9	Balance sheet and income statement Spring E-Board minutes shall contain the balance sheet and income statement for the previous calendar year (12 months). Fall E-Board minutes shall contain the balance sheet and income statement for the first six months of the current year.
10	Officer and committee action items

APPENDIX B – EXECUTIVE BOARD REPORT DISTRIBUTION

<u>OFFICER</u>	<u>HARD COPY</u>	<u>ELECTRONIC COPY</u> <u>(PDF FORMAT)</u>
Business Manager/Financial Secretary	X	X
President	X	X
Vice-President	X	X
Treasurer	X	X
Recording Secretary	X	X
E-Board Members / Regional Representatives	X	X
Unit Chairs	X	X
All Unit Officers	X	X

APPENDIX C – RATES AND ALLOWANCES

Meal and mileage rates for 2017	
Mileage (Ontario government rate)	0.56
Breakfast	\$ 26.69
Lunch	\$ 26.10
Dinner	\$ 45.55
Incidentals	\$ 17.30

APPENDIX D – DATA RETENTION PERIODS

Item	Duration
Policy Manual (current and past)	Permanent
Collective bargaining notes	10 years
General correspondence	3 years
Individual expense claims	7 years
Regional expense claims	7 years
Journal entries	7 years
Invoices	7 years
Credit card statements	7 years
Bank deposit slips	7 years
Bank Statements and Reconciliation Reports	7 years
Payroll and Employment Tax Records	Permanent
Employment and termination agreements and terms and conditions of work	7 years following expiry of terms and conditions of employment
Accident Reports and Worker's Compensation Records	7 years

APPENDIX E – IBEW LOCAL 2228 INVESTMENT POLICY STATEMENT

Statement of Purpose

The purpose of this Investment Policy Statement is to establish a clear understanding between IBEW Local 2228 (the “Investor”) and a Registered Investment Advisor (the “Advisor”) as to the investment goals and objectives and management policies applicable to the Investor’s investment portfolio. This Investment Policy Statement will:

- Establish reasonable expectations, objectives and guidelines in the investment of the portfolio’s assets.
- Create the framework for a well-diversified asset mix that can be expected to generate acceptable long-term returns at a level of risk suitable to the investor, including:
 - describing an appropriate risk posture for the investment of the Investor’s portfolio
 - specifying the target asset allocation policy
 - establishing investment guidelines regarding the selection of investment managers, permissible securities and diversification of assets
 - specifying the criteria for evaluating the performance of the portfolio assets
- Define the responsibilities of the Investor and the Advisor.

This Investment Policy Statement is not a contract. It is intended to be a summary of an investment philosophy and the procedures that provide guidance for the Investor and Advisor. The investment policies described in this document should be dynamic. These policies will be reviewed and revised each year at the Fall E-Board to ensure they adequately reflect any changes related to the portfolio, to the Investor or the capital markets.

It is understood that there can be no guarantee about the attainment of the goals or investment objectives outlined herein.

Statement of Responsibilities

- Our investment and asset allocation strategy has been recommended by the Advisor, after full and extensive consultation with the Investor. The Advisor will be responsible for the ongoing implementation of the strategy.
- Should the Advisor feel it appropriate to appoint professional money managers to manage a portion of our portfolio, those managers selected will be responsible for the day-to-day investment management of assets, including specific security selection and the timing of purchases and sales. It will also be the responsibility of the Advisor to select and recommend suitable professional money managers for the Investor’s portfolio.

- To ensure that advice given to us by the Advisor is accurate and consistent with our financial objectives and risk tolerance level, it is our responsibility, on an on-going basis, to make the Advisor fully aware of any material changes in our financial circumstances.
- All of our investment assets entrusted to the Advisor will be held, on our behalf, by a custodian related to the Advisor.

Investment Goals

The investment assets, to which this Investment Policy Statement relates, are to be used to maintain a pool of capital, the Capital Reserve, from which the Investor can draw at any time for business operating purposes.

