

TIPS FOR THE CHAIRPERSON

**Issued by
Union of Taxation Employees
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GENERAL INFORMATION

One way to ensure orderly procedure of business at a meeting is to have an agenda prepared beforehand. It is customary for the By-Laws of Locals to contain an order of business for meetings of the Local, and the agenda for a particular meeting is based on the Order of Business and the items of business to be dealt with at that particular meeting.

The agenda will change from meeting to meeting as far as the details are concerned, but the general pattern will remain the same. It is important to have an agenda and follow it.

This booklet is designed to assist Chairpersons to prepare an agenda, to deal with the various items of business on an agenda, to phrase questions and statements, and to illustrate how some of the basic rules of order are used.

Although these "Tips" were rewritten by the Union of Taxation Employees much of the material and the format were taken from the "Tips" prepared by the CUPE, UVAE and the PSAC.

START YOUR MEETING ON TIME

Chairperson says: *"Order, Please!" "I now declare this meeting of Local No. _____ of the Union of Taxation Employees (PSAC) open for the transaction of such business that may properly come before it."*

CALL TO ORDER

The secretary will call the roll of officers so that all may hear. (They are the most responsible members of the Local and should set an example in attendance.)

Secretary calls roll, naming each officer in turn!

President_____

Treasurer_____

Vice-President_____

Chief Steward_____

Secretary_____

Secretary will enter the names of officers present and absent in the Minutes.

ROLL CALL OF OFFICERS

The agenda is submitted to the members by means of a motion (proposed, seconded, amended, if required and adopted by the members). The agenda must be prepared prior to the meeting (usually by the Secretary or the President) after consultation with the Executive Committee. It must be distributed to all members present at the meeting or posted at the front of the meeting room where all members can view it.

President says: *"You have before you the agenda for this meeting. I will now accept a motion"*

A member of the executive (usually the secretary) will propose that the agenda be accepted; the motion is usually seconded by another member of the executive.

Once adopted, the agenda serves as a guide to the President for the running of the meeting.

ADOPTION OF THE AGENDA

Choose one of the following options:

President says: *"The Secretary will please read the minutes of the last meeting".*
Secretary stands while reading and makes sure the members in the rear can hear.

OR

The President distributes copies of the minutes of the last meeting and gives the members a few minutes to go through them.

President says: *"I will now accept a motion."* A member of the executive (usually the secretary) will propose that the minutes be accepted; the motion is usually seconded by another member of the executive.

President says: *"Are there any errors or omissions in the minutes?"*

If there is a correction to the minutes, a simple majority vote of the meeting is necessary to make the correction. Business referred by the minutes to this meeting should be taken up under unfinished business and will be read out by the Secretary at that point on the agenda.

READING AND APPROVAL OF MINUTES OF PREVIOUS MEETING

President says: *"The Treasurer will make his/her report on the financial condition of the Local".*

Treasurer makes the report and moves its acceptance.

President says: *"You have heard the Treasurer's report and he/she has moved acceptance."*

"The motion has been seconded."

"Are you ready for the question?" (At which point the members vote on the treasurer's report)

TREASURER'S REPORT

Reports should be in writing. Ask the person making the report to come to the front of the hall while reporting.

Most committee reports should be short, snappy and to the point. Every detail of the committee meeting does not have to be reported. The purpose of the committee is to make plans to present to the membership for approval. The report need contain only sufficient detail so that the members will understand the content.

President says: *"Will the Chairperson of the _____ committee make his or her report".*

Committee Chairman: Reads the report and moves its adoption.

(Another committee member will normally second the motion.)

President says: *"The Report is open for discussion."*

NOTE: The Chairman of the committee who presented the report remains at the front of the hall (to answer questions, provide additional information, etc.) until the report is adopted by the members.

COMMITTEE REPORTS

Unfinished business are items that have been before the Local already, either from “*new business*” at a previous meeting, or from earlier in the present meeting referred to this point on the agenda.

