

UNION of NATIONAL EMPLOYEES
LOCAL ANNUAL GENERAL MEETING CHECKLIST

The Union of National Employees' bylaws require that all Locals hold an Annual General Meeting (AGM). We developed this checklist to help guide you through this process.

Locals must contact a member of their UNE regional team (regional vice-president or one of their assistant regional vice-presidents). Members of your regional team can greatly assist you when planning your AGM. They can also conduct the elections of officers and help you resolve matters related to your bylaws.

PART I - What You Need to Accomplish at the AGM

Bylaw 3, Sec 23

Locals' annual general meetings

Each Local will hold a regular annual general meeting to receive annual reports from its officers, financial statements, Local budgets (where applicable) and the minutes of the previous annual general meeting for consideration of business, as required by

- the Local's bylaws. approve the minutes of the previous AGM.*

- deal with business arising from those minutes.

- allow the Local president and other executive officers an opportunity to report on their activities to the membership.

- table the treasurer's report including the year-end financial statement, the proposed budget and any related items.

- provide a forum for Local committees to share their reports.

- table any bylaw changes, assuming a minimum 30-day notice period has been provided. Please note that a two-thirds majority vote is required to bring changes to bylaws, assuming that quorum has been achieved.

- propose any changes to Local dues, assuming a minimum 30-day notice period has been provided. Please note that changes to Local dues require a simple majority of members voting (i.e. more than 50%), assuming that quorum has been achieved.

- elect Local officers to form the Local executive. Please note that the roles and responsibilities of Local officers can be found in UNE Policy LOC 8.

- administer and sign the oath of office for newly elected Local executive members. The oath must be administered by an authorized UNE officer and signed by each elected member of the Local executive. Please note that Local executive members cannot assume office until the oath is administered.
- table other business as appropriate.
- announce any upcoming union events.

Your AGM can also provide a forum for guest speakers to make presentations on topics such as collective bargaining, campaigns, etc.

PART II - Documents You Should Have Readily Available

- the most recent local membership listings. This will allow you to ensure that those in attendance are members in good standing. The local should designate an individual to perform this check-in role.
- a supply of blank "application for membership cards" to sign up Rands or update membership information. Completed cards should be forwarded to the UNE head office. Locals should keep a copy of all completed cards.
- copies of your Local bylaws and the UNE's bylaws and policies. You should also have a copy of the PSAC Constitution and the PSAC rules of order.
- copies of the minutes from the previous AGM.
- copies of the Local's financial statement and proposed budget for distribution to the membership in attendance.
- a supply of blank local executive questionnaires and steward listing forms to be completed by members of the newly elected Local executive.
- copies of the oath of office.
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PART III - UNE and PSAC Officials' Roles

Your UNE regional vice-president or their designate will:

- discuss their responsibilities as regional vice-president

- update the Local on various national and regional initiatives
- chairs the election of local executive officers and administers the oath to them.
- forward, on behalf of the Local, the completed oaths of office.
- deal with any other matters as appropriate.

UNE staff may be invited to play a specific role:

- Labour Relations Officers may speak to representational and other services.

PSAC regional representatives may also be invited to the AGM and may:

- speak to initiatives, educational opportunities and any other issues to which the Local and the representative agree.

PART IV - Other important information

1. Minutes of the AGM must be forwarded to the UNE as soon as possible following the meeting. The minutes are required to:
 - activate changes to the Local dues
 - support changes to Local bylaws
2. Prior to calling the AGM to order, you must ensure that quorum has been achieved according to the Local bylaws.
3. Participating in an AGM, via teleconference or videoconference, is only permitted if there are multiple meeting locations and the integrity of secret balloting can be maintained.
4. Ensure that candidates standing for office are members in good standing. Only members can vote at a meeting.
5. Members who are on leave without pay must provide proof of 'waiver of dues' from the PSAC President. The waiver application is available on the UNE website.
6. Proxy voting is not allowed according to the PSAC Rules of order.
7. If you plan to use the employer's premises, you must obtain written permission to do so and notify the employer of the date and time of the meeting.
8. Consult with your UNE regional team to ensure that the date chosen for your meeting does not conflict with UNE or PSAC events. The timing is very

important to avoid such issues as having Local representatives being designated as late delegates for convention, missing national or regional UNE events, etc.

9. You must provide the employer with a list of Local Officers. This information should also be provided to members via postings on Union bulletin boards, Local website etc.
10. If new signing officers are elected or designated, the necessary changes must be made with Local's financial institution. The Local must then submit, to the UNE office, a new Schedule D showing three signing officers.
11. You are encouraged to invite the UNE National President to the AGM, recognizing that he or she may not always be available.

For additional information, please feel free to contact your Regional Vice-President or visit our website at www.une-sen.org.