Investment Objectives

The primary qualitative objectives of our investment strategy are:

- Preservation of capital.
- Achieve an annual rate of return that is reasonable in light of current interest rates and inflation.

The primary quantitative objectives of our investment strategy are:

- **To receive an average annual return, over a five-year period, of 0 to 5% range over inflation.**
- In light of our low to moderate risk profile, the goal is to avoid a loss in excess of 5% in any 12-month rolling period.

Investment Guidelines

Time Horizon

- For the purposes of planning, the time horizon for these assets is to be at least five years. Capital values do fluctuate over shorter periods of time, and we should recognize that the possibility of capital loss does exist. However, historical asset class return data suggest that the risk of principal loss over a holding period of at least three to five years can be minimized with the long-term investment mix recommended under this Investment Policy Statement. **Bond investments may be a mix of short term (1 to 2 years), medium term (3 to 5 years) and long term (6 to 10 years) duration as appropriate for the current market conditions.**

Liquidity

- Liquidity of the funds is not a pressing issue, however all investments will be marketable securities unless otherwise agreed.

Taxes

- The portfolio is non-registered.

Risk

- Bond investments must be rated **BBB** or higher in order to be qualified investments.

Income

- **Income generated from the investments is not intended to be used for operating expenses.**

Regulatory Requirements

- There are no regulatory requirements that apply to this situation.

Unique Circumstance

- There are no unique circumstances that apply to this situation.

Asset Allocation Guidelines

The asset allocation guideline is designed **primarily** for preservation of capital. **At any given time, at least 75% of the portfolio must be invested in Canadian securities.**

Assets **may** include:

<i>Investment Type</i>	<i>Percentage Maximums of Portfolio</i>
Provincial Government bonds or strip bonds	100%
Municipal bonds or strip bonds rated BBB or higher	20%
Guaranteed Investment Certificates	20%
High Interest Savings Accounts	15%
Principle Protected Notes	10%
Corporate bonds rated BBB or higher	10%
U.S. based securities	25%
Securities based outside Canada/USA	5%
Dividend paying stocks Canada/USA	10%
Mutual funds ^{NOTE 1}	35%

NOTE 1: The types of mutual funds may include but shall be limited to the following categories:

- **Money Market Funds**
These funds invest in short-term fixed income securities such as government bonds, treasury bills, bankers' acceptances, commercial paper and certificates of deposit. They are generally a safer investment, but with a lower potential return than other types of mutual funds.

- **Fixed Income Funds**
These funds buy investments that pay a fixed rate of return like government bonds, investment-grade corporate bonds and high-yield corporate bonds. They aim to have money coming into the fund on a regular basis, mostly through interest that the fund earns. High-yield corporate bond funds are generally riskier than funds that hold government and investment-grade bonds.
- **Balanced Funds**
These funds invest in a mix of equities and fixed income securities. They try to balance the aim of achieving higher returns against the risk of losing money. Most of these funds follow a formula to split money among the different types of investments. They tend to have more risk than fixed income funds, but less risk than pure equity funds.
- **Specialty Funds**
These funds focus on specialized mandates such as real estate, commodities or socially responsible investing. For example, a socially responsible fund may invest in companies that support environmental stewardship, human rights and diversity, and may avoid companies involved in alcohol, tobacco, gambling, weapons and the military.

Re-balancing

To remain consistent with the asset allocation guidelines established by this Investment Policy Statement, every year the Advisor will review the portfolio and each asset class in which the portfolio is invested. If the actual aggregate weighting differs from the target weighting by 10% or more, the Advisor will recommend to the Investor that the portfolio be re-balanced back to the recommended weighting.

The Advisor will review the asset allocation guidelines to ensure that they continue to be consistent with our long-term investment return objectives. The guidelines may be changed as capital market conditions or our investment objectives change.

Investment Performance Measurement and Evaluation

Our investment portfolio will be reviewed semi-annually by the Advisor. This will enable the Advisor to continually monitor its progress against our stated investment objectives.