President says: “*Is there any unfinished business?*”

(Secretary will provide the President with the items (if any) which should be now brought to the attention of the meeting.)

President announces each item in turn, requests a motion on each one and, when duly seconded, invites discussion by members.

When all items have been disposed of the

President says: “*Is there any further unfinished business?*”

Hearing no reply the President will close the order of business and move on to the next item on his agenda.

UNFINISHED BUSINESS

President says: “*The next item in the order of business is the nomination and election of officers*”.

The President should read out that the rules for nomination and elections which are contained in the Local By-Laws (that adhere to the UTE By-Laws and the PSAC Constitution).

The President will turn the meeting over to the person who will conduct the nominations and elections. This person is usually the Chairperson of the nominating committee.

The following rules should be made clear to the meeting before nominations commence:

1. Nominees must be members in good standing of the Local;
2. Nominees must be nominated and seconded by members in good standing of the Local;
3. Nominees must express their willingness to serve and to perform the duties if elected.
4. Elections will be decided by a simple majority.
5. Term of office will be as stated in the Local By-Laws.

6. Elected officers are expected to set an example in the matter of attendance at meetings.
7. The oath of office should be administered to all officers immediately before taking office. (see back of pamphlet.)

NOMINATION AND ELECTION

New Business is that which is brought up for the first time at a meeting. It may come from recommendations in the various committee reports, from letters or from any member on any subject.

President says: *"We will now deal with any new business."*

Items will be brought up (if any) and the Chairperson will deal with them by applying normal rules of order, i.e., dealing with each item as it is moved and seconded by the members.

NEW BUSINESS

President says: *"Having completed our business, this meeting of Local _____ of the Union of Taxation Employees (PSAC) stands adjourned".*

OR

President says: *"As we have reached our adjournment time, this meeting of Local _____ of the Union of Taxation Employees (PSAC) stands adjourned".*

A motion to adjourn is required if neither of these two situation applies. A motion to adjourn is in order at anytime during a meeting.

ADJOURNMENT

PRINCIPLES OF EFFECTIVE, RESPONSIBLE LEADERSHIP

1. Know your facts. Write them down. Talk them over.
2. Work your problems through; what can you do; what can't you do; what should you do.
3. Parcel the job out. Make sure everyone knows what he or she is to do.
4. Tell the people who are doing the job how they are doing. Give each person proper credit.
5. Help each person on the job. Give them suggestions; not orders.

6. Don't make decisions that involve other people without talking it over with them first.
7. Use each person's abilities; don't overload anyone; don't expect too much of anyone.
8. Follow through on each job yourself. If a job isn't done, don't bawl anyone out but try to establish a reason.
9. Let the people who did the job make reports and get the credit.
10. Work from a long-range plan which should be discussed and recommended by the Executive Committee to the members.

PRINCIPLES OF EFFECTIVE, RESPONSIBLE LEADERSHIP

QUALITIES AND RIGHTS OF A GOOD CHAIRPERSON

A good Chairperson is made, not born. S/He must remember that s/he holds office by virtue of a vote of the majority of his/her fellow members. A good Chairperson is one who:

1. has a fair knowledge of the fundamental rules of order, the PSAC Constitution, UTE's By-Laws and Local By-Laws;
 2. is able to temper his/her knowledge with common sense;
 3. is scrupulously honest in the exercise of his/her duties;
 4. is mindful of his/her rights and insists on them;
 5. maintains impartiality while in the chair;
 6. never enters the debate;
 7. conducts meetings with decorum and maintains the prestige of the Local and respect for it among the members.
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OATH OF OFFICE

"I _____ having been elected an officer of Local No. _____ of the Union of Taxation Employees a Component of the Public Service Alliance of Canada, solemnly declare that for my term of office I shall fulfill the duties of such office, will maintain and uphold the dignity of the Organization, and will always keep confidential all matters concerning the affairs of the Organization that are brought to my attention".

