

## Guidelines to CUPE 4222 GMM

To assist members, the CUPE 4222 Executive has developed guidelines to provide a detailed plan for upcoming General Membership Meetings. Starting September 19, 2020 until further notice we will be holding meetings online utilizing Zoom. We appreciate your patience while we work through this new method incorporating technology. We are hopeful new members will participate in the meetings to gain the knowledge and understanding of how membership meetings work despite the challenges we are all adapting to. If you have any questions about membership meetings, please contact an Executive member and they will be happy to clarify the process. Some key things to note are:

1. Harassment and bullying will not be tolerated – Anyone harassing or bullying a member will be removed from the call
2. **RSVP to the meeting** by the deadline provided on the notice of meeting – while utilizing online meeting platforms, members will need to RSVP to participate in the meeting, make motions and vote. Members will be granted access to the platform and marked present for eligibility tracking purposes. If you do not join the online meeting, your name will be removed as only members present at the meeting are eligible to vote on items discussed.
3. General Membership meetings are to conduct the business of the local only – this includes a Financial report, Grievance report, nominations and any motions needed to keep the local operating smoothly.

Unit specific meetings will be scheduled by the Unit Vice Presidents - more information will be shared when those dates are established.

4. When hosting online meetings, the Executive will be together, social distancing at our office. Members will only have the option to participate via Zoom. If you have a question during the meeting, use the raise your hand button or write your question in the chat/dialogue box.
5. On a trial basis, if a motion is brought forward, those in attendance will participate in the vote. The Chair will request all those in favour to raise your hand. You will go under the “participant” tab on the app and click “raise hand”, once the vote is recorded members will be asked to lower their hand. Members will once again go under the “participant” tab and click lower hand. The Chair will then ask all those against the motion to raise their hand, once recorded you will be asked to lower your hand.
6. Simply Voting will be used for elections where voting is needed. Nominations will be held one month with voting at the next GMM. To be eligible for any nominations a member shall have attended at least 50% of the General Membership Meetings held in the previous twelve (12) months or in the period he/she was a member if less than a year. If we do not fill the committee with eligible members, volunteers will be accepted from each unit to participate on the committee. If vacancies remain an email will be distributed to determine interest.

We ask for your patience as we work through these changes and hope you understand if there is any technical difficulty. We are hoping everything runs smoothly however should a matter arise please bare with us.