These reviews will focus on adherence to investment policy and the opportunities available in the investment markets. Particular attention will be directed to reviewing investment performance relative to the risks. It is believed that the recommendation set forth in this Investment Policy Statement is reasonable over the long-term given our investment return expectations. Adherence to policy means conforming to the asset allocation strategy, diversification and risk guidelines outlined in this document.

The performance reviews may result in a recommendation from the Advisor, should he feel changes to our portfolio be appropriate.

Communication

As a matter of course, the Advisor shall keep the Investor apprised of any material changes in the Advisor's outlook, recommended investment policy, and strategy. In addition, the Advisor shall meet with the Investor annually if requested to review and explain the portfolio's investment results, and discuss any related issues. The Investor will receive a monthly statement from the Advisor's firm showing the securities owned in our portfolio. This statement will show current market value of all securities.

The Advisor shall also be available for telephone communication when needed.

Any material event that affects the ownership of the Advisor's firm or the management of the portfolio must be reported immediately to the Investor.

President, IBEW Local 2228

Treasurer, IBEW Local 2228

Date

APPENDIX F – SAMPLE VOTER INSTRUCTION SHEET

(under review) Please refer to Appendix K – Ballot Questions for Ratification Votes

Please read these instructions carefully.

Your name appears on the list of members entitled to cast a vote on this resolution. You are asked to vote on the following officer position:

[name of Officer position]

How can I vote?

VOTE USING THE INTERNET OR PHONE

- Using your PIN (see box below) vote any time until *[date and time]*
- To vote online, go to *[URL]* and follow the instructions.
- To vote by phone, call the voting number at *[toll free number]* and follow the instructions.
- Please be aware that if you should be interrupted while voting electronically, you may re-access the voting system to complete your voting.

QUESTIONS AND ASSISTANCE - If you require assistance, please contact the Voter Help Centre:

Phone: *[direct or toll-free]* Hours of operation are *[days and times]*

Email: *[email address]*.

YOUR PIN: *[number]*

This PIN has been provided for your personal use only and should not be shared with or be used by anyone other than yourself, the authorized voter.

As electronic voting is typically available over a number of days, you are encouraged to vote early to avoid higher volume activity periods near the end of the election period.

This is a SECRET BALLOT vote. Your decision is entirely confidential.

APPENDIX G – UNIT MOTION FORM

For Office Use Only
MOTION #

**LOCAL 2228 IBEW
UNIT MOTION FORM**

Print Form

Unit

Date

Name of person making motion:

Name of second person (seconded):

Title of Motion:

Provide detailed description of the Motion providing all pertinent information.
Add additional pages if necessary, be sure to number the pages, i.e., x of total pages

FOR:

AGAINST

ABSTAIN:

Signature (President/Chair)

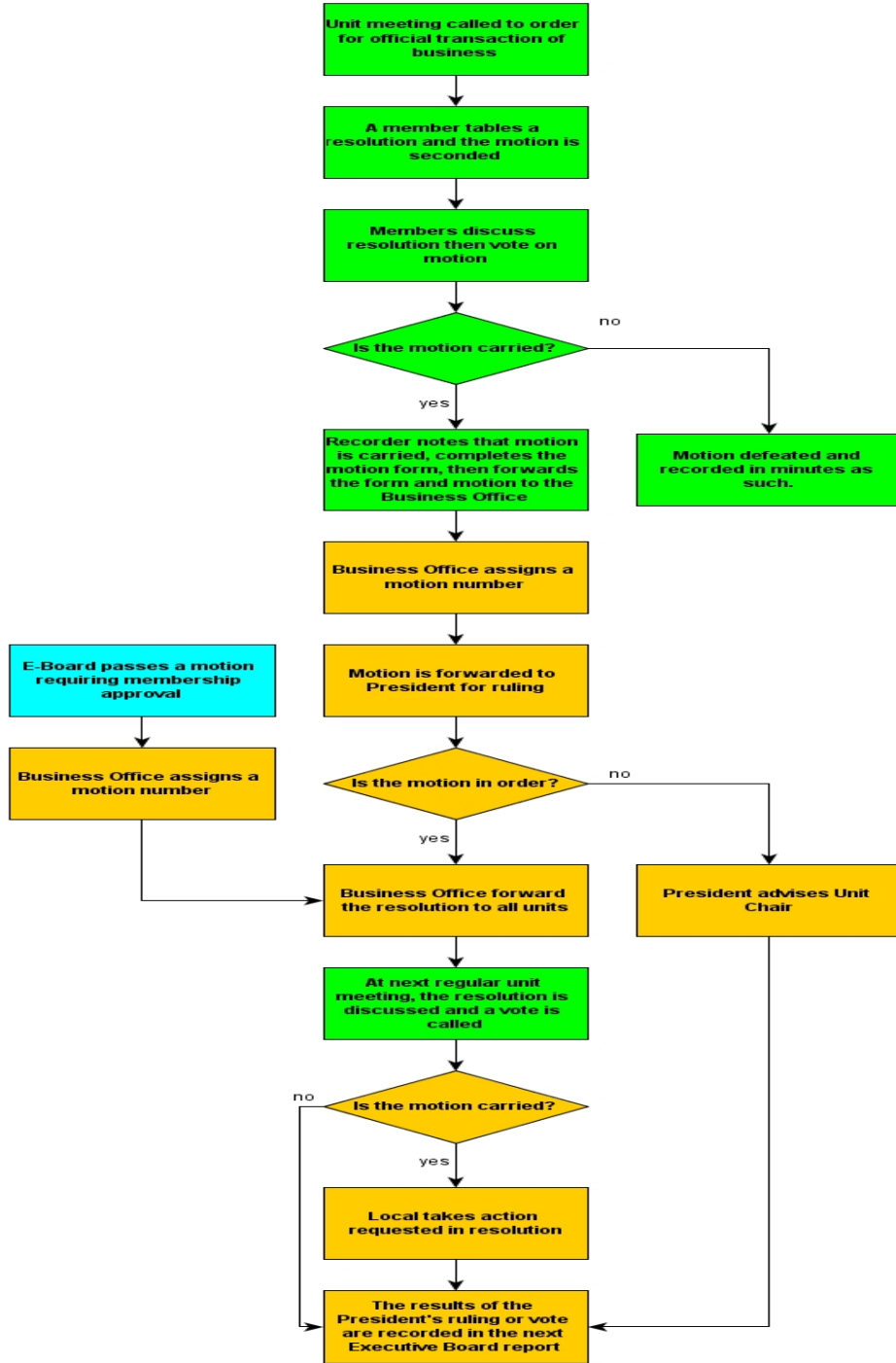
Print Name:

Signature (Recorder):

Print Name:

Page of Page

APPENDIX H – MOTION PROCESS FLOWCHART



APPENDIX I – HUMAN RESOURCE POLICIES

The Business Manager shall develop and maintain a Human Resource Policy in consultation with the E-Board. The Policy shall respect the provisions of the Local Union Bylaws. The Policy shall cover the following topics:

- Terms and conditions of work
- Health and Welfare Benefits
- Employment contracts
- Maintenance of personnel files
- Probationary periods, discipline
- Leave
- Occupational Safety and Health
- Travel
- Leave with or without pay

APPENIDX J – STANDING ADVANCES

Business Manager	\$ 25,000
Vice-President	\$ 1000
President	\$ 5000
Recording Secretary	\$ 500
Region 1	\$ 3000
Region 2	\$ 3000
Region 3	\$ 3000
Region 4	\$ 3000
Region 5	\$ 3000
Region 6	\$ 3000

APPENDIX K – BALLOT QUESTIONS FOR RATIFICATION VOTES

(under review) *Please refer to Appendix F – Sample Voter Instruction Sheet*

Ballot Language for members under the jurisdiction of the Public Service Staff Relations Act (PSSRA):

If the majority of members reject a proposed settlement, what is your preferred dispute resolution process? [Conciliation-Strike - Binding Arbitration]

Do you accept the proposed settlement? [YES / NO]

[need reference to sample voter instruction sheet]

Conciliation Report:

Do you accept the report of the Conciliation Board? (YES / NO)

[need reference to sample voter instruction sheet]

A “NO” vote by the majority of members authorizes the Local to call a strike.

Ballot language for members under the jurisdiction of the Canada Labour Code, Part 1:

If the majority of members reject a proposed settlement, what is your preferred dispute resolution process? [Conciliation-Strike - Binding Arbitration]

Do you accept the proposed settlement? [YES / NO]

[need reference to sample voter instruction sheet]

Conciliation Report:

Do you accept the report of the Conciliation Board? (YES / NO)

[need reference to sample voter instruction sheet]

Do you authorize the Local to declare or call a strike? (YES / NO)

APPENDIX L – APPLICATION FOR NEW UNIT

Applications for new Units shall be submitted on the form provided by the Business Office. The application shall include the following information.

- The form will have space for names, BA numbers of five members wishing to create the unit.
- A minimum of 2 candidates for the positions of Unit Chair and Unit Recorder. Candidates for other unit positions may wish to volunteer.
- The location, date and time of proposed meetings.
- The jurisdiction of unit (scope of interest / geographic boundaries)

APPENDIX M – ANNUAL BUDGET PROCEDURES

1. The Local Union shall prepare a budget based on a Calendar Year.
2. The Treasurer will seek input from the Table Officers, Business Office and E-Board members and be responsible for preparing the final National Budget for presentation to the E-Board at their Fall Meeting.
3. The Table Officers, Business Office, Regions, and Committees will prepare individual budgets to be included in the Treasurer's National Budget.
4. All Officers, Representatives, and Stewards expecting to incur expenditures in excess of \$500 in the next calendar year must prepare an individual budget input data sheet listing proposed activities. Budgetary Expense Items for individuals expecting to incur costs of less than \$500 in the next calendar year will be included in the Business Office or Regional Budgets.
5. National Activities such as Negotiations, Steward Training, and E-Board meetings will be budgeted for by the Business Office.
6. Individual Chief Shop Steward's budget submissions will be prepared by the Business Office and form part of the Region's Budget Submission.
7. The Final Budget will be reviewed, approved and signed by the Table Officers for presentation to the E-Board.
8. Actual and budgeted quarterly expenses and budget variances will be reviewed at each E-Board Meeting.

APPENDIX N – PARTICIPATING WITHDRAWAL CARDS



PARTICIPATING WITHDRAWAL APPLICATION FOR LOCAL 2228, IBEW MEMBERS

Applicant full name:	_____	
Applicant BA #:	_____	Employer and level: _____
Work Location:	_____	
Reason for participating withdrawal:	_____	
<input type="checkbox"/>	NAV CANADA Management Development Assignment	
<input type="checkbox"/>	NAV CANADA Employee Operational Careers Opportunity (EOCO) Program	
<input type="checkbox"/>	Other (please specify): _____	
Withdrawal Start Date:	_____	Withdrawal End Date: _____

I hereby apply for a Participating Withdrawal Card in accordance with the Article XXIV of the IBEW Constitution. I understand that I remain subject to the IBEW Constitution and Local Union By-laws while on Participating Withdrawal.	
I agree to pay full working dues during the period of my withdrawal and have enclosed post-dated cheques, payable to IBEW Local 2228. Unless otherwise specified, I understand that the payment of dues is solely for the purpose of maintaining my seniority and that I have no right to representation while on Participating Withdrawal.	
Signature _____	Date _____

<i>For Business Office use only:</i>	
Executive Board Decision:	
<input type="checkbox"/>	Approved
<input type="checkbox"/>	Denied
Executive Board Motion Number